COLLECTIVE AGREEMENT

BETWEEN:

FORT FRANCES PUBLIC LIBRARY BOARD

FORT
FRANCES
PUBLIC LIBRARY
TECHNOLOGY CENTRE

and

CANADIAN UNION OF PUBLIC EMPLOYEES
and its LOCAL 65.15

CUPE Canadian Union of Public Employees

Term: **July 2, 2024 to December 31, 2026**

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE

1.01 Preamble 1

ARTICLE 2 - DEFINITIONS

2.01 Employer 1
2.02 Union 1
2.03 Regular Full-Time Employee 1
2.04 Regular Part-Time Employee 1
2.05 Interim Employee 1
2.06 Casual/Call-in Employee 2
2.07 Probation Employees 2

ARTICLE 3 - MANAGEMENT'S RIGHTS

3.01 Management's Rights 2

ARTICLE 4 – RECOGNITION AND NEGOTIATIONS

4.01 Bargaining Unit 3
4.02 Work of the Bargaining Unit 3
4.03 No Other Agreement 3
4.04 New Employees 3
4.05 Right to Fair Representation 4

ARTICLE 5 – NO HARASSMENT OR DISCRIMINATION 4

ARTICLE 6 – NO STRIKES OR LOCKOUTS 4

ARTICLE 7- UNION DUES AND REMITTANCES 4

ARTICLE 8 – LABOUR MANAGEMENT RELATIONS

8.01 Representation 5
8.02 5
8.03 5
8.04 5
8.05 Bargaining Committee 5

ARTICLE 9 – GRIEVANCE PROCEDURES

9.01 Definition of Grievance 5
9.02 5
9.03 Settling of Grievance 6
9.04 Permission to Leave Work - Steward 6
9.05 Permission to Leave Work - Grievor 6
9.06 Mediation 6
9.07 Policy Grievance 6
9.08 Definition of Working Days 7
9.09 Failure to Act Within Time Limits 7
9.10 Management Grievance 7

ARTICLE 10 – ARBITRATION PROCEDURE

10.01 Referral to Arbitration 7
10.02 Payment for Board of Arbitration 7
10.03 Powers of Board of Arbitration 7
10.04 Decision of Board of Arbitration 8

10.05 Time Limits 8
10.06 Single Arbitrator 8
10.07 8
10.08 8

ARTICLE 11 – DISCHARGE CASES AND SUSPENSION
11.01 Discharge Procedure 8
11.02 May Omit Grievance Steps 8
11.03 Unjust Suspension or Discharge 9
11.04 Access to Personnel Records 9
11.05 Record of Employee 9

ARTICLE 12 – SENIORITY 9

ARTICLE 13 – PROMOTIONS AND STAFF CHANGES
13.01 Job Postings 10
13.02 Role of Seniority 11
13.03 Temporary Vacancies 11
13.04 No Outside Advertising 12
13.05 Trial Period 12
13.06 Job Training 12
13.07 Classifications 12
13.08 Vacating Bulletined Classification After Probationary Period 13
13.09 Successful Applicant Postings 13
13.10 Preference for Interim Replacement Employees 13

ARTICLE 14 – LAYOFFS
14.01 13
14.02 Notice of Lay-Off 14

ARTICLE 15 – HOURS OF WORK
15.01 Full-Time Employees 15
15.02 Part-Time Employees 14
15.03 Casual Employees 14
15.04 Probation Period 14

ARTICLE 16 – OVERTIME
16.01 Overtime Defined 15
16.02 Sharing of Overtime 15
16.03 Rate of Overtime 15
16.04 Minimum Call-Back Time 16
16.05 Time Off in Lieu of Overtime 16

ARTICLE 17 – WAGES AND ALLOWANCES
17.01 Rates of Pay 16
17.02 Pay Days 16
17.03 Payroll Deposit 17
17.04 Temporary Changes in Position 17
17.05 Bonus Upon Retirement 17
17.06 Professional Fees 17

ARTICLE 18 – HOLIDAYS
18.01 Paid Holidays 17
18.02 Absence without Permission 18

18.03 Holidays Falling on Saturday and Sunday 18
18.04 Holidays Falling During Leave of Absence 18
18.05 Compressed & Variable Week 18

ARTICLE 19 – VACATION
19.01 Length of Vacations 19
19.02 Interim Employees 20
19.03 Holidays Falling within Vacation Period 20
19.04 Vacation Schedules 20

ARTICLE 20 – SICK LEAVE
20.01 Cumulative Sick Leave 21
20.02 Proof of Illness 22
20.03 Employees to Notify Employer 22
20.04 New Employees 22
20.05 Weekly Indemnity Insurance/Long-Term Disability Insurance Coverage 22

ARTICLE 21 – LEAVE OF ABSENCE
21.01 Time off for Voting 23
21.02 Bereavement Leave 23
21.03 Leave of Absence - General 24
21.04 Paid Jury or Court Witness Duty 24
21.05 Leave for Management Position 24
21.06 Pregnancy/Parental/Adoption Leave of Absence 24
21.07 Compassionate Leave 25

ARTICLE 22 – BENEFITS
22.01 Medical and Hospital Insurance 25

ARTICLE 23 - HEALTH & SAFETY
23.01 Responsibilties 26
23.02 Health and Safety Representative 26
23.03 Accident Reporting 26
23.04 Work Refusal under Health and Safety 26

ARTICLE 24 - TECHNOLOGICAL CHANGE
24.01 Technological Change 26

ARTICLE 25 - TERM OF AGREEMENT
25.01 Effective Date 27

SIGNING PAGE 27
SCHEDULE "A" CLASSIFICATIONS AND HOURLY RATES 28

LETTER OF UNDERSTANDING
RE: Corporation of the Town of Fort Frances (TOFF) Information Technology 30

COLLECTIVE AGREEMENT

Between:

FORT FRANCES PUBLIC LIBRARY BOARD
(hereinafter called the "Employer")

of the First Part

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65.15
(hereinafter called the "Union")

of the Second Part

ARTICLE 1 - PREAMBLE

1.01 Preamble

It is the desire of both parties to this Agreement to:

a) Maintain and improve harmonious relations and communications between the Employer and the Union.

b) To recognize the mutual value of joint discussions and negotiation in all matters pertaining to terms and conditions of work.

c) Encourage efficiency in operation.

d) Provide an amicable method of settling any difference and grievances which might arise.

e) Promote the safety and well-being of all employees.

ARTICLE 2 – DEFINITIONS

2.01 Employer

Employer is Fort Frances Public Library Board.

2.02 Union

Union is the Canadian Union of Public Employees and Its Local 65.

2.03 Regular Full-Time Employee

A Regular Full-Time Employee is an employee within the bargaining unit who has satisfactorily completed the probationary period of employment and is regularly scheduled to work thirty-five (35) hours per week.

2.04 Regular Part-Time Employee

A Regular Part-Time Employee is an employee within the bargaining unit who has satisfactorily completed the probationary period of employment and is regularly scheduled to work between seventeen (17) to less than thirty-five (35) hours per week.

2.05 Interim Employee

An Interim Employee is an employee who is hired by the Employer for a specific term or special project not to exceed six (6) months unless on approved leave of absence greater than 6 months. The employment of Interim employees shall not cause the lay-off or termination of regular full-time or regular part-time employees. If the interim is already employed as a full time or part-time employee, entitlements remain

unchanged. The termination of an interim employee at the conclusion of the task or fixed term shall not be the subject of a grievance. An interim employee shall not be entitled to benefits or other entitlements under the Agreement but shall be entitled to the applicable wage rate set out in Schedule A. If the interim position is funded by a grant, the terms of the grant prevail over the provisions of the collective agreement in the event of any inconsistency.

2.06 Casual/Call-in Employee

A Casual/Call-in Employee is an employee within the bargaining unit who has satisfactorily completed the probationary period of employment and is available to work on an as-needed basis by the Employer. Casual/Call-in Employees will be entitled to all rights under the collective agreement unless otherwise stated.

2.07 Probation Employees

All employees will serve a probationary period until they have completed their respective probationary periods.

ARTICLE 3 – MANAGEMENT'S RIGHTS

3.01 Management's Rights

The Union recognizes and acknowledges that the management of the operation and direction of the working forces are fixed exclusively in the Employer and shall be exercised in a manner consistent with this agreement. The union acknowledges that it is the exclusive right of the Employer to:

a) Maintain and enhance order and efficiency;

b) Hire, promote, demote, classify, transfer, suspend and re-hire employees, and to discipline or discharge any employee for just cause provided that a claim by an employee who has completed their probationary period that they have been discharged or disciplined without just cause may be the subject of a grievance and/or arbitration and dealt with as hereinafter provided;

c) Make, enforce and alter, from time to time, rules and regulations to be observed by the employees;

d) Determine the nature and kind of business conducted by the Employer the kinds and locations of operations, equipment and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitations, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer

except as specifically limited by the express provisions of this agreement.

Any allegation by the Union that the Employer's exercise of these rights has violated an express provision of the Collective Agreement may be the subject of a grievance and dealt with under Articles 9 and 10.

ARTICLE 4 – RECOGNITION AND NEGOTIATIONS

4.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees as the sole and exclusive bargaining agent for all employees of the Fort Frances Public Library Board in the Town of Fort Frances save and except Managers and persons above the rank of Manager.

4.02 Work of the Bargaining Unit

Persons who jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except in cases of emergency and training of member of the bargaining unit in a new position. Additional exceptions include members of the community who volunteer at special events, skillset programming, individual on placements, and Friends of the Library so long as there is no reduction in staffing levels (persons and hours) as a result of the utilization of such volunteers.

4.03 No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement which may conflict with the terms of this contract.

4.04 New Employees

The Employer shall acquaint new bargaining unit employees with the fact that a collective agreement is in effect by providing said employees with one (1) hardcopy, or a digital copy of the current collective agreement upon hire. If a digital copy is provided to an employee, one (1) hardcopy shall be made available upon request.

The new employee shall be permitted to meet with the departmental union steward during their first month of employment, within regular working hours and without loss of pay, for a maximum of thirty (30) minutes, for the purpose of orienting the new employee with their departmental union steward.

4.05 Right to Fair Representation

The Union will have the right at any time to have the assistance of Representatives of the Canadian Union of Public Employees and/or CUPE Local 65 when dealing or negotiating with the Employer. Such Representatives will have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement.

ARTICLE 5 – NO HARASSMENT OR DISCRIMINATION

5.01 The parties agree that every person has a right to equal treatment with respect to employment without discrimination or harassment because of:

(a) race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability in accordance with the provisions of the Ontario Human Rights Code as amended from time to time, and

(b) membership or non-membership in a trade union or association or degree of participation in the activities of such organizations.

ARTICLE 6 – NO STRIKES OR LOCKOUTS

6.01 The Union agrees that during the term of this Agreement there will be no strike.

6.02 The Employer agrees that during the term of this Agreement, there is to be no lockout of employees.

6.03 The terms "strike" and "lockout" shall be defined in the Ontario *Labour Relations Act*, as amended from time to time.

ARTICLE 7 – UNION DUES AND REMITTANCES

7.01 The Employer or anyone authorized to act on its behalf agrees to deduct each month from the salary of each employee covered by this agreement the amount of Union dues as provided by the Constitution and By-Laws of the Union and remit same to the Secretary-Treasurer of CUPE Local No. 65 not later than the 15th day of the month following, accompanied by a list of names of all employees from whose wages the deductions have been made. The amount of the Union dues deducted shall be shown on each employee's Income Tax (T-4) slip.

The Union agrees to indemnify the Employer, and save it harmless against any claims or liabilities arising or resulting from the operation of this article.

ARTICLE 8 – LABOUR MANAGEMENT RELATIONS

8.01 Representation

No individual Employee or group of Employees will undertake to represent the Union at meetings with the Employer without proper written authorization from the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers. Similarly, the Employer will supply the Union with a list of its managerial or other personnel with whom the Union may be required to transact business.

8.02 A Joint-Labour Management Committee consisting of not more than two (2) representatives from the Union and not more than two (2) representatives from the Employer shall meet to discuss matters not covered in this Agreement with a view to promoting good labour management relations and communications. The selection of employees must not unduly affect the provision of services.

8.03 The committee shall meet quarterly or as otherwise mutually agreed upon between the parties. The function of this Committee shall be to discuss labour relations matters of mutual concern to the parties. The Committee's role is to make nonbinding recommendations to the Employer and the Union. The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement.

8.04 Time spent by employees in the Joint-Labour Management meetings shall not result in a loss of regular earnings as a result of their attendance.

8.05 Bargaining Committee

The Employer will recognize a bargaining committee consisting of two (2) employees and the CUPE National Representative(s) for the purpose of amending or renewing the present Agreement. The employee members of the bargaining committee will not lose regular earnings for attendance at collective bargaining meetings with the Employer. Up to the point either side applies for conciliation.

It is understood by the parties that members of either Employer or Union committee can be alternated at anytime.

ARTICLE 9 – GRIEVANCE PROCEDURES

9.01 Definition of Grievance

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

9.02 All grievances shall be submitted and answered in writing and shall state the article(s) and clause(s) in dispute, the nature of the grievance and the remedy sought.

9.03 Settling of Grievance

The parties agree that there shall not be a grievance until the employee involved, within ten (10) working days of the date upon which the incident giving rise to the concern first occurred, or the employee ought to reasonably know it occurred, discusses the issue or complaint with the CEO. The CEO shall respond to the issue or complaint within ten (10) working days.

Step 1

Failing settlement, the Steward may forward a grievance to the CEO. The parties shall meet to discuss the grievance within ten (10) working days of receipt of such notice. Within ten (10) working days of the meeting, the CEO will render their decision in writing.

Step 2

Failing a satisfactory settlement being reached in Step 1, the Union may refer the dispute to arbitration in accordance to Article 10. Such referral shall take place within thirty (30) working days of the reply to Step 1.

9.04 Permission to Leave Work - Steward

It is understood that Union Steward(s) have their regular work to perform. If it is necessary for them to leave their work during working hours to process grievances or attend grievance meetings with the Employer, they will first obtain permission to leave work from their immediate manager. Such permission will not be unreasonably withheld. In obtaining such permission, the Union Steward(s) shall state their destination within the Employer's premises to their immediate manager and report again to their immediate manager at the time of their return to work. Reasonable time spent by a Union Steward assisting an employee in presenting a grievance will be without loss of regular pay.

9.05 Permission to Leave Work – Grievor

The grievor will be entitled to leave their work during working hours to attend grievance meetings with the Employer. The grievor's time spent in grievance meetings will be without loss of regular pay.

9.06 Mediation

By mutual consent, the parties may agree to use the services of a mediator. The parties agree to share the costs of the mediation equally.

9.07 Policy Grievance

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, Step 1 of this Article may be bypassed, and the grievance shall commence at Step 2.

9.08 Definition of Working Days

"Working day" as used in the Grievance and Arbitration Procedure will mean a day other than Saturday, Sunday, or a public holiday as per the Collective Agreement.

9.09 Failure to Act Within Time Limits

The parties acknowledge that the time limits set out in both the Grievance and Arbitration Procedures must be complied with and may only be extended by mutual agreement between the Employer and the Union. Request for timeline extensions will not be unreasonably denied.

9.10 Management Grievance

Any grievance instituted by the Employer may be referred in writing to the Union within ten (10) working days of the occurrence of the circumstances giving rise to the grievance or of the time the Employer ought reasonably to have been aware of it and shall commence at Step 1.

ARTICLE 10 – ARBITRATION PROCEDURE

10.01 Referral to Arbitration

It is agreed by the parties hereto that any difference of opinion relating to the interpretation, application or administration of this Agreement which cannot be settled after exhausting the Grievance Procedure may be settled by arbitration. A Notice of Intent to arbitrate will be forwarded to the other party within the time limits set out in Article 9 and such notice will contain the name of the party's nominee to the Arbitration Board. Within five (5) working days from the receipt of the Notice of Intent to Arbitrate, the other party must in turn name their nominee. A third person to act as Chairperson will be appointed by the respective nominees. Should either party fail to name their nominee within five (5) working days, or should the nominees fail to appoint a Chairperson within ten (10) working days from the date of their appointment, either party or their nominee may request the Ontario Ministry of Labour, Training and Skills Development to make the appropriate appointment.

10.02 Payment for Board of Arbitration

Each of the parties hereto will bear the expense of the nominee appointed by it, and the parties hereto will pay one-half (½) of the fees and expenses of the chairperson, and any cost of the place of hearing of such arbitration.

10.03 Powers of Board

An arbitrator's powers will include the ability to determine a question as to whether a matter is arbitrable.

The Arbitration Board shall not have any power to alter or change any provisions of this Agreement, or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.

10.04 Decision of Board

The Arbitration Board will hear and determine the matter and will issue a decision which will be in writing and contain the reasons for the decision. The decision of the majority will be the decision of the Arbitration Board, but if there is no majority decision, the decision of the Chairperson will govern.

10.05 Time Limits

Time limits may be extended by written mutual agreement signed by the CEO or their designate and the employee who signed the grievance or the Union.

10.06 Single Arbitrator

The Employer and the Union agree that by mutual written agreement of the parties, a Sole Arbitrator may be substituted for a Board of Arbitration. The appointment and jurisdiction of the Arbitrator will conform to the provisions of this Article. Each party will pay one-half (½) of the fees and expenses of the arbitrator and any costs of the place of hearing of such arbitration.

10.07 Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision.

10.08 Arbitrations shall be heard virtually or at such other places as may be agreed upon by the Union and the Employer.

ARTICLE 11- DISCHARGE CASES AND SUSPENSION

11.01 Discharge Procedure

An employee who has completed their probationary period, may be dismissed for just cause and upon the authority of the Employer. The Employer may suspend an employee. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such dismissal. Just cause shall not include the refusal of an employee to cross the picket line of a legal strike.

11.02 May Omit Grievance Steps

An employee who has completed their probationary period, considered by the Union to be unjustly discharged or suspended, shall be entitled to a hearing under Article 10 – Arbitration Procedure. Steps 1 and 2 of the Grievance Procedure shall be omitted in such cases.

11.03 Unjust Suspension or Discharge

Should it be found upon investigation or as a result of grievance procedure, that an employee who has completed their probationary period has been unjustly suspended or discharged, such employee shall be immediately reinstated in their former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to their normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the decision of the parties or in the decision of the Board of Arbitration if the matter is referred to such a Board.

11.04 Access to Personnel Records

An employee, quarterly, shall have the right to have access to their personnel record.

Any disagreement as to the accuracy of information contained in the file may be subject to the grievance procedure and the eventual resolution thereof shall become part of the employee's record.

No evidence from the employee's record may be introduced as evidence in any hearing of which the employee was not aware at the time of filing. An employee shall have the right to copies of any material contained in their personnel record on a quarterly basis.

11.05 Record of Employee

The record of an employee shall not be used against them at any time after twenty-four (24) months following a suspension or disciplinary action, including letter of reprimand or any adverse report.

ARTICLE 12 – SENIORITY

12.01 Seniority is defined as the length of service with the Employer since the most recent date of hire. Seniority shall operate on a bargaining unit wide basis except as otherwise provided for in this Agreement. Seniority shall be computed by hours to a maximum of 1820 per year.

12.02 Regular part-time and casual employees shall accumulate seniority at the rate of one (1) hour for every full hour worked, with 1820 hours worked being the equivalent of one (1) year's seniority in the bargaining unit.

12.03 Contract employees shall not accrue seniority during the period of their contract employment. Any current employee eligible to accrue seniority who should move into a contract employee position will have their seniority frozen for the period of the contract, with the freeze beginning after the last day of employment in the previous position and lasting until resuming duties in a position eligible to accrue seniority.

12.04 Seniority shall be lost and employment terminated for the following reasons:

(a) If the employee voluntarily resigns or retires;

(b) If the employee is discharged for just cause and such discharge is not overturned through grievance and/or arbitration procedure under this Collective Agreement;

(c) If the employee is laid off for more than eighteen (18) months;

(d) If the employee is absent from scheduled work in excess of three (3) days without permission or just cause;

(e) If the employee fails to notify the Employer within five (5) working days after receiving written notice to return to work following a layoff;

(f) If the employee utilizes a leave of absence for purposes other than the intended purpose of the leave;

(g) If the employee utilizes a leave of absence to engage in gainful employment elsewhere.

ARTICLE 13 – PROMOTIONS AND STAFF CHANGES

13.01 Job Postings

Where a vacancy occurs within the bargaining unit, or a new bargaining unit position is created, the Employer shall communicate notice of the vacant position for a minimum of five (5) working days, during which time bargaining unit employees shall have equal access to job postings and the exclusive opportunity to apply for said positions from within. These notices shall be posted on the bulletin boards at:

- Fort Frances Public Library

Such notices shall contain the position title, department, wage rate, instructions, and contact information for the applicable supervisor; and shall be appended with a current job description which lists the required qualifications (including education and experience).

To be considered for such vacancies, applicants must sign and date the Job Posting Binder at the Library at the same time as submitting a written application form. An application form for internally posted bargaining unit positions does not need to be accompanied by a current resume, a cover letter, or references.

13.02 Role of Seniority

In all cases of vacancies, either through voluntary termination or discharge, or for promotion, both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, transfers, or promotions, appointments shall be made of the applicant senior in service currently working within the department and having the required qualifications. (Qualifications shall include but not be limited to demonstrated knowledge, experience, education, ability, skill, past performance).

If no one within the department has the required qualifications, then appointment shall be made of the applicant senior in service in the other departments, having the required qualifications. The successful applicant will be placed on trial for a period not to exceed ninety (90) days. If the applicant proves unsatisfactory in the position, or if the employee is not prepared to carry out the duties of the new job classification, they will be returned to their former position without loss of seniority and any other employee promoted or transferred because of the re-arrangement of position, shall be returned to their former position without loss of seniority.

If the applicant does not wish to accept the position, or the applicant is unsuccessful, either party shall be advised at least five (5) working days before the expiration of the trial period.

It is understood that Permanent will be given first priority for filling vacancies before Interim employees are considered.

13.03 Temporary Vacancies

When a temporary vacancy occurs of an expected duration not exceeding six (6) months and the Employer decides to fill such temporary vacancy, preference will be given according to seniority within the department first and then according to seniority within the other departments provided the senior employee has the required skills / ability, and qualifications for such temporary position.

When a temporary job vacancy which is expected to exceed six (6) months duration occurs in other than the lowest classification in a Department because of the absence of the regular employee due to sickness, compensable accident or authorized leave of absence, such vacancy will be posted in accordance with clause 13.01.

Applications will be considered in accordance with clause 13.02 before the vacancy is filled. Upon the return to work of the regular employee, the employee who was selected to fill the temporary vacancy will return to their former regular job and rate.

13.04 No Outside Advertising

The Employer shall not initiate any recruitment activity outside of the bargaining unit for such positions until the job postings requirement of Article 14 have been fulfilled.

13.05 Trial Period

The successful applicant will be placed on trial for a period of three (3) months. Conditional on satisfactory service, such trial promotion will become permanent after the period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the Employee finds themselves unable to perform the duties of the new job classification, they will be returned to their former position and salary without loss of seniority. Any other Employee promoted or transferred because of the rearrangement of positions will also be returned to their former position and salary without loss of seniority.

13.06 Job Training

The Employer will make reasonable effort to inaugurate and maintain a system of "on-the-job" training so that every employee may have the opportunity of receiving training and qualifying for promotion in the event of a vacancy arising. Accordingly, employees may be allowed regular opportunities to learn the work of such positions during the regular working hours by arranging with interested employees to exchange positions for temporary periods, without affecting the rate of the employees concerned, providing arrangements have been approved by the Manager.

Optional training, outside of regular working hours, at the discretion of the Supervisor is encouraged. The Employer will pay registration fees and expenses as per the Travel Policy. However, wages will not be paid for this time.

Employees taking such courses agree to make a reasonable and good faith effort to pass these courses.

13.07 Classifications

When a new position is created, or an existing position reclassified, the Employer will set a rate for the position and immediately notify the Union. If this rate is acceptable to the Union, it will become the rate for the job. If the rate is not acceptable to the Union, the Union will advise the Employer and negotiations will then take place between the parties in an effort to establish a rate, which is mutually satisfactory. If the parties are unable to reach an agreement, the matter will be submitted to arbitration. The new rate will apply retroactively to the time the position was first filled by the Employee.

13.08 Vacating Bulletined Classification After Probationary Period

If an employee wishes to voluntarily vacate a bulletined classification after having completed the probationary period, they shall so notify the Employer, in writing, giving sixty (60) calendar days notice. Such employee shall retain their seniority but shall revert back to the highest open classification available, at the applicable rate of pay for such classification, without displacing any employee in an existing classification.

13.09 Successful Applicant Postings

Within seven (7) working days of the date of appointment to a vacant position the name of the successful applicant shall be posted on the bulletin boards at the Library.

The Union shall be notified of all appointments, hiring, lay-offs, transfers, recalls and terminations of employment on a monthly basis on or about the 7th day of each month.

13.10 Preference for Interim Replacement Employees

The Employer agrees that if an Interim Replacement Employee applies for a permanent position, the Interim Replacement Employee who in the opinion of the Employer has the required qualifications including but not limited to demonstrated knowledge, experience, education, ability, skill, and past performance shall be given preference over outside applicants.

ARTICLE 14 – LAYOFFS

14.01 Both parties recognize that job security should increase in proportion to length of service. Therefore in the event of a lay off, employees will be laid off in the reverse order of their seniority provided the senior employee has the qualifications and ability to perform the requirements of the job. Employees shall be recalled in order of their seniority provided the senior employee has the qualifications and ability to perform the requirements of the job.

No new employees will be hired until those laid off, who have the necessary qualifications to perform the work, have been given a Notice of Recall by registered mail to their last known address and have failed within ten (10) days of the mailing of such Notice of Recall to advise the Employer that they are willing and available to return to work.

The Union will be notified of any recall.

14.02 Notice of Lay-Off

The Employer agrees to notify the Union as soon as possible of its intention to lay off any regular full-time and regular part-time employees and shall meet with the Union to discuss the layoffs.

Unless legislation is more favourable, the Employer shall notify employees who are to be laid off in the following manner:

(a) notice for layoffs, for regular full-time and regular part-time employees, greater than thirteen (13) weeks shall be in accordance with the Employment Standards Act and any amendments thereto.

(b) notice for planned layoffs, for regular full-time and regular part-time employees greater than three (3) weeks but less than thirteen (13) weeks shall be no less than two (2) weeks prior to the layoff.

ARTICLE 15 – HOURS OF WORK

15.01 Full-Time Employees

The hours of work for regular full-time employees shall consist of thirty-five (35) hours per week based on seven (7) hours per day, five (5) consecutive days per week, Monday to Saturday. At least four (4) work days shall finish by 6:00pm with one (1) hour off for lunch. No full-time employee shall be required to work more than one evening shift a week.

15.02 Part-Time Employees

The hours of work for regular part-time employees shall consist of seventeen (17) to thirty-five (35) hours per week based on at least four (4) hours per shift, Monday to Saturday. No part-time employee shall be required to work more than one evening shift a week (notice period of changing schedule).

15.03 Casual/Call-in Employees

Casual/Call-in employees are employees who may be required to work on Saturdays and/or Sundays. Casual/Call-in employees may also work Monday-Friday for call-in purposes to cover leaves provided no part-time employees are available to do so. All call-in shifts shall be no less than three (3) hours in duration unless otherwise agreed upon by the parties.

15.04 Probation Period

Newly hired regular full-time and seasonal employees shall be considered on probation for a period of three (3) months from date of hire.

Newly hired regular part-time, casual/call-in and interim employees shall be

considered on probation for a period of four hundred and fifty-five (455) hours service or six (6) calendar months (whatever comes first) from the date of last hire.

During the probationary period employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. The employment of such employee may be terminated at any time during the probationary period without recourse to the Grievance Procedure. After completion of the probationary period, seniority shall be effective from the original date of hire.

ARTICLE 16 - OVERTIME

16.01 Overtime Defined

For regular full-time employees, all time worked before or after the regular workday shall be deemed to be overtime. Overtime shall be on a voluntary basis except where, in the opinion of Management, emergency circumstances occur.

For all employees other than regular full-time employees, all time worked in excess of eight (8) hours per day (or in excess of seven (7) hours per day for clerical or forty (40) hours per week (or in excess of thirty-five (35) hours per week for clerical shall be deemed to be overtime. Overtime shall be on a voluntary basis except where, in the opinion of management, emergency circumstances occur.

16.02 Sharing of Overtime

Overtime shall be shared as fairly as possible among the employees who are willing and qualified to perform the work available. The Employer shall supply the Union with a bi-weekly list of the number of hours of overtime worked by each employee. The Employer and the Union will meet quarterly to develop and maintain a fair and equitable overtime distribution process.

16.03 Rate of Overtime

Overtime shall be paid at the rate of time and one-half for the first eight (8) hours of overtime and double time thereafter. There will be no pyramiding of overtime or other premiums under this Agreement.

All overtime worked over and above the regular work schedule as defined in Article 15 will be considered overtime. Overtime shall be paid at the rate of time and one half (1.5) for the first eight (8) hours and double time (2.0) thereafter.

Any employee who is required to work on a holiday (the actual stipulated day) shall be paid at the rate of double time their standard rate of pay for every hour worked in addition to their regular holiday pay.

16.04 Minimum Call-Back Time

When an employee is called back to report for overtime work, they shall be guaranteed a minimum payment of four (4) hours at the regular rate applicable, as per Schedule "A" or the actual time worked at the appropriate premium rate, whichever is the greater except when a call-in succeeds another call-in within two (2) hours of completion of an earlier call-in, in which case time worked shall be considered as continuous from the beginning of work on the earliest call-in. Employees shall be required to perform only such work as emergency conditions require or otherwise demand.

16.05 Time Off in Lieu of Overtime

An employee receiving overtime pay as per Clause 16.03 above shall have the option of receiving payment or taking time off in the calendar year that it was accrued in the following manner:

(a) Payment; or

(b) Time off in lieu of at time mutually agreed to; or

(c) Fifty percent (50%) of overtime taken as time off in lieu and the remaining overtime taken as payment;

(d) Maximum lieu-time off that may be accrued in one (1) calendar year shall not exceed one hundred (100) hours except for overtime hours (in excess of one hundred (100) hours) earned in December, which will not be used as lieu time in December but will be carried over into the following calendar year;

(e) This clause shall not apply to summer students.

In the event of a "Declared Emergency" (as defined in the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*), the Employer shall determine the method of payment for overtime hours worked related to such emergency event.

ARTICLE 17 – WAGES AND ALLOWANCES

17.01 Rates of Pay

The rates of pay for each position within the Employer covered by this Collective Agreement shall be as set out in the attached wage schedules.

17.02 Pay Days

All employees shall be paid every second Friday, twenty-six (26) pay periods per year.

17.03 Payroll Deposit

All employees payroll cheques shall be directly deposited into their bank accounts.

17.04 Temporary Changes in Position

All employees, other than office employees, shall be required to undergo an initial qualifying period of fifteen (15) days upon taking over the duties of a higher paid position and shall then receive the increased pay allowance.

Previous days worked at the higher paid position will be applied towards the qualifying period.

Office employees, upon taking over the duties of a higher paid position, must perform such duties for a minimum period of ten (10) days and shall then receive the increased pay allowance.

17.05 Bonus Upon Retirement

This clause only applies to regular full-time employees.

Years of Service:

10-14:	$1,000
15-19:	$1,500
20-24:	$2,000
25-29:	$2,500
30-35:	$3,000
Over 35:	$3,500

17.06 Professional Fees

Where legislation or the Employer requires membership to professional associations, the Employer agrees to pay one hundred percent (100%) of the associated fees.

ARTICLE 18 - HOLIDAYS

18.01 Paid Holidays

All regular full-time employees shall have the following holidays off with pay at regular rate of pay:

1.	New Year's Day	8.	Christmas Day
2.	Good Friday	9.	Boxing Day

3. Victoria Day
4. Canada Day
5. Civic Holiday
6. Labour Day
7. Thanksgiving Day
10. Remembrance Day
11. Family Day
12. National Day for Truth & Reconciliation
13. Easter Monday

14. Two (2) floating holidays (for new employees only, the floating holidays will be prorated at date of hire, The employee will then receive two (2) floating holidays the following January).

15. Any day proclaimed by the Federal Government as a National Holiday.

16. The afternoon of Christmas Eve and New Year's Eve.

18.02 Absence without Permission

An employee shall not be entitled to be paid for any of the above holidays if they are absent without permission in the scheduled working day immediately preceding and/or succeeding the holiday. When an employee is off on sick leave they will receive statutory holiday pay with no reduction of sick leave credits. There will be no pyramiding while off on WI/LTD/WSIB.

18.03 Holidays Falling on Saturday or Sunday

For employees working Monday to Friday hours of operation, if any paid statutory holiday falls on a Saturday or Sunday, the following Monday and/or Tuesday shall be the day granted in lieu of the statutory holiday.

18.04 Holidays Falling During Leave of Absence

An employee shall not be entitled to be paid for any of the above holidays or receive an extra day off in lieu thereof while on leave of absence.

18.05 Compressed & Variable Workweek

Employees working a compressed or variable workweek shall be entitled to public holiday pay in accordance with the *Employment Standards Act*.

Where a holiday falls on a day of rest of an employee working a compressed or variable workweek, the employee shall be granted a day off in lieu of the statutory holiday at a time mutually agreeable within thirty (30) days of the holiday and shall receive public holiday pay as if the day off in lieu were the public holiday. If a suitable day cannot be arranged within thirty (30) days, employees are eligible to receive payment as per the *Employment Standards Act*.

ARTICLE 19 - VACATION

19.01 Length of Vacations

(a) Upon commencement of service, vacations with pay for regular full-time employees shall be as follows for the first year of service:

Commencement of Employment	Vacation on Working Days
On or Before:	
January 31	10 Days
February 28(29)	9 Days
March 31	8 Days
April 30	7 Days
May 31	6 Days
July 31	5 Days
August 31	4 Days
September 30	3 Days
October 31	2 Days
November 30	1 Day
December 31	0 Days

Vacations with pay for Regular Full-Time employees shall be as follows:

January 1st after commencement of service, but less than 3 years of service	2 weeks
After 3 years, but less than 10 years of service	3 weeks
After 10 years, but less than 17 years of service	4 weeks
After 17 years, but less than 24 years of service	5 weeks
After 24 years of service	6 weeks plus 1 day
After 25 years of service	6 weeks plus 2 days
After 26 years of service	6 weeks plus 3 days
After 27 years of service	6 weeks plus 4 days
After 28 years of service	7 weeks

(b) When an employee is absent from work on any leave of absence without pay or any unpaid absence (excluding pregnancy and parental leave as defined under Section 35 and 38 of the *Employment Standards Act*) in excess of ninety (90) working days, the employee's vacation and vacation

pay will be pro-rated in accordance with the amount of such absence in excess of ninety (90) working days.

(c) Part-time employees will receive pro-rated vacation time.

(d) With the exception of interim employees, vacation entitlement shall be calculated from the employee's most recent date of hire on a pro-rated basis.

19.02 Interim Employees

Interim employees shall receive four percent (4%) of the total wages earned by the employees during the year as vacation pay. After five (5) years of service, interim employees shall receive six percent (6%) of the total wages earned by the employees during the year as vacation pay.

19.03 Holidays Falling within Vacation Period

If a declared holiday, as stated in Article 18.01, falls or is observed during an employee's vacation period, ~~he/she~~ **they** shall be granted an additional day vacation for each such holiday at a time mutually agreeable.

19.04 Vacation Schedules

(a) Vacations shall be scheduled in accordance with seniority on requests made prior to April 1st in any year. Vacation schedules shall be posted on the bulletin board no later than April 15th.

(b) After April 1st vacations shall be granted on a "first come first served" basis upon written request. Such individual vacation requests that are granted will be posted on the bulletin board within fourteen (14) days after such request was submitted to the Employer. The employees will be notified within fourteen (14) days if the request is denied. Non-emergency requested leaves of absence will not be approved until the vacation schedule is finalized.

(c) Requests for vacation falling between January 1 and March 31 shall be granted on a "first come first served" basis upon written request.

(d) Approved vacations shall not be changed without the consent of the employee.

(e) Vacations will be scheduled in one (1) week blocks. Up to two (2) weeks of any vacation entitlement in excess of two (2) weeks, may be taken as individual days.

(f) Thereafter, vacations shall be earned on a calendar year basis and must be taken between January 1st and December 31st of the following calendar year.

(g) Any employee who completes their third (3rd), tenth (10th), seventeenth (17th) or twenty-fourth (24th) years of service during the calendar year shall become eligible for one (1) additional week of vacation to be taken during that calendar year.

(h) In the event an employee becomes ill or injured during their vacation period and is hospitalized as a result of such illness or injury and presents to the Employer confirmation of such hospitalization satisfactory to the Employer, Article 18.04 will apply, in which case the period of hospitalization will be re-scheduled as a vacation period at a later date mutually agreeable to the Employer and the Employee.

(i) Where a relative designated as immediate family under Article 21.02 dies during an employee's vacation period, Article 19.01 shall apply and the period of vacation so displaced shall, at the discretion of the supervisor, be added to the end of the said vacation period or deferred to a later mutually agreeable time.

ARTICLE 20 – SICK LEAVE

20.01 Cumulative Sick Leave

(a) Regular Full-Time Employees

A regular full-time employee shall accumulate cumulative sick leave benefits at the rate of one (1) day per month of work to an absolute maximum limit of twelve (12) days and shall be permitted to carry the unused portion of sick leave from year to year to an absolute limit of twelve (12) days.

Sick time shall be accumulated only while an employee is actually at work.

Sick leave days may be used by regular full-time employees participating in the WI/LTD plan to offset the waiting period(s) under such insured plans.

Sick leave days may only be used when an employee is unable to attend work due to sickness or injury. Any unused sick leave days have no other use or value whatsoever and shall therefore terminate on the retirement, resignation, termination or death of the employee.

An employee may request a copy of their sick leave accumulation from either their supervisor or the Human Resources Manager.

(b) Regular Part-Time Employees

A regular part-time employee shall accumulate cumulative sick leave benefits at the rate of one (1) day per month and shall be permitted to carry the unused portion of sick leave year to year to a maximum limit of twenty (20) days.

A regular part-time employee who is hired in a full-time position will be able to transfer their sick leave credits to a maximum limit of twelve (12) days.

20.02 Proof of Illness

A medical certificate will not be required for the first three (3) days of absence related to any one illness, unless requested by the Employer; in which case the employee shall provide such certificate or shall forfeit any sick leave benefits.

In any event, a certificate from a duly qualified medical practitioner shall be required after three (3) consecutive days of absence due to any one illness. The cost for such medical certificate will be reimbursed by the Employer.

20.03 Employees to Notify Employer

In case any employee is unavoidable kept from work due to illness, they will not be discriminated against.

Any employee absent from work due to illness must advise their Employer, prior to the commencement of their scheduled shift.

20.04 New Employees

New employees shall not be entitled to any sick leave until after having completed three (3) months of continuous employment. Sick leave credits shall be retroactive to the first day of employment.

20.05 Weekly Indemnity Insurance/Long-Term Disability Insurance Coverage

The Employer shall contribute one hundred percent (100%) of the insurance premiums towards a short-term disability insurance plan and a long-term disability insurance plan on behalf of regular full-time employees subject to the terms and conditions of such insured plans which contains the following:

(a) Weekly Indemnity Insurance Coverage of: 1st day hospital; 1st day accident; 4th working day of sickness; 70% weekly earnings - maximum of $800.00; 17 week duration of 120 days; and

(b) Long-Term Disability Insurance Coverage of: starts 121st day; 70% earnings- maximum $2,500 monthly; 2 year own occupation; primary C.P.P. carve out only - payable to age 65 or earlier recovery.

The Employer reserves the right to change the carrier of such disability plans provided that the level of insured benefit coverage is not decreased. Notice of such change of carrier will be communicated to the Union prior to the change.

If a weekly indemnity insurance claim is disputed, under investigation or otherwise delayed by more than fourteen (14) days an employee may elect to receive monies from the Employer, not to exceed the insurable amount that the

employee would be entitled to under the weekly indemnity plan. The employee must sign a waiver promising reimbursement to the Employer once the dispute or investigation is concluded or monies received.

Eligibility is at the discretion of the insurer, and therefore, issues involving determination of eligibility shall not be subject of the grievance procedure. It is also acknowledged that the payment of such benefits during a dispute with the insurer is not deemed to be an acknowledgement of entitlement or eligibility

ARTICLE 21 – LEAVE OF ABSENCE

21.01 Time off for Voting

Employees shall, on election days, be allowed time off for voting in accordance with the Civic, Ontario and Dominion Acts, and no deductions shall be made from their pay on that account. The time for voting shall be arranged between the Superintendent or Division Manager and the employees.

21.02 Bereavement Leave

Full and Part-time employees will be allowed up to five (5) days off with pay in the event of bereavement in their immediate family resulting in the loss of a spouse, common-law spouse, parent, step-parent, foster parent, grandparent, sister, brother, child, grandchild, step-child, or common law child. Such days may only be taken in the period which extends from the date of death up to and including the day following interment, funeral, or initial memorial service or five (5) calendar days following the death, whichever is greater.

Full and Part-time employees will be allowed up to three (3) days off with pay in the event of bereavement in their family resulting in the loss of a mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse's grandparents, common law in-laws, common-law grandparents and ex-spouse for care of children under 13 years of age. Such days may be only taken in the period which extends from the date of death up to and including the day following interment, funeral, or initial memorial service or three (3) calendar days following the death, whichever is greater.

Two (2) bereavement leave days may be retained at the employee's request for use in the case where actual interment, funeral, or initial memorial service is at a later date.

An employee who attends the funeral/celebration of life of such deceased person will be allowed an additional two (2) days for travel time, if the funeral/celebration of life takes place at a location in excess of 200 kilometres from Fort Frances.

One day off with pay shall be granted to an employee who is an active or honorary pallbearer.

21.03 Leave of Absence – General

(a) Reasonable leave of absence, without pay, at the discretion of the Employer, may be granted any employee. An employee taking employment for wages or salaries during their leave of absence will forfeit their standing on the seniority list, unless permission has been given the employee on mutual agreement between the employee, the Employer and the Union.

(b) Any service however, on behalf of ~~his/her~~ **their** fellow employees, shall not be considered as covered by the word 'employment' as used herein, and upon their return to the service, such employee shall be entitled to their former position on the seniority list.

(c) Employees requesting leave of absence on Union business are to be given preference.

(d) It is understood that at no time leave of absence will be granted for a period exceeding thirty (30) days except in the case of extenuating circumstances. Leave of absence exceeding thirty (30) days will be at the discretion of the Employer. No request for such leave will be unreasonably withheld. Non-emergency leave of absence will not be granted until the vacation schedule is finalized.

21.04 Paid Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as a juror. The Employer shall pay such an employee the difference between their regular earnings and the payment they receive for jury service, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve on behalf of the Town in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

21.05 Leave for Management Position

The Employer and the Union hereby agree that any employee selected for a management position will be granted a leave or leaves of absence totaling no more than six (6) months in any one (1) calendar year with full return rights to the bargaining unit. The employee shall not lose seniority or benefit rights but shall not accumulate seniority during the period the employee is on leave. It is agreed said employee will be required to pay their union dues for this period of time.

21.06 Pregnancy/Parental/Adoption Leave of Absence

Leave under this Article will be as per *Employment Standards Act.*

21.07 Compassionate Leave

Up to five (5) days per calendar year may be granted by the Employer to any employee to attend to the illness or injury of an immediate family member. Immediate family member includes spouse, son, daughter, mother and father. Calculations shall be done on an hourly basis and deductions shall be made from the accumulated sick leave credits.

ARTICLE 22 - BENEFITS

22.01 Medical and Hospital Insurance

The Employer shall contribute one hundred percent (100%) of the insurance premiums towards the following plans subject to the terms and conditions of such insured plans.

(a) People Corporation Dental

i. Current Year ODA Schedule
ii. Dental Recalls shall be every nine (9) months.

(b) People Corporation Extended Health Care Benefit

i. Generic drugs if available
ii. Fertility drugs shall not be covered.
iii. Vision Care of three hundred dollars ($300.00) plus one (1) eye exam every twenty-four (24) months per employee and dependent. One hundred and fifty dollars ($150.00) every twelve (12) months under age eighteen (18).

The above provisions in 22.01 apply to regular full-time employees and to regular part-time employees on a pro-rated basis and also to seasonal employees, but only for those month(s) a seasonal employee works in their first year of employment as a seasonal employee and also for those months the seasonal employee works in any subsequent year(s) immediately following the previous year of seasonal employment. Benefits shown in Clause 22.01 above shall be available to dependents up to age twenty-five (25) if attending a post-secondary institution.

The Employer's obligation to contribute premiums to the insured plans in 20.01 and to the Group Life and AD&D Insurance Plan in 20.05 ceases when the employee:

(a) Is absent due to sickness for a period of six (6) months following expiration of sick leave benefits (where applicable);

(b) Is on unpaid absence from work exceeding thirty (30) days and/or leave of absence without pay exceeding thirty (30) days subject to the terms and

conditions of such plans.

ARTICLE 23 - HEALTH & SAFETY

23.01 Responsibilities

The Employer will take every precaution reasonable in the circumstances for the protection of Employees.

The parties agree to abide by the *Occupational Health and Safety Act* and its regulations. The Union and the Employer, as a matter of principle, recognize that occupational health and safety is a shared concern. The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the workplace in order to prevent accidents, injury, and illness, and to promote the health and safety of all Employees.

23.02 Health and Safety Representative

Employees shall appoint a representative to serve as their Health and Safety Representative. This Representative will be responsible for meeting with management on an as needed basis to discuss health and safety concerns in the workplace. The intent of these meetings is to amicably and reasonably resolve issues related to health and safety concerns of the workplace.

23.03 Accident Reporting

All Employees shall immediately report accidents to management. Employees who are involved in an accident, which may be subject to a Workplace Safety and Insurance Board claim, shall immediately report to management.

23.04 Work Refusal under Health and Safety

No Employee will be disciplined for refusal to work on a job, which, in the opinion of the Employee is not safe, provided that their refusal to work was made in good faith.

ARTICLE 24 – TECHNOLOGICAL CHANGE

24.01 Technological Change

Recognizing the need for introducing from time to time technological change(s) and/or automation, and having concern for the impact of such change(s) on its employees, the Employer undertakes to advise and discuss with the Union, as far in advance as possible and in any case, not less than sixty (60) days before the introduction thereof, technological change(s) and/or automation which the Employer decides to introduce. The Employer will consider and discuss with the Union ways and means, including re-training, of lessening the impact such technological change(s) and/or automation may have on employees.

ARTICLE 25 – TERM OF AGREEMENT

25.01 Effective Date

This Agreement shall be effective as from July 2, 2024 and shall continue in full force and effect until December 31, 2026 and it shall be deemed to continue in force and effect from year to year, and shall be reopened for discussion or amendment only on notice to the proper official of the other party within ninety (90) days of the expiration date.

IN WITNESS WHEREOF the parties have caused their names to be subscribed by their duly authorized officers and representatives.

Signed 24th **day of** October, **20** 26.

FOR FORT FRANCES PUBLIC LIBRARY BOARD

Sheri De Gagné
Sheri De Gagné (Oct 23, 2026 14:55:39 CDT)

Robin Dennis (Oct 23, 2026 21:40:27 CDT)

Andrew Hallikas
Andrew Hallikas (Oct 24, 2026 12:03:34 CDT)

FOR CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65.15

Evan Miller
Evan Miller (Oct 24, 2026 12:35:27 CDT)

SCHEDULE "A"

CLASSIFICATIONS AND HOURLY RATES

TITLE: ADULT SERVICES CLERK

DATE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
24-JUL-02 TO 24-DEC-31 (2.5%)	$26.78	$28.12	$29.45	$30.78	$32.11	$33.46
25-JAN-01 TO 25-DEC-31 (2%)	$27.32	$28.68	$30.04	$31.40	$32.75	$34.13
26-JAN-01 TO 26-DEC-31 (2%)	$27.87	$29.25	$30.64	$32.02	$33.41	$34.81

TITLE: CHILDREN & YOUTH SERVICES CLERK

DATE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
24-JUL-02 TO 24-DEC-31 (2.5%)	$26.78	$28.12	$29.45	$30.78	$32.11	$33.46
25-JAN-01 TO 25-DEC-31 (2%)	$27.32	$28.68	$30.04	$31.40	$32.75	$34.13
26-JAN-01 TO 26-DEC-31 (2%)	$27.87	$29.25	$30.64	$32.02	$33.41	$34.81

TITLE: IT COORDINATOR

DATE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
24-JUL-02 TO 24-DEC-31 (2.5%)	$26.78	$28.12	$29.45	$30.78	$32.11	$33.46
25-JAN-01 TO 25-DEC-31 (2%)	$27.32	$28.68	$30.04	$31.40	$32.75	$34.13
26-JAN-01 TO 26-DEC-31 (2%)	$27.87	$29.25	$30.64	$32.02	$33.41	$34.81

TITLE: LIBRARY CLERK

DATE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
24-JUL-02 TO 24-DEC-31 (2.5%)	$26.78	$27.89	$29.01	$30.12	$31.23	$32.36
25-JAN-01 TO 25-DEC-31 (2%)	$27.32	$28.45	$29.59	$30.72	$31.85	$33.01
26-JAN-01 TO 26-DEC-31 (2%)	$27.87	$29.02	$30.18	$31.33	$32.49	$33.67

TITLE: PUBLIC SERVICES CLERK

DATE	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
24-JUL-02 TO 24-DEC-31 (2.5%)	$24.48	$25.60	$26.72	$27.83	$28.95	$30.06
25-JAN-01 TO 25-DEC-31 (2%)	$24.97	$26.11	$27.25	$28.39	$29.53	$30.66
26-JAN-01 TO 26-DEC-31 (2%)	$25.47	$26.63	$27.80	$28.96	$30.12	$31.27

LETTER OF UNDERSTANDING

BETWEEN

FORT FRANCES PUBLIC LIBRARY BOARD
(Herein referred to as "The Employer"

AND

CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65.15
(Herein referred to as "The Union"

RE: CORPORATION OF THE TOWN OF FORT FRANCES (TOFF) INFORMATION TECHNOLOGY

The Employer and the Union acknowledge the Fort Frances Public Library Technology Centre's (FFPLTC's) use of and dependence upon some Town of Fort Frances (TOFF) Information Technology (IT) resources, policies, and procedures. The Employer and the Union also acknowledge the necessity to build the capacity of available human resources to respond to critical incidents affecting FFPLTC and TOFF IT resources, which shall be achieved through teamwork, proactive scheduling, homogeneity of IT resources, and cross-training.

The TOFF may provide and shall maintain and support the use of TOFF IT resources by the Employer's staff, volunteers, and board members, including but not limited to: connectivity and communications, digital storage, hardware, and software that is used in common by other TOFF Divisions. These TOFF IT resources shall always be under the direction and control of the TOFF, as per the TOFF's Information Technology Resources Policy (3.20).

At the direction of the TOFF's IT Manager, the FFPLTC's IT Coordinator shall install, inventory, maintain, support, monitor, and respond to incidents affecting TOFF IT resources. These functions may also be performed by any TOFF IT Department staff or contracted third-party, as directed by the TOFF's IT Manager.

In consultation with the TOFF's IT Manager, the FFPLTC's IT Coordinator shall understand, develop, maintain, support, monitor, and respond to incidents affecting the FFPLTC's public computer deployments and supporting IT resources. As required, these functions may also be performed by any TOFF IT Department staff or contracted third-party, as directed by the TOFF's IT Manager.

Agents authorized through agreements signed by the Employer may perform work as necessary for the facilities and equipment of the Library.

The parties agree that the FFPLTC's IT Coordinators employment shall not be displaced, reduced or made redundant as a result of utilizing the TOFF's IT Manager or any other Agent or third party identified in this Letter of Understanding.

Signed 24th day of October, 20 26.

FOR FORT FRANCES PUBLIC LIBRARY BOARD

Sheri De Gagné
Sheri De Gagné (Oct 23, 2026 14:55:39 CDT)

Robin Dennis (Oct 23, 2026 21:40:27 CDT)

Andrew Hallikas
Andrew Hallikas (Oct 24, 2026 12:03:34 CDT)

FOR CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 65.15