CITY OF SURREY

CUPE402
SURREY CITY WORKERS

2025 – 2028

COLLECTIVE AGREEMENT

BETWEEN

CITY OF SURREY

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, SURREY, BC, LOCAL NO. 402

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COLLECTIVE AGREEMENT

2025 – 2028

THIS AGREEMENT entered into this **23rd day of February, 2026.**

BETWEEN:

CITY OF SURREY

(Hereinafter called the "City")

PARTY OF THE FIRST PART;

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES, SURREY (CITY), BC, LOCAL NO. 402

Chartered by the Canadian Union of Public Employees and affiliated with the Canadian Labour Congress. (Hereinafter called the "Union")

PARTY OF THE SECOND PARTY;

PREAMBLE

The purpose of this Agreement is to secure for the City, the Union and the employees of the City the full benefit of orderly and legal collective bargaining, and to ensure to the utmost extent possible the safety and physical welfare of the Employees, economy of operation, quality and quantity of output, and protection of property. It is recognized by the Agreement to be the duty of the City and the Union and the Employees to cooperate fully, individually and collectively, for the advancement of said conditions.

The City and the Union agree to abide by the terms set out in this Agreement. The Union further agrees that it will at all times instruct its members to act in accordance with the terms contained in this Agreement. The City agrees, in the exercise of the functions of Management, that the provisions of this Agreement will be carried out.

ARTICLE 1 BARGAINING AGENCY

The City recognizes the Union as the sole collective bargaining agent for the employees of the City covered by this Agreement, excluding any employees who are not employed within the meaning of Section 1 of the "Labour Relations Code of B.C."

1.1 The Union agrees that there shall be no soliciting by any of its individual members of the City Council or individual members of Council with respect to rates of pay, working conditions, workplace policies or any other matter covered by this Agreement during the term of said Agreement.

1.2 The City agrees that the bargaining authority of the Union shall not be impaired during the term of this Collective Agreement. The City agrees that the only certification that it will recognize during the term of this Agreement is that of the Union unless ordered by due process of law to recognize some other bargaining authority.

ARTICLE 2 EMPLOYER'S RIGHTS

2.1 The management and the operation of, and the direction of the working force is vested exclusively in the City, provided, however, that this will not be used for the purpose of discrimination against Employees, and provided that it is not against or contrary to the articles of this Agreement.

2.2 The City shall have the right to select and promote its Employees and to discipline or discharge them for proper cause, provided the Employees shall retain the right of appeal under the Grievance Procedure contained in this Agreement.

2.3 For the satisfactory and efficient operation of the City's business, the parties to this Agreement recognize the following Departments:

Inside Division
Office of the Mayor
City Manager's Office
Corporate Services Department
Engineering Department
Finance Department
Human Resources Department
Information Technology Department
Planning & Development Department

Parks Recreation and Culture Division
Parks Department
Recreation Department
Culture Department

Outside Division
Engineering Department – Operations Branch

- Streets Section
- **Utility Operations**/Construction Section
- Pumps and Controls Section
- Solid Waste Section
- Fleet Section
- Garage Section

Corporate Facilities Department

ARTICLE 3 UNION SECURITY

3.1 (a) The City agrees that all present employees covered by this Agreement shall remain members of the Union as a condition of employment and all future employees of the City, except those covered by the classifications set out in Article 1.1, of this Agreement, shall immediately upon employment become and remain members of the Union as a condition of employment.

(b) The City agrees to notify the Union, in writing, when an employee, covered by this Agreement, is hired, promoted, demoted, transferred, laid off, recalled, resigns, is suspended or is terminated.

(c) In the event of the Union intending to suspend a member for non-maintenance of membership, or for any other reasons, the City shall be notified by the Union in writing at least seven (7) days before such suspension.

3.2 The City agrees to check-off all Union Dues and assessments levied in accordance with the Constitution and/or Bylaws of the Union. The Union agrees to advise the City of the amounts of such Union Dues, fees and/or assessments as may be determined from time to time by the said Union. The City, upon receipt of such evidence from the Union, shall thereupon deduct from the earnings of the employees such dues, fees and assessments and shall forward to the Union the total of such amounts deducted together with a list of those employees from whom such deductions were made.

ARTICLE 4 ADJUSTMENT OF GRIEVANCES

4.1 In the event that any difference arises out of the interpretation, application, operation or any alleged violation of this Agreement, including any question or difference arising from the suspension or dismissal of any employee, and including any question or difference as to whether the matter is arbitrable, such question or difference shall be finally and conclusively settled without stoppage of work in the manner specified in Article 4.

4.2 **Time Limits**

The time limits specified in this grievance procedure shall be considered binding upon both the Union and the City.

The time limits to initiate a grievance, convene a grievance hearing, reply to a grievance, or refer it to the succeeding step can be extended only by explicit written agreement by the parties. For the purposes of managing the grievance procedure, extensions sought by the City or the Union shall be dealt with between a designated member of the Union, and a designated member of the Human Resources Department.

4.3 **Designated Managers May Reply**

To expedite the investigation, hearing and reply to any grievance, a General Manager may designate a Division Manager within the same Department, to hear and reply to a grievance on behalf of another Division Manager.

To expedite the investigation, hearing and reply to any grievance, the Manager, Human Resources may designate a General Manager to hear a grievance on behalf of another General Manager.

A reply to or from a designated Manager shall have the same force and effect as the Manager responsible.

4.4 **Union Representation**

An employee shall have the right to have a Shop Steward or Union Representative present when written disciplinary action is to be taken (written warning, suspension, dismissal.) Furthermore, such a right is also applicable when an employee is to be subject to a verbal warning, which may form part of the disciplinary record in the future.

However, this clause does not apply to workplace discussions that are of an operational or remedial nature, which will not form part of the disciplinary record.

4.5 **Grievance Procedure – Individual and Group Grievances**

(a) All Grievances must be initiated with five (5) working days of occurrence of the action being grieved, or from the first knowledge by the Union Representative of grounds for a grievance.

Step 1

(b) A Union Representative and the employee shall first attempt to resolve the matter with the immediate management supervisor who made the decision being grieved. Failing resolution within two (2) working days, the grievance shall be reduced to writing with sufficient particulars to identify the dispute and submitted to the Division Manager, with a copy forwarded to a designated Manager in the Human Resources Department.

(c) Within five (5) working days of receipt of the grievance, the Division Manager will convene a hearing of the grievance. Within three (3) working days of the hearing, the Division Manager will forward a written reply to the grievance to the Union, copy to the Human Resources Department.

Step 2

(d) If the Union is not satisfied with the Division Manager's reply, they may refer the grievance to the Department General Manager within ten (10) working days of receipt of the Division Manager's decision.

(e) The General Manager will convene a hearing of the grievance within five (5) working days of receipt of the grievance. Within three (3) working days of the hearing, the General Manager will forward a written reply to the grievance to the Union, copy to the Human Resources Department.

Step 3

(f) If the Union is not satisfied with the General Manager's reply, they may refer the grievance to either the City Manager or designate (who shall not be the General Manager who heard the grievance at Step 2) or to arbitration in accordance with Article 4.7, within ten (10) working days of receipt of the General Manager's decision.

If the matter is referred to the City Manager (or designate), a hearing will be convened within ten (10) working days of the

referral. A reply to the grievance from the City Manager will be forwarded to the Union within ten (10) working days following the hearing.

Step 4

(g) If the Union is not satisfied with the City Manager's reply, they may refer the matter to arbitration within ten (10) working days of receipt.

4.6 **Grievance Procedure – Policy and Dismissal**

(a) Grievances dealing with the dismissal or termination of an employee or policy matters shall be submitted to the City Manager (in the case of dismissal or termination, the City Manager; in the case of a policy grievance, the City Manager or designate) within five (5) working days of the date of the dismissal or occurrence giving rise to the policy matter.

(b) The grievance shall be submitted in writing with sufficient particulars to identify the dispute, with a copy forwarded to the Manager, Human Resources.

(c) The City Manager shall convene a grievance hearing within ten (10) working days of receipt of the grievance. Within three (3) working days of the hearing, the City Manager will forward a written reply to the Union, with a copy to the Human Resources Department.

(d) If the Union is not satisfied with the reply, they may refer the matter to arbitration within ten (10) working days of receipt of the City Manager's reply in accordance with Article 4.7.

4.7 **Arbitration**

(a) Within fourteen (14) calendar days of notice that a grievance is being advanced to arbitration, the parties will attempt to agree on a single arbitrator to hear the matter. Should the parties fail to agree on an arbitrator, either party may request the Minister of Labour to appoint an arbitrator to hear the matter. The expenses of the arbitrator shall be borne in equal amount by the Employer and the Union.

(b) In the event the arbitrator finds that an employee has been dismissed or suspended for other than proper cause, the arbitrator may direct the City to reinstate the employee, and to pay the employee a sum equal to their wages or salary lost by reason of such suspension or discharge, or such lesser sum

as in the opinion of the arbitrator is fair and reasonable, or make such other order as it considers fair and reasonable having regard to the terms of the Collective Agreement between the parties.

ARTICLE 5 VACATIONS AND GENERAL HOLIDAYS

5.1 General Holidays

(a) All employees of the City shall be granted payment for all General Holidays and for any day which the Council of the City may declare a public holiday.

For the purpose of Article 5.1, all new employees hired by the City shall have worked for the City at least fifteen (15) working days in the thirty (30) calendar day period immediately prior to the General Holiday.

(b) In the interpretation of this Clause, the following are General Holidays which shall apply, namely: Christmas Day and the day immediately following; New Year's Day; Family Day; Good Friday; Easter Monday; Canada Day; Victoria Day; BC Day; Labour Day; **Truth and Reconciliation Day**; Thanksgiving Day; Remembrance Day; the birthday or the day fixed by Proclamation of the Governor-in-Council for the celebration of the birthday of the reigning Sovereign; and any day appointed by Proclamation of the Governor-in-Council as a holiday of general application throughout Canada, and any day appointed by Proclamation or Order of the Lieutenant Governor-in-Council as a holiday.

5.2 Where General Holidays or public holidays declared by the Council of the City occur while an employee is on Annual Holiday or on their regular days off, extra days in lieu of such holidays shall be granted. It is understood premium pay is not paid on any other day than the actual General Holiday.

5.3 Annual Vacations

Paid annual vacation for all employees covered by this Agreement shall be allowed as follows:

(a) Employees leaving the service in less than twelve (12) months from the date of their employment, shall receive 6% of their total earnings to the date of their termination.

(b) In the first (1st) part calendar year of service, vacation pay will be granted on the basis of one-twelfth (1/12) of fifteen (15) working days for each month or portion of a month greater than one-half (1/2) worked by December 31st, or 6% of the employee's total earnings, whichever is greater.

(c) Payment of any owed vacation pay adjustment will be made by March 31st in the following year.

(d) During the eighth (8th) and each subsequent calendar year of service, twenty (20) working days or 8% of the employee's total earnings for the year, whichever is greater.

(e) During the sixteenth (16th) and each subsequent calendar year of service, twenty-five (25) working days, or 10% of the employee's total earnings for the year, whichever is greater.

(f) During the twenty-fourth (24th) and each subsequent calendar year of service, thirty (30) working days or 12% of the employees total earnings for the year, whichever is greater.

(g) (During the thirty-second (32nd) and each subsequent calendar year of service, thirty-five (35) working days or 14% of the employee's total earnings for the year, whichever is greater.

(h) Employees who leave the service shall receive either 6%, 8%, 10%, 12% or 14% of their earnings for the period January 1st, to their date of termination for the year in which they leave the service, the percentage received being dependent upon the employee being entitled to 15, 20, 25, 30 or 35 working days' vacation.

(i) Calendar year for the purpose of this Agreement shall mean the twelve (12) month period January first (1st) to December thirty-first (31st) inclusive.

(j) Vacations shall be taken in one (1) unbroken period or any combination of five (5) consecutive working days. Vacations may also be taken in shorter time periods with management approval. Adjustments will be made on the employee's regular pay cheque for any overpayment of vacation pay. Employees shall take their annual vacation entitlement in the year it is earned and shall not be entitled to receive monies in lieu of vacation except in extenuating circumstances, e.g., sickness, WCB, etc.

(k) Vacation for employees shall be taken at such times when quantity and regularity of the work of the City will be least impaired, and is mutually agreed upon by the employee and the Department Manager.

(l) Each regular employee will receive one (1) supplementary week of vacation at the beginning of each five (5) years following the completion of ten (10) calendar years of service, with each supplementary week to be taken during the course of the five (5) year period.

(m) Employees will be entitled to the supplementary one (1) week of vacation at the beginning of the five (5) year cycle. The entitlement is not conditional upon the completion of the full cycle. If the supplementary week is not taken, or only a portion is taken, the difference will be paid out at the end of each five (5) year period.

ARTICLE 6 EMPLOYEES' BENEFITS

6.1 Group Life Insurance

(a) The parties hereto mutually agree that all employees of the City, age 69 and younger, shall participate in a Group Life Insurance Plan which shall include accidental death and dismemberment coverage, immediately upon completion of three (3) months from date of hire and shall continue to participate in such plan as a condition of employment.

(b) The premiums payable shall be shared by the City and the participating employees through payroll deduction.

The City will pay 75% for Group Life Insurance.

(c) The amount of Group Life insurance to be two (2) times annual income to a maximum of $150,000.00 (minimum of $5,000.00).

6.2 Medical Plan

All regular and probationary employees will be covered by a Medical Plan the first day of the month following their employment. The City will pay 100% of the premium.

6.3 **Dental Plan**

All employees, after three (3) months employment, shall be covered by a Dental Plan. The City will pay seventy-five percent (75%), with the employee paying the remainder through payroll deduction.

All regular full-time employees shall participate in a Dental Plan based on the following general principles:

(a) Basic Dental Services (Plan A) – Plan pays 80% of approved schedule fees.

(b) Prosthetics, Crowns and Bridges (Plan B) - Plan pays 50% of approved schedule of fees. Effective January 1, 2006, the plan pays 60% of approved schedule of fees.

(c) Orthodontics (Plan C) - Plan pays 50% of approved schedule of fees. The orthodontic lifetime maximum per person shall be three thousand dollars ($3,000.00).

(d) It being understood that current Dental College Fee schedules would apply.

6.4 **Sick Leave**

(a) All employees shall be granted eighteen (18) days' sick leave with pay for each year of continuous service on the basis of one and one-half (1 ½) days per month on completion of the employee's three (3) months employment, retroactive to the employee's first completed calendar month of service. All unused sick leave to accumulate to a maximum of one hundred twenty (120) days.

(b) All employees covered by this Agreement shall contribute a specified number of sick leave days per year to a Sick Leave Bank to be administered by the Union.

(c) An employee who uses no sick leave during the year shall receive three (3) days at the employee's regular rate of pay at the end of the year and a credit of thirteen (13) days' sick leave to the employee's maximum accumulation of one hundred twenty (120) days. The three (3) days to be assigned and to become effective as follows each year: May 1, September 1, and December 31. These days will be paid out at the end of each period.

For the purpose of Article 6.4 the number of sick days contributed to the Union Sick Leave Bank and sick leave days

used by the employee shall first be deducted from the three days the employee would have received had they not been sick; and the remaining balance credited to the employee's maximum accumulation of one hundred twenty (120) days' sick leave.

(d) Employees may be required to complete a statutory declaration certifying as to illness or attested to by a Notary Public or a doctor's certificate to obtain sick pay.

(e) Employees attending medical/dental specialists' appointments for consultation, examination or treatment shall be allowed to use sick leave with the presentation of proof of a specialist appointment. Specialist appointments are those where employees do not have an option to schedule their appointment outside of their scheduled hours of work.

(f) Employees who are on Workers' Compensation may receive full pay while on compensation, provided there is sufficient sick leave to the employee's credit. Those employees who receive full pay while on Workers' Compensation shall have the difference between the amount of compensation and their full pay deducted from the employee's sick leave credit. The City shall receive the employee's time loss compensation from the Workers' Compensation Board.

(g) If, as a result of a claim made to insuring third party (example, ICBC), an employee receives payment for wage loss (including fringe benefit costs) referable to a period during which the employee received sick leave benefits, then the employee upon the receipt of such payment shall pay to the City the amount of the wage loss so received, and the City shall then reinstate both the employee's sick leave accumulation with the hours equivalent to those lost due to the employee's claim and related gratuity pay entitlement. For the purposes of reinstating the employee's Sick Bank credits, the City may agree, subject to the approval of the City Manager, to assist the employee in defraying legal costs incurred.

6.5 Jury or Court Witness Duty Leave

Employees who are called to serve as jurors or are subpoenaed as witnesses in criminal or civil courts, shall be granted leave of absence for such purpose without loss of any privileges. Normal pay will continue to be issued on the usual pay dates. At the conclusion of duty, the employee shall obtain a certificate from the Court showing the period of jury or witness service and the amount of the compensation received, and shall

deposit this certificate together with the full amount of the compensation but not including traveling allowances, with the City. Employees shall make every reasonable effort to request leave prior to such leave occurring.

6.6 **Extended Health Benefit Plan**

(a) All regular and probationary employees after three (3) months employment will be covered by a one hundred percent (100%) Extended Health Benefit Plan with the standard $150.00 deductible. The City will pay **ninety percent (90%)** of the costs and the **ten percent (10%)** deduction for employees shall be made through payroll deductions. The extended health lifetime maximum will be $2,000,000.

(b) **Optical Benefit**

The optical benefit is a maximum of **six hundred ($600)** every two (2) calendar years with no deductible.

6.7 **Retirement/Severance Allowance**

On voluntary termination, after ten (10) calendar years of service with the City, the employee will receive one (1) day's pay for each year of service.

On retirement or death, after ten (10) calendar years of service with the City, the employee will receive two (2) days' pay for each year of service.

In the event of the death of an employee, the value of all accrued retirement/severance benefits shall be paid to the employee's designated beneficiary. If there is no designated beneficiary, payment shall be made to the employee's estate.

6.8 **Pregnancy/Parental Leave**

(a) The Employer shall continue to pay its share of benefits premiums for an employee on pregnancy or parental leave. The employee must prepay their share of premiums to the employer for benefits to which they are entitled for the period of leave. Pension contributions will cease during the period of the leave. Upon returning to work, the employee may purchase service for the period of the leave pursuant to the provisions of the Municipal Pension Plan.

(b) On resuming employment, an employee shall be reinstated in their previous or a comparable position, and for the purpose of pay increments, benefits, and vacation entitlement (but not for statutory holidays or sick leave) pregnancy/parental leave will

be counted as service. Vacation pay will be prorated by the period of the leave and an employee may elect not to take that portion of their vacation that is unpaid.

(c) The City shall not terminate an employee or change a condition of employment of an employee without the employee's written consent, except for general reduction in the workforce.

Pregnancy Leave

(d) A pregnant employee who requests Pregnancy Leave shall provide Human Resources with a medical certificate from a qualified medical practitioner stating the estimated date of birth. Such certificate shall be provided no later than three months prior to the estimated date of birth. The employee is also required to complete a Request for Special Leave form and submit it to Human Resources.

(e) A pregnant employee shall be entitled to Pregnancy Leave, without pay from the date of commencement of leave, for a period up to seventeen (17) consecutive weeks. The employee may request that their leave commence no earlier than eleven (11) weeks before the estimated date of birth or no later than the actual birth date. The City may require the employee to commence a leave of absence where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the employee provides a certificate from a medical practitioner stating that they are able to perform their duties.

(f) Regardless of the date of commencement of the leave of absence, the leave shall not end earlier than six (6) weeks following the actual date of birth of the child unless the employee requests a shorter period; and no later than seventeen (17) weeks after the actual birth date. If the employee requests a shorter period, a written notice must be submitted to the City two (2) weeks prior to returning to work.

(g) Where an employee who has been granted leave under this clause is, for reasons related to the birth or the termination of the pregnancy as certified by a medical practitioner, unable to work or return to work after the expiration of the leave, the City shall grant to the employee further leaves of absence from work, without pay, for a period specified in one or more medical certificates, but not exceeding a total of six (6) consecutive weeks.

Supplementary Employment Insurance Benefits (SEIB)

(h) A pregnant employee who is entitled to pregnancy leave as provided for in Clause 6.8 (e) of the Collective Agreement and who has applied for and is in receipt of Employment Insurance (EI) benefits is eligible to receive Supplementary Employment Insurance Benefit (SEIB) Plan payments. The SEIB Plan is intended to supplement EI benefits received by the employee while they are temporarily unable to work as a result of giving birth.

1. **The SEIB Plan payments will be based on the difference between the EI benefits received plus any other earnings received by the employee, and ninety-five percent (95%) of their gross weekly earnings and is paid for the first six (6) weeks of pregnancy leave, which include the one (1) week EI waiting period.**

2. **The SEIB Plan meets the requirements of the Employment Insurance Regulations, since the SEIB payment plus the employee's weekly EI maternity benefit does not exceed the employee's normal weekly wage and the payment will not be used to reduce the employee's accumulated employment benefits, such as accumulated sick leave and vacation credits.**

3. **Income tax rules or regulations may require a payback of Employment Insurance earnings, depending on the tax rules in effect at the time the employee is receiving EI benefits. The City does not guarantee any specific level of earnings under the SEIB Plan but is liable only for the payment of the benefit as specified above. Under no circumstances will the City be responsible for any payback arising from the application of the tax rules or regulations, or from any changes to such rules or regulations.**

4. **If an employee who received benefits under the SEIB Plan does not choose to return to work for the City or returns for a period of less than six (6) months, they will be required to repay the SEIB Plan payments paid by the City. Such repayment will be pro-rated based on time worked.**

Parental Leave

(i) Upon written request and with reasonable notice, an employee shall be granted unpaid leave as follows:

1. For a pregnant employee who takes leave under Article 6.8 Pregnancy Leave up to sixty-one (61) consecutive weeks of unpaid Parental Leave beginning immediately after the end of the Pregnancy Leave, unless the Employer and employee agree otherwise;

2. For a pregnant employee who does not take leave under Article 6.8 Pregnancy Leave up to sixty-two (62) consecutive weeks of unpaid Parental leave beginning after the child's birth and within seventy-eight (78) weeks after that event; or

3. For a non-birth parent up to sixty-two (62) consecutive weeks of unpaid Parental Leave beginning after the child's birth and within seventy-eight (78) weeks after that event; or

4. **For an** adopting Parent, up to sixty-two (62) consecutive weeks of unpaid Parental Leave beginning within seventy-eight (78) weeks after the child is placed with the parent.

6.9 **Long Term Disability Plan**

(a) All regular employees, after three (3) months employment, will be covered by a sixty percent (60%) Long Term Disability Plan (maximum monthly benefit of four thousand, five hundred dollars ($4,500.00)).

(b) All regular part-time employees who elect to enroll, after accumulating one thousand hours, will be covered by a sixty percent (60%) Long Term Disability Plan (maximum monthly benefit of four thousand, five hundred dollars ($4,500.00)).

(c) In exchange for the Value of two (2) sick days, the City agrees to redirect the funds to purchase a jointly agreed upon Long Term Disability Plan.

(d) It is understood that eligibility for payment of the Long Term Disability Plan benefits shall be subject to the terms and conditions of the Long Term Disability Policy, as amended from time to time.

ARTICLE 7 WORKING CONDITIONS

7.1 Rest Periods

All employees of the City shall be granted a ten (10) minute rest period in the first half and second half of each working shift, with distinct understanding the said rest period shall be limited to ten (10) minutes only.

7.2 Employee Responsibility

It shall be the responsibility of each and every employee to take all reasonable precautions to preserve all City property under their care.

7.3 Picket Line Protection

No employee covered by this Agreement shall be required to cross any picket line established at any location as a result of any legal strike.

It is further agreed that where an emergency situation exists, an employee may deal with such emergency situation where the City and the Union agree that such emergency does in fact exist.

7.4 Absences Without Leave

Any employee who is absent without leave for a period of more than three (3) consecutive working days shall forfeit all seniority rights. This shall not interfere with the City's right to discharge for proper cause.

7.5 Changes in Working Conditions and Classifications

(a) In the event of discussions being considered necessary by either party during the term of this Agreement relating to new classifications, rates of pay, hours of work, or matters arising under Article 7.11, or other working conditions not provided for in this Agreement, it is agreed that either party shall meet the other party in order to carry out such discussions as soon as possible, and in any event, not later than fifteen (15) days from the date of written request by one party to an officer of the other party.

(b) For the purpose of Article 7.5 it is mutually agreed between the parties hereto that the representatives appointed by each side shall not exceed five (5) members per side present at any meeting.

(c) Any negotiations for the renewal or revision of this Agreement coming within the scope of Collective Bargaining, Article 14,

shall be conducted by representatives appointed by each side who shall not exceed five (5) representatives per side.

(d) The Union agrees that none of its members shall transact any of its business or any Union business during working hours, except the Union President and Secretary or their appointed representative, who may from time to time meet with the City Manager or other officials of the City to transact business relating to personnel and the Collective Agreement, and with the exception of sub-sections (a), (b), and (c) above. For the purpose of this section, the City agrees that any officers or members of the Union who may be requested to be in attendance at any such meeting shall do so without loss of salary, wages or other benefits.

(e) Leave of Absence for Union Functions

It is agreed that official representatives of the Union be granted leave of absence, without pay, to attend Union Conventions or perform any other function on behalf of the Union and its affiliations, provided not more than **twelve (12)** Union representatives shall be away at any one time. Such leave of absence shall not affect the employee's seniority and/or benefits contained in this Agreement. Such request for leave shall not be unreasonably refused.

(f) Leave of Absence Full-Time Union Duties

It is agreed that any employee who is elected or selected for a full-time position with **CUPE Local 402**, shall be granted a leave of absence, without pay and without loss of seniority by the City for a period up to **two (2) years**, and such leave may be extended **with management approval**.

It is agreed that any employee who is elected or selected for a full-time position with which the Union is affiliated shall be granted a leave of absence, without pay and without loss of seniority by the City for a period of up to one year, and such leave may be extended with management approval.

For the purpose of this section it is agreed that if any employee is granted leave of absence, there shall be no cost to the City.

(g) Leave of Absence for Public Office Duties

When a regular full-time employee is elected to a government public office outside the City, the employee may be granted leave of absence without pay and without loss of seniority by the City for a period of up to one year, and such leave may be extended each year on request during the employee's term of office.

If an employee wishes to run for election or be nominated to run for election to the Council of the City of Surrey, the employee must apply as soon as possible and will be granted leave of absence without pay. If the employee is elected to office with the City of Surrey, the employee will resign in accordance with the provisions of the Municipal Act.

If an employee runs for elected office in Surrey, locally, provincially, or federally and a conflict of interest occurs, the leave of absence without pay and resignation provisions of the preceding paragraph may apply.

7.6 Job Postings

(a) Vacancies and new positions covered by this Agreement shall be posted and remain posted for a period of five (5) working days prior to the filling of the vacancy or new position. It is agreed between the parties that should the necessity arise, that the vacancy or new position can be filled by a temporary employee for a period not exceeding fifteen (15) working days; however, due to unusual circumstances, this period may be extended by mutual consent. All appointees to vacancies or new positions shall be subject to a probationary period, or a trial period, as applicable. Appointments from within the bargaining unit shall be made within four (4) weeks, wherever possible, of the job posting date.

(b) Human Resources Department will post all regular positions except Labourer 1.

7.7 Payment of Salary Increments

In all cases where an employee has been promoted or reclassified as to employment, payments of annual salary increments shall be made from the anniversary date of such promotion or reclassification, and not from the anniversary date of the employee's employment by the City.

7.8 **Special Service Pay**

The Union wishes to place on record that in the event of an employee's supervisor desiring to recommend an employee for an increase to cover any special service, such increase will not be objected to by the Union and such action has its approval. Every three (3) months the Union will be supplied with a list of employees who receive special pay.

7.9 **General Leave of Absence**

Employees desiring leave of absence with or without pay for any reasons, shall submit an application in writing where practicable for such leave to the City Manager or their designate. The City Manager shall make the decision, based on the circumstances and merits of each application and the leave will not be unreasonably refused. The City Manager's decision shall be subject to Article 4.

7.10 **Bereavement Leave**

(a) Bereavement leave for a period not to exceed three (3) working days without loss of pay shall be granted to the employee in the case of a death in the employee's family. The family, including those related by marriage or common-law, being defined as: spouse, child, parent, parent-in-law, sibling, grandparents, grandchildren, common-law spouse, ward, stepchild, sibling-in- law, great grandparents, grandparents-in-law, fiancé and step-parent.

In the case of death of a spouse or child, bereavement leave shall be granted for a period not to exceed five (5) working days without loss of pay.

Where the funeral is outside the Province, the employee may apply for additional leave not to exceed a total of three (3) working days without loss of pay.

(b) An employee who qualifies for bereavement leave under Article 7.10(a), may be granted such leave when on annual vacation and shall be credited the applicable number of days to their vacation bank.

(c) For bereavement leave only, a working day shall be defined as the employee's regular shift.

7.11 **Job Class Specifications**

(a) The City agrees to draw up job class specifications for all positions and classifications for which the Union is Bargaining Agent. These job class specifications shall be presented to the Union and shall become the recognized job class specifications unless the Union presents written objection within thirty (30) days. If the parties are unable to agree on the job class specifications, such dispute shall be submitted to grievance and arbitration. Job class specifications so established shall not be eliminated without prior written notification to the Union.

(b) Changes in Classification

When the duties in any classification are changed or increased by the City, or where the Union and/or an employee feels unfairly or incorrectly classified, or when any position not covered by the salary and wage schedules attached hereto is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the City and the Union. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, **they shall exchange all relevant information and meet to attempt to resolve the issue(s) in dispute. If they are still unable to resolve the issue(s)**, such dispute shall be submitted to the Job Classification Referee/Umpire. The new rate shall become retroactive to the employee's date of application for reclassification. The City will notify the Union every three (3) months of current reclassification applications.

7.12 **Provisions Regarding Municipal Employee's Car and Mileage Allowance**

Those employees driving their own vehicle on City business will be reimbursed at a rate per kilometre. The reimbursement rate will be in line with the non-taxable rate set by the Canada Revenue Agency.

7.13 **Education Allowance**

(a) The City will pay one hundred **percent** (100%) of course costs upon proof of payment and successful completion for approved courses of instruction for employees to better qualify themselves to perform their job.

Professional Fees and Licenses

(b) It is agreed that the City shall reimburse professional fees for any employee who is required to be a member of a professional association and license for any employee who is required to be licensed (license other than motor vehicle operators) and such fee or license to be subject to the approval of the City Manager. The City Manager's decision shall be subject to Article 4.

ARTICLE 8 WAGES AND SALARIES

8.1 (a) The schedule of wages, classifications and salaries for all the employees of the City covered by this Agreement, shall be in accordance with the Schedules attached hereto and forming part of this Agreement.

(b) Payment of wages shall be issued by-weekly on a Friday.

(c) Payment of wages for vacations, general holidays, paid leave of absence, sick leave, or other paid authorized leave, shall be at the employee's regular classified rate of pay and shall not include any type of premium pay.

(d) Temporary appointments of more than a duration of six (6) continuous months in a calendar year shall result in the employee receiving benefits at the higher rate for that period of time while in the higher classification.

8.2 **Temporary Appointment – Inside**

(a) When any salaried employee is appointed or requested by the General Manager to perform temporarily, work for which a higher classification is provided, such employee shall be paid immediately the appropriate rate in the higher classification to which they have been temporarily assigned.

(b) This adjustment shall be made for each working day, or portion of a working day that said employee is required to function either performing the principal duties or wholly in the higher classification, provided, that for the purposes of calculation, it shall be deemed that there are twenty-one (21) working days in a month.

In all cases of temporary appointments, the employee shall be notified of the appointment in writing.

(c) When any salaried employee is directed by the General Manager to temporarily perform work in a lower classification, the employee shall continue to be paid the established rate of pay for the regular higher classification.

8.3 **Temporary Appointment – Outside**

(a) When an outside employee is appointed or requested by the General Manager to temporarily perform work for which a higher classification is provided such employee shall be paid immediately the established rate quoted for the higher position to which this employee has been temporarily assigned.

(b) When an outside employee is directed by the General Manager to temporarily perform work in a lower classification, wages shall continue to be paid at the established rate of pay for such employee's regular classification

8.4 **Temporary Appointment Outside the Bargaining Unit**

When an employee is appointed or is requested to perform temporarily work for which a classification is not provided for in this Agreement, the City will notify the Union in writing of such temporary appointments.

8.5 **Job Security**

When an employee's regular job temporarily or permanently ceases to exist, because of temporary conditions or because of permanent changes in work procedures, they shall be offered a position commensurate with their knowledge, ability and skills, and seniority as per Article 10 of this Agreement. If they accept the new position, the rates of pay for these positions to which they are transferred shall not come into effect for five (5) working days.

8.6 **Overtime**

(a) Overtime Definition

Overtime shall be defined as time worked prior to the normal commencement of the employee's regular shift and/or after the completion of the employee's regular shift, or time worked in excess of the employee's daily shift period and/or weekly shift period.

(b) Overtime Rate

All work in excess of the standard work day (i.e., 7, 7 1/2 or 8 hours as the case may be) or the standard work week (i.e., 35, 37 1/2 or 40 hours as the case may be) shall be paid for at time and one-half (1 1/2) the regular hourly rate for the first two (2) hours of overtime in any day or week and double the regular hourly rate for any overtime thereafter. All work performed on Sunday or the second consecutive day of rest for employees working other than Monday through Friday inclusive, shall be paid at double the employee's regular rate of pay.

Where an employee is required to work on a General Holiday, such employee shall be compensated by the payment of double time for the hours worked exclusive of any regular General Holiday pay to which the employee may be entitled by the provisions of this Agreement

(c) It is agreed between the parties that employees who are required to work overtime on their regular days off, shall be paid a minimum of two (2) hours' pay at the applicable overtime rate or overtime rates for all hours worked, whichever is greater.

(d) Calculation of Overtime – Inside Employees

Overtime rates of pay for inside employees shall be computed on the basis of the employee's bi-weekly salary divided by the number of hours worked by such employees on their regular shift, i.e. 70, 75, or 80 hours as the case may be.

(e) Time Off in Lieu of Overtime Payment

Time off in lieu of payment for overtime shall be allowed on the basis of time off credit for actual hours worked, with the premium portion of the overtime being paid out. Time off credits shall be calculated to the nearest one half (1/2) day, and the balance paid out at the time the employee elects to take time off, or as otherwise mutually agreed. The accumulation shall not exceed seventy (70), seventy-five (75) or eighty (80) hours, as the case may be, in any calendar year. Overtime accumulated between January 1 and August 31 shall be taken by December 31 of the calendar year. Overtime accumulated between September 1 and December 31 shall be taken by April 30 of the following year.

Time off is to be taken as mutually agreed by the employee's General Manager and the employee concerned at the employee's regularly classified rate. However, when an employee works overtime in a higher classification, the difference between such employee's regular classified rate and the higher rate, shall be paid out and not accumulated.

The employee shall request such accumulation at the time of reporting any overtime hours.

(f) Call Out

Employees who are called to work from their residence outside of their regular working hours shall be considered to have been called out and shall receive overtime rates of pay as provided in Article 8, Section 6, of this Agreement, or a minimum of two (2) hours' pay at overtime rates of pay, whichever is greater. However, if an employee is called out to work between the hours of midnight and 5:00 a.m., the employee shall receive a minimum of three (3) hours' pay at overtime rates of pay. Time shall be computed from the time the employee commences to work until the employee is instructed to cease work. Multiple phone calls may be made within the same call out period.

Employees who are called out shall receive compensation for mileage allowance at the applicable rate per kilometre, one way when providing their own transportation. Notification given to employees to work outside their regular working hours prior to the employee ceasing work for the day shall not constitute a call out.

8.7 Stand-By Pay

Notwithstanding Article 8.6(e) the City offers (2) days off to be granted to designated employees in lieu of standby for one (1) full calendar week of standby duty (a week is defined as 4:30 P.M. Friday to 4:30 P.M. the following Friday). In addition, twenty dollars ($20.00) shall be given for standby on statutory holidays for a 24-hour statutory holiday period, notwithstanding Article 8, Section 6(e).

8.8 Sunday Work Premium

Employees required to work on Sunday in their regular five (5) day work week shall be paid a differential of twenty-five (25) cents per hour for the time so worked.

ARTICLE 9 HOURS OF WORK

9.1 Inside Employees

(a) The regular hours of work for inside employees of the City except Janitors, Stockroom Clerks, Mail Room/Print Room Employees, Computer Operators and all other employees of Information Technology hired after June 15, 1971, Radio Operators, Dispatcher Clerks, **Field** Surveyors, Survey Assistants, employees under the jurisdiction of the Law Department shall be seven (7) hours per day, seven (7:00) A.M. to six (6:00) P.M. with one (1) hour off for lunch, Monday through Friday. It is understood that the City shall have the right to schedule employees to work seven (7) hours within any eight (8) hour period between 7:00 A.M. and 6:00 P.M. The City will provide one (1) weeks' notice of any change of hours. No overtime shall be worked by any salaried employee except with express approval and authority of the appropriate General Manager and the hours of overtime worked shall be certified by the said General Manager to the Payroll Department before payment is made. Payment for overtime worked shall be in accordance with the provision of Article 8.6 of this Agreement and shall be paid when a salaried employee is required to work in excess of seven (7) hours in the regular work day or for work performed on Saturdays or Sundays.

(b) The regular hours of work for **Field** Surveyors and Survey Assistants shall be seven and one-half (7 ½) hours per day, eight (8) A.M. to four (4) P.M. with one-half (1/2) hour off for lunch, Monday through Friday. No overtime shall be worked by Instrument person or Rod person, except with express approval and authority of the General Manager and the hours of overtime worked shall be certified by the said General Manager to the Payroll Department before payment is made. Payment for overtime worked shall be in accordance with the provisions of Article 8.6, of this Agreement and shall be paid when the employee is required to work in excess of seven and one-half (7-1/2) hours in the regular work day or for work performed on Saturdays or Sundays.

(c) For the purpose of this Section, all employees of Information Technology hired after June 15, 1971, are exempt from a strict schedule of hours of work.

(d) For the purpose of this Section, Janitors, Stockroom Clerks, Radio Operators and Dispatcher Clerks who work in excess of eight (8) hours per day or forty (40) hours per week shall be

paid overtime rates in accordance with Article 8.6 of this Agreement

(e) For the purpose of Article 8.6, employees in the Mail Room/Print Room shall work any seven (7) consecutive hours per day worked between 6 A.M. and 5 P.M. daily with one (1) hour off for lunch Monday through Friday, inclusive.

(f) Planners 1 and 2, Property Negotiators 1 and 2, and **Technical Assistant I, Technical Assistant II, Project Coordinator, and Project Lead** shall be exempt from a strict schedule of hours of work when required to attend meetings called by City Council or public consultation meetings. However, any hours worked in excess of seven (7) hours per day or thirty-five (35) hours per week shall be paid overtime rates in accordance with Article 8.6 of this Agreement.

9.2 **Provision re: Radio Operators**

Employees who operate the Central Radio Station shall work on a variable shift basis subject to the following conditions:

(a) Eight (8) consecutive hours shall constitute a shift.

(b) Five (5) consecutive shifts shall constitute a week followed by at least two (2) consecutive days off.

(c) In the event of a Radio Operator exceeding eight (8) hours in a day or, works more than five (5) consecutive shifts, overtime payment will be made in accordance with the terms of this Agreement.

In the matter of General Holidays, alternate days off shall be granted in lieu of the General Holiday. The employer agrees that the preference of the employee as to alternate days off will be considered, wherever possible.

9.3 **Outside Employees**

(a) The regular hours of work for outside employees shall be any eight (8) consecutive hours between seven (7) A.M. and five-thirty (5:30) P.M. daily, with one-half (1/2) hour off for lunch, Monday through Friday inclusive. On a voluntary basis and by mutual agreement, outside employees may commence their shift at six (6) A.M. The City shall have the right to establish shifts other than the regular day shift provided that in all cases shift schedules are posted. Any employee required to work a shift other than the shift posted on the schedule shall receive

forty-eight (48) hours' notice of change of shift. Notwithstanding the foregoing, all employees required to work in excess of eight (8) hours per day or forty (40) hours per week shall receive overtime rates of pay as provided by Article 8.6 of this Agreement

(b) The hours of work of the employees working as the night crew in the City Garage shall be any seven and one-half (7 1/2) consecutive hours from four (4:00) P.M. to one-thirty (1:30) A.M. daily, including one-half (1/2) hour off for supper. Payment for overtime worked by members of this crew shall be in accordance with the provisions of Article 8.6 of this Agreement.

9.4 **Provision re: Patrol**

Patrolpersons shall be permitted to work on a variable shift basis subject to the following conditions:

(a) Eight (8) consecutive hours shall constitute a shift.

(b) Five (5) consecutive shifts shall constitute a work week, followed by at least two (2) consecutive days off.

(c) In the event a Patrolperson exceeds eight (8) hours in a day or works in excess of forty (40) hours in a work week, overtime payment will be made in accordance with Article 8.6 of this Agreement.

(d) Employees who are required to work as Patrolpersons on Saturdays, Sundays and General Holidays or as relief Patrolpersons shall be paid at the rate of pay set out in Schedule "C" of this Agreement when working as Patrolperson. When assigned to other work they shall be paid the rate of pay for the job to which they are assigned.

In the matter of General Holidays, alternate days off may be granted in lieu of General Holidays. The City agrees that the preference of the employee as to alternate days off will be considered, wherever possible.

9.5 **Reporting for Work**

It shall be the duty of all employees to report for work on each and every working day at the prescribed hours as set out in the hours of work schedule required to be posted in accordance with the Employment Standards Act. Failure of employees to comply with the provisions of this clause will result in disciplinary action by the City, provided however, that

where an employee if unable to report personally because of sickness, such employee will notify the immediate supervisor or some other official of the City by telephone, if possible, prior to the commencement of the working day, or as soon as possible thereafter.

The City and the Union agree to continue investigating the practicality of flexible hours and compressed work week. It was agreed that neither the City nor Union will be bound in any way to implementing any recommendation or proposition emanating from the experimentation.

9.6 **Shift Differential**

All employees of the City shall receive a shift differential of **one dollar and twenty-five cents ($1.25)** per hour for all scheduled hours worked on a shift other than the regular day shift.

Such differential shall not apply to the provisions of Articles 8.6, 8.7 and 8.8, of this Agreement.

Day shift employees (employees who have more than half (½) of their Regular work shift in the day shift time period as defined in the Collective Agreement for Inside (Article 9.1) and Outside employees (Article 9.3) shall receive shift differential only on straight time hours worked outside of the day shift time period.

Non day shift employees (employees who have half (½) or more than half (½) of their Regular work shift outside the day shift time period as defined in the Collective Agreement for Inside (Article 9.1) and Outside employees (Article 9.3)) shall receive shift differential on all straight time hours worked on their shift.

9.7 **Minimum Shift Guarantee**

The parties agree that all shifts shall be for no less than four (4) hours, except where mutually agreed to vary.

ARTICLE 10 SENIORITY

10.1 Probationary Period and Seniority

(a) Notwithstanding anything to the contrary contained in this Agreement it is mutually agreed that all new employees are hired on probation. The probation period of employment shall continue for six (6) months and during this period, no seniority rights shall be recognized. Upon completion of six (6) months continuous service, they shall be entitled to seniority dated from the day on which they entered the service of the City.

Probationary periods shall be extended for employees where they are off work on an Approved Leave of Absence.

(b) For the purpose of determining seniority it is mutually agreed and understood that the Departments within the structure of the City shall be as set out in Article 2.3 of this Agreement.

(c) It is mutually agreed that, when hiring new employees, preference may, subject to the same conditions as in Article 10.2 hereof, be given to those employees of the City who have had previous seniority.

(d) Notwithstanding Article 10.1(a), employees who are authorized to change employee Definition from Regular Full-Time to Regular Part-Time or Auxiliary in the same position, classification and Department, shall not be required to serve a probationary period in that position provided there is not a break in service.

10.2 Promotions

(a) In making promotions the required knowledge, ability and skills for the position shall be the primary consideration, and where two or more employees are equally capable of filling the position, years of service with the City shall be the deciding factor.

Where a question of equality of capabilities arises, the senior employee shall be given the first opportunity to demonstrate these qualifications before any person is confirmed in the position to be filled.

(b) The successful applicant shall be placed on a trial period for the period of four (4) months. Conditional on satisfactory service, such promotion shall become permanent after the period of four (4) months. In the event the successful applicant

proves unsatisfactory during the aforementioned trial period, or if the employee is unable to perform the duties of the new job classification, the employee shall be returned to the former position without loss of seniority and at the wage or salary applicable to such former position. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to the former position without loss of seniority and at such wage or salary applicable to such former position.

(c) An employee that has failed a trial period shall not be able to apply to that same job classification for a period of six (6) months, from the time that they have been returned to their former position. In this circumstance, the employee will be provided with timely, specific feedback outlining the reasons the trial period was unsuccessful and the skills or competencies required for future success in the role.

10.3 **Demotions Due to Lay-Off**

Where an employee is demoted due to a reduction in staff, the required knowledge, ability and skills of the employee shall be the primary consideration; where these are equal the employee with the shorter length of service in the Department shall be demoted.

Demoted employees shall receive the rate of pay set out for the position to which they demoted as from the date of demotion.

10.4 **Transfers Within the Bargaining Unit**

(a) Transfers may be made within the City from one Department to another without loss of seniority, on the following basis:

1. An employee may apply for a transfer to the City Manager.

2. No employee shall be transferred without due regard to the seniority provisions of Article 10.4 or the Agreement.

3. Transferred employees names shall be placed on Department's seniority list in accordance with their length of service with the City.

Transfers Outside the Bargaining Unit

(b) Employees shall not be transferred to positions outside the bargaining unit without their consent. If employees are transferred to positions outside of the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. Employees will retain their seniority for a maximum of three (3) years from the date of their transfer outside the bargaining unit. Employees who later return to the unit shall be placed in jobs commensurate with their competency and seniority. Such return will not result in the lay-off or bumping of any employee within the bargaining unit.

Transfers from Full-Time to Regular Part-Time

(c) For the purpose of applying on posted positions, employees who change employment status from full-time to regular part-time shall maintain their seniority and will accrue seniority on the basis of hours worked.

(d) For the purpose of applying on posted positions, employees who have changed employment status from Auxiliary to Regular Full-Time or Regular Part-Time shall have their seniority credited with the hours worked as an Auxiliary employee provided there was no break in service greater than one year.

10.5 **Lay-Off**

The employee within each Department with the least service shall be first laid-off, provided however, that employees with special skills may be retained to fill classified positions requiring special skills regardless of length of service.

1. It is recognized by the parties to the Agreement that lay-offs may occur in only one Department of the City at one time.

2. It is also recognized that Department seniority is based upon length of service with the City.

3. It is further recognized that employees with a greater length of service with the City may be laid off from one Department while employees with less service with the City may be retained in another Department.

4. In accordance with the foregoing, it is understood that the employee with the shorter length of City service in the Department in which the lay-off occurs, shall be first laid-off.

5. All employees shall receive at least three (3) days notice of their lay-off or pay in lieu thereof, except those employees who have more than one (1) year of service with the City, who shall receive five (5) days' notice or pay in lieu thereof.

6. Regular full-time employees in the classification of Labourer 2 who receive notice of layoff will have the right on a bargaining unit wide basis to displace temporary, term and part-time employees in the classification of Labourer 2 or Labourer 1 without the loss of their recall rights.

   With respect to regular full-time employees in other classifications, the City's obligation under what is presently Article 8.5 will not extend beyond the department in which a person is employed at the time of notice of layoff.

10.6 **Recall**

Employees who have been laid off shall be recalled to work in the reverse order of the lay-off; e.g., the last employee laid off shall be the first recalled, subject to the following conditions:

1. The employee shall be first recalled into the Department from which such employee was laid off and second, shall be afforded the first opportunity to work in any other Department, provided however, that the employee is capable of performing the work which may be available.

2. It shall be the duty of all employees to notify the City in writing, of any change of address.

3. In the event of recall, the City shall notify laid-off employees by email or letter forwarded to the last address furnished by the laid-off employee. Employees shall notify the City of their intention to return to employment within seventy-two (72) hours of delivery of the notification and shall report for work within five (5) days of acceptance of their recall.

10.7 **Retention of Seniority**

It is agreed between the parties hereto that seniority shall be retained and accumulated on the following basis:

1. Employees who are laid off after less than one (1) year's service shall retain their seniority for a period of six (6) months.

2. Employees who are laid off after one (1) year of service shall retain their seniority for a period of time equal to their length of service to a maximum of three (3) years.

3. Absence due to bona-fide sickness, provided such sickness is attested to by a qualified medical practitioner.

4. Authorized leave of absence.

5. Absence while serving in the Armed Forces, during a national emergency and for a period ninety (90) days after honourable discharge.

10.8 **Loss of Seniority**

Employees shall lose their seniority and be deprived of any further rights under the Collective Agreement for any of the following reasons:

1. On voluntarily leaving the service of the City.

2. If discharged for proper cause, and is not reinstated.

3. If continuously laid off for a period exceeding their qualifications under (1) and (2) of Article 10.7.

10.9 **Day Shift Preference**

In accordance with the terms of Article 10 of this Agreement, it is agreed that employees working on a shift other than the regular day shift shall be given preference over new employees in filling vacancies occurring in the day shift.

ARTICLE 11 JOINT HEALTH & SAFETY COMMITTEE

(a) The City shall maintain a Joint Health and Safety Committee consisting of not more than twelve (12) members in pursuance of regulations made pursuant to the provisions of the *Workers Compensation Act*.

(b) Such Joint Health and Safety Committee shall so far as practicable be co-chaired and consist of an equal number of representatives of the City and Employees. Employee representatives shall be appointed by the Union.

(c) Employee representatives shall be regular employees of the City, with at least one (1) years' experience in that type of operation over which their inspection duties shall extend.

(d) The general duties of the Joint Health and Safety Committee shall be as directed by the regulations made pursuant to the *Workers Compensation Act*.

(e) Meetings of the said Committee shall be held at least once each month.

(f) In the case of a fatal or serious accident, the Joint Health and Safety Committee, shall, within forty-eight (48) hours, conduct an investigation into such accident.

ARTICLE 12 DEFINITIONS

12.1 "Employee" shall mean a person who is an "Employee" as defined in the *Labour Relations Code of BC*.

12.2 "Regular Employee" - shall be defined as a person employed full-time who has satisfactorily completed the probationary period of employment in an established position.

12.3 "Probationary Employee" - shall be defined as a person serving the designated probationary period to determine suitability for the position as set forth in Article 10.1.

12.4 (a) "Temporary Employee" – shall be defined as a person hired to augment the regular workforce and employed to work a regular work week for a duration of time of less than six months, unless otherwise mutually agreed upon.

Temporary employees hired in the Engineering Department in the classifications of Labourer and Patrol**person** and those hired in the Parks Department in the classifications of Labourer and Groundskeeper 1 may have a temporary term of up to nine (9) months. Upon completion of six (6) months of employment, the Labourer rate of pay shall be increased in accordance with the Collective Agreement.

After accumulating one thousand (1,000) hours of temporary employment, temporary employees' accumulated seniority shall be recognized for applying on posted positions. It is understood temporary employee seniority shall accrue during consecutive years only. The Employer will provide the Union with the advance notice of any intention to extend the initial six (6) month appointment of a temporary employee, and the Employer will not make any such extension without the prior written agreement of the Union. The Union will not unreasonably withhold agreement to a request for extension.

(b) "Auxiliary Employee" - shall be defined as a person who works less than the normal work week or work day for that position.

(c) "Auxiliary, Regular Part-Time and Temporary Employee Benefits" - Auxiliary, Regular Part Time and Temporary employees shall receive twelve percent (12%) cash settlement on their pay cheque to cover medical and sick leave benefits, vacation and general holidays, group life and other miscellaneous benefits. Auxiliary and/or Regular Part Time employees with less than one thousand (1000) hours and in their 5th year of service, shall receive fourteen percent (14%) cash settlement in lieu of these benefits. Auxiliary and/or Regular Part Time employees who accumulate one thousand (1,000) hours shall receive sixteen percent (16%) cash settlement in lieu of these benefits; accumulation of hours being July 1, 1980.

(d) "Regular Part-Time Employees" – shall be defined as an employee who works forty-eight (48) weeks per year and twenty-one (21) or more regular hours per week in that position; and who is required to satisfactorily complete a probationary period equivalent to a Regular Full-Time employee occupying the same position.

Regular Part-Time employees will commence accumulating seniority hours for applying on posted positions from the time they achieve Regular Part-Time employee status.

(e) After accumulating one thousand (1,000) hours, Regular Part-Time employees who work forty-eight weeks per year and twenty-one (21) or more regular hours per week in that position shall be offered a one-time option to register for benefits. This option must be exercised within sixty (60) days of the offer. Employees who choose benefits shall no longer receive the percentage paid in lieu of benefits.

This one-time option for these employees shall only include the following benefits:

(a) Group Life Insurance
Medical Plan
Dental Plan
Extended Health Benefit Plan
Long Term Disability Plan

(b) Vacation
Sick Leave
Bereavement Leave
Retirement/Severance Allowance

The above benefits (b) shall be prorated in accordance with average hours worked.

12.5 "Summer and Incentive Program Employees" – shall be defined as those employees hired under Federal/Provincial Incentive and Summer Programs (e.g. summer student and Winter Works Projects) who are employed to augment the regular staff or who are employed on a special project of limited duration not exceeding five (5) calendar months (such period of time may be extended by mutual consent of both parties in writing). Summer Program and Incentive Program employees shall not be entitled to fringe benefits other than those to which a person becomes entitled by reason of statute. Those employees completing five (5) calendar months shall be entitled to all fringe benefits retroactive to the date of hire, other than Group Life Insurance which shall be effective after such five (5) months period. Summer and Incentive Program Employees will not displace regular union employees and will receive the union negotiated rates of pay unless otherwise agreed to by the parties.

12.6 It is understood that if an incentive employee, summer employee, temporary employee or auxiliary employee is selected as a regular employee during or at the completion of employment, the employee shall have seniority rights recognized retroactive to the original date of hire. Such seniority shall be accumulative based on hours worked from date of hire, in consecutive years.

ARTICLE 13 SPECIAL PROVISIONS

13.1 Parks, Recreation and Culture Department

(a) Employees who perform the duties of Utility person more than fifty percent (50%) of the employable time, shall be paid the Utility person rate of pay on a regular basis all year round.

(b) Non-standard work day. All employees of the Recreation and Culture Divisions as listed in Schedule "D" and certain inside employees of the Recreation and Culture Divisions shall work a non-standard work day and/or week as follows: when the General Manager requires daily hours of work other than the standard work day set out in Article 9.1, the regular hours of work for permanent and temporary employees in such operations shall be any seven (7), seven and one half (7-l/2) or eight (8) hours of work exclusive of half (1/2) or once (1) hour lunch period. Where the General Manager requires a six (6) or seven (7) day operation per week, the normal work week for permanent and temporary employees in such operations may be any five (5) consecutive days with two (2) consecutive days of rest.

(c) It is agreed that the City will schedule "off season" work in Parks, Recreation and Culture as much as is practical between Monday and Friday where service to the public is not impaired.

(d) Auxiliary Aquatics Employees – Seniority Accumulation

It is agreed that in Aquatics, the Auxiliary employees' seniority will be accumulative, it being understood that accumulative seniority apply to consecutive years only.

13.2 Premium Pay

(a) Contact with Raw Sewage and Medical Waste

Employees performing any assigned work where they come in contact with raw sewage and medical waste shall receive an additional sixty cents ($.60) per hour over their regular classified rate of pay with a minimum of four (4) hours' pay and a minimum of eight (8) hours' pay if they are in contact with raw sewage and medical waste over four (4) hours.

(b) Work of an Abnormal Nature

Employees of the City shall be paid a bonus of twenty ($0.20) cents per hour when performing work of an abnormal nature upon certification by the Field Supervisor in charge of the work.

(c) Pesticide Application

Qualified employees who are required to apply pesticides in the Parks Division shall receive an additional sixty ($0.60) cents per hour over their regular classified rate of pay with a minimum of four (4) hours' pay if they work in the application of pesticides under four (4) hours and a minimum eight (8) hours' pay if they work in the application of pesticides over four (4) hours.

Qualified employees shall be defined as those possessing a current valid Province of British Columbia Pesticide Applicator's Certificate.

(d) Occupational First Aid Attendants

Designated Occupational First Aid Attendants will receive:

- Sixty dollars ($60.00) a month for **WorkSafe BC Basic First Aid**
- One hundred and fifty dollars **($150.00)** a month for **WorkSafe BC Intermediate First Aid**
- One hundred and seventy-five dollars **($175.00)** a month for **WorkSafe BC Advanced First Aid**

Employees selected by the City as designated Occupational First Aid Attendants shall have the course paid for by the City 100% and will receive time off with pay during working hours to attend the required course of studies.

13.3 **Labourer Rate**

Employees in the category Labourer 1, Trades Helper with more than six months seniority in these positions shall be paid the Labourer 2 rate of pay.

13.4 **Provision of Clothing**

(a) Clothing damaged during the course of an employee's work, that is damaged beyond reasonable expectation may be replaced by the City on approval of the General Manager.

(b) If an employee is required to wear a uniform or other special apparel, the City shall supply the uniform as well as clean, launder, upkeep and repair without charge to the employee.

(c) Employees employed in the City Shops will be provided with coveralls or smocks and laundry service for same by the City.

(d) Employees who are employed on Sanitary Sewer Cleaning Machines will be provided with coveralls and gloves and laundry service for same by the City.

(e) The City agrees to provide a boot allowance of **one hundred and fifty dollars ($150.00)** each year to be paid in November to those employees who, as part of their everyday responsibilities, have extended exposure to hot mix asphalt and concrete on a continued regular basis. Employees working on an intermittent basis and having extended exposure to hot mix asphalt and concrete may be eligible for compensation under Article 13.4 (a).

Regular full-time employees that are required to wear safety boots shall receive **one hundred and fifty dollars ($150.00)** boot allowance every two (2) years.

(f) The City agrees to provide Aquatics Employees (Parks, Recreation and Culture) with clothing as per Schedule "F".

(g) The City agrees to provide Recreation Facility Maintenance Workers (Parks, Recreation and Culture) with clothing as per Schedule "F".

(h) All Bylaw Enforcement Officers shall be provided with uniforms and laundry services as per Schedule "G."

13.5 **Insurance**

The City will provide fire and theft insurance coverage on Tradesperson - **Mechanic's** hand tools up to a maximum of **thirty-five thousand dollars ($35,000.00)** for each Tradesperson, **for** hand tools that employees are required to supply and which are approved by the Fleet & Garage Manager. Insurance coverage is limited to fire and theft **incidents occurring while performing City duties and is subject to**

the employee providing proof of loss and all appropriate supporting documents.

13.6 **Labour-Management Committee**

The City and the Union agree that a Labour-Management Committee be set up to seek solutions to mutual problems and to achieve mutual objectives.

13.7 **Personnel Records**

An employee shall have the right to photocopy material within the guidance of the *Freedom of Information Act* in their personnel file. The employee or the Union shall reimburse the City reasonable costs of photocopying.

13.8 **Harassment**

The City of Surrey and the Union support the provision of a respectful, safe, healthy and rewarding work environment for the City's employees. The City and the Union agree that bullying and harassment shall not be tolerated in the workplace. Managers and supervisors will foster in their work areas an environment free of bullying and harassment and will take appropriate and timely action whenever they have actual knowledge of any bullying and harassment. If the parties are unable to resolve the complaint, the parties may utilize the grievance procedure. By mutual agreement, the parties may request an outside impartial third party to adjudicate the complaint. Costs of the third party to be shared equally.

13.9 **Report of Violations of Law, Statutes or Regulations**

(a) No action will be taken by the City against an employee who reports a violation of a law, statute or regulation by the City as long as the City has been notified of the alleged violation and provided a reasonable opportunity to investigate and respond to the matter before the Union and/or the employee pursues the matter further. The City and the Union agree to advise one another promptly of any alleged violation of action to be taken.

(b) Leave for Domestic or Sexual Violence

(1) An employee is entitled, in each employment year, up to five (5) days of paid leave, up to five (5) days of unpaid leave, and up to fifteen (15) weeks of additional unpaid leave for purposes related to domestic or sexual violence, including seeking medical attention,

counselling or other social or psychological services, obtaining legal or law enforcement assistance, or relocating, where the employee or an eligible person has experienced domestic or sexual violence.

(2) **For the purposes of this Article, "eligible person" means a child or dependent in the care of the employee as per the Employment Standards Act.**

(3) **Leave under this Article may be taken in one or more units of time, including partial days.**

(4) **This leave entitlement shall not carry over from one employment year to the next.**

(5) **Employees are encouraged to provide reasonable notice of the need for leave where possible. The City may require reasonable proof, as soon as practical, that the leave was taken for a purpose permitted under this Article.**

ARTICLE 14 DURATION OF AGREEMENT

14.1 This agreement shall be for the period from and including **January 1, 2025**, to and including **December 31, 2028**, and from year to year thereafter subject to the right of either party to the Agreement, at any time within four (4) months immediately preceding the date of the expiry of this Agreement **(December 31, 2028)** or immediately proceeding the last day of December in any year thereafter, by written notice, to require the other party to the Agreement to commence Collective Bargaining.

14.2 Should either party give written notice aforesaid, this Agreement shall thereafter continue in full force and effect and neither party shall make any change in the terms of the said Agreement (or increase or decrease the rate of pay of any employee for whom collective bargaining is being conducted or alter any other term or condition of employment) until:

1. the union shall give notice to strike (or until the Union goes on strike), or
2. the City shall give notice of lockout (or the City shall lockout its employees), or
3. the parties shall conclude a renewal or revision of this Agreement or enter into a new Collective Agreement whichever is the earliest.

14.3 The operation of Section 50, Sub-Sections (2) and (3) of the *Labour Relations Code* of BC is hereby excluded.

APPROVED AND ADOPTED by the City of Surrey this "23rd" day of "February" 2026.

"Brenda Locke"

MAYOR **Brenda Locke**

"Jennifer Ficocelli"

CITY CLERK **Jennifer Ficocelli**

APPROVED AND ADOPTED by the Canadian Union of Public Employees (City) B.C., Local No. 402, this "23rd" day of "February" 2026.

"Monika Dean""

PRESIDENT **Monika Dean**

"Kim Jackson"

VICE PRESIDENT **Kim Jackson**

SCHEDULE A

Inside Staff Classifications and Pay Grades

Effective January 1, 2025

Classification	Pay Grade
Accountant 1	23
Accountant 2	26
Accountant 3	29
Accounting Clerk 1	15
Accounting Clerk 2	18
Accounting Clerk 3	21
Animal Care Attendant	8
Animal Health Technician	17
Animal Services Officer	22
Animal Shelter Attendant	10
Animal Transport Attendant	12
Animal Welfare Attendant	15
Application Analyst 1	25
Application Analyst 2	27
Application Analyst 3	31
Application Specialist 1	22
Application Specialist 2	25
Application Specialist 3	27
Arboriculture Landscape Technician	26
Art Coordinator	20
Assistant City Collector	25
Associate Planner	27
Building Inspector 1	25
Building Inspector 2	27
Building Inspector 3	**29**
Building Inspector Supervisor	**31**
Business Analyst 1	25
Business Analyst 2	27
Business Analyst 3	31
Business Operations Coordinator	21
Business Services Analyst	24
Business Support Services Assistant	16
Buyer 1	19
Buyer 2	23
Buyer 3	25
Buyer Trainee	17

Classification	Pay Grade
Bylaw Enforc./Business License Clerk 1	17
Bylaw Enforc./Business License Clerk 2	18
Bylaw Enforcement Officer	26
Bylaw Services Officer	22
Bylaw Supervisor	28
Clerk 2	9
Clerk 3	12
Clerk 4	15
Clerk Typist 2	9
Clerk Typist 3	12A
Clerk Typist 4	15
Commercial Operations Clerk	20
Communications Coordinator	19
Community Patrol Officer	19
Community Patrol Officer 2	**22**
Community Programs Administrator	16
Community Programs Planner	**27**
Community Safety Coordinator	22
Community Services Coordinator 1	19
Community Services Coordinator 2	23A
Contract Administrator	23
Conveyancer 1	18
Conveyancer 2	21
Conveyancer 3	24
Conveyancing Clerk	15
Cultural Exhibits Technician	19
Cultural Exhibits Technician 2	**20**
Cyber Security Analyst 1	27
Cyber Security Analyst 2	31
Cyber Security Analyst 3	33
Data Analyst 1	25
Data Analyst 2	27
Data Analyst 3	31
Database Analyst 1	25
Database Analyst 2	27
Database Analyst 3	31

Classification	Pay Grade
Design Analyst 1	25
Design Analyst 2	27
Design Analyst 3	31
Dog License Canvasser	11
Econometrics and Research Analyst	27
Electrical Inspector - EOP Program	**28**
Electrical Inspector 1	27
Electrical Inspector 2	31
Energy Facility Operator	22
Technical Assistant I Co-op (75%)	00E
Technical Assistant I Co-op (80%)	00F
Technical Assistant I Co-op (85%)	00G
Environmental Coordinator	32
Environmental Planner	34
Environmental Technician-Arboriculture	24
Environmental Technologist	25
Environmental Technologist 2	**27**
Field Surveyor 1	**22C**
Field Surveyor 2	**23C**
Finance Reporting Clerk	17
FOH Services Coordinator	19
Functional Application Analyst 1	25
Functional Application Analyst 2	27
Functional Application Analyst 3	31
Functional Application Specialist 1	22
General Operations Clerk	18
GIS Analyst 1	25
GIS Analyst 2	27
GIS Analyst 3	31
GIS Specialist 1	22
GIS Specialist 2	25
Graphic Designer 1	20
Graphic Designer 2	23
Information Technology Supervisor	33
Inventory and Maintenance Worker	13
IT Architect 1	31
IT Architect 2	33
IT Architect 3	35
IT Site Setup Coordinator	27
Landscape Architect	29
Landscape Technician	23
Legislative Services Coordinator	19

Classification	Pay Grade
Marketing Coordinator Co-op (75%)	00H
Materials Supply Supervisor	23L
Media Designer	24
Mentored Inspector	00U
Network Analyst 1	25
Network Analyst 2	27
Network Analyst 3	31
Operations Centre Clerk	15
Operations Clerk	17
Parking Services Coordinator	24
Parks Designer	27
Parks, Recreation and Culture Planner 1	31
Parks, Recreation and Culture Planner 2	**33**
Payroll Accounting Technician	19
Payroll Coordinator	24
Payroll Technician	20
Plan Checker 1	21
Plan Reviewer 1	**23**
Plan Reviewer 2	25
Plan Reviewer 3	27
Plan Reviewer 4	29
Plan Reviewer/ Building Inspector	27
Planner 1	31
Planner 2	33
Planning Analyst	27
Planning Technician 1	22
Planning Technician 2	24
Planning Technician 3	26
Plumbing Inspector 1	27
Plumbing Inspector 2	31
Print Shop Clerk	15
Print Shop Operator	17
Printer	00P
Procurement Specialist	27
Production Coordinator	20
Program Assistant	22
Project Coordinator	27
Project Lead	29
Project Management Assistant	15
Project Supervisor	**30**
Property Agent 1	26
Property Agent 2	29

Classification	Pay Grade
Property Agent 3	31
Property Appraiser 1	26
Property Appraiser 2	29
Property Appraiser 3	31
Property Associate	23
Property Records Clerk	20
Property Tax & Utility Rep. 1	15
Property Tax & Utility Trainee	11
Property Tax and Utility Rep. 2	18
Public Works Inspector 1	22
Public Works Inspector 2	25
Public Works Inspector 3	27
Quality Assurance Analyst 1	25
Quality Assurance Analyst 2	27
Quality Assurance Analyst 3	31
Records Analyst	22
Recreation Programmer – Aquatic Fac.	19
S.C.A.D.A. Radio System Operator 1	27K
S.C.A.D.A. Radio System Operator 2	29K
Senior Contract Administrator	25
Senior Energy Facility Operator	25
Senior General Operations Clerk	**21**
Senior Marketing Comm Specialist	27
Senior Operations Clerk	20
Senior Planner	35
Senior Transportation Planner	34
Support Specialist 1	14
Support Specialist 2	16
Support Specialist 3	18
Support Specialist Trainee-Co-op Student	10
Survey Assistant	17C
Sustainability Coordinator	19
Sustainability Planner	27
Sustainability Planner 1	**30**
Switchboard Operator	10
Switchboard Operator – City Hall	12
Systems Analyst 1	25
Systems Analyst 2	27
Systems Analyst 3	31
Systems Trainer	24C
Team Leader 1 (IT)	29
Team Leader 2 (IT)	31

Classification	Pay Grade
Technical Assistant I	21
Technical Assistant II	25
Technical Lead	31
Technical Support Specialist 1	22
Technical Support Specialist 2	25
Technical Support Specialist 3	27
Traffic Data Assistant	00V
Traffic Management Coordinator	25
Traffic Management Coordinator 2	27
Transportation Planner 1	30
Transportation Planner 2	32
Truck Parking Coordinator	23
Web Specialist	27
Youth Counsellor	23K

SCHEDULE B
Inside Staff Pay Grades (35 hours per week)
Effective January 1, 2025

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
8	29.19	29.43	29.79	30.55	
9	29.43	29.79	30.55	31.17	
10	29.79	30.55	31.17	31.78	
11	30.55	31.17	31.78	32.63	
12	31.17	31.78	32.63	33.09	
13	31.78	32.63	33.09	34.05	
14	32.63	33.09	34.05	34.67	
15	33.09	34.05	34.67	35.97	
16	34.05	34.67	35.97	36.96	
17	34.67	35.97	36.96	38.01	
18	35.97	36.96	38.01	39.24	
19	36.96	38.01	39.24	40.34	
20	38.01	39.24	40.34	42.02	
21	39.24	40.34	42.02	43.67	
22	40.34	42.02	43.67	45.30	
23	42.02	43.67	45.30	47.21	
24	43.67	45.30	47.21	49.18	
25	45.30	47.21	49.18	51.25	
26	47.21	49.18	51.25	53.32	
27	49.18	51.25	53.32	55.72	
28	51.25	53.32	55.72	57.82	
29	53.32	55.72	57.82	60.44	
30	55.72	57.82	60.44	62.95	
31	57.82	60.44	62.95	65.57	
32	60.44	62.95	65.57	68.31	
33	62.95	65.57	68.31	71.20	
34	65.57	68.31	71.20	74.19	
35	68.31	71.20	74.19	77.29	
36	28.76	30.55	32.35	34.17	
00E	29.43				
00F	31.39				
00G	33.35				
00H	31.52				
00J	30.26				
00L	40.62	43.16	45.70	48.24	
00M	27.72				
00P	47.69				
00T	24.97	26.42			
00U	39.33	41.78	44.25	46.72	
00V	25.67	26.19			
23A	42.02	43.67	45.30	47.21	49.18

SCHEDULE B

Inside Staff Pay Grades (37.5 hours per week)

Effective January 1, 2025

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
17B	32.35	33.53	34.50	35.48	
17C	32.59	33.82			
18B	33.80	34.69	35.70	36.85	
19B	34.50	35.48	36.61	37.68	
19C	34.74	35.74	36.85	37.89	
19D	35.97	36.96	38.01	39.24	
22B	37.68	39.24	40.74	42.29	
22C	37.89	39.49	40.98	42.55	
24B	40.74	42.29	44.07	45.87	48.00
24C	40.98	42.55	44.19	46.02	
25B	43.67	45.30	47.21	49.18	
27B	49.18	51.25	53.32	55.72	
29B	53.32	55.72	57.82	60.44	
17D	Step 1 1st 12 mos	Step 2 1st After 12 mos			
	34.74	35.74			

SCHEDULE B
Inside Staff Pay Grades (40 hours per week)
Effective January 1, 2025

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
12K	27.29	27.84	28.55	28.98	
16K	29.80	30.34	31.47	32.32	
17K	30.34	31.47	32.32	33.29	
17L	30.80	31.91	32.79	33.71	
19K	32.32	33.29	34.33	35.31	
19L	32.79	33.71	34.78	35.76	
20K	33.29	34.33	35.31	36.78	
20L	33.71	34.78	35.76	37.23	
21K	36.21	37.22	38.39	39.46	
23K	36.78	38.20	39.63	41.32	
23L	37.23	38.64	40.13	41.78	
25K	39.63	41.32	43.02	44.85	
26K	40.02	41.73	43.46	45.29	
27K	43.02	44.85	46.67	48.78	
29K	46.67	48.78	50.58	52.91	
00C	31.47				
00F	48.15				
22	40.34	42.02	43.67	45.30	
25	45.30	47.21	49.18	51.25	
28	49.18	51.25	53.32	55.72	
29	53.32	55.72	57.82	60.44	

SCHEDULE B

Inside Staff Pay Grades (35 hours per week)

Effective January 1, 2026

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
8	30.21	30.46	30.83	31.62	
9	30.46	30.83	31.62	32.26	
10	30.83	31.62	32.26	32.89	
11	31.62	32.26	32.89	33.77	
12	32.26	32.89	33.77	34.25	
13	32.89	33.77	34.25	35.24	
14	33.77	34.25	35.24	35.88	
15	34.25	35.24	35.88	37.23	
16	35.24	35.88	37.23	38.25	
17	35.88	37.23	38.25	39.34	
18	37.23	38.25	39.34	40.61	
19	38.25	39.34	40.61	41.75	
20	39.34	40.61	41.75	43.49	
21	40.61	41.75	43.49	45.20	
22	41.75	43.49	45.20	46.89	
23	43.49	45.20	46.89	48.86	
24	45.20	46.89	48.86	50.90	
25	46.89	48.86	50.90	53.04	
26	48.86	50.90	53.04	55.19	
27	50.90	53.04	55.19	57.67	
28	53.04	55.19	57.67	59.84	
29	55.19	57.67	59.84	62.56	
30	57.67	59.84	62.56	65.15	
31	59.84	62.56	65.15	67.86	
32	62.56	65.15	67.86	70.70	
33	65.15	67.86	70.70	73.69	
34	67.86	70.70	73.69	76.79	
35	70.70	73.69	76.79	80.00	
36	29.77	31.62	33.48	35.37	
00E	30.46				
00F	32.49				
00G	34.52				
00H	32.62				
00J	31.31				
00M	28.69				
00P	49.36				
00T	25.84	27.34			
00U	40.71	43.24	45.80	48.36	
00V	26.57	27.11			
23A	43.49	45.20	46.89	48.86	50.90

SCHEDULE B
Inside Staff Pay Grades (37.5 hours per week)
Effective January 1, 2026

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
17B	33.48	34.70	35.71	36.72	
17C	33.73	35.00	35.20		
18B	34.98	35.90	36.95	38.14	
19B	35.71	36.72	37.89	39.00	
19C	35.96	36.99	38.14	39.22	
19D	37.23	38.25	39.34	40.61	
22B	39.00	40.61	42.17	43.77	
22C	39.22	40.87	42.41	44.04	
23C	42.02	43.67	45.30	47.21	
24B	42.17	43.77	45.61	47.48	49.68
24C	42.41	44.04	45.74	47.63	
25B	45.20	46.89	48.86	50.90	
27B	50.90	53.04	55.19	57.67	
29B	55.19	57.67	59.84	62.56	

SCHEDULE B
Inside Staff Pay Grades (40 hours per week)
Effective January 1, 2026

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
12K	28.25	28.81	29.55	29.99	
16K	30.84	31.40	32.57	33.45	
17K	31.40	32.57	33.45	34.46	
17L	31.88	33.03	33.94	34.89	
19K	33.45	34.46	35.53	36.55	
19L	33.94	34.89	36.00	37.01	
20K	34.46	35.53	36.55	38.07	
20L	34.89	36.00	37.01	38.53	
21K	37.48	38.52	39.73	40.84	
23K	38.07	39.54	41.02	42.77	
23L	38.53	39.99	41.53	43.24	
25K	41.02	42.77	44.53	46.42	
26K	41.42	43.19	44.98	46.88	
27K	44.53	46.42	48.30	50.49	
29K	48.30	50.49	52.35	54.76	
00C	32.57				
00F	49.84				
22	41.75	43.49	45.20	46.89	
25	46.89	48.86	50.90	53.04	
28	50.90	53.04	55.19	57.67	
29	55.19	57.67	59.84	62.56	

SCHEDULE B
Inside Staff Pay Grades (35 hours per week)
Effective January 1, 2027

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
8	31.33	31.59	31.97	32.79	
9	31.59	31.97	32.79	33.45	
10	31.97	32.79	33.45	34.11	
11	32.79	33.45	34.11	35.02	
12	33.45	34.11	35.02	35.52	
13	34.11	35.02	35.52	36.54	
14	35.02	35.52	36.54	37.21	
15	35.52	36.54	37.21	38.61	
16	36.54	37.21	38.61	39.67	
17	37.21	38.61	39.67	40.80	
18	38.61	39.67	40.80	42.11	
19	39.67	40.80	42.11	43.29	
20	40.80	42.11	43.29	45.10	
21	42.11	43.29	45.10	46.87	
22	43.29	45.10	46.87	48.62	
23	45.10	46.87	48.62	50.67	
24	46.87	48.62	50.67	52.78	
25	48.62	50.67	52.78	55.00	
26	50.67	52.78	55.00	57.23	
27	52.78	55.00	57.23	59.80	
28	55.00	57.23	59.80	62.05	
29	57.23	59.80	62.05	64.87	
30	59.80	62.05	64.87	67.56	
31	62.05	64.87	67.56	70.37	
32	64.87	67.56	70.37	73.32	
33	67.56	70.37	73.32	76.42	
34	70.37	73.32	76.42	79.63	
35	73.32	76.42	79.63	82.96	
36	30.87	32.79	34.72	36.68	
00E	31.58				
00F	33.69				
00G	35.79				
00H	33.83				
00J	32.47				
00M	29.75				
00P	51.19				
00T	26.80	28.35			
00U	42.22	44.84	47.49	50.15	
00V	27.55	28.11			
23A	45.10	46.87	48.62	50.67	52.78

SCHEDULE B
Inside Staff Pay Grades (37.5 hours per week)
Effective January 1, 2027

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
17B	34.72	35.98	37.03	38.08	
17C	34.98	36.30	36.50		
18B	36.27	37.23	38.32	39.55	
19B	37.03	38.08	39.29	40.44	
19C	37.29	38.36	39.55	40.67	
19D	38.61	39.67	40.80	42.11	
22B	40.44	42.11	43.73	45.39	
22C	40.67	42.38	43.98	45.67	
23C	43.57	45.29	46.98	48.96	
24B	43.73	45.39	47.30	49.24	51.52
24C	43.98	45.67	47.43	49.39	
25B	46.87	48.62	50.67	52.78	
27B	52.78	55.00	57.23	59.80	
29B	57.23	59.8	62.05	64.87	

SCHEDULE B
Inside Staff Pay Grades (40 hours per week)
Effective January 1, 2027

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
12K	29.30	29.88	30.64	31.10	
16K	31.98	32.56	33.78	34.69	
17K	32.56	33.78	34.69	35.74	
17L	33.06	34.25	35.20	36.18	
19K	34.69	35.74	36.84	37.90	
19L	35.20	36.18	37.33	38.38	
20K	35.74	36.84	37.90	39.48	
20L	36.18	37.33	38.38	39.96	
21K	38.87	39.95	41.20	42.35	
23K	39.48	41.00	42.54	44.35	
23L	39.96	41.47	43.07	44.84	
25K	42.54	44.35	46.18	48.14	
26K	42.95	44.79	46.64	48.61	
27K	46.18	48.14	50.09	52.36	
29K	50.09	52.36	54.29	56.79	
00C	33.78				
00F	51.68				
22	43.29	45.10	46.87	48.62	
25	48.62	50.67	52.78	55.00	
28	52.78	55.00	57.23	59.80	
29	57.23	59.80	62.05	64.87	

SCHEDULE B
Inside Staff Pay Grades (35 hours per week)
Effective January 1, 2028

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
8	32.43	32.70	33.09	33.94	
9	32.70	33.09	33.94	34.62	
10	33.09	33.94	34.62	35.30	
11	33.94	34.62	35.30	36.25	
12	34.62	35.30	36.25	36.76	
13	35.30	36.25	36.76	37.82	
14	36.25	36.76	37.82	38.51	
15	36.76	37.82	38.51	39.96	
16	37.82	38.51	39.96	41.06	
17	38.51	39.96	41.06	42.23	
18	39.96	41.06	42.23	43.58	
19	41.06	42.23	43.58	44.81	
20	42.23	43.58	44.81	46.68	
21	43.58	44.81	46.68	48.51	
22	44.81	46.68	48.51	50.32	
23	46.68	48.51	50.32	52.44	
24	48.51	50.32	52.44	54.63	
25	50.32	52.44	54.63	56.93	
26	52.44	54.63	56.93	59.23	
27	54.63	56.93	59.23	61.89	
28	56.93	59.23	61.89	64.22	
29	59.23	61.89	64.22	67.14	
30	61.89	64.22	67.14	69.92	
31	64.22	67.14	69.92	72.83	
32	67.14	69.92	72.83	75.89	
33	69.92	72.83	75.89	79.09	
34	72.83	75.89	79.09	82.42	
35	75.89	79.09	82.42	85.86	
36	31.95	33.94	35.94	37.96	
00E	32.69				
00F	34.86				
00G	37.04				
00H	35.01				
00J	33.61				
00M	30.80				
00P	52.98				
00T	27.74	29.34			
00U	43.70	46.41	49.15	51.91	
00V	28.51	29.09			
23A	46.68	48.51	50.32	52.44	54.63

SCHEDULE B
Inside Staff Pay Grades (37.5 hours per week)
Effective January 1, 2028

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
17B	35.94	37.24	38.33	39.41	
17C	36.20	37.57	37.78		
18B	37.54	38.53	39.66	40.93	
19B	38.33	39.41	40.67	41.86	
19C	38.60	39.70	40.93	42.09	
19D	39.96	41.06	42.23	43.58	
22B	41.86	43.58	45.26	46.98	
22C	42.09	43.86	45.52	47.27	
23C	45.09	46.88	48.62	50.67	
24B	45.26	46.98	48.96	50.96	53.32
24C	45.52	47.27	49.09	51.12	
25B	48.51	50.32	52.44	54.63	
27B	54.63	56.93	59.23	61.89	
29B	59.23	61.89	64.22	67.14	

SCHEDULE B
Inside Staff Pay Grades (40 hours per week)
Effective January 1, 2028

Pay Grade	Standard Step 1 ($)	6 Month Step 2 ($)	18 Month Step 3 ($)	30 Month Step 4 ($)	42 Month Step 5 ($)
12K	30.33	30.93	31.71	32.19	
16K	33.10	33.70	34.96	35.90	
17K	33.70	34.96	35.90	36.99	
17L	34.22	35.45	36.43	37.45	
19K	35.90	36.99	38.13	39.23	
19L	36.43	37.45	38.64	39.72	
20K	36.99	38.13	39.23	40.86	
20L	37.45	38.64	39.72	41.36	
21K	40.23	41.35	42.64	43.83	
23K	40.86	42.44	44.03	45.90	
23L	41.36	42.92	44.58	46.41	
25K	44.03	45.90	47.80	49.82	
26K	44.45	46.36	48.27	50.31	
27K	47.80	49.82	51.84	54.19	
29K	51.84	54.19	56.19	58.78	
00C	34.96				
00F	53.49				
22	44.81	46.68	48.51	50.32	
25	50.32	52.44	54.63	56.93	
28	54.63	56.93	59.23	61.89	
29	59.23	61.89	64.22	67.14	

SCHEDULE C

Outside Staff Classifications & Hourly Pay Rates

Classifications	Jan.1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
ENGINEERING DEPARTMENT – STREETS, UTILITY OPERATIONS & CONSTRUCTION, SOLID WASTE, PUMPS & CONTROLS SECTIONS				
Labourer - Step 1 (first 1000 hours) Concrete Maker Construction Checker General Labourer Padperson Power Hand Tool Operator Sign Installer Swamper, Tandem Flat Deck Truck Swamper, Flush/Vacuum Truck	30.94	32.02	33.20	34.36
Labourer – Step 2 Same list as above	34.38	35.58	36.90	38.19
Labourer – Step 3 Same list as above	35.20	36.43	37.78	39.10
Weigh Scale Control Clerk 1	35.75	37.00	38.37	39.71
Weigh Scale Control Clerk 2	37.03	38.33	39.75	41.14
Trades Improver 1	36.08	37.34	38.72	40.08
Trades Improver 1 (EOCP)	36.60	37.88	39.28	40.65
Trades Improver 1 (EOCP-2) Wastewater Collection/Water Distrib Operator 1 Wastewater Collection Operator 1 Utility Operator 1	36.85	38.14	39.55	40.93
Trades Improver 2	37.77	39.09	40.54	41.96
Trades Improver 2 (EOCP)	38.27	39.61	41.08	42.52

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Trades Improver 2 (EOCP - 2) Wastewater Collection/Water Distribution Operator 2 Wastewater Collection Operator 2 Utility Operator 2	38.52	39.87	41.35	42.80
Tradesperson 2 Signmaker	44.82	46.39	48.11	49.79
Field Supervisor I	39.84	41.23	42.76	44.26
Field Supervisor I (EOCP)	40.35	41.76	43.31	44.83
Field Supervisor I (EOCP - 2)	40.60	42.02	43.57	45.09
Field Supervisor II	45.11	46.69	48.42	50.11
Field Supervisor II (EOCP)	45.91	47.52	49.28	51.00
Field Supervisor II (EOCP - 2)	46.16	47.78	49.55	51.28
ENGINEERING DEPARTMENT – OPERATIONS BRANCH – FLEET SECTION, BUS ENHC				
Equipment Operator 1 Roller Operator Tractor Operator	36.08	37.34	38.72	40.08
Equipment Operator 2 Self-Propelled Roller Operator Sewer Vacuum Machine Operator	37.21	38.51	39.93	41.33
Equipment Operator 3 Grader Operator - Light Maintainer Slope Mower Operator Street Sweeper Operator Yard Stockperson	37.50	38.81	40.25	41.66

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Equipment Operator 4 Centre Line Marking Machine Operator Flail Mower Operator Sewer Vacuum Jet Driver/Operator Tandem Flat Deck Crane Truck Operator Track Excavator – Mini	38.13	39.46	40.92	42.35
Equipment Operator 5 Front-end Loader Operator - Heavy Grader Operator – Heavy Tractor Backhoe Operator Medium Excavator Operator	39.99	41.39	42.92	44.42
Equipment Operator 6 Gradall Operator Track Excavator Operator - Heavy Utilityperson	41.42	42.87	44.46	46.02
Truck Driver 1 Single Axle Truck Driver	36.93	38.22	39.63	41.02
Truck Driver 2 Construction Supply Truck Driver Street Flusher/Water Truck Tandem Truck Driver Centre Line Truck Operator	37.33	38.64	40.07	41.47
Truck Driver 3 Tandem Crane Supply Truck Driver	37.91	39.24	40.69	42.11
Truck Driver 4 Tandem C/W Trailer or Gravel Pup	38.50	39.85	41.32	42.77
Field Supervisor I	39.84	41.23	42.76	44.26
Field Supervisor II	45.11	46.69	48.42	50.11

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Assistant Equipment Controller	42.68	44.17	45.80	47.40
Equipment Controller	45.11	46.69	48.42	50.11
Stockroom Clerk 3	37.28	38.58	40.01	41.41
ENGINEERING DEPARTMENT – OPERATIONS BRANCH – GARAGE SECTION				
Clerical Office Attendant, Preventative Maintenance	34.43	35.64	36.96	38.25
Trades Helper Cleanup Person Labourer Mechanical Helper	34.06	35.25	36.55	37.83
Service Attendant	37.79	39.11	40.56	41.98
Fleet Partsperson	38.54	39.89	41.37	42.82
Service Writer	41.26	42.70	44.28	45.83
Tradesperson 1 Automotive Bodyperson Electrician (Class “B” Provincial Ticket) Mechanic "A" - Heavy Duty Mechanic "A" - Field Service Welder	43.99	45.53	47.21	48.86
Tradesperson 2 (T.Q. or Inter-provincial Ticket) Automotive Mechanic Commercial Transport Mechanic Electrician Heavy Duty Mechanic Utilityperson	44.82	46.39	48.11	49.79

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Tradesperson 3 Heavy Duty Field Service Mechanic Machinist Millwright	45.28	46.86	48.59	50.29
Garage Supervisor	48.14	49.82	51.66	53.47
CORPORATE FACILITIES DEPARTMENT				
Building Maintenance 1	36.08	37.34	38.72	40.08
Building Maintenance 2	37.77	39.09	40.54	41.96
Building Technician	45.97	47.58	49.34	51.07
Fire Safety Technician	44.82	46.39	48.11	49.79
Pool Technician	45.97	47.58	49.34	51.07
Security Systems Technician	44.82	46.39	48.11	49.79
Tradesperson 1 Electrician (Class “B” Provincial Ticket) Mason - Maintenance Carpenter Mechanic "A" - Constr. % Mtnce, Equip & Build Painter Maintenance - Buildings Pipefitter - Plumber - Maintenance	43.99	45.53	47.21	48.86
Tradesperson 2 (T.Q. or Inter-provincial Ticket) Same list as above	44.82	46.39	48.11	49.79
Trades Chargehand Constr & Mtnce, Equipment & Buildings	47.01	48.66	50.46	52.23
Trades Supervisor	49.18	50.90	52.78	54.63

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
FINANCE DEPARTMENT - PURCHASING SECTION				
Stockroom Clerk 1	32.94	34.09	35.35	36.59
Stockroom Clerk 2	34.86	36.08	37.41	38.72
Stockroom Clerk 3	37.28	38.58	40.01	41.41
PARKS DIVISION				
Labourer 1 Concrete Maker General Labourer Hand Tool Maintenance Mower and Roller Operators (Small) Power Hand Tool Operator Swamper Swamper Sanitation Truck Tile Layer	30.94	32.02	33.20	34.36
Labourer 2 – after 6 months Same list as above	34.38	35.58	36.9	38.19
Labourer – Step 3 Same list as above	35.20	36.43	37.78	39.10
Structural Worker 1	36.08	37.34	38.72	40.08
Structural Worker 2	38.41	39.75	41.22	42.66
Utilityperson	35.75	37.00	38.37	39.71
Groundskeeper 1	36.08	37.34	38.72	40.08
Groundskeeper 2	38.41	39.75	41.22	42.66

Classifications	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Natural Areas Practitioner	38.41	39.75	41.22	42.66
Chargehand	39.84	41.23	42.76	44.26
Parks Equipment Operator 1 Farm or Industrial Type Tractors with attachments and gang mowers	36.08	37.34	38.72	40.08
Truck Driver – Swamper	36.93	38.22	39.63	41.02
Parks Equipment Operator 2 Tractor Backhoe (Cemetery)	37.21	38.51	39.93	41.33
Parks Equipment Operator 2A	37.40	38.71	40.14	41.54
Parks Equipment Operator 3	38.13	39.46	40.92	42.35
Parks Equipment Operator 3A	38.50	39.85	41.32	42.77
Tradesperson (Semi-Qualified)	40.34	41.75	43.29	44.81
Tradesperson 1 Carpenter Gardener Plumber	43.99	45.53	47.21	48.86
Tradesperson 2 (T.Q. or Inter-provincial Ticket) Same list as above	44.82	46.39	48.11	49.79
Trades Chargehand	47.01	48.66	50.46	52.23
Field Supervisor	43.69	45.22	46.89	48.53
Construction Field Supervisor	45.11	46.69	48.42	50.11
Parks Technician	44.82	46.39	48.11	49.79
Parks Operations Coordinator	49.18	50.90	52.78	54.63

Apprenticeship Wage Rates

Apprentices will be paid at the percentage rates of Tradesperson 1 listed below:

1st 6 months	50%
2nd 6 months	55%
3rd 6 months	60%
4th 6 months	65%
5th 6 months	70%
6th 6 months	75%
7th 6 months	80%
8th 6 months	90%

(No rate to be less than a Labourer step 1 rate of pay.)

SCHEDULE D

Recreation and Culture Departments – Staff Classifications and Hourly Rates

Classifications	January 1, 2025			January 1, 2026		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Building Cleaner	29.43	30.25	30.82	30.46	31.31	31.90
Building Service Worker	34.06	34.46	35.25	35.25	35.67	36.48
Recreation Facility Maintenance Worker 1	32.66			33.80		
Recreation Facility Maintenance Worker 2	34.77	35.59	36.48	35.99	36.84	37.76
Recreation Facility Maintenance Worker 3	36.27	37.05	37.99	37.54	38.35	39.32
Recreation Facility Maintenance Worker 4	42.81	43.97	45.11	44.31	45.51	46.69
Pool Service Worker	36.67	37.46	38.43	37.95	38.77	39.78
Engineer (Tradesperson 3)	45.28			46.86		
Head Lifeguard	34.46	35.07	35.59	35.67	36.30	36.84
Assistant Head Lifeguard	32.86	33.47	34.03	34.01	34.64	35.22
Lifeguard-Instructor	31.57	32.14	32.79	32.67	33.26	33.94
Lifeguard – Instructor 1	26.75			27.69		
Technical Director	38.48	39.56	40.64	39.83	40.94	42.06
Assistant Technical Director	33.16	34.01	35.01	34.32	35.20	36.24
Theatre Technician	29.66	30.41	31.18	30.70	31.47	32.27

Classifications	January 1, 2025			January 1, 2026		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Community Services Asst 1	22.40	22.90	23.50	23.18	23.70	24.32
Community Services Asst 2	24.68	25.27	25.92	25.54	26.15	26.83
Community Services Asst 3	27.21	27.91	28.61	28.16	28.89	29.61
Community Services Asst 4	29.98	30.84	31.59	31.03	31.92	32.70
Community Services Asst 5	33.16	34.01	35.01	34.32	35.20	36.24
Assistant Curator	36.47	37.46	38.45	37.75	38.77	39.80
Concession Worker	22.83	23.49	24.18	23.63	24.31	25.03
Concession Worker/Caterer	27.21			28.16		
Head Concession Worker	33.16	34.01	35.01	34.32	35.20	36.24
Doorperson, Skate Shop, Ice Patrol, Ushers, Casual Help	22.40			23.18		

Classifications	January 1, 2027			January 1, 2028		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Building Cleaner	31.59	32.47	33.08	32.70	33.61	34.24
Building Service Worker	36.55	36.99	37.83	37.83	38.28	39.15
Recreation Facility Maintenance Worker 1	35.05			36.28		
Recreation Facility Maintenance Worker 2	37.32	38.20	39.16	38.63	39.54	40.53
Recreation Facility Maintenance Worker 3	38.93	39.77	40.77	40.29	41.16	42.20
Recreation Facility Maintenance Worker 4	45.95	47.19	48.42	47.56	48.84	50.11
Pool Service Worker	39.35	40.20	41.25	40.73	41.61	42.69
Engineer (Tradesperson 3)	48.59			50.29		
Head Lifeguard	36.99	37.64	38.20	38.28	38.96	39.54
Assistant Head Lifeguard	35.27	35.92	36.52	36.50	37.18	37.80
Lifeguard-Instructor	33.88	34.49	35.20	35.07	35.70	36.43
Lifeguard – Instructor 1	28.71			29.71		
Technical Director	41.30	42.45	43.62	42.75	43.94	45.15
Assistant Technical Director	35.59	36.50	37.58	36.84	37.78	38.90
Theatre Technician	31.84	32.63	33.46	32.95	33.77	34.63

Classifications	January 1, 2027			January 1, 2028		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Community Services Asst 1	24.04	24.58	25.22	24.88	25.44	26.10
Community Services Asst 2	26.48	27.12	27.82	27.41	28.07	28.79
Community Services Asst 3	29.20	29.96	30.71	30.22	31.01	31.78
Community Services Asst 4	32.18	33.10	33.91	33.31	34.26	35.10
Community Services Asst 5	35.59	36.50	37.58	36.84	37.78	38.90
Assistant Curator	39.15	40.20	41.27	40.52	41.61	42.71
Concession Worker	24.50	25.21	25.96	25.36	26.09	26.87
Concession Worker/Caterer	29.20			30.22		
Head Concession Worker	35.59	36.50	37.58	36.84	37.78	38.90
Doorperson, Skate Shop, Ice Patrol, Ushers, Casual Help	24.04			24.88		

SCHEDULE D

Recreation and Culture Departments – Staff Classifications and Hourly Pay Rates

	Standard Step 1	300 hours Step 2	600 hours Step 3	900 hours Step 4
Skating Instructor				
Jan. 1, 2025	28.59	29.58	30.53	31.55
Jan. 1, 2026	29.59	30.62	31.60	32.65
Jan. 1, 2027	30.68	31.75	32.77	33.86
Jan. 1, 2028	31.75	32.86	33.92	35.05
Head Skating Instructor				
Jan. 1, 2025	32.51	33.47	34.51	-
Jan. 1, 2026	33.65	34.64	35.72	-
Jan. 1, 2027	34.90	35.92	37.04	-
Jan. 1, 2028	36.12	37.18	38.34	-

	Step 1	Step 2	Step 3	Step 4
Fitness Instructor 1				
Jan. 1, 2025	31.64	34.01	37.60	42.97
Jan. 1, 2026	32.75	35.20	38.92	44.47
Jan. 1, 2027	33.96	36.50	40.36	46.12
Jan. 1, 2028	35.15	37.78	41.77	47.73
Fitness Instructor 2				
Jan. 1, 2025	33.42	35.80	39.39	46.55
Jan. 1, 2026	34.59	37.05	40.77	48.18
Jan. 1, 2027	35.87	38.42	42.28	49.96
Jan. 1, 2028	37.13	39.76	43.76	51.71

Notes:

1. For the purpose of the calculation of overtime, above employees shall be considered to work an 8 hour day / 40 hour week.
2. The parties agreed that the pay rate for employees of the Recreation Division take into account shift differentials and Sunday Premium pay as required, except as provided in Note #3.

Regular employees only, as per Article 12, Section 2 of the Park, Recreation and Culture Department shall receive shift differential for all scheduled hours worked on a shift other than the regular day shift.

SCHEDULE D

Recreation and Culture – Staff Classifications and Hourly Pay Rates

ECE Jan. 1, 2025

	Step 1	Step 2	Step 3	Step 4
ECE Facilitator	30.05	30.70	31.34	-
ECE Lead/Co-Lead	24.31	25.59	26.88	28.14
ECE Assistant	21.10	22.35	23.59	-
ECE Responsible Adult	18.03	19.36	-	-
ECE Substitute	23.03	-	-	-

ECE Jan. 1, 2026

	Step 1	Step 2	Step 3	Step 4
ECE Facilitator	31.10	31.77	32.44	-
ECE Lead/Co-Lead	25.16	26.49	27.82	29.12
ECE Assistant	21.84	23.13	24.42	-
ECE Responsible Adult	18.66	20.04	-	-
ECE Substitute	23.84	-	-	-

ECE Jan. 1, 2027

	Step 1	Step 2	Step 3	Step 4
ECE Facilitator	32.25	32.95	33.64	-
ECE Lead/Co-Lead	26.09	27.47	28.85	30.20
ECE Assistant	22.65	23.99	25.32	-
ECE Responsible Adult	19.35	20.78	-	-
ECE Substitute	24.72	-	-	-

ECE Jan. 2, 2028

	Step 1	Step 2	Step 3	Step 4
ECE Facilitator	33.38	34.10	34.82	-
ECE Lead/Co-Lead	27.00	28.43	29.86	31.26
ECE Assistant	23.44	24.83	26.21	-
ECE Responsible Adult	20.03	21.51	-	-
ECE Substitute	25.59	-	-	-

*Note: As referenced in Letter of Understanding #31 – ECE Staff (Early Childhood Education Lead/Co-Lead; Early Childhood Education Assistant; Early Childhood Education Responsible Adult; Early Childhood Facilitator)

SCHEDULE E

In the 2012 round of collective bargaining, the Parties agreed to a uniform probationary period of employment of six (6) months. The Parties wish to memorialize the practice for future bargaining that CUPE jobs at pay grade 17 or higher have traditionally had a longer probationary period of employment than jobs with pay grades lower than 17.

Appointees to classifications which are at pay grade 17 or higher shall serve a probationary period of employment of six (6) months during which time such employee must demonstrate their ability to perform the work satisfactorily.

These classifications are listed under Schedule A.

SCHEDULE F

Clothing Allocation

1. Bylaw Enforcement Officers

The City requires Bylaw Enforcement Officers to wear uniforms and issues the following items as per the schedule below:

Initial Issue/Replacement Issue (Yearly)

"Regular Full-Time" Bylaw Enforcement Officers
Six (6) shirts (long or short sleeves)
Three (3) pairs of pants
Eight (8) pair of socks
One (1) pair of boots/shoes
One (1) pair of gloves
One (1) sweater/vest

Initial Issue/Replacement Issue (Once every 3 years)

"Regular Full-Time" Bylaw Enforcement Officers
One (1) Jacket
One (1) Raincoat
Once (1) Rubber boots & Insoles

The uniforms pertaining to Bylaw Enforcement Officers will continue to be regularly cleaned/laundered by the City.

2. Aquatic Staff (Parks, Recreation and Culture)

The City requires Aquatic Staff to wear the following and issues the following items as per the schedule below:

Initial Issue/Replacement Issue (per year)

"Regular" Aquatic Staff
Two (2) t-shirts or tank tops and
Two (2) pairs of shorts or pants and one (1) bathing suit

"Auxiliary" Aquatic Staff
One (1) t-shirt or tank top and
One (1) pair of shorts or pants and one (1) bathing suit or
Two (2) pairs of shorts or pants

Aquatics staff are responsible for cleaning/laundering the above items.

3. **Recreation Facility Maintenance Workers (Parks, Recreation and Culture)**

The City issues the following items for Recreation Facility Maintenance Workers, as per the schedule below:

Initial Issue (Upon Hire)

One (1) jacket Three (3) shirts (usually 2 for winter, and 1 for spring/summer) Two (2) pairs of pants – **to a maximum of two hundred dollars ($200.00) allowance per year**

Replacement Issue

One (1) jacket – every 2nd year Three (3) shirts – per year (usually 2 for winter, and 1 for spring/summer) Two (2) pairs of pants – **to a maximum of two hundred dollars ($200.00) allowance per year**

Recreation Facility Maintenance Workers are responsible for the cleaning/laundering of the above items. Clothing requiring dry cleaning will be cleaned at the City's expense.

LETTERS OF UNDERSTANDING

LETTER OF UNDERSTANDING #1

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: 1978 Negotiations: Meals

1. Meals

The City is prepared to supply a meal to an employee who has worked continuously two (2) hours past the employee's regular shift.

"Ian McConnell"	"Dan Closkey"
Union Representative	Municipal Manager
	"March 23/78"
	Date

LETTER OF UNDERSTANDING #2

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

May 9, 1995

File: 0476 -001

Mr. Gord Savard
Acting President
CUPE Local 402

Dear Mr. Savard

Re: Contracting Out

This is to advise that before any existing bargaining unit work is contracted out, the City will consult with the Union a reasonable period in advance of the date on which the contracting out is to occur and will give consideration to alternatives the Union may propose.

"D.A. Lychak"

D. A. Lychak
City Manager

LETTER OF UNDERSTANDING #3

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Skating Instructors

The parties agree the Collective Agreement applies to the Skating Instructors except as specifically varied as follows (note: article and section references are drawn from the 1994-1996 Collective Agreement):

1. **Article 5 Vacation and General Holidays** - not applicable

2. **Article 6 Employee Benefits** - not applicable except for Section 8, Pregnancy/Parental Leave

3. **Article 7 Working Conditions** - not applicable except for:

   - Section 2, Employee Responsibility
   - Section 3, Picket Line Protection
   - Section 5, Changes in Working Conditions and Classifications
   - Section 9, General Leave of Absence
   - Section 11(a), Job Description
   - Section 11(b), Changes in Classification
   - Section 13(a), Education Allowance

4. **Article 8 Wages and Salaries** - not applicable except for Section 1(a) and (b) and (d) of the Collective Agreement.

   a. See Schedule D for current rates.

   b. Employees who are members of the skating instruction staff as of date of ratification will be assigned to the pay rate that they are at presently and progress through the range thereafter. Employees hired after the date of ratification will be placed at the minimum of the range and proceed through the range thereafter. Employees will be credited with the hours worked since the date of their last increment.

   c. Employees shall progress to the next highest pay level once they have completed 300 hours of work.

   d. Employees will be paid for actual hours of instruction time with a one (1) hour minimum. At the end of each lesson set, each Skating Instructor may record an additional four (4) minutes per registered participant per lesson

set for the purposes of preparation and administration of the lessons. This includes but is not limited to paperwork related to:

- Class Attendance
- Completion of lesson worksheet, including pass/fail
- Progress card

This would apply to all registered Learn to Skate programs with the exception of the Boots to Blades Program which will be two (2) minutes per registered participant per lesson set.

e. Temporary Assignments
An employee who is assigned to work at a higher classification shall be paid the next highest rate in the pay scale for hours worked in the highest position.

5. **Article 9 Hours of Work** - Not applicable

Hours of work will vary and employees will be scheduled according to program operational requirements. It is understood that due to the nature of the programs, schedules are subject to cancellation or modification without notice.

6. **Article 10 Seniority** - Not applicable

a. Seniority Accumulation
Employees will accumulate seniority on the basis of hours worked over consecutive calendar years. Seniority will apply specifically for the purpose of determining employee preference of assignment to available hours in each specific facility at the beginning of the annual instruction period (September). Employees who do not accumulate seniority in any calendar year will forfeit prior seniority accumulation.

Accumulative seniority hours shall be retroactive to the date of hire for those hired prior to signing of this memorandum.

b. Probationary Period
New Hires will be subject to a period of probation equal to two (2) lesson periods. Employees may be terminated at any time during this period.

c. Trial Period
Employees assigned to the position of Head Instructor will serve a trial period of two (2) lesson sets before confirmation into the position. In the event that an employee is found to be unsuited for the position, they shall be reverted to their position. The employee will then be eligible for on-call hours until the commencement of the next set at which time they will resume scheduled hours.

7. **Article 12, Section 4(c)**

Skating Instructors as part-time employees will receive a cash settlement to cover medical and sick leave benefits, vacation and general holidays, group life and other miscellaneous benefits. The introduction of this benefit will be in accordance with the following schedule:

- Effective date of ratification - 12% cash settlement on their pay cheque (inclusive of 4% already received);
- 16% cash settlement on their pay cheques (inclusive of 4% already received) only for those instructors with more than 1000 hours.

8. **Article 13 Special Provisions**

a. Not applicable except for:
   - Section 2(d), Industrial First Aid Attendants [It is being understood that this payment is only due when the employee is specifically designated by the Employer to act as an Industrial First Aid Attendant for the facility, over and above the requirements of the job description (classification specification)].
   - Section 10, Personnel Records
   - Section 4(c), Damaged Clothing
   - Section 11, Harassment
   - Section 12, Report of Violations of Law, Statutes, or Regulations

b. Employees will provide their own equipment and clothing. A supply of facility based jackets (with pockets) will be provided for the use for staff while working. Management will determine the number and style of jackets available.

FOR THE UNION:	FOR THE CITY:
"Jean Kilby"	"Nicola Webb"

"March 19, 2013"

"New rates apply as per Schedule D"

LETTER OF UNDERSTANDING #4

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule Bylaw Enforcement Officers and Bylaw Services Officers

In an effort to improve service to the public, provide seven days week coverage and promote a more cost effective service, the provisions of the Collective Agreement will be specifically varied under Article 9, without prejudice and without precedent to the rights of either party as follows.

1. All regular full-time Bylaw Enforcement Officers **and Bylaw Services Officers** of the Bylaw **Division** shall work a compressed work week, as specified in this Letter of Understanding.

2. The length of a shift shall be 10 hours worked, plus a thirty (30) minute unpaid lunch break, for a total of 10.5 hours.

3. Bylaw Enforcement Officers **and Bylaw Services Officers** will work a non-standard shift schedule, known as "four-on, four-off" covering a 7 day per week operation.

4. The hours of work on the non-standard work week shall be as follows, or as modified from time to time by management:

   Spring/Summer Season shall be defined as the period from April 1 to September 30, inclusive.

   Fall/Winter Season shall be defined as the period from October 1 to March 31, inclusive.

   During the Spring/Summer Season, employees may be regularly scheduled to work between the hours of 7:30 a.m. and 9:30 p.m.

   During the Fall/Winter Season, employees may be regularly scheduled to work between the hours of 7:30 a.m. and 7:30 p.m.

5. Overtime will be paid for hours worked beyond 10 hours per day, at rates provided in accordance with the overtime provision in Article 8, Section 6(b) of the Collective Agreement.

6. Shift differential (Article 9, Section 7 of the Collective Agreement) shall be paid only for the actual hours worked on the evening shift, that is, hours worked after 6 p.m.

7. Employees shall not receive Sunday premium pay (Article 8, section 8 of the Collective Agreement).

8. All benefit entitlements expressed in days in the collective Agreement (including vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (7 hours), and will be scheduled and used in hours, based on the actual length of the work day (10 hours), with the exception of general holidays (see below).

   Regular full-time employees scheduled to work on a statutory holiday shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for actual hours worked. Regular employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

9. This schedule will be implemented July 19, 2014.

10. Upon expiration, at the end of the term of the collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #5

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Ten (10) Hour Shifts – Recreation Facility Maintenance Worker

In an effort to improve service to the public, provide a more cost effective service and comply with safety regulations, the provisions of the Collective Agreement will be specifically varied under Article 9, without prejudice and without precedent to the rights of either party, as follows:

1. A modified work week schedule shall apply to employees in the classification of Recreation Facility Maintenance Worker's in the Recreation Division of Parks, Recreation and Culture. Shift schedules will include both eight (8) hour shifts and ten (10) hour shifts based on operational needs.

2. Eight (8) hour shifts shall fall under the provisions of the collective agreement outlined for overtime and hours of work.

3. The following applies to Ten (10) hour shifts:

    a) Ten (10) consecutive hours worked, exclusive of a one-half (1/2) hour lunch break, shall constitute a shift.

    b) Four (4) consecutive days worked followed by three (3) consecutive days off shall constitute a week.

    c) Overtime will be paid for hours worked beyond ten (10) hours per day or forty (40) hours per week, at rates provided in accordance with the Overtime provisions in Article 8. 6 (b) of the Collective Agreement.

    d) All benefit entitlements expressed in days in the collective agreement (for example, vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (8 hours), and will be scheduled and used in hours, based on the actual length of the work day (10 hours), with the exception of general holidays.

        i) Regular full-time employees scheduled to work on a general holiday will be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for the actual hours worked.

ii) Regular full-time employees who are not scheduled to work on the general holiday will receive pay for the general holiday in accordance with the Collective Agreement (8 hours). Notwithstanding paragraph 4, above, or Article 9.3 of the Collective Agreement, the remaining two (2) hours of the work week shall be worked on the remaining days of the week in which the general holiday falls at the option of the individual or crew, as applicable.

4. Upon expiration, on December 31, 2015, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

5. Either party may terminate the provisions of this Letter of Understanding as a whole or by a functional area as outlined above by providing thirty days (30) days written notice to the other party. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

For the City:	For the Union:
" Joey Brar	*"Jeannie Kilby*
Joey Brar	Jeannie Kilby
"Chris Gain	*"Tom Wiebe*
Chris Gain	Tom Wiebe
"Lisa White	
Lisa White	
"May 30, 2013"	*"May 30, 2013"*
Date	Date

LETTER OF UNDERSTANDING #6

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours of Work – Parks, Recreation and Culture

For the term of this collective agreement, the parties agree that in the Parks, Recreation, and Culture Department for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications:

   Aquatic Programmer Arts Coordinator
   Business Operations Coordinator
   Clerk 2, 3, 4 (CRS)
   Community Safety Coordinator
   Community Service Co-ordinator 1
   Community Service Co-ordinator 2
   Front of House Coordinator
   Functional Application Analyst 1 & 2
   Planner 1 & 2 – Parks, Recreation and Culture Department

   Any other departments or classifications which are mutually agreed between the parties

2. The employee and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The Union will be advised, in a timely manner, in writing of the names, positions, departments, and basic work schedules of employees participating in the pilot project. Upon request, a written record of the hours worked by each employee during the work cycle will be provided to the Union.

4. The employee will schedule and self-manage their workload and schedule to meet operational requirements and expectations over one of the following: a 140 hour, four (4) week work cycle; a 280 hour, eight (8) week work cycle; or a 420 hour, twelve (12) week work cycle.

5. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime.

Overtime will be paid for hours worked in excess of: 140 hours for the four (4) week cycle; 280 hours for an eight (8) week cycle; and 420 hours for a twelve (12) week cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided overtime is authorized in advance by the Section Manager.

6. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of: the four (4) week cycle, the eight (8) week cycle, or the twelve (12) week cycle.

7. Upon mutual agreement between the Section Manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.

8. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

9. The department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

10. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #7

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: "Term" Employees (Diebolt Award - Appendix 'B')

1. "Term Employee" shall be defined for the purpose of this Letter of Understanding as a person employed to work full time for the purpose of replacing a regular full time employee during an extended absence, transfer or reassignment for a period longer than six (6) months.
2. Such employees will be eligible to participate in the benefits plan with the exception of Long Term Disability coverage.
3. After accumulating 1000 hours of term employment, a term employee's accumulated hours in the position shall be converted to seniority. Thereafter, the employee shall accumulate seniority on the basis of hours worked until the completion of the term. Such seniority shall be recognized only for the purpose of applying on posted positions during the employee's term.
4. An employee appointed on this basis will revert to their former position.
5. Term employees shall be considered to be temporary employees for all other purposes not specified in this Letter of Understanding, and shall be entitled to the same rights and subject to the same terms and responsibilities under the collective agreement as temporary employees for such purposes.

For the City:

"John Dominato"
John Dominato

"Jeff Marwick"
Jeff Marwick

"Brian Merryweather"
Brian Merryweather

"Gerry McKinnon"
Gerry McKinnon

"Sheila McKinnon"
Sheila McKinnon

"Nov-9-00"
Date

For the Union:

"Jean Kilby"
Jean Kilby

"Margaret Krenus"
Margaret Krenus

"Laurie Larsen"
Laurie Larsen

"Marilyn Moase"
Marilyn Moase

"Arden Noel"
Arden Noel

"Cliff Pederson"
Cliff Pederson

"Gary Yee"
Gary Yee

LETTER OF UNDERSTANDING #8

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Project Employees (Diebolt Award - Appendix 'C')

The City of Surrey and CUPE Local 402 agree, on a without prejudice and without precedent basis, to the creation of "Project" Employees for the duration of the collective agreement under the following conditions:

1. "Project Employee" shall be defined as a person employed to work full-time on a specific project. The term of employment shall be longer than six (6) months but not longer than two (2) years, with a maximum extension of six (6) months beyond the two (2) year term with the prior written agreement of the Union. In addition, the City and the Union may mutually agree to either a longer term or a longer extension period.
2. Project employees shall be eligible for benefits on the same basis as regular full-time employees, including applicable waiting periods, with the exception of Long Term Disability coverage.
3. Project employees shall not accrue seniority.
4. Upon completion of their term of employment, or such earlier date as may be specified in writing by the City prior to the expiration of the term, project employees shall be terminated from employment without access to Article 10, Section 5 and 6 (Layoff and Recall) of the collective agreement.
5. The City agrees that it will not establish or fill such positions without the prior written agreement of the Union.

For the City:	**For the Union:**
	"Jean Kilby"
John Dominato	Jean Kilby
"Jeff Marwick"	"Margaret Krenus"
Jeff Marwick	Margaret Krenus
"Brian Merryweather"	"Laurie Larsen"
Brian Merryweather	Laurie Larsen
"Gerry McKinnon"	"Marilyn Moase"
Gerry McKinnon	Marilyn Moase
"Sheila McKinnon"	"Arden Noel"
Sheila McKinnon	Arden Noel
"Nov-9-00"	"Cliff Pederson"
Date	Cliff Pederson
	"Gary Yee"
	Gary Yee

LETTER OF UNDERSTANDING #9

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Job Classification Referee/Umpire

1. The Job Classification Referee/Umpire shall be Stanley Lanyon or Joan Gordon.

2. The Referee/Umpire has all of the powers and authority of a single arbitrator, in accordance with Article 4.7.

3. The decision of the Referee/Umpire shall be final and binding on the parties.

4. The costs of the Referee/Umpire shall be borne equally by the parties.

5. Leave of absence without loss of pay and without loss of seniority will be granted to the Union representatives and individual(s) requesting reclassification who are required to attend any hearing before the Referee/Umpire.

For the City:

"John Dominato"
John Dominato

"Jeff Marwick"
Jeff Marwick

"Brian Merryweather"
Brian Merryweather

"Gerry McKinnon"
Gerry McKinnon

"Sheila McKinnon"
Sheila McKinnon

"Nov-9-00"
Date

For the Union:

"Jean Kilby"
Jean Kilby

"Margaret Krenus"
Margaret Krenus

"Laurie Larsen"
Laurie Larsen

"Marilyn Moase"
Marilyn Moase

"Arden Noel"
Arden Noel

"Cliff Pederson"
Cliff Pederson

"Gary Yee"
Gary Yee

LETTER OF UNDERSTANDING #10

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Spare Tractor Backhoe/Excavator Operator

This deletes the existing "Operator Trainee" letter of understanding and replaces it with a new process respecting "Spare Tractor Backhoe/Excavator Operator."

The City will, from this point forward, post "Spare Tractor Backhoe/Excavator" positions similar to the existing process for "Spare Truck Driver II," and no longer post vacant full-time "Tractor Backhoe Operator" positions. The intent is to post and test towards achieving a qualified operator capable of moving directly into a full-time Tractor Backhoe/Excavator position once one becomes vacant. The spare operator will be paid at an Equipment Operator 4 rate of pay when not operating a machine. When the "Spare Operator" is operating a machine, their position as Operator Trainee will be filled and paid as a Labourer 2 temporarily.

The intent of this letter is to ensure that the City receives qualified relief operators, and acknowledge long time relief operators as being the logical successor to the next vacant full-time position.

This agreement is without prejudice and precedent to the rights of either party.

For the City:

"John Dominato"
John Dominato

"Jeff Marwick"
Jeff Marwick

"Brian Merryweather"
Brian Merryweather

"Gerry McKinnon"
Gerry McKinnon

"Sheila McKinnon"
Sheila McKinnon

"Nov-9-00"
Date

For the Union:

"Jean Kilby"
Jean Kilby

"Margaret Krenus"
Margaret Krenus

"Laurie Larsen"
Laurie Larsen

"Marilyn Moase"
Marilyn Moase

"Arden Noel"
Arden Noel

"Cliff Pederson"
Cliff Pederson

"Gary Yee"
Gary Yee

LETTER OF UNDERSTANDING #11

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Minimum Hours of Work For Auxiliary Employees in the Community and Leisure Services Division and the Culture, Marketing and Community Development Division of Parks, Recreation and Culture Department

SKATING INSTRUCTORS SHALL BE EXEMPTED FROM THIS LETTER OF UNDERSTANDING

The City of Surrey and CUPE, Local 402 agree to the scheduling of shifts for regularly scheduled auxiliary staff in the facilities operated by the Community & Leisure Services Division and the Culture, Marketing and Community Development Division of Parks, Recreation and Culture Department on the following terms:

Parks, Recreation and Culture may employ regularly scheduled auxiliary staff in these divisions on a two (2) hour per day minimum basis.

Furthermore, Parks, Recreation and Culture may employ regularly scheduled auxiliary staff in these divisions for less than two (2) hours (but not less than one (1) hour) for the following:

1. Aquacise Instruction;
2. School care programs (e.g. Before and After School Care Programs);
3. Facility rentals attendance;
4. Staff Meetings/Staff Training sessions.

Wherever practical, the Department will combine hours to provide longer shifts.

The provisions of this agreement will take effect upon ratification of the Collective Agreement and be further appended as a Letter of Understanding for the term of the Collective Agreement which will commence January 1, 2000. This letter of Understanding shall expire on December 31, 2015.

Either party may terminate the operation of this agreement by providing the other with thirty (30) days written notice.

It is understood and agreed that both parties reserve their rights under the Collective Agreement with respect to shift scheduling in their entirety, and that neither party has prejudiced its position or rights with respect to the interpretation of the Collective Agreement's provisions regarding shift scheduling by entering into this Letter of Understanding.

For the City:

"Laurie Cavan"
Laurie Cavan

"Jeff Marwick"
Jeff Marwick

"Brian Merryweather"
Brian Merryweather

"September 12, 2001"
Date

For the Union:

"Jeannie Kilby"
Jean Kilby

"Laurie Larsen"
Laurie Larsen

"Cliff Pederson"
Cliff Pederson

"September 12, 2001"
Date

LETTER OF UNDERSTANDING #12

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Auxiliary Employment

The purpose of this letter is to confirm the discussions concluded during the 2012 Collective Bargaining process with respect to the employment of Auxiliary Staff. In exchange for the parties achieving a Renewal Collective Agreement, the Parties have agreed to the following:

1. Additional Bargaining Unit Roles:

- Twenty-five (25) additional new, regular full time or regular part time roles will be posted in the CUPE Bargaining Unit before December 31, 2013. These "new" roles will be achieved through the conversion of City determined auxiliary/project /temporary roles that existed at the time of the settlement of the renewal Collective Agreement or by converting currently contracted work into regular full time or part time job(s) in the bargaining unit.

- To meet business needs, the City may convert/add CUPE roles in a varied hiring pattern but the total commitment of "25" jobs will be achieved. During the bargaining process, the City notified the Union of 2 conversions from term to regular full time (Crime Prevention Coordinator and Sustainability Coordinator), 1 conversion from auxiliary to regular full time (Property Tax Rep 1), and 1 contracted job returned to the Bargaining Unit (Bridgeview Community Centre – CSC 2). These 4 roles apply to the City's hiring commitment under this letter.

- Except when otherwise mutually agreed to by the Parties, auxiliary positions converted to regular positions will be filled by the job posting procedures as described in the Collective Agreement. Regular part time roles converted to regular full time roles will be filled by the incumbent.

2. Auxiliary Staffing Meetings:

- Subsequent to ratification, the parties agree to meet on a minimum of a six month basis to review the work hours of auxiliary employees. These review meetings will be based upon the methodologies identified by the parties in this round of Collective Bargaining (i.e. identifying roles where incumbents have performed auxiliary work for the City in excess of the hours stated in the Collective Agreement for a significant, continuous period of time). The parties may identify opportunities for auxiliary

conversions based on business demands and staff preference. The decision to convert or add a regular staff position remains with the City in compliance with the Collective Agreement. The first meeting on auxiliary staffing will be held within 60 days of ratification of this Renewal Collective Agreement.

3. Hours of Work – Lifeguards, Aquasize Staff and Assistant Head Guards

- During the life of this Renewal Collective Agreement (2016-2020), staff in the job codes of Lifeguard, Aquasize staff and Assistant Head Guard will be permitted to 'sign for' up to 24 hours per week (Lifeguards) and 28 hours per week (Aquasize staff and Assistant Head Guards), without the City being in violation of the definitions contained in Article 12 of the Collective Agreement. This provision applies to the seasonal scheduling process that occurs in the Aquatics section of Community Recreation Services. The City retains its right to end this staffing protocol if business issues/scheduling complexities arise. The City will discuss such concerns with the Union in advance of implementing such a change.

4. Surrey Sports and Leisure Centre Trial (SSLC)

- The parties have a mutual desire to stabilize employment with aquatics staff. To achieve this objective, the parties have agreed to establish a Trial at SSLC, which will result in the conversion/addition of 1 Head Guard (regular full time) and 4 Lifeguards (regular part time) roles at that facility for the duration of the Trial.

- The objective of the Trial is to achieve a more stable work force that will benefit customer service, increase operational efficiencies, enhance safety, and build employee satisfaction/capacity.

- The parties agree to meet to resolve the specifics of the Trial, but generally these roles will added for a period of up to 2 years to confirm the efficacy of the new staffing model. The general principle is that neither the rights of staff nor the rights of the City will be reduced by participation in this Trial.

- If the Trial is successful, the City has the option of expanding the Trial at SSLC and/or introducing a similar trial at other City Aquatic facilities.

- The parties agree to make their best efforts to support the success of this Trial.

- The parties agree that for the duration of the SSLC Aquatics Trial or a similar Trial (Aquatics or Clerical Community Recreation Services), the following section of Letter of Understanding #14 shall be null and void:

- "Either party may terminate the operation of this agreement by providing the other with thirty (30) days written notice."

Nothing in this letter or in the bargaining discussions is intended to limit staffing provisions enshrined in the terms of the Collective Agreement and by practice. The City specifically, but with no intention of limitation, retains its rights under Letter of Understanding #2.

For the City:	**For the Union:**
"Nicola Webb"	*"Jeannie Kilby"*
March 19, 2013	*March 19, 2013*
Date	Date

LETTER OF UNDERSTANDING #13

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours – Accounting Services Division

For this collective agreement, the parties agree that in the Accounting Services Division of the Finance and Technology Department for certain classifications of employees designated below to implement a voluntary self- directed work hours plan based on the following criteria and guidelines:

1. Classifications

   Payroll Technician
   Payroll Coordinator

2. The employees and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The Union will be advised, in a timely manner, in writing of the names, positions, departments, and basic work schedules of employees participating in the pilot project. Upon request, a written record of the hours worked by each employee during the work cycle will be provided to the Union.

4. The employee will schedule and self manage their workload and schedule to meet operational requirements and expectations over a one hundred and forty (140) hour, four (4) week work cycle.

5. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of one hundred and forty (140) hours for the four (4) week cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided overtime is authorized in advance by the Supervisor.

6. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of the four (4) week cycle.

7. Upon mutual agreement between the responsible manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.

8. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

9. The Department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

10. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

For the City:	**For the Union:**
"John Dominato"	"Margaret Krenus"
"Jeff Marwick"	"Laurie Larsen"
Date	Date
"November 9, 2000"	"Nov. 9, 2000"

LETTER OF UNDERSTANDING #14

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours of Work – Engineering Operations

For this Collective Agreement, the parties agree that in the Operations Division of the Engineering Department for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications:

   Clerk Typist 2
   Clerk Typist 3
   Accounting Clerk 1

2. The employees and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The criteria for the use of the self-directed hours will be discussed and jointly agreed upon between the employee and the management supervisor prior to commencement. Revisions will be discussed and jointly agreed to prior to implementation on an annual basis.

4. The employee will be paid in accordance with Schedule 'A' and be prorated from a thirty-five (35) hour work week to a forty (40) hour work week. Should an employee opt-out, their rate of pay will revert back to Schedule 'A' as per the collective agreement.

5. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

6. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

7. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Signed on Behalf of the City:	**Signed on Behalf of the Union:**
"Jeff Marwick"	"Laurie Larsen"
"John Dominato"	"Margaret Krenus"
Date: "November 9, 2000"	"November 9, 2000"

LETTER OF UNDERSTANDING #15

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours – Survey Section

For the term of this collective agreement, the parties agree that in the Survey Section of the Engineering Department for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications:
   Field Surveyor 1
   Field Surveyor 2
   Survey Assistant

2. The employees and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions. All staff in the Survey Section will need to participate in the self-directed work hours plan because of the need to work in crews and have flexible crew options.

3. The criteria for the use of the self-directed hours will be discussed and jointly agreed between the survey crews and the management supervisor prior to commencement. Ongoing revisions will be discussed and jointly agreed to prior to implementation.

4. The Union will, upon request, be provided with a written record of the hours worked by each employee during the work cycle.

5. The employee may work up to twelve (12) hours a day and may work in excess of thirty-seven and a half (37.5) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of 450 hours for the twelve (12) week cycle.

6. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of the twelve (12) week cycle.

7. Overtime will be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided overtime is authorized in advance by the Section Manager.

8. Upon mutual agreement between the Section Manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.

9. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

10. The Department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

11. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

12. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #16

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours of Work – Parks, Recreation and Culture (Outside Workers & Schedule D)

For the term of this collective agreement, the parties agree that in the Parks, Recreation, and Culture Department for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications

   Park Operations Coordinators
   Community Services Assistant 5

   Any other departments or classifications which are mutually agreed between the parties.

2. The employee and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The Union will be advised, in a timely manner, in writing of the names, positions, departments, and basic work schedules of employees participating in the pilot project. Upon request, a written record of the hours worked by each employee during the work cycle will be provided to the Union.

4. The employee will schedule and self-manage their workload and schedule to meet operational requirements and expectations over one of the following: a 160 hour, four (4) week work cycle; a 320 hour, eight (8) week work cycle; a 480 hour, twelve (12) week work cycle; or a 640 hour, sixteen (16) week work cycle.

5. The employee may work up to twelve (12) hours a day and may work in excess of forty (40) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of: 160 hours for the four (4) week cycle; 320 hours for an eight (8) week cycle; 480 hours for a twelve (12) week cycle, and 640 hours for a sixteen (16) week cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided overtime is authorized in advance by the Section Manager.

6. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of: the four (4) week cycle, the eight (8) week cycle, the twelve (12) week cycle, or the sixteen (16) week cycle.

7. Upon mutual agreement between the Section Manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.

8. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

9. The department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

10. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Kathy de Graaf"	"Jeannie Kilby"
"Owen Croy"	"Tom Wiebe"
DATE January 10, 2014	January 10, 2014

LETTER OF UNDERSTANDING #17

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Job Sharing

The City and the Union agree that where a Regular Full-Time Employee wishes to share their full-time position, that such Job Sharing agreements be mutually agreed upon using the following principles, PROVIDED HOWEVER, that nothing in this Letter of Understanding shall be construed as altering the existing rights and/or obligations of either party under the Collective Agreement, except as specifically provided herein and that this Job Sharing arrangement is based on a principle of "No Loss, No Gain" to either the Employee, the Union or the City.

I. Definitions

Job sharing is defined as two (2) people sharing the responsibilities of one (1) full-time position with salary and benefits prorated. Each employee of the job sharing arrangement will work in a manner that provides full coverage for the position.

The Holder Employee shall be defined as the employee who holds the full-time position and requests the Job Share arrangement.

The Co-holder Employee is defined as the employee sharing the full-time position and may be either a full- time, regular part-time, auxiliary or temporary employee.

II. General

All Job Sharing arrangements shall be implemented in accordance with the provisions of this Letter of Understanding and subject to approval by the City and the Union.

Once all parties have agreed to the terms and conditions outlined in the Job Sharing arrangement, the Human Resources Department will be responsible for monitoring the Job Sharing arrangement.

III. Procedure

1. A Job Sharing proposal (using the Job Sharing Application form) must be presented by the Holder Employee in writing to their Manager, the Human Resources Department and the Union. In the event that a Co-holder

cannot be found to job share, Human Resources shall post an "expression of interest" to find someone suitable.

Each request will be considered on its own merits. A completed Job Sharing Application form shall include the following:

a) Information with respect to the qualifications and experience of each of the proposed employees.

b) Detailed outline of how the proposed arrangement will ensure that the work is efficiently and effectively performed as though there were only one (1) occupant in the position.

c) Detailed description of how the duties and functions of the position shall be shared.

d) How the workload priorities will be determined on an ongoing basis.

e) Procedures to be utilized to ensure there is effective communication between each employee and their Manager.

f) A proposed work schedule.

g) Proposed coverage plan for leave of absences – e.g. vacation, illness, etc.

h) Proposed length of the agreement (minimum six (6) months to maximum one (1) year) including the trial period.

2. The Co-holder contemplating the position must meet the requirements as per Article 10.2 of the Collective Agreement.

3. Where the Job Sharing arrangement is approved by the City and the Union, the Division Manager shall provide each affected employee with a letter of confirmation of the Job Sharing arrangement outlining the terms and conditions.

4. Where an employee's request is denied by the City, the Union may request a meeting with the Division Manager and the Manager, Human Resources (or designate).

IV. Duration

1. Each Job Sharing arrangement shall be for a maximum period of one (1) year unless extended by mutual agreement between the City and the Union.

2. The regular daily and weekly hours of the position shall remain unchanged as a result of the Job Sharing arrangement unless otherwise

varied by the terms and conditions as provided by the letter referenced to in Section III – Procedure, Paragraph 3 above.

3. The Job Sharing Weekly Schedule for the Holder Employee shall be two (2) days in the first week, being Thursday/Friday and the same individual to work three (3) days the second scheduled week, being Monday/Tuesday/ Wednesday. The Co-holder Employee to work the reverse of the above-noted schedule. Amendments to this schedule will be considered by mutual agreement at the time of application. All splits must be full days.

4. If the Co-holder is a full-time employee, their full-time position shall be filled on a temporary basis for the duration of the Job Share arrangement.

5. A Job Sharing arrangement may be terminated earlier than initially agreed to by the City, the Union, the Holder Employee or Co-holder Employee provided that thirty (30) calendar days written notice has been served to the other parties. Employees temporarily appointed to a position arising out of a Job Sharing arrangement shall be advised at the time of their temporary appointment that their term in the temporary position could be cut short as a result of an early cancellation of the Job Share arrangement.

6. Upon the expiry or termination of the Job Sharing arrangement:

   (a) The Holder Employee shall revert back to their former full-time position. Should the Holder Employee decline reverting back to their former full-time position, the Holder Employee will be considered to have resigned and the original full-time position shall be posted.

   (b) The Co-holder Employee will:

      i. If the Co-holder is either a regular full-time or a regular part-time employee, the Co-holder Employee will revert back to their former position.

      ii. If the Co-holder is either an auxiliary or temporary employees, the Co-holder shall retain their status as an auxiliary or temporary employee. If no auxiliary or temporary position is available, then the Co-holder Employee will be considered to be laid off.

V. Trial Period

In order to provide a reasonable timeframe in which to examine the suitability of each Job Sharing arrangement, each Job Sharing arrangement will be considered for a trial period of six (6) months.

During the six (6) month trial period of each Job Sharing arrangement, any vacancy created through the process, will be filled on a temporary basis. Any affected full-time position will remain a full-time position for the duration.

VI. Employee Status

A Regular Full-Time Employee in a Job Sharing arrangement shall retain and accrue their seniority through the duration of the Job Sharing arrangement. Such an employee shall be entitled to apply for positions as a Regular Full-Time Employee and to use seniority for all applicable purposes including layoff, bumping and recall. Regular Part-Time Employees shall accumulate seniority based on hours worked.

VII. Wages & Benefits

The general principles with respect to wage rates, employee benefit entitlements and premium payments for Regular Full-Time Employees in Job Sharing arrangements are as follows:

(a) Wages shall be paid in accordance with the ratio that the employee's scheduled weekly hours bears to the full-time hours of the position being shared.

(b) Paid leave benefits, such as Vacation, General Holidays and Sick Leave, shall be earned on a proportionate basis in accordance with the ratio that the employee's scheduled weekly hours bears to the full-time hours of the position being shared. If absences occur due to illness, vacation or other approved leaves of absence, it is expected that the other employee will cover the period of absence *wherever possible*. In these instances, the regular rate of pay shall be paid for all hours as though the position were full-time regular.

(c) Any hours worked in excess of the scheduled workday or the scheduled workweek shall be paid at the appropriate overtime rate. As part of the Job Sharing arrangement, each employee shall work the equivalent of a full-time employee scheduled workday or workweek before overtime rates are paid.

(d) The employee's share of the premium payments for benefits, such as Medical, Extended Health, Dental and Group Life, shall increase proportionately as the number of scheduled weekly hours decrease in relation to the full-time hours of the position being shared. The City's share of benefit premiums and F.T.E. cost will not exceed the total cost normally incurred for one (1) regular full- time position.

VIII. Vacation Entitlement & Public Holidays

The employee's annual vacation entitlement and public holiday entitlement shall be earned on a proportionate basis in accordance with the ratio that the

employee's scheduled weekly hours bears to the full-time hours of the position being shared.

IX. Sick Leave

For the period of the Job Sharing arrangement, the employee shall have sick leave credited on a prorated basis, calculated on the same proportionate basis as the employee's new scheduled hours bears to the full-time hours of the position being shared.

X. Municipal Pension Plan

Where an employee is contributing to the Municipal Pension Plan and enters Job Sharing arrangement, the employee shall be required to continue making contributions toward the Municipal Pension Plan. The cost sharing arrangement shall continue on the same percentage basis applied to the reduced earnings. Pensionable service will be accrued on a prorated basis.

XI. Increments

A Regular Full-Time Employee sharing a position shall be eligible for increments upon the completion of the equivalent period of service applicable to a Regular Full-Time Employee in a similar classified position.

XII. Regular Part-Time, Auxiliary and Temporary Employees

Regular Part-Time, Auxiliary and Temporary Employees sharing a portion of a Regular Full-Time position as a result of a Job Sharing arrangement shall retain their status as a Regular Part-Time, Auxiliary or Temporary Employee while Job Sharing and shall continue to be treated in accordance with the applicable provisions of the Collective Agreement.

XIII. Termination of Letter of Understanding

Either party may cancel this Letter of Understanding by providing at least thirty (30) calendar days' written notice to the other party. Notwithstanding such cancellation, all Job Sharing arrangements in effect at the time of cancellation shall continue under the individual terms agreed upon.

Signed this _____ day of _____, 2003

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"	"
"	"
DATE "	"

APPLICATION FOR JOB SHARING

TO: _____ _____
Division Manager Department

FROM: _____ _____ _____
Print Name Position Title Section/Department

The following information must be completed in its entirety and submitted to your Division Manager. On a separate piece of paper, answer questions a to e and attach to this Job Sharing Application form:

1. a) Information with respect to the qualifications and experience of the job share partner.
   b) Detailed outline of how the proposed arrangement will ensure that the work is efficiently effectively performed as though there were only one occupant in the position.
   c) Detailed description of how the duties and functions of the position shall be shared.
   d) How the workload priorities will be determined on an ongoing basis.
   e) Procedures to be utilized to ensure there is effective communication between each employee their Manager.

2. Attach a copy of the job description.

3. Employees education credentials Job Share Partner's education credentials

   _____

   _____

4. Experience required for the position.

   _____

   _____

   _____

_____ _____
Employee's Signature Date

_____ _____
Division Manager's Approval and Signature Date

LETTER OF UNDERSTANDING #18

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Qualification Adjustment for Garage Mechanics

The following general conditions apply to the qualification adjustment for garage mechanics:

1. Base salary as per the Collective Agreement would require one certified Trade such as Automotive Heavy Duty – Commercial Transport.

2. Interprovincial and Provincial certifications are equal and count as one trade certification.

3. Automotive exemptions do not apply as a trade certification – as this applies to current employees only and is granted to the City based on our mixed fleet. Employees had been granted the opportunity to challenge the automotive test, and were granted exemptions based on fact that they failed the automotive test – but were working in mixed fleet. The exemption does not qualify the holder to operate as an automotive mechanic outside of the City of Surrey.

4. Changes to hourly rate will require that the employee provide copies of the appropriate certification for their employment file.

5. Technology changes will result in further specialized certifications in the future. The City will review these changes and determine if the skill set is required. Following acceptance, the City will meet with the employees and assign a value for compensation.

6. The hourly rate structure as outlined is applicable to garage employees only, and all certifications would be attainable by the individual employees who have the basic primary certification as required by the

   B.C. Apprenticeship Board, that allows them to qualify for and challenge the other trades.

7. The qualification requirements for other trade certification challenges are governed and are under the direction of the B.C. Apprenticeship Board. The City of Surrey has no control nor can the City specify any criteria and/or prerequisite requirements prior to trade certification being challenged.

8. Where possible, the City will provide and/or make available the information and possible locations plus costs associated with the courses/refreshers and certification challenges.

9. Employees wishing to enroll in refresher or upgrade courses that result in certification and salary advancement will be responsible for their own enrollment and costs associated with said courses and will not be reimbursed by the City.

10. The City will endeavor to accommodate employee requests for time allowed to attend night school courses, particularly afternoon shift employees requiring shift changes.

11. The City will not pay employees for time taken to attend courses that are considered to be for certification and salary advancement.

12. The City will continue to provide dealer and factory training courses that are applicable to the equipment type operated by the City, and said courses have no bearing on certification requirements of the B.C. Apprenticeship Board.

13. The City will endeavor to keep current with changes to Provincial Government legislation regarding trades certification and changes to same, and advise employees of the changes that could affect employees with regards to certification and salary advancement.

14. The City employs Tradesperson 3 - machinists and millwrights who would have the opportunity to upgrade and challenge secondary trades.

Machinists would be able to challenge the following:

Millwright	0.75 cents per hour
Welding	0.75 cents per hour
Pipefitter	0.75 cents per hour

Millwrights would be able to challenge the following:

Machinist	0.75 cents per hour
Welding	0.75 cents per hour
Pipefitter	0.75 cents per hour

The Additional Qualification Adjustment categories and corresponding amounts are in Appendix A and as follows:

Commencing in 2006:

Propane	$0.50 per hour	$40.00 per pay period
Natural Gas	$0.50 per hour	$40.00 per pay period

HVAC Air Conditioning	$0.60 per hour	$48.00 per pay period
CVIP Air Brake	$0.50 per hour	$40.00 per pay period
H.D. Mechanic	$1.00 per hour	$80.00 per pay period
Auto Mechanic	$1.00 per hour	$80.00 per pay period
Commercial Transport	$1.00 per hour	$80.00 per pay period
Auto Electrical	$0.75 per hour	$60.00 per pay period

Commencing in 2007:

A.B.S. Braking Systems	$0.50 per hour	$40.00 per pay period

Commencing in 2008:

Hydraulics	$0.50 per hour	$40.00 per pay period

The type of salary advancement, based on certification, provides each employee the opportunity to participate in their own career advancement and provide the incentive to stay current with technological changes. This should result in the City being able to obtain and retain qualified trades employees.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

For the City:

Caren Inkpen
Caren Inkpen

Gerry McKinnon
Gerry McKinnon

"February 4, 2008"
Date

For the Union:

Laurie Larsen
Laurie Larsen

Jean Kilby
Jean Kilby

"February 4, 2008"
Date

Appendix A

Additional Hourly Pay Rates

Certification	2025	2026	2027	2028
*Additional Mechanic trade	1.62	1.66	1.70	1.74
Auto Electrician	1.22	1.26	1.30	1.34
**Additional non-mechanic trade	1.22	1.26	1.30	1.34
HVAC Air Conditioning	0.99	1.03	1.07	1.11
CVIP Air Brake	0.80	0.84	0.88	0.92
Natural Gas	0.80	0.84	0.88	0.92
Propane	0.80	0.84	0.88	0.92
Air Care	0.78	0.82	0.86	0.90
ABS Brake	0.78	0.82	0.86	0.90
Hydraulic	0.77	0.81	0.85	0.89

*Additional Mechanic Trades:

HD Mechanic

Auto Mechanic

Commercial Transport

Pipefitter

Millwright

Machinist

Welder – (From Jan 2007)

LETTER OF UNDERSTANDING #19

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Flex Work Hours Plan – Planning and Development

The parties agree that in the Long Range Planning and Area Planning Sections of the Planning and Development Department, the following positions will be eligible for a voluntary flex work hours plan based on the following criteria and guidelines:

1. Eligible Positions:

   i. Associate Planner
   ii. Planner 1
   iii. Planner 2
   iv. Senior Planner
   v. Planning Technician 1
   vi. Planning Technician 2
   vii. Planning Technician 3
   viii. Planning Analyst
   ix. Environmental Planner
   x. Sustainability Planner
   xi. Sustainability Planner 1
   xii. Planning Analyst 1
   xiii. Planning Analyst 2

2. Employees covered by this Letter of Understanding remain allocated to a standard 35-hour workweek as defined in the Collective Agreement, Hours of Work Article 9.1. "The regular hours of work for inside employees of the City except…,shall be seven (7) hours per day, seven (7:00) A.M. to six (6:00) P.M. with one (1) hour off for lunch, Monday through Friday. It is understood that the City shall have the right to schedule employees to work within any eight (8) hour period between 7:00A.M. and 6:00 P.M.…."

3. The Flex Work Hours Plan (the "Plan") will be implemented on a voluntary basis. The term "voluntary" applies to the employee's right to decide whether or not to participate. Management will provide each eligible employee with a one-time opportunity to participate. A decision not to participate is binding on the employee. Part time, term, contract and temporary employees will be ineligible to participate in the Plan.

4. Each employee who chooses to participate and the employee's manager will meet initially to determine work requirements and expectations, and will meet

as needed to discuss specific problems, anticipated problems and potential resolutions.

5. The Union will be advised, in a timely manner, in writing of the names, positions, and basic work schedules of employees participating in the Plan. Upon request by the Union, a written record of the hours worked by each employee during the four (4) week work cycle will be provided to the Union.

6. Each employee involved in the Plan will schedule and self manage their workload and schedule to meet operational requirements and expectations of their position over a one hundred and forty (140) hour, four (4) week work cycle. The schedule will be developed to align with both pay periods and monthly patterns.

7. The maximum number of hours an employee may work in excess of their regular hours and receive flex work hour credit during a one hundred and forty (14) hour, four (4) week work cycle is seven (7) hours. This work in excess of regular hours must be for legitimate, management approved business needs.

8. The seven (7) hours must be taken as time off, at a mutually agreed (between the employee and manager) time in the next one hundred and forty (140) hour, four (4) week work cycle. The objective is that the employee can earn and bank up to seven hours of overtime to take as flex time off (FTO) in the next month/cycle. The overtime hours translate to FTO hours at a 1 to 1 ratio.

9. Employees are expected to take their breaks and one-hour lunch per the collective agreement. The intent of the Plan is not to work lunch periods to bank hours.

10. The employee cannot bank more than 7 FTO hours in a 4-week cycle and must take the FTO hours in the subsequent four (4) week work cycle. The first 7 hours of overtime worked by a participating employee will be automatically applied to the employee's FTO bank. If the FTO hours are not taken by the employee in the subsequent four (4) week work cycle, the FTO hours will be automatically paid out in first pay period of the next four (4) week work cycle.

11. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for management approved hours worked in excess of one hundred and forty-seven (147) hours for the four (4) week work cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided such overtime is authorized in advance by the Supervisor.

12. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay owed above the 7 FTO hours will be reconciled and paid in the appropriate pay period.

13. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

14. The Department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

15. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

16. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #20

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours – Legislative Services Coordinator – Legislative Services

For the 2007 – 2011 Collective Agreement, the parties agree that in the Legislative Services Division, certain classifications of employees designated below will implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications:

   Legislative Services Coordinator

2. The employees and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The employee will schedule and self manage their workload and schedule to meet operational requirements and expectations over a one hundred and forty (140) hour, four (4) week work cycle.

4. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of one hundred and forty (140) hours for the four (4) week cycle. Where this agreement is silent, overtime will be paid as per the provisions of the Collective Agreement, provided overtime is authorized in advance by the Supervisor.

5. The employee may work no more than two (12) hour shifts per week.

6. Work on a weekend is not included in this agreement.

7. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of the four (4) week cycle, and as per the provisions of Article 8.6 (e) of the Collective Agreement.

8. Upon mutual agreement between the responsible manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time, and as per the provisions of Article 8.6 of the Collective Agreement.

9. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

10. The Department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

11. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

12. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

For the City:	**For the Union:**
"C. Inkpen"	*"Laurie Larsen"*
"J. Ziraldo"	*"J. Kilby"*
Date	
"June 15, 2009"	"June 15, 2009"

LETTER OF UNDERSTANDING #21

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Animal Services Officers – Bylaws Division

PREAMBLE:

In an effort to improve service to the public, provide seven day week coverage and to promote a more cost effective service, the provisions of the Collective Agreement will be specifically varied under Article 9, without prejudice and without precedent to the rights of either party as follows:

1. Application

   This agreement applies to regular full-time staff employed in the classification of Animal **Services** Officer.

2. Shift Schedule

   The Animal Services Officers will work a non-standard shift schedule, known as "four-on, four-off", covering a 7 day per week operation.

   The Length of a shift shall be 10 hours worked, plus a thirty (30) minute unpaid lunch break, for a total of 10.5 hours. There will also be two (2) ten (10) minute paid rest periods within each shift.

   The hours of work on the non-standard work week shall be as follows, or as modified from time to time by management:

   Spring/Summer Season shall be defined as the period from April 1 to September 30, inclusive.

   Fall/Winter Season shall be defined as the period from October 1 to March 31, inclusive.

   During the Spring/Summer Season, employees may be regularly scheduled to work between the hours of 7:30 a.m. and 8:00 p.m.

   During the Fall/Winter Season, employees may be regularly scheduled to work between the hours of 7:30 a.m. and 7:30 p.m.

3. Overtime

Employees shall be paid overtime for hours worked in excess of 10 hours per day. Overtime will be paid at rates in accordance with the overtime provision in Article 8.6(b) of the Collective Agreement.

4. Shift Differential

Shift differential (Article 9.7 of the Collective Agreement), shall be paid for the actual hours worked on the evening shift, that is only hours worked after 6 p.m.

5. Sunday Premium

Employees shall not receive Sunday premium pay (Article 8, Section 8 of the Collective Agreement).

6. Statutory Holidays

Regular full-time employees scheduled to work on a statutory holiday (with the exception of Christmas Day) shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for the actual hours worked.

Regular full-time employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

Regular full-time employees who would normally be scheduled to work on Christmas Day shall receive time off with pay in accordance with the Collective Agreement (7 hours).

7. Term of Agreement

Upon expiration of the current Collective Agreement this Letter of Understanding shall be null and void and cease to have any effect in the absence of express mutual agreement between the Parties to extend its effect.

Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the Parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #22

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Flex Work Hours Plan – ENGINEERING-Traffic Operations Section and Development Services Section

The parties agree that in the Traffic Operations Section and Development Services Section of the Engineering Department, the following positions will be eligible for a voluntary flex work hours plan based on the following criteria and guidelines:

1. Eligible Positions:

   Traffic Operations:

Engineering **Project Lead**	Engineering **Project Coordinator**
Engineering **Technologist**	Engineering Operations Clerk

   Development Services:

Engineering **Project Lead**	Engineering **Project Coordinator**
Engineering **Technologist**	Engineering Operations Clerk

2. Employees covered by this Letter of Understanding remain allocated to a standard 35-hour workweek as defined in the Collective Agreement, Hours of Work Article 9.1. "The regular hours of work for inside employees of the City except…,shall be seven (7) hours per day, seven (7:00) A.M. to six (6:00) P.M. with one (1) hour off for lunch, Monday through Friday. It is understood that the City shall have the right to schedule employees to work within any eight (8) hour period between 7:00A.M. and 6:00 P.M.…"

3. The Flex Work Hours Plan (the "Plan") will be implemented on a voluntary basis. The term "voluntary" applies to the employee's right to decide whether or not to participate. Management will provide each eligible employee with a one-time opportunity to participate. A decision not to participate is binding on the employee. Part time, term, contract and temporary employees will be ineligible to participate in the Plan.

4. Each employee who chooses to participate and the employee's manager will meet initially to determine work requirements and expectations, and will meet as needed to discuss specific problems, anticipated problems and potential resolutions.

5. The Union will be advised, in a timely manner, in writing of the names, positions, and basic work schedules of employees participating in the Plan.

Upon request by the Union, a written record of the hours worked by each employee during the four (4) week work cycle will be provided to the Union.

6. Each employee involved in the Plan will schedule and self manage their workload and schedule to meet operational requirements and expectations of their position over a one hundred and forty (140) hour, four (4) week work cycle. The schedule will be developed to align with both pay periods and monthly patterns.

7. The maximum number of hours an employee may work in excess of their regular hours and receive flex work hour credit during a one hundred and forty (14) hour, four (4) week work cycle is seven (7) hours. This work in excess of regular hours must be for legitimate, management approved business needs.

8. The seven (7) hours must be taken as time off, at a mutually agreed (between the employee and manager) time in the next one hundred and forty (140) hour, four (4) week work cycle. The objective is that the employee can earn and bank up to seven hours of overtime to take as flex time off (FTO) in the next month/cycle. The overtime hours translate to FTO hours at a 1 to 1 ratio.

9. Employees are expected to take their breaks and one-hour lunch per the collective agreement. The intent of the Plan is not to work lunch periods to bank hours.

10. The employee cannot bank more than 7 FTO hours in a 4-week cycle and must take the FTO hours in the subsequent four (4) week work cycle. The first 7 hours of overtime worked by a participating employee will be automatically applied to the employee's FTO bank. If the FTO hours are not taken by the employee in the subsequent four (4) week work cycle, the FTO hours will be automatically paid out in first pay period of the next four (4) week work cycle.

11. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for management approved hours worked in excess of one hundred and forty-seven (147) hours for the four (4) week work cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule, provided such overtime is authorized in advance by the Supervisor.

12. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay owed above the 7 FTO hours will be reconciled and paid in the appropriate pay period.

13. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

14. The Department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

15. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

16. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #23

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation Plan for Employees in Building or Plumbing Inspector Mentorship Programs

The parties agree to establish a compensation plan for employees enrolled in Building or Plumbing Inspector Mentorship Programs (hereafter referred to as "Program").

The parties agree this Letter of Understanding is on a without prejudice and without precedent basis.

Definitions:

Inspector Mentorship Program: A **time limited** program in the Planning Department that allows an employee that is not fully qualified to learn the duties of the Building Inspector 1, **2, or 3** or Plumbing Inspector 1 **or 2** classifications through a mentoring relationship with an experienced Inspector **and/or Manager**.

General:

The parties agree the following conditions apply to employees enrolled in the Program:

1. Fully qualified employees that are expected to perform the full scope of the Building Inspector 1, **2, or 3** or Plumbing Inspector 1 **or 2** classifications will not be included in the Program.

2. Enrolled employees that are deemed unsuccessful to continue in the Program will return to the position they occupied prior to enrollment in the Program.

3. **When a vacancy cannot be filled with a qualified individual, and there is an operational need, employees that do not meet the Provincial qualification requirements under the Building Act may be considered for the Program. To participate in the Program the employee will be required to obtain the Building Official In-Training (BOIT) or Plumbing Official In-Training (POIT), for the appropriate scope of practice under the *Building Act*, to be able to perform work in the Program.**

4. **As part of the BOIT or POIT program, the employee will be required to develop and submit a training plan to the Registrar under the *Building Act*. The training plan is intended to support the employee in obtaining the knowledge and experience to fulfill the qualification and class specification scope of practice.**

5. **If at the end of the Program, or prior to, the employee obtains their full qualification under the *Building Act*, and the class specification, they will be fully awarded the position. If the employee does not obtain their full qualification under the *Building Act*, or the class specification, they will revert to their original position.**

6. **The length of time permitted for an employee to participate in the Program would align with Section 11.2 of the *Building Act*, which can be summarized:**

   a. **Building Inspector 1/Plumbing Inspector 1 & 2 – 12 Months;**
   b. **Building Inspector 2 – 18 Months; and**
   c. **Building Inspector 3 – 24 Months.**

7. Time spent enrolled in the Program will count towards salary progression in the position the employee occupied prior to enrollment in the Program.

8. Compensation Table

Progression Terms	**% of rate to Job Classification**
Start of program	80% of rate
Completion of 1st quarter	85% of rate
Completion of 2nd quarter	90% of rate
Completion of 3rd quarter	95% of rate

9. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

10. **The Letter of Understanding shall continue in force until either party serves 30 days written notice to cancel it.**

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #24

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Public Works Inspector Mentorship Program

The parties agree to establish a **Public Works** Inspector Mentorship Program (hereafter referred to as "Program").

This Letter of Understanding is on a Without Prejudice and Without Precedent basis to the rights of either party.

Definition:

Public Works Inspector Mentorship Program: A full-time six (6) month program in the Engineering Department that enables employees that are not fully qualified to learn the duties of the Engineering Inspector 1 job classification through a mentoring relationship with a Manager and/or an experienced Inspector.

General:

The following conditions apply to employees enrolled in the Program:

1. To be eligible for selection into the Program, in addition to Grade 12 or equivalent, candidates must have completed the following requirements;
   (a) Technical training and completion of:
   - Introduction to Public Works Operations (PUBW 1001)
   - Municipal Plan Reading (PUBW 1141)
   - Applicable City of Surrey workshops/seminars (e.g. Dealing with Difficult People)

   OR:

   (b) Technical training and completion of:

   - Public Works Inspection (PUBW 4550)
   - Soil Mechanics 1 (CIVL 2140)
   - Asphalt Technology (CIVL 2124)
   - Concrete Technology (CIVL 2023)

   OR:

   (c) Eligibility for Certification by ASTTBC as a Certified Public Works Inspector Level 1 (CPWI 1)

AND:

Minimum two (2) years of field work and/or related work experience.

2. While in the Program, employees must successfully complete the Public Works Inspection (PUBW 4550) course. The City will pay for the course and its required materials and employees will attend course sessions on personal time.

3. Employees that are deemed unsuitable to remain in the Program will return to the position they occupied prior to selection into the Program. Suitability to remain in the Program will be determined by the Manager.

4. Employees that successfully complete the Program will be deemed to have met the minimum Education and Experience qualifications detailed in the Engineering Inspector 1 job class specification and will be able to compete on future vacancies.

5. Upon completing the Program, employees will return to the positions they occupied prior to selection into the Program.

6. Time spent in the Program will count towards salary progression in the position the employee occupied prior to selection into the Program.

7. For the duration of the Program, employees will be paid at Step 1 of the Engineering Inspector 1 pay scale.

8. Employees that have completed the Program and are selected for future Engineering Inspector 1 positions shall start at a minimum of Step 2 in the Engineering Inspector 1 pay range.

For the City:	**For the Union:**
"Joey Brar"	*"Jean Kilby"*
Sam Lau	*"Darcy McPartlin"*
"Gurinder Kang"	
Date	Date
"February 20, 2013"	*"February 20, 2013"*

LETTER OF UNDERSTANDING #25

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation for Co-op and Technical Students

The parties agree to establish a compensation plan for students hired through a Co-op placement, from a recognized educational institution, or enrolled in a related Technical diploma, Baccalaureate program or Master's program from a recognized educational institution. The parties agree this letter of understanding is on a without prejudice and without precedent basis.

Definitions:

Co-op Placement Student: Student registered as a full-time participant in a Co-op placement program from a recognized educational institution. The program typically has a technical focus and the work experience supplements the student's educational training.

Technical Student: Student enrolled in an on-going program (degree or diploma), from a recognized educational institution, in a technical field related to engineering, the sciences, planning, environment, etc.

General:

The following general conditions apply to the Compensation Plan for Co-op and Technical students:

1. The student would be hired on a Temporary Full-time basis.

2. The Union will be advised of length of term of employment for Co-op student or Technical student.

3. The job classification the student will be nominally assigned to will be the job that best matches the majority of the required duties and with relationship to the technical field of study at the entry level of the technical field (e.g. engineering coop commencing as a **Technical Assistant I** .

4. Co-op placements and/or Technical students shall be paid no less than **seventy-five percent (75%)** of step one of the rate of pay for the job classification to which they are nominally assigned.

5. Students returning for consecutive terms of employment in the same job classification, shall progress though the compensation rates as outlined in the table below.

6. Both parties agree that if an employee does the full scope of the role and meets the minimum qualifications stated on the Class Specification, they would not fall under the Co-op/Technical Student Compensation plan.

7. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

8. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

Compensation Table

Progression Terms	**% of Rate to Job Classification**
Completion of 1st year education program	**75**% of rate
Completion of 2nd year education program	**80**% of rate
Completion of 3rd year education program	**85**% of rate

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #26

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Ten (10) Hour Shifts – Outside Operations

In an effort to improve service to the public, to provide a more cost effective service and to meet the lifestyle needs of employees, the provisions of the Collective Agreement will be specifically varied under Article 9, Section 7, without prejudice and without precedent to the rights of either party, as follows:

1. Based on operational needs, a modified work week schedule shall apply on a voluntary basis only to regular full time employees in Outside Operations.

2. Ten (10) consecutive hours worked, exclusive of a one-half (1/2) hour lunch break, shall constitute a shift. Afternoon shifts include lunch in the 10 hours plus shift differential.

3. Four (4) consecutive days worked followed by three (3) consecutive days off shall constitute a week.

4. Overtime will be paid for hours worked beyond ten (10) hours per day or 40 hours per week, at rates provided in accordance with the Overtime provisions in Article 8, Section 6 (b) of the Collective Agreement.

5. All benefit entitlements expressed in days in the collective agreement (for example, vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (8 hours), and will be scheduled and used in hours, based on the actual length of the work day (10 hours) during the trial period, with the exception of general holidays.

   Regular full-time employees scheduled to work on a general holiday will be paid in accordance with the provisions of Article 8, Section 6(b) of the Collective Agreement for the actual hours worked.

   Regular full-time employees who are not scheduled to work on the general holiday will receive pay for the general holiday in accordance with the Collective Agreement (8 hours). Notwithstanding paragraph 4, above, or Article 9, Section 3 of the Collective Agreement, the remaining two (2) hours of the work week shall be worked on the remaining days of the week in which the general holiday falls at the option of the individual or crew, as applicable.

6. In the event that a crew member's election not to participate in the program creates operational difficulties in assigning that individual to alternate work,

including alternate work at a comparable level, the parties will meet to attempt to resolve the issue.

7. Either party may terminate the provisions of this Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

8. Upon expiration, on December 31, 2015, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

9. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

FOR THE CITY:	**FOR THE UNION:**
Nicola Webb	*Jean Kilby*
DATE: March 19, 2013	March 19, 2013

LETTER OF UNDERSTANDING #27

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Step 1 Hiring

The City will have the right to place new employees upon hire at what it determines to be the most appropriate step in the relevant pay grade. The City will provide the Union with written notification of any employee hired above Step 1 of the relevant pay grade. The City will not utilize Step 4 of the relevant pay grade. However, employees hired at Step 3 of the relevant pay grade may progress to Step 4 within 3 months of their hire date at the discretion of Management.

All other Articles of the Collective Agreement shall apply and continue to be in effect. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

FOR THE CITY:	**FOR THE UNION:**
Nicola Webb	*Jean Kilby*
DATE: March 19, 2013	March 19, 2013

LETTER OF UNDERSTANDING #28

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: New City Hall Staff Parking

In summary of the City's presentation to the Union on June 14, 2012 with respect to staff parking at the New City Hall, and inclusive of subsequent discussions with the Union, the City can confirm the following:

Staff parking at the New City Hall and the North Surrey Recreation Centre will become a paid parking model commencing in 2013. The City is not responsible for how employees manage their commute to and from the workplace, nor is it responsible for guaranteeing parking at a work site.

The specific decision to provide paid staff parking is determined by the City, and is related to local area parking standards, Canada Revenue Agency definitions, and the availability of parking and transportation options for staff. The City will discuss the implementation of paid staff parking with the Union in advance of implementation of such a paid parking model in a City work location.

With respect to parking at the New City Hall, employees who are required to provide their personal vehicle as a condition of their job will not be required to pay for work related parking.

The City will provide employee paid, scramble workplace parking for staff impacted by the opening of the New City Hall. Staff parking rates are determined by the City, in consideration of street parking fees and private/public sector parking lot fees for the geographic region, as determined by periodic surveys.

Specific to New City Hall staff parking (including the North Surrey Recreation Centre staff parking), the initial staff parking rate(s) were determined using the criteria above. Staff paid parking rates have been set on a monthly basis. Staff will have the periodic and/or annual option of committing to or not committing to paid staff parking at the New City Hall.

The City will periodically increase staff parking rates to reflect increases in Vancouver CPI, increases in Surrey's street parking rates, and/or increases to the local area parking rates. It is anticipated that the first such increase in parking rates will occur in January 2015.

If New City Hall staff opt to participate in the paid staff parking model, they will have the options of:

- Daily parking – paid at the public rate for the time required, based on a 'pay as you go model', and no designated parking spot.

- Monthly Scramble Staff Parking – monthly staff rate of $75 per month, no designated parking spot (first come first served), Monday to Friday parking coverage during normal business hours, and non-transferrable. The exact payment method will be determined in consultation with the successful parking vendor.

- Monthly Reserved Staff Parking – paid at a monthly staff rate of $130 per month, designated parking spot, Monday to Friday parking during normal business hours, and non-transferrable. The exact payment method will be determined in consultation with the successful parking vendor.

Specific Administrative guidelines for the paid staff parking at the New City Hall will be discussed in advance with the Union. Examples of guidelines to be discussed may include payment collection practices (leave of absences, workers compensation absence, sick leave), overtime parking, parking option selection model, registration practices, etc.

The City or its contractor will enforce parking standards in the area. Any tickets, towing costs, etc. incurred by Staff as the result of failure to follow the parking standards, are the responsibility of the staff. The City assumes no liability for vehicles parked in its New City Hall parking structure.

Staff not located at a paid staff parking location, but who are required to visit the location for a City business purpose, may apply for re-imbursement of the parking charges through the City's Travel Expense Reimbursement Process or other means as determined by the City.

Staff are expected to support the parking of local residents/businesses by not seeking unpaid, residential/commercial parking in the geographic area. It is important that the City is viewed as a good neighbour by area residents and businesses.

To facilitate the transition of impacted staff to the paid parking model at the New City Hall, the City will provide eligible staff with the following accommodations:

1. Initial NCH Parking Fee Reduction:

   - **Scramble Parking**: Eligible Staff (hired before June 18, 2012, working at the New City Hall or North Surrey Recreation Centre, and pre-registered for NCH Parking), will not be required to pay for scramble parking until the first of the month that is three months after the last full move wave (the City currently estimates that the last move wave will occur in early October 2013, therefore charging for scramble parking for eligible staff will commence on February 1, 2014). Employees hired on or after June 18, 2012 are not eligible for this reduction in fee.

   - **Reserved Parking:** Eligible Staff (hired before June 18, 2012, working at the New City Hall or North Surrey Recreation Centre, and pre-registered for NCH Parking), who prefer reserved parking will receive a $75 per

month reduction in parking fee for the same timeframe as describe under scramble parking. Employees hired on or after June 18, 2012 are not eligible for this reduction.

2. **12 Month Additional NCH Parking Subsidy:** Eligible staff (hired before June 18, 2012, working at the New City Hall or the North Surrey Recreation Centre, and pre-registered for the NCH Parking) will receive a $35 monthly subsidy for twelve months following the completion of the initial NCH parking fee reduction. (The City estimates the 12-month period will commence on February 1, 2014 and terminate on January 31, 2015). No subsidy will be paid outside the 12 month Additional NCH Parking Subsidy timeframe. To be eligible for this subsidy, a staff member must participate in either the monthly scramble or monthly reserved parking model during the first year of operation of the New City Hall. It will be a taxable benefit. Employees hired on or after June 18, 2012 are not eligible for this subsidy.

3. **Translink Pass Supplement:** The City currently provides a 15% subsidy to regular staff for the Translink Employee Pass Program passes (in addition to the discount provided by Translink). The City reserves its right to review, modify or end this subsidy program with one month's notice. However, for the full period of the "Initial NCH Parking Subsidy" and the "12 month Additional NCH Parking Subsidy" the City will increase its subsidization of the Translink Employee Pass Program (EPP) to a total amount of 30%, for regular employees. It is a taxable benefit.

4. **Transportation Fee Options**: The City commits that during 2013 it will meet with the Union to explore options for expanding transportation subsidies/support to staff to encourage sustainable commuting.

5. **Opportunity for 24/7 Parking:** The City does not anticipate that the NCH Parkade will initially be fully occupied by other paying users. Until the NCH Parkade is more fully utilized, the City will permit NCH and North Surrey Recreation Centre staff, who are registered for NCH Scramble or Reserved parking, to use the NCH Parkade on a 24 hour/7 day per week basis, with the registered vehicle with no additional cost. This supplemental benefit will end when the City deems that there is sufficient paid parking demand for non-traditional hours (those hours outside of Monday – Friday 7am-6pm). The City will provide impacted staff with 30 days' notice of any change to this practice.

The City recognizes that the introduction of paid staff parking is a new and complex concept for staff. It will work with the Union over the coming months, to develop and implement an effective communication program to ensure staff fully understand staff parking options. It is anticipated that further discussions on paid staff parking will occur and future amendments of this letter may be required.

FOR THE CITY:	FOR THE UNION:
Nicola Webb	*Jean Kilby*
DATE: March 19, 2013	March 19, 2013

LETTER OF UNDERSTANDING #29

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: ECE Staff (Early Childhood Education Lead/Co-Lead; Early Childhood Education Assistant; Early Childhood Education Responsible Adult; Early Childhood Education Facilitator)

For the purposes of this Letter of Understanding, the acronym ECE is used to denote 'Early Childhood Education'.

Whereas:

The City's ECE Staff were varied into CUPE, Local 402 on March 1, 2012:

The parties agree that the Collective Agreement applies to the ECE staff except as specifically varied as follows (note: Article and Section references are drawn from the 2007-2011 Collective Agreement):

1. **Article 5, Vacation and General Holidays** - not applicable

2. **Article 6, Employees' Benefits** - not applicable except for Section 6.8, Pregnancy/Paternal Leave

3. **Article 7, Working Conditions** - not applicable except for:
   - Section 7.2, Employee Responsibility
   - Section 7.3, Picket Line Protection
   - Section 7.5 (a-d), Changes in Working Conditions and Classifications
   - Section 7.5 (e) Leave of Absence for Union Functions
   - Section 7.5 (f) Leave of Absence for Full-Time Union Duties
   - Section 7.5 (g) Leave of Absence for Public Office Duties
   - Section 7.7, Payment of Salary Increments
   - Section 7.8, Special Service Pay
   - Section 7.9, General Leave of Absence
   - Section 7.11 (a), Job Class Specifications
   - Section 7.11 (b), Changes in Classification
   - Section 7.12, Provisions Regarding Municipal Employees and Mileage Allowance

- Section 7.13 (a), Education Allowance

4. **Article 8, Wages and Salaries** – Not applicable except for Sections 1 (a), (b) and (d). In addition:

(a) 2012-2015 pay rates for ECE Staff per Schedule D.

*** Note:** ECE Leads/Co-Leads at Step 5 of the pay schedule on September 16, 2012, will be red circled at that pay level until such time as the Step 4 pay level and the Step 5 pay level are equivalent or the Step 4 pay level is higher. At that time, the Step 5 pay level will be eliminated and eligible Leads/Co-Leads will be paid at the Step 4 pay level.

Note: The pay rates established for these positions through this bargaining process will not be used as comparators/benchmarks for the City's evaluation methodology for CUPE jobs (current or future).

(b) Effective September 17, 2012, eligible ECE staff as of date of ratification will be progressed to the Step that they were eligible to progress to at that date per the previous (non-union) definition.

(c) After September 17, 2012, eligible employees shall progress to the next pay level once they have accumulated 1040 hours subsequent to their last progression date.

5. **Article 9 Hours of Work** - not applicable

Hours of work will vary and employees will be scheduled according to program operational requirements. It is understood that due to the nature of the programs, schedules are subject to cancellation or modification.

Effective with the date of ratification, ECE staff will not be eligible for payment currently most commonly referred to as seasonal planning, seasonal prep or seasonal preparation time.

It should be noted that the current practice of paying 'preparation and safety time' before the start of shift and after the end of the shift will cease effective with the start of the September 2013 ECE session. Effective in September 2013, any requirements for preparation time and safety activities will be included in the scheduled shift time.

If ECE programs require set up or dismantling before or after a school year, with prior managerial approval ECE staff will be paid at the applicable rate for that work. ECE staff may also request additional paid time from their manager for related ECE work/projects.

6. **Article 10 Seniority** - not applicable except for:

Section 1, Probationary Period - all New Hires into an ECE staff position will be subject to a probationary period of 1040 hours.

7. **Article 12, Section 4(c)**

Effective with the date of ratification, the cash settlement rates as described in Article 12, Section 4(c) will apply to ECE staff. The hours of service for the cash settlement rates will be determined by the eligible staff members' continuous service hours with the City. Staff that has broken service (been inactive for periods longer than one (1) year) will not have their previous service counted for the purpose of making this calculation.

FOR THE CITY:	**FOR THE UNION:**
Nicola Webb	*Jean Kilby*
DATE: March 19, 2013	March 19, 2013

LETTER OF UNDERSTANDING #30

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation Plan for Employees in the Building Technician Mentorship Program

The Parties agree to establish a compensation plan for employees selected to the Building Technician Mentorship Program (hereafter referred to as "Program"). The Parties agree that this Letter of Understanding is on a Without Prejudice and Without Precedent basis.

Definitions:

Building Technician Mentorship Program: An 18-month program in the Planning and Development Department that allows an employee that is not fully qualified to obtain a Fourth Class Power Engineer Certificate and learn the duties of the Building Technician classification through a mentoring relationship with an experienced and qualified Building Technician.

General:

The parties agree that the following conditions apply to employees selected to the Program:

1. This Program is for employees in a Tradesperson 2 classification to gain experience and education to become qualified as a Building Technician. Fully qualified employees will not be eligible to be selected into the Program.

2. Enrolled employees that are deemed unsuccessful to continue in the Program will return to the position they occupied prior to being selected into the Program.

3. Employees that complete the Program will be considered for any Building Technician vacancies within the Planning and Development Department that are available at the time of completion. If there are no vacancies at the time of completion the employee will return to the position they occupied prior to being selected into the Program and will be considered for future Building Technician vacancies.

4. Time spent enrolled in the Program will count towards salary progression in the Regular position the employee occupied prior to enrollment in the Program.

Compensation Table

Progression Terms	% of rate to Job Classification
Start of program	Current rate supplemented by 80% of difference between Tradesperson 2 and Building Technician rate.
Completion of 1st quarter	Current rate supplemented by 85% of difference between Tradesperson 2 and Building Technician rate.
Completion of 2nd quarter	Current rate supplemented by 90% of difference between Tradesperson 2 and Building Technician rate.
Completion of 3rd quarter	Current rate supplemented by 95% of difference between Tradesperson 2 and Building Technician rate.

5. Where this Letter of Understanding is silent or there is a dispute about its application, the Parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

6. This Letter of Understanding shall remain in force until the end of the current collective agreement.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Jean Lamontagne"	*"Jeannie Kilby"*
"Joey Brar"	
DATE: March 12, 2015	DATE: March 12, 2015

LETTER OF UNDERSTANDING #31

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Community Patrol Officers

The Parties have entered into this Letter of Understanding to establish work practices and scheduling for Community Patrol Officers in the Bylaw Enforcement and Licensing Services Division. In an effort to provide enhanced service to our residents, and to provide seven day per week coverage, the provisions of the Collective Agreement will be specifically varied without prejudice and without precedent to the rights of either party as follows:

1. This agreement applies to employees in the Community Patrol Officer job classification.

2. The length of a regular shift shall be 10 hours worked, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods, for a total of 10.5 hours.

3. Community Patrol Officers will work a shift schedule, known as "four-on, four-off" covering a 7 day per week operation.

4. Employees may be regularly scheduled between the hours of 6:30 a.m. and 11:00 p.m. The City will provide a minimum of 72 hours' notice of any change of regular work schedule.

5. Overtime will be paid for hours worked beyond 10 hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 of the Collective Agreement.

6. Shift differential (Article 9, Section 7 of the collective agreement) shall only be paid for the actual hours worked on the evening shift, that is, hours worked after 6:00 p.m.

7. Employees shall not receive Sunday premium pay (Article 8.8 of the Collective Agreement).

8. All benefits entitlements expressed in days in the Collective Agreement (including vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (7 hours) and will be scheduled and used in hours, based on the actual length of the work day (10 hours), with the exception of general holidays (see below).

Regular Full-Time employees scheduled to work on a general holiday shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for actual hours worked. Regular Full- Time employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

9. Upon expiration of the collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

10. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 37 of the Employment Standards Act.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Joey Brar"	*"Jeannie Kilby"*
DATE:	DATE:
October 23, 2015	October 23, 2015

LETTER OF UNDERSTANDING #32

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation Plan for Employees in Plan Reviewer Mentorship Programs

The parties agree to establish a compensation plan for employees enrolled in Plan **Reviewer** Mentorship Programs (hereafter referred to as "Program").

The parties agree this letter of understanding is on a without prejudice and without precedent basis.

Definitions:

Plan Reviewer Mentorship Program: A **time limited** program in the Planning Department that allows an employee that is not fully qualified to learn the duties of the Plan **Reviewer** 1, 2, **or** 3 classifications through a mentoring relationship with an experienced Plan **Reviewer** and/or a Manager.

General:

The parties agree that the following conditions shall apply to employees enrolled in the Program:

1. Fully qualified employees that are expected to perform the full scope of the Plan **Reviewer** 1, 2, or 3 classifications will not be included in the Program.

2. Enrolled employees that are deemed unsuccessful to continue in the Program will return to the position they occupied prior to enrollment in the Program.

3. **When a vacancy cannot be filled with a qualified individual, and there is an operational need, employees that do not meet the Provincial qualification requirements under the *Building* Act may be considered for the Program. To participate in the Program the employee will be required to obtain the Building Official In-Training (BOIT) qualification, for the appropriate scope of practice under the *Building Act,* to be able to perform work in the Program.**

4. **As part of the BOIT program the employee will be required to develop and submit a training plan to the Registrar under the *Building Act.* The training plan is intended to support the employee in obtaining the knowledge and experience to fulfill the qualification and class specification scope of practice.**

5. **If at the end of the Program, or prior to, the employee obtains their full qualifications under the *Building Act,* and the class specification, they will be fully awarded the position. If the employee does not obtain their full qualification under the *Building Act* they will revert to their original position.**

6. **The length of time permitted for an employee to participate in the Program would align with Section 11.2 of the *Building Act*, which can be summarized:**

   a. Plan Reviewer 1 – 12 Months;
   b. Plan Reviewer 2 – 18 Months; and
   c. Plan Reviewer 3 – 24 Months.

7. Time spent enrolled in the Program will count towards salary progression in the position the employee occupied prior to enrollment in the Program.

8. Compensation Table

Progression Terms	**% of rate to Job Classification**
Start of program	80% of rate (either PC1, 2, **or** 3)
Completion of 1st quarter	85% of rate (either PC1, 2, **or** 3)
Completion of 2nd quarter	90% of rate (either PC1, 2, **or** 3)
Completion of 3rd quarter	95% of rate (either PC1, 2, **or** 3)

9. Employees that are at currently at a wage rate that is higher than the appropriate step as per the above compensation table will remain at their current rate of pay and move through the compensation scale as they progress through the mentorship program.

10. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

11. This Letter of Understanding shall continue in force until either party serves 30 days written notice to cancel it.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #33

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Surrey Animal Resource Centre (SARC)

CUPE, Local 402 approached the City of Surrey to determine the viability of the SARC being staffed by unionized City staff. With the goals of optimizing customer service, ensuring operational efficiencies, and providing excellent animal care, the parties have agreed to enter into the following agreement.

The provisions of the Collective Agreement between the parties will be specifically varied without prejudice and without precedent to the rights of either party as follows.

The fundamental operational model for the **SARC** is based on a small core group of Regular employees, supplemented as determined by the City by Auxiliary staff and Volunteers. Both Auxiliary staff and Volunteers will play a key role in ensuring SARC goal achievement.

1. **Application**

   This agreement applies to Regular Full-Time employees at the SARC except where additionally specified.

2. **Shift Schedules**

   Scheduled days of work will vary by position, and shall cover a 7 days per week operation. Regular Full-Time work schedules will consist of five (5) consecutive days of work.

   The City will provide a minimum of one (1) weeks' notice of any change of Regular work schedule.

   Employees will work an eight (8) hour shift, inclusive of a one (1) hour unpaid lunch break and 2 ten (10) minute paid rest periods.

   Employees may be regularly scheduled between the hours of 7 a.m. and 9 p.m.

3. **Wage Rates**

   Regular Employees

   For the initial start-up of the SARC operations, the City will hire six (6) Regular employees. For the first 1820 hours of employment, these employees shall be paid as follows (based on 2015 rates):

- Animal Health Technician (PG 17) $21.68/hour
- Animal Welfare Attendant (PG 15) $20.97/hour
- Community Outreach Assistant (PG 15) $20.97/hour
- Animal Shelter Attendant (PG 10) $18.62/hour
- Assistant Animal Shelter Attendant (PG 8) $18.25/hour

If a Regular employee, hired under this provision does not complete their probationary period the City will be permitted to hire the replacement employee under the same wage as outlined above.

Upon completion of 1820 hours, these employees shall move to step 1 of their respective job class specification pay grade. Step progression will occur as per the Collective Agreement after step 1.

This wage arrangement is not intended to apply to the future hiring of Regular employees that results from growth (the addition of new roles) or the longer term (post probation) replacement of the staff initially hired into the SARC.

Auxiliary and Term Employees

All Auxiliary employees hired to work at the SARC within the first 6 months of operation, shall be paid in accordance with the rates set out for the initial start-up as noted above for the first 910 hours of employment.

Upon completion of 910 hours, these employees shall move to step 1 of their respective job class specification pay grade. Step progression will occur as per the Collective Agreement after step 1.

This wage arrangement is not intended to apply to the future hiring of auxiliary and term employees.

4. **Overtime**

Overtime will be paid for hours worked beyond 7 hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 of the Collective Agreement.

5. **Shift Differential**

Shift differential shall only be paid for the actual hours worked before 7 a.m. or after 6 p.m.

6. **Sunday Premium**

Employees shall not receive Sunday premium pay (Article 8.8 of the Collective Agreement)

7. **Statutory Holidays**

Regular Full-Time employees scheduled to work on a statutory holiday shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for actual hours worked. Regular employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

8. **Volunteers**

The Parties understand that in order to support the interests of the community and to optimize operations, the City will utilize volunteers as required at the SARC.

9. **Other Provisions**

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 37 of the Employment Standards Act.

Nothing in this letter limits the City's rights under Letter of Understanding #2.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Joey Brar"	*"Jeannie Kilby"*
	"Darcy McPartlin"
DATE: October 9, 2015	DATE: October 9, 2015

LETTER OF UNDERSTANDING #34

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Patrolperson Shifts – Outside Operations

In an effort to improve service to the public and to provide a more cost effective service, the provisions of the Collective Agreement will be specifically varied under Article 9, Sections 4 and 7, without prejudice and without precedent to the rights of either party, as follows:

1. Based on operational needs, a modified work week schedule shall apply to regular full time employees in the Trades Improver 1 (Patrolperson) classification in Outside Operations.

2. The Patrolpersons will work a non-standard shift schedule comprised of four different shifts.

   Employees will be assigned to one of the following shifts:

   - Shift A – Monday to Friday - 15:30 to 23:30
   - Shift B – Sunday to Friday - 23:30 to 7:30
   - Shift C – Thursday & Friday – 7:30 - 16:00 and Saturday & Sunday – 11;30 to 23:30
   - Shift D – Friday to Sunday – 23:30 – 11:30 and Monday & Tuesday – 7:30 to 16:00

   All shifts are inclusive of a paid meal break with the exception of the 8 hour day shifts included in Shift C and Shift D, These 8 hour day shifts will be in accordance with Article 9, Section 3 (a) of the Collective Agreement.

   Shift differential will be provided where applicable, in accordance with the collective agreement.

3. Overtime will be paid for hours worked in excess of the shifts (A,B,C D) defined in Section 2, Overtime will be paid at time and one-half (11/2) the regular hourly rate for the first two (2) hours of overtime in any day and double the regular hourly rate for any overtime thereafter.

4. All benefit entitlements expressed in days in the collective agreement (for example, vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (8 hours), and will be scheduled and used in hours, based on the actual length of the work day with the exception of general holidays.

Regular full-time Patrolpersons scheduled to work on a general holiday will be paid in accordance with the provisions of Article 8, Section 6(b) of the Collective Agreement for the actual hours worked and Article 9, Section 4 (d) with respect to days off in lieu of the General Holiday

5. Either party may terminate the provisions of this Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

6. Upon expiration of the current collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

7. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

FOR THE CITY:	**FOR THE UNION:**
"Ray Kerr"	*"Jeannie Kilby"*
DATE:	
September 24, 2021	September 24, 2021

LETTER OF UNDERSTANDING #35

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation Plan for Employees in a General Operations Clerk Training Opportunity

The parties agree to establish a compensation plan for employees enrolled in a General Operations Clerk Training Opportunity. The parties agree this letter of understanding is on a without prejudice and without precedent basis.

Definitions:

General Operations Clerk Training Opportunity: A 12-month temporary appointment in the Planning Department that allows an employee that is not fully qualified to enroll and work towards successful completion of courses related to building/construction, planning, and/or civil engineering totaling a minimum of nine (9) credits while learning the duties of the General Operations Clerk classification.

General:

1. The parties agree the following conditions apply to employees enrolled in the Program:

2. Fully qualified employees that are expected to perform the full scope of the General Operations Clerk classification will not be included in the Program.

3. Enrolled employees that are deemed unsuccessful to continue in the Program will return to the position they occupied prior to enrollment in the Program.

4. Employees that complete the Program will be considered for any General Operations Clerk vacancies that are available at the time of completion. If there are no vacancies at the time of completion the employee will return to the position they occupied prior to enrollment in the program and will be considered for future General Operations Clerk vacancies.

5. Time spent enrolled in the Program will count towards salary progression in the position the employee occupied prior to enrollment in the Program.

Compensation Table

Progression Terms	% of rate to Job Classification
Start of program	80% of PG 18 Step 1
Completion of 1st quarter	85% of PG 18 Step 1
Completion of 2nd quarter	90% of PG 18 Step 1
Completion of 3rd quarter	95% of PG 18 Step 1

6. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply

7. This Letter of Understanding shall remain in force until either party serves 30 days written notice to cancel it.

Signed this 15 day of September, 2016

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Mehran Nazeman"	*"Jeannie Kilby"*
DATE	
"September 15, 2016"	*"September 15, 2016"*

LETTER OF UNDERSTANDING #36

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours of Work – Human Resources Department

PREAMBLE:

For the term of this Collective Agreement, the Parties agree that employees in the following classifications may implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications

   This agreement applies to all staff employed in the following Human Resources Department classification:

   - Functional Application Analyst 1
   - Community Services Coordinator 2

2. Work Requirements

   The employee and the appropriate management supervisor will meet initially to determine work requirements and expectations, and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. Shift Schedule

   The employees and his/her manager will identify a work schedule that meets operational requirements and expectations over one of the following: a 140 hour, four (4) week work cycle; a 280 hour, eight (8) week work cycle; or a 420 hour, twelve (12) week work cycle.

4. Overtime

   The employee may work up to twelve (12) hours a day and may work in excess of thirty-five

   (35) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of: 140 hour, four (4) week work cycle; a 280 hour, eight (8) week work cycle; or a 420 hour, twelve (12) week work cycle.

The employee will continue to be paid his/her regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of: four (4) week work cycle, eight (8) week work cycle, twelve (12) week work cycle.

5. Sunday Premium

Employees shall not receive Sunday premium pay (Article 8, Section 8 of the Collective Agreement).

6. Term of Agreement

Upon expiration, on December 31, 2020, this letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Either party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

Work arrangements implemented under this Letter of Understanding constitutes an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Signed this_____day of_, 2017

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
Anita Sanghera	*Jeannie Kilby*
Joey Brar	"
DATE	
August 21, 2017	"

LETTER OF UNDERSTANDING #37

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Compensation Plan for Employees in the Fire Safety Technician Mentorship Program

The Parties agree to establish a compensation plan for employees selected to the Fire Safety Technician Mentorship Program (hereafter referred to as "Program"). The Parties agree that this Letter of Understanding is on a Without Prejudice and Without Precedent basis.

Definitions:

Fire Safety Technician Mentorship Program: A 24-month program in the Planning and Development Department that allows an employee that has not fully completed the Fire Protection Certification Program and learn the duties of the Fire Safety Technician classification through a mentoring relationship with an experienced and qualified Fire Safety Technician.

General:

The parties agree that the following conditions apply to employees selected to the Program:

1. This Program is for employees to gain experience and education to become qualified as a Building Technician. Fully qualified employees will not be eligible to be selected into the Program.

2. Enrolled employees that are deemed unsuccessful to continue in the Program will return to the position they occupied prior to being selected into the Program.

3. While in the Program the employee must successful complete the 6 course required to obtain the Fire Protection Certification as outlined in the class specification. Should the employee be unsuccessful in obtaining the required courses during each quarter, they shall return to their former position.

4. Upon completion of the Program, the employee must be certified by the Applied Science Technologists and Technicians of BC (ASTTBC).

5. Employees that complete the Program will be considered for any Fire Safety Technician vacancies within the Planning and Development Department that are available at the time of completion. If there are no

vacancies at the time of completion the employee will return to the position they occupied prior to being selected into the Program and will be considered for future Fire Safety Technician vacancies.

6. Time spent enrolled in the Program will count towards salary progression in the position the employee occupied prior to enrollment in the Program.

Compensation Table

Progression Terms	**% of rate to Classification**
Start of program	80% of rate
Completion of 1st quarter and successful completion of the first & second course for the Fire Protection Certification.	85% of rate
Completion of 2nd quarter and successful completion of the third & fourth course for the Fire Protection Certification.	90% of rate
Completion of 3rd quarter and successful completion of the fifth and sixth course for the Fire Protection Certification.	95% of rate

7. Where this Letter of Understanding is silent or there is a dispute about its application, the Parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply

8. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other

Signed this 17 day of March, 2017

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Farhad Alizadeh"	*"Jeannie Kilby"*
"Anita Sanghera"	
DATE	
"March 17, 2017"	*"March 17, 2017"*

LETTER OF UNDERSTANDING #38

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Vacation Transfer – Employees Hired Directly from Other Local Governments

The City and the Union on a without prejudice and without precedent basis agree to the following:

1. Application

At the discretion of the Director of Human Resources or designate, a new regular fulltime employee who has been hired directly from another local government may be placed at a level on the vacation grid which results in the employee receiving no more vacation than the employee was earning at the other local government at the time they are hired by the Employer. This will not alter any other calculations for the employee, such as, but not limited to, seniority, length of service, retirement/severance allowance, advancement through the vacation grid or supplementary vacation

2. Other Provisions

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply. This letter shall continue in force until either party serves 30 days written notice to cancel it.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Joey Brar"	*"Jeannie Kilby"*
DATE	
"July 26, 2017"	*"July 26, 2017"*

LETTER OF UNDERSTANDING #39

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Fitness Instructor 1 & 2

Whereas Specialty Program Instructor 1 staff were varied into CUPE Local 402, on January 25, 2019.

The Parties agree that the Collective Agreement applies to the Specialty Program Instructor 1 staff except as specifically varied as follows (note: Article and Section references are drawn from the 2016-2020 Collective Agreement):

1. **Article 5, Vacation and General Holidays – not applicable**

2. **Article 6, Employees' Benefits – not applicable except for Section 6.8**

3. **Article 7, Working Conditions – not applicable except for:**

   - Section 7.2, Employee Responsibility
   - Section 7.3, Picket Line Protection
   - Section 7.5 (a-d) Changes in Working Conditions and Classifications
   - Section 7.5 (e) Leave of Absence for Union Functions
   - Section 7.5 (f) Leave of Absence for Full-Time Union Duties
   - Section 7.5 (g) Leave of Absence for Public Office Duties
   - Section 7.7, Payment of Salary Increments
   - Section 7.8, Special Services Pay
   - Section 7.9, General Leave of Absence
   - Section 7.11 (a), Job Class Specification
   - Section 7.11 (b), Changes in Classification
   - Section 7.12, Provisions Regarding Municipal Employees and Mileage Allowance
   - Section 7.13 (a) Education Allowance

4. **Article 8, Wages and Salaries** – Not applicable except for Sections 1(a), (b) and (d).

   Wages:

   Per Schedule 'D'

   (a) General Fitness and Personal Training Instructors to be paid at the Fitness Instructor 1 rate.

(b) Zumba, Yoga, Pilates (excluding Reformer Pilates), Aquafit, to be paid at the Fitness Instructor 2 rate.

Note: The pay rates established for these positions through this bargaining process will not be used as comparators/benchmarks for the City's evaluation methodology for CUPE (current or future).

(c) Effective with the date of ratification, eligible employees shall progress to the next pay level once they have accumulated 400 worked in each job code subsequent to their last progression date.

5. **Article 9, Hours of Work** – not applicable

Hours of work will vary and employees will be scheduled according to program operational requirements. It is understood that due to the nature of the programs, schedules are subject to cancellation or modification.

(a) All shifts shall be a minimum of one (1) hour, except where mutually agreed to vary.

(b) Effective with the date of ratification, any onsite program requirements will be included in the scheduled shift time, **including a minimum of six (6) minutes for each class, and up to twenty (20) minutes for classes with more complex programming or set-up and take-down needs as approved by manager.**

(c) **Additional paid work time can be requested if the shift requires to be extended (complex customer service issues, equipment issues) as approved by manager.**

(d) **Training required by the City will be paid time, such as seasonal in-service sessions, corporately mandated training, and e-Learning modules, as approved by manager.**

(e) **The City will limit communications to those critical to shift selection and program requirements.**

6. **Article 10, Seniority** – not applicable except for:

(10.1) Probationary Period. All new Fitness Instructor 1 & 2's will be subject to a probationary period of 500 hours.

Employees currently serving their probationary period will be credited with hours worked in the previously called Specialty Instructor 1 job code.

7. **Article 12, Section 4(c)**

Effective with the date of ratification, the cash settlement rates as described in Article 12,Section 4(c) will apply to Fitness Instructor 1's and 2's. The hours of service for the cash settlement rates will be determined by the eligible staff

members' continuous service hours with the City. Staff that has broken service (been inactive for periods longer than one (1) year) will not have their previous service counted for the purpose of making this calculation.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #40

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule - Traffic Management Centre – Engineering

PREAMBLE:

In an effort to provide 12 hour per day coverage to the Traffic Management Centre operation (Traffic Management and Signals), the provisions of the Collective Agreement will be varied under Article 9, Sections 1 & 7, without prejudice and without precedent to the rights of either Party as follows:

1. Application

   This agreement applies to all regular and non-regular staff employed in the classifications of:

   - **Technical Assistant II**
   - **Project Coordinator**
   - **Project Lead**

2. Shift Schedule

   Employees will work a seven (7) hour shift, plus a sixty (60) minute unpaid lunch break and two paid ten (10) minute rest periods for a total of eight (8) hours and will be scheduled anytime between the hours of 7:00 a.m. and 6:00 p.m. (Monday to Friday). With mutual agreement, employees may commence their shifts at 6:30 a.m. and work until 6:30 p.m.

3. Overtime

   Overtime will be paid for hours worked beyond seven (7) hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 (b) of the Collective Agreement.

4. Shift Differential

   Shift differential (Article 9, Section 6), shall be paid for the actual hours worked outside of the regular day shift (i.e. outside of seven (7:00) A.M. to six (6:00) P.M.).

5. Term of Agreement

Upon expiration, on December 31, 2024, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the Parties in writing to extend its effect.

Either Party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other Party.

Where this Letter of Understanding is silent or there is a dispute about its application, the Parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect. Signed this 25 day of November, 2021

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Joey Brar"	" Jeannie Kilby"
"Anita Sanghera"	"Darcy McPartlin"
Date: November 25, 2021	November 25, 2021

LETTER OF UNDERSTANDING #41

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Non-Standard Shift Schedule – Parks Division

PREAMBLE:

In an effort to provide seasonal and operational coverage for Parks Division facilities and services, the provisions of the Collective Agreement will be varied under Article 9, Hours of Work, without prejudice and without precedent to the rights of either Party as follows.

1. Application

   This agreement applies to Temporary and Auxiliary staff in the classifications of Labourer in the following Parks sections: Landscape Operations & Park Partnerships and Park Facility Operations.

   This agreement also applies to **Temporary and** Auxiliary **Community Services Assistant (**CSA**)** 1, 2, and 3 in Landscape Operations & Park Partnership.

   This agreement also applies to Temporary and Auxiliary Structural Worker (SW1) in Parks Facility Operations.

2. Shift Schedule

   The employees may work a non-standard shift schedule (outside of Article 9) covering a seven (7) day per week operation between the hours of **6:00am** and **10:00pm**.

   Employees scheduled to work full-time hours will work an eight (8) hour shift, inclusive of a thirty (30) minute unpaid lunch break and two (2) x ten (10) minute paid rest periods. Auxiliary workers will work up to an eight (8) hour shift and applicable break schedules will apply.

3. Overtime

   Overtime will be paid for hours worked beyond the eight (8) hour shift per day or forty (40) hours per work week. A work week is considered Sunday through Saturday.

4. Shift Differential

   Shift differential (Article 9.6 of the Collective Agreement) shall be paid for the actual hours worked.

5. Sunday Premium

Employees shall receive Sunday premium pay (Article 8.8 of the Collective Agreement) for the actual hours worked.

6. Statutory Holidays

Employees scheduled to work on a statutory holiday will be paid in accordance with the provisions of Article 8.6 of the Collective Agreement for the actual hours worked.

7. Term of Agreement

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of written agreement between the Parties to extend its effect.

Either Party may terminate the provisions of the Letter of Understanding by providing thirty (30) days written notice to the other Party.

Where this Letter of Understanding is silent or there is a dispute about its application, the Parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

AMENDED BY THE MEMORANDUM OF AGREEMENT DATED February 10, 2026

LETTER OF UNDERSTANDING #42

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Cloverdale Fairground (Labourers) – Parks Division

PREAMBLE:

In an effort to provide operational and seasonal coverage to the Cloverdale Fairgrounds, the provisionsof the Collective Agreement will be varied under Article 9, Sections 3 & 6, without prejudice and withoutprecedent to the rights of either party as follows:

1. Application

This agreement applies to regular and non-regular staff employed in the classifications of

- Labourer 1
- Labourer 2
- Labourer 3
- **Park Technician**
- **Groundskeeper 2**

2. Shift Schedule

Employees will work an eight (8) hour shift, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods for a total of eight (8) hours. Shifts may be scheduled anytime between the hours of 6:30am to 9:30pm from Sunday to Saturday. If the facility is booked for an event, hours will vary and shifts could be scheduled any time during a 24-hour period.

Any employee required to work a shift other than the shift posted on the schedule shall receive forty- eight (48) hours' shift change notice.

3. Overtime

Overtime will be paid for hours worked beyond eight (8) hours per day, at rates provided in accordancewith the overtime provisions in Article 8.6 (b) of the Collective Agreement. A workweek is considered Sunday through Saturday.

4. Shift Differential

Shift differential (Article 9.6) shall be paid for the actual hours worked outside of the regular day shift(i.e. outside of 6:30 A.M. to 9:30 P.M.).

5. Sunday Premium

Employees shall receive Sunday premium pay (Article 8.8 of the Collective Agreement) for the actual hours worked.

6. Statutory Holidays

Employees scheduled to work on a statutory holiday will be paid in accordance with the provisions of Article 8.6 of the Collective Agreement for the actual hours worked.

7. Term of Agreement

Upon expiration, on December 31, 2024, this letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Either party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

Signed this 6 day of July, 2022

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Yalda Asadian"	*"Darcy McPartlin"*
Date: July 6, 2022	July 6, 2022

LETTER OF UNDERSTANDING #43

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – District Energy – Engineering Department

PREAMBLE:

In an effort to provide operational coverage to the District Energy Division, the provisions of the Collective Agreement will be varied under Article 9, Sections 1 and 6, without prejudice and without precedent to the rights of either party as follows:

1. Application

   This agreement applies to regular and non-regular staff employed in the classifications of:

   - Energy Facility Operator
   - Senior Energy Facility Operator

2. Shift Schedule

   Employees will work an eight (8) hour shift, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods for a total of eight (8) hours paid. Shifts may be scheduled anytime between the hours of 6:30 a.m. and 6:30 p.m. (Monday to Friday).

3. Overtime

   Overtime will be paid for hours worked beyond eight (8) hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 (b) of the Collective Agreement.

4. Shift Differential

   Shift differential (Article 9.6) shall be paid for the actual hours worked outside of the regular day shift (i.e. outside of 6:30 A.M. to 6:30 P.M.).

5. Term of Agreement

   Upon expiration, on December 31, 2024, this letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Either party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

Signed this 13 day of February, 2023.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Anita Sanghera"	*"Monika Dean"*
Date:	
February 13, 2023	February 13, 2023

LETTER OF UNDERSTANDING #44

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Civic Facilities Division – Corporate Services Department

PREAMBLE:

In an effort to provide operational coverage to the Civic Facilities Division, the provisions of the Collective Agreement will be varied under Article 9, Sections 1 and 6, without prejudice and without Precedent, to the rights of either party as follows:

1. Application

   This agreement applies to regular and non-regular staff employed in the classifications of:

   - Engineering Technologist
   - Engineering Project Coordinator
   - Engineering Team Lead

2. Shift Schedule

   Employees will work an eight (8) hour shift, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods for a total of eight (8) hours paid. Shifts may be scheduled anytime between the hours of 7:00 a.m. and 5:30 p.m. (Monday to Friday).

3. Overtime

   Overtime will be paid for hours worked beyond eight (8) hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 (b) of the Collective Agreement.

4. Shift Differential

   Shift differential (Article 9.6) shall be paid for the actual hours worked outside of the regular day shift (i.e. outside of 7:00 AM to 5:30 PM).

5. Term of Agreement

Upon expiration, this letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Either party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

Signed this 8 day of August, 2024.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Erika Rigolo"	*"Monika Dean"*
Date:	
August 8, 2024	August 8, 2024

LETTER OF UNDERSTANDING #45

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Self-Directed Hours of Work – Communications and Engagement Division

For the term of this collective agreement, the parties agree that in the Communications and Engagement Division for certain classifications of employees designated below to implement a voluntary self-directed work hours plan based on the following criteria and guidelines:

1. Classifications:

   Clerk 4
   Communications Coordinator
   Community Services Coordinator 1
   Community Services Coordinator 2
   Functional Application Analyst 1 & 2
   Graphic Designer 1
   Graphic Designer 2
   Media Designer
   Production Coordinator
   Senior Marketing Communications Specialist
   Web Specialist

2. The employee and the appropriate management supervisor will meet initially to determine work requirements and expectations and will meet as needed on an ongoing basis to discuss specific problems or anticipated problems and potential solutions.

3. The Union will, upon request, be provided with a written record of the hours worked by each employee during the work cycle.

4. The employee will schedule and self-manage their workload and schedule to meet operational requirements and expectations over one of the following: a 140 hour, four (4) week work cycle; a 280 hour, eight (8) week work cycle; or a 420 hour, twelve (12) week work cycle.

5. The employee may work up to twelve (12) hours a day and may work in excess of thirty-five (35) hours per week without receiving payment for overtime. Overtime will be paid for hours worked in excess of: 140 hours for the four (4) week cycle; 280 hours for an eight (8) week cycle; and 420 hours for a twelve (12) week cycle. Overtime will also be paid for any work performed on the second consecutive day of rest in the employee's basic work schedule,

provided overtime is authorized in advance by the Section Manager.

6. The employee will continue to be paid their regular salary bi-weekly, and any overtime pay will be reconciled and paid at the end of: the four (4) week cycle, the eight (8) week cycle, or the twelve (12) week cycle.

7. Upon mutual agreement between the Section Manager and employee, any overtime worked may be banked and scheduled as time off in lieu of overtime payment at a mutually agreeable time.

8. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the collective agreement will apply.

9. The department may end the application of this Letter of Understanding to an individual employee in the designated classifications by providing thirty (30) days written notice to the affected employee.

10. Either party may terminate the provisions of this Letter of Understanding by providing thirty (30) days written notice to the other.

11. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 38 of the Employment Standards Act.

Upon expiration, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

SIGNED ON BEHALF OF THE CITY:	**SIGNED ON BEHALF OF THE UNION:**
"Sherri Lee"	*"Monika Dean"*
October 15, 2024	October 15, 2024
Date	Date

LETTER OF UNDERSTANDING #46

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Auxiliary Conversion – Community & Recreation Services (CRS)

The Parties agree to establish a formal process when reviewing potential conversions of auxiliary CRS employees to regular Part-Time status. The parties agree this letter of understanding is on a without prejudice and without precedent basis.

In assessing potential conversions, the following Auxiliary Conversion Criteria shall apply. This is intended to demonstrate the operational requirement for new regular positions at the City.

Auxiliary Conversion Criteria:

Eligible employees are those who have worked a minimum of twenty-one (21) hours per week for forty-eight (48) weeks and more than one thousand and eight (1008) hours in each full calendar year for a period of three (3) consecutive calendar years. The Employer may, at its discretion, deem this requirement satisfied where an employee has worked an average of forty-eight (48) weeks and more than one thousand and eight (1008) hours per year over the three-year period, rather than meeting the minimum in each individual calendar year. If the employee declines the offer, the position will not be posted.

We recognize that auxiliary employees may pick up shifts in different job codes or across different recreation facilities. Accordingly, all hours worked within the CRS Division that are of a similar nature will be considered (for example, Weight Room Attendant and Front Desk are similar customer facing positions). The Division Manager will determine the appropriate class specification and location for any regular status position.

The Employer and the Union shall meet no less than every six (6) months to review the hours worked by auxiliary employees within CRS. The first review of potential conversions will be based on hours worked in 2024, 2025, and 2026.

Upon expiration of the collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Sherri Lee"	*"Monika Dean"*
February 10, 2026	February 10, 2026
Date	Date

LETTER OF UNDERSTANDING #47

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Summer Work Hours – Engineering Operations – Streets Section

1. Application

   This agreement applies to all staff employed in Engineering Operations, Streets Section, for the period from June 1 to September 30.

2. Shift Schedule

   During the period from June 1 to September 30, employees in the Streets Section of Engineering Operations may commence their regular shift at 7:00 a.m. with the approval of their Division Manager or its designate.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

SIGNED ON BEHALF OF THE CITY:	SIGNED ON BEHALF OF THE UNION:
"Sherri Lee"	*"Monika Dean"*
February 10, 2026	February 10, 2026
Date	Date

LETTER OF UNDERSTANDING #48

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Community Patrol Officer 2

The Parties have entered into this Letter of Understanding to establish work practices and scheduling for Community Patrol Officer 2's in the Bylaw Services Division. In an effort to provide enhanced service to our residents, and to provide seven day per week coverage, the provisions of the Collective Agreement will be specifically varied without prejudice and without precedent to the rights of either party as follows:

1. This agreement applies to employees in the Community Patrol Officer 2 job classification.

2. The length of a regular shift shall be 10 hours worked, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods, for a total of 10.5 hours.

3. Community Patrol Officer 2's will work a shift schedule, known as "four-on, four-off" covering a 7 day per week operation.

4. Employees may be regularly scheduled between the hours of 5:00 a.m. (start time) and 3:00 a.m. (end time). The City will provide a minimum of 72 hours' notice of any change of regular work schedule.

5. Overtime will be paid for hours worked beyond 10 hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 of the Collective Agreement.

6. Shift differential (Article 9, Section 7 of the collective agreement) shall only be paid for the actual hours worked on the evening shift, that is, hours worked after 6:00 p.m.

7. Employees shall not receive Sunday premium pay (Article 8.8 of the Collective Agreement).

8. All benefits entitlements expressed in days in the Collective Agreement (including vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (7 hours) and will be scheduled and used in hours, based on the actual length of the work day (10 hours), with the exception of general holidays (see below).

9. Regular Full-Time employees scheduled to work on a general holiday shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective Agreement for actual hours worked. Regular Full-Time employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

10. Upon expiration of the collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

11. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

12. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 37 of the Employment Standards Act.

SIGNED ON BEHALF OF THE CITY:	**SIGNED ON BEHALF OF THE UNION:**
"Sherri Lee"	*"Monika Dean"*
February 10, 2026	February 10, 2026
Date	Date

LETTER OF UNDERSTANDING #49

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Shift Schedule – Enforcement Support Clerk (Clerk 3)

The Parties have entered into this Letter of Understanding to establish work practices and scheduling for Enforcement Support Clerk (Clerk 3) in the Bylaw Services Division. In an effort to provide enhanced service to our residents, and to provide seven day per week coverage, the provisions of the Collective Agreement will be specifically varied without prejudice and without precedent to the rights of either party as follows:

1. This agreement applies to employees in the Clerk 3 job classification.

2. The length of a regular shift shall be 10 hours worked, plus a thirty (30) minute unpaid lunch break and two paid ten (10) minute rest periods, for a total of 10.5 hours.

3. Employees will work a shift schedule, known as "four-on, four-off" covering a 7 day per week operation.

4. Employees may be regularly scheduled between the hours of 5:00 a.m. (start time) and 3:00 a.m. (end time). The City will provide a minimum of 72 hours' notice of any change of regular work schedule.

5. Overtime will be paid for hours worked beyond 10 hours per day, at rates provided in accordance with the overtime provisions in Article 8.6 of the Collective Agreement.

6. Shift differential (Article 9, Section 7 of the collective agreement) shall only be paid for the actual hours worked on the evening shift, that is, hours worked after 6:00 p.m.

7. Employees shall not receive Sunday premium pay (Article 8.8 of the Collective Agreement).

8. All benefits entitlements expressed in days in the Collective Agreement (including vacation, sick leave and general holidays) are understood to be the hours equivalent to a standard working day (7 hours) and will be scheduled and used in hours, based on the actual length of the work day (10 hours), with the exception of general holidays (see below).

9. Regular Full-Time employees scheduled to work on a general holiday shall be paid in accordance with the provisions of Article 8.6 (b) of the Collective

Agreement for actual hours worked. Regular Full-Time employees who are not scheduled to work on the statutory holiday will receive pay for the statutory holiday in accordance with the Collective Agreement (7 hours).

10. Upon expiration of the collective agreement, this Letter of Understanding will be null and void and cease to have any effect in the absence of express mutual agreement between the parties in writing to extend its effect.

11. Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

12. Work arrangements implemented under this Letter of Understanding constitute an approved flexible work schedule for the purposes of Section 37 of the Employment Standards Act.

SIGNED ON BEHALF OF THE CITY:	**SIGNED ON BEHALF OF THE UNION:**
"Sherri Lee"	*"Monika Dean"*
February 10, 2026	February 10, 2026
Date	Date

LETTER OF UNDERSTANDING #50

between
THE CITY OF SURREY
and
CUPE, LOCAL 402

Re: Winter Maintenance Shifts – Engineering Operations Division - Engineering Department

PREAMBLE:

To meet winter maintenance operational coverage requirements in the Engineering Operations Division, the provisions of the Collective Agreement will be varied, without prejudice and without precedent to the rights of either party, during the period of winter maintenance defined as October 15th to March 31st of each year, as follows:

Application: This agreement applies to regular and non-regular employees in the Engineering Operations – Equipment and Garage Section in the following class specifications:

- Truck Drivers;
- Equipment Operators;
- Tradespersons;
- Labourers; and,
- Assistant Equipment Controllers/Equipment Controllers

On mutual agreement, employees in other Engineering Operations Sections capable of participating in winter maintenance shifts will be considered eligible.

Shift Change Notice: Employees who are in the sections and job classifications listed in this Letter of Understanding may be scheduled to work any time during the period of October 15th to March 31st without the required 48-hour shift change notice outlined in Hours of Work (Outside Employees) - Article 9.3 (a) and (b).

Overtime: Overtime will be paid for hours worked beyond 8 hours per day or 40 hours per week, at rates provided in accordance with the overtime provisions in Article 8.6 (b).

All overtime shifts related to inclement weather that require an employee to be asked to return to the workplace, outside of their regular scheduled shift, shall be for a minimum of four (4) hours, paid at the applicable overtime rate.

This minimum callout of four (4) hours does not apply to overtime resulting from the extension of a regularly scheduled shift. Employees will be paid for actual hours worked and in accordance with the overtime provisions in Article 8.6 (b).

Shift Differential: Shift differential (Article 9.6) shall be paid for the actual hours worked outside of the regular day shift (i.e. outside of 7:00 AM to 5:30 PM).

Stand-By Pay: Employees scheduled for standby will receive days off in-lieu as listed in Article 8.7.

Minimum Rest Between Shifts: Various types of emergent issues arise throughout Surrey which require the timely response of Engineering Operations staff. Where deemed operationally feasible by management's discretion, employees will have a minimum of 10 hours off from work between shifts.

Employees who are too fatigued or unfit to drive must follow established notification procedures.

Term of Agreement:

Either party may terminate the provisions of the Letter of Understanding as a whole or by a functional area as outlined above by providing thirty (30) days written notice to the other party.

Where this Letter of Understanding is silent or there is a dispute about its application, the parties will meet to attempt to resolve the dispute. Failing resolution, the terms of the Collective Agreement will apply.

All other Articles of the Collective Agreement shall apply and continue to be in effect.

SIGNED ON BEHALF OF THE CITY:	**SIGNED ON BEHALF OF THE UNION:**
"Sherri Lee"	*"Monika Dean"*
February 10, 2026	February 10, 2026
Date	Date