

2023 - 2025

COLLECTIVE AGREEMENT

between

**THE CITY OF COQUITLAM**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386**

2023 - 2025  
 COLLECTIVE AGREEMENT  
 between  
**THE CITY OF COQUITLAM**  
 and  
**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386**

INDEX

1	<u>COVERAGE</u> .....	1
2	<u>TERM OF AGREEMENT</u> .....	1
3	<u>UNION SECURITY</u> .....	2
	3.1 Union Membership.....	2
	3.2 Union Dues .....	2
	3.3 No Special Agreements .....	2
	3.4 Non-Union Outside Supervisors and Foremen.....	2
4	<u>RIGHTS OF MANAGEMENT</u> .....	3
5	<u>DEFINITIONS</u> .....	3
	5.1 Definition of Employee as per Labour Relations Code.....	3
	5.2 Definition of Employees .....	3
	5.3 Definition of Probationary Employee.....	3
	5.4 Definition of Regular Employee.....	4
	5.5 Benefit Eligibility.....	4
6	<u>WORKING CONDITIONS</u> .....	4
	6.1 Hours of Work .....	4
	(a) Standard Work Day and Work Week .....	4
	(b) Non-Standard Work Day .....	4
	(c) Non-Standard Work Week.....	4
	(d) Notice of Change in Daily Work Hours and/or Work Week.....	5
	(e) Notice of Additional Positions/Classes to Work Non- Standard Day or Week .....	5
	(f) Emergency Shifts.....	5
	(g) Informal Adjustment of Hours by Mutual Consent .....	5
	(h) Guaranteed Minimum Pay for Outside Employees During Special or Irregular Shifts .....	5
	6.2 Regular Seniority Pool .....	6
	6.3 Seniority.....	6
	(a) Promotions, Transfers, Demotions and Layoffs.....	6
	(b) Filling Vacant Positions .....	6

INDEX (cont'd)

<u>ARTICLE</u>		<u>PAGE</u>
	(c) Trial Period on Promotion or Transfer .....	6
	(d) Promotion Out of Bargaining Unit .....	6
	(e) Rate of Pay Upon Rehire .....	7
	(f) Layoff or Regular Employees .....	7
	(g) Recall .....	7
	(h) No New Employees Following a Layoff .....	7
	(i) Layoff Notice .....	7
	(j) Service Credit Upon Rehire .....	8
6.4	Rest Periods .....	8
6.5	Shift Premiums .....	8
6.6	Vacancies .....	8
	(a) Postings .....	8
	(b) Information in Job Postings .....	8
	(c) Vacancies in Excluded Positions .....	8
	(d) Temporary Full-Time Postings .....	9
6.7	Temporary Assignments - Right to Revert .....	9
7	<u>REMUNERATION</u> .....	9
7.1	(a) Rates of Pay .....	9
	(b) Derivation of Bi-Weekly and Monthly Rates .....	9
	(c) Effective Date for Individual Pay Adjustments .....	9
	(d) General Holidays - Rates of Pay .....	10
7.2	Daily Guarantee .....	10
7.3	Pay During Temporary Transfers .....	10
7.4	Overtime .....	11
7.5	Overtime Banking .....	11
7.6	Callout .....	12
7.7	Standby .....	13
7.8	Meal Periods .....	13
7.9	Recruitment Adjustments .....	14
7.10	Cost Recovery .....	14
7.11	Premium Pay .....	15
8	<u>VACATIONS AND GENERAL HOLIDAYS</u> .....	15
8.1	Vacations .....	15
8.2	Supplementary Vacation .....	17
8.3	General Holidays .....	18
9	<u>EMPLOYEE BENEFITS</u> .....	19
9.1	(a) Medical Services Plan .....	19
	(b) Extended Health Care Plan .....	19
	(c) Dental Plan .....	20
	(d) Group Life .....	20
	(e) Optional Group Life Insurance .....	21

INDEX (cont'd)

<u>ARTICLE</u>		<u>PAGE</u>
	(f) Re-Employed Temporary Full-Time Employees .....	21
	(g) Premium Costs .....	21
	(h) Benefit Administration.....	21
	(i) Same Sex Benefit Coverage.....	22
9.2	Sick Leave Provisions .....	21
9.3	Sick Leave Reimbursement.....	22
9.4	Workers' Compensation Board Income Continuance Plan .....	23
9.5	Municipal Pension Plan .....	23
9.6	Benefits for Temporary Full-Time Employees.....	23
10	<u>ABSENCE FROM DUTY OF UNION OFFICIALS</u> .....	23
11	<u>BEREAVEMENT LEAVE</u> .....	25
12	<u>GENERAL LEAVE</u> .....	25
13	<u>OTHER LEAVE</u> .....	25
13.1	Jury or Court Witness Duty .....	25
13.2	Maternity and Parental Leave .....	26
14	<u>GRIEVANCE PROCEDURE</u> .....	28
15	<u>MISCELLANEOUS</u> .....	30
15.1	Car Allowance .....	30
15.2	Safety .....	31
15.3	Military Services.....	31
15.4	Clothing.....	31
15.5	Retirement .....	32
15.6	Crossing of Picket Lines.....	33
15.7	Notification to Union .....	33
15.8	Changes Affecting the Agreement.....	33
15.9	Technological Change.....	33
15.10	Labour Management Consultation Committee.....	34
15.11	Personnel Records .....	35
15.12	Union Representation.....	35
15.13	Respectful Workplace.....	35
16	<u>FIRST-AID PREMIUMS FOR DESIGNATED HOLDERS OF OCCUPATIONAL HEALTH AND SAFETY FIRST-AID CERTIFICATES</u> .....	36
17	<u>JOB EVALUATION AGREEMENT</u> .....	36
18	<u>SCHEDULES</u> .....	36

SCHEDULES

INDEX (cont'd)

<u>ARTICLE</u>		<u>PAGE</u>
<u>SCHEDULE "A"</u>	<u>Inside Positions:</u>	
	Class Titles and Pay Grades .....	37
	Notes .....	45
	Pay Rates .....	51
	Non-Standard Hourly Rates.....	56
<u>SCHEDULE "B"</u>	<u>Outside Positions:</u>	
	Wage Rates.....	58
	Notes .....	71
<u>SCHEDULE "C"</u>	Supplementary Vacations: Explanation of the Table .....	77
<u>SCHEDULE "D"</u>	Compressed Work Week.....	78
<u>SCHEDULE "E"</u>	Benefits and Working Conditions for Auxiliary Employees.....	83
<u>SCHEDULE "F"</u>	Benefits and Working Conditions for Regular Part-Time Employees.....	86
<u>SCHEDULE "G"</u>	Employment Standards Act Principles.....	88
<u>SCHEDULE "H"</u>	.....	89
<u>SCHEDULE "I"</u>	Letter of Understanding - Street Sweeper Shift.....	92
<u>SCHEDULE "J"</u>	Letter of Understanding - Hours of Work.....	93
<u>SCHEDULE "K"</u>	Letter of Understanding – Article 6.7(a) – Postings .....	95

THIS AGREEMENT made and entered into between

**CITY OF COQUITLAM**  
(Hereinafter called the "Employer")

PARTY OF THE FIRST PART;

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386**  
(Hereinafter called the "Union")

PARTY OF THE SECOND PART.

**ARTICLE 1**      **COVERAGE**

WHEREAS the City of Coquitlam is an Employer within the meaning of the Labour Relations Code;

AND WHEREAS the Union represents all of those employees of the Employer who occupy the positions listed in the Schedules, forming part of this Agreement and any new positions added during the term of this contract by agreement of the parties hereto in accordance with the Labour Relations Code;

AND WHEREAS the Employer and Union have carried on collective bargaining under the provisions of the said Labour Relations Code and have reached an agreement as hereinafter expressed.

**ARTICLE 2**      **TERM OF AGREEMENT**

This Agreement shall be for a term of three (3) years with effect from 2023 January 01 to 2025 December 31, both dates inclusive. Should either party hereto at any time within four (4) months immediately preceding the date of expiry of this Agreement by written notice require the other party hereto to commence collective bargaining, or should the parties be deemed to have given notice under Section 46 of the Labour Relations Code, this Agreement shall continue in full force and effect, and, except with respect to changes to rates of pay made pursuant to the Job Evaluation Agreement between the parties et al, neither party shall make any change or alter the terms of this Agreement until

- (a)      The Union can lawfully strike in accordance with the provisions of Part 5 of the Labour Relations Code; or
- (b)      The Employer can lawfully lock out in accordance with the provisions of Part 5 of the Labour Relations Code; or
- (c)      The parties shall have concluded a renewal or revision of this Agreement or shall have entered into a new Collective Agreement;

whichever is the earliest.

The operation of sub-sections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from, and shall not be applicable to this Agreement.

### ARTICLE 3 UNION SECURITY

#### 3.1 Union Membership

All present employees who are now members of the Union shall remain members of the Union. All new employees shall apply to the Union to become members thereof by the pay period immediately following completion of thirty (30) calendar days of employment. All present employees who are now members of the Union and those employees who subsequently become members of the Union shall remain members of the Union as a condition of employment provided that no employee shall be deprived of employment by reason of loss of membership in the Union for reasons other than failure to pay the regular Union dues that all other members of the Union are required to pay to the Union nor shall any employee be deprived of employment by reason of the refusal of the Union to admit such employee to membership in the Union.

#### 3.2 Union Dues

The Employer agrees to deduct bi-weekly from the pay of each employee covered by this Agreement the amount stipulated by the Union; provided that each employee has signed a form, to be supplied by the Employer, authorizing the said deduction. The form shall be substantially the form as provided for in Section 16(2) of the Labour Relations Code. The total amount so deducted will be transmitted to the Union on or before the first day of the following calendar month.

It is understood that one (1) month notice will be given by the Union for a change in the authorized deductions.

#### 3.3 No Special Agreements

No employee covered by this Agreement shall be required or permitted to make any written or verbal agreement with the Employer or Employer representatives which are in conflict with the terms of this Collective Agreement.

#### 3.4 Non-Union Outside Supervisors and Foremen

Outside Supervisors and Foremen whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except for the purposes of instruction, experimenting, or in emergencies when regular employees are not available and provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or pay of any employee.

#### ARTICLE 4 RIGHTS OF MANAGEMENT

The Union agrees that the management and control of the Employer's business and the direction and control of the Employer's work force are vested exclusively in the Employer, subject only to the limitations imposed upon the Employer by the provisions of this Agreement.

#### ARTICLE 5 DEFINITIONS

##### 5.1 Definition of Employee as per Labour Relations Code

"Employee" means an employee of the City of Coquitlam covered by the Union's certificate of bargaining authority.

##### 5.2 Definition of Employees

"A Regular Full-Time Employee" is an employee who is employed on a full-time basis of thirty-five (35), thirty-seven and one half (37½), forty (40) or such other number of weekly hours as is recognized in the Collective Agreement as normal for a particular class of positions, for an indefinite period of time.

"A Temporary Full-Time Employee" is an employee who is employed on a full-time basis as set forth above, for a definite and limited period of time (which may be extended or cut short by circumstances which could not be foreseen at the time of hiring). Where Temporary Full-Time Employees are hired for a specific project and are advised at the time of being hired of the expected duration of the project, the Employer will notify the Union as soon as possible in the event circumstances subsequently arise which have the effect of terminating the project earlier than had been expected and announced.

"A Regular Part-Time Employee" is an employee who is employed on a regular part-time schedule of weekly hours which are less than the number constituting full-time employment for a particular class of positions, for an indefinite period of time.

"An Auxiliary Employee" is any other employee.

##### 5.3 Definition of Probationary Employee

"Probationary Employee" shall mean a person serving an initial trial period of six (6) calendar months for both Outside Employees and Inside Employees from date of hire, to determine suitability for employment as a "regular employee". Where a probationary employee is absent for ten (10) or more working days during the probationary period, the probationary period shall be extended by the total number of days absent.

Notwithstanding provisions contained in this clause Regular Part-Time Employees are required to put in the equivalent in hours of a Regular Full-Time Employee with respect to the probationary period.



#### 5.4 Definition of Regular Employee

"Regular Employee" shall mean an employee, Regular Full-Time and Regular Part-Time, who has successfully completed the probationary period.

#### 5.5 Benefit Eligibility

"Regular and Probationary Employees" shall be entitled to all benefits provided by the Collective Agreement, from date of hire.

### ARTICLE 6 WORKING CONDITIONS

#### 6.1 Hours of Work

##### (a) Work Day and Work Week

Effective 2023 December 11:

- (i) The standard work day of Inside employees (Schedule A) shall be seven (7) consecutive hours between the hours of 6:00 a.m. and 6:00 p.m. with one (1) hour for lunch, and subject to paragraph (c) hereof the standard work week of Inside Employees shall consist of five (5) consecutive working days from Monday to Friday inclusive.
- (ii) Exclusive to half (1/2) of an hour for lunch, the standard work day of Outside Employees (Schedule B) shall be eight (8) consecutive hours between the hours of 6:00 a.m. and 6:00 p.m. and the standard work week subject to paragraph (c) hereof shall consist of five (5) consecutive working days from Monday to Friday inclusive.

##### (b) Non-Standard Work Day

Where the nature of a department, division of a department or occupation requires daily hours of work other than the standard work day set out in paragraph (a) above, the normal work day, unless otherwise expressly stated for certain classes or positions set forth in Schedules "A" and "B" for full-time employees, both probationary and regular, and Temporary Full-Time Employees in such operations shall be any seven (7) or eight (8) consecutive hours of work exclusive of one (1) or half (½) of an hour lunch period. This provision shall apply to those positions and position classes set out in Schedules "A" and "B" and any additions agreed to subsequently by mutual consent of the parties.

##### (c) Non-Standard Work Week

Where the nature of a department, division of a department or occupation requires a six (6) or seven (7) day operation per week, the normal work week, unless otherwise expressly stated for certain classes or positions set forth in Schedules "A" and "B", for

full-time employees, both probationary and regular, and Temporary Full-Time Employees in such operations may be any five (5) consecutive days followed by two (2) days of rest, the first deemed to be Saturday and the second deemed to be Sunday. This provision shall apply to those positions and position classes set out in Schedules "A" and "B" and any additions agreed to subsequently by mutual consent of the parties. The normal work week for Regular Part-Time and Auxiliary Employees in such operations shall be Monday to Sunday, inclusive.

(d) Notice of Change in Daily Work Hours and/or Work Week

Subject to subsection (f) hereof the Employer will notify the employees at least forty-eight (48) hours in advance of any change in daily work hours and/or change in work week.

(e) Notice of Additional Positions/Classes to Work Non-Standard Day or Week

Subject to subsection (f) hereof, the Employer will notify the Union at least seven (7) days in advance of any additional positions or position classes to be included under the provisions of a non-standard day or non-standard week other than those positions agreed to as set out in Schedules "A" and "B", and shall advise the Union of the pay rates and working hours for such positions. Pay rates shall be subject to collective bargaining.

(f) Emergency Shifts

Emergency shifts for the purpose of forest restriction and closure patrols, snow removal and/or flood control may be instituted by the Employer on a twenty-four (24) hour notification basis.

(g) Informal Adjustment of Hours by Mutual Consent

A supervisor and an employee may, by mutual consent, agree to vary the employee's hours of work, for such fixed period as agreed. The Union shall be notified of such arrangement in writing. In the absence of such fixed period, the arrangement may continue for as long as both the Supervisor and the employee continue to consent except that either the Employer or the Union may cancel the arrangement on thirty (30) days written notice. Such variation in the hours of work shall not establish a precedent. An employee shall not be eligible for additional premiums where an employee initiates a change which would qualify the employee for additional premiums.

(h) Guaranteed Minimum Pay for Outside Employees During Special or Irregular Shifts

When regular and/or probationary Outside Employees are requested or required to work a special or irregular shift as a result of emergent or unusual circumstances, then the employees so affected shall be guaranteed a minimum of eight (8) hours of pay on the day(s) of such special shift; and further, employees shall be guaranteed a minimum of forty (40) hours of pay during the particular week in which the special shift(s) are worked.

## 6.2 Regular Seniority Pool

A seniority pool shall be established for Regular Full-Time, Temporary Full-Time and Regular Part-Time Employees. Access to the Regular Seniority Pool shall be extended to:

- (a) all Regular Full-Time Employees upon completion of the probationary period;
- (b) all Temporary Full-Time Employees upon completion of the probationary period;
- (c) all Regular Part-Time Employees upon completion of the same number of hours as are applicable to a Regular Full-Time Employee occupying a similarly classified position.

Upon qualifying for a Regular Seniority Pool, an employee shall be credited with the full period of service or all regular hours worked as a Regular Part-Time Employee since the employee's first day of employment in one or other of the eligible categories, i.e. Regular Full-Time, Temporary Full-Time or Regular Part-Time.

## 6.3 Seniority

### (a) Promotions, Transfers, Demotions and Layoffs

In making promotions, transfers and demotions, and in effecting layoffs or in rehiring, the skills, knowledge and ability of the employee concerned shall be the primary consideration, and where such qualifications are equal, length of service shall be the determining factor.

### (b) Filling Vacant Positions

The Employer agrees that when filling vacant positions covered by this Agreement regular employee applicants who are properly qualified shall be given first consideration for the position before outside applicants are considered.

### (c) Trial Period on Promotion or Transfer

On promotion or transfer of an employee to a position, that employee shall serve a trial period of up to eighty (80) working days in the new position before being confirmed in the appointment. Upon mutual agreement of the Director of Human Resources and the President of the Union such trial period may be extended up to an additional twenty (20) working days. If the appointment is not confirmed the Employer shall revert the employee either to the previously held position or to a position of equal value to that which the employee held prior to the promotion or transfer.

### (d) Promotion Out of Bargaining Unit

In the event of an employee being promoted from a position for which the Union either had bargaining authority at the time of the promotion or subsequently obtained bargaining authority, to a position whether included in or excluded from the Union contract, and such employee being subsequently laid off or demoted to a position for

which the Union has bargaining authority, the Employer shall have the right to place such employee in the position previously held by the employee or in any vacant position for which such employee is considered qualified. The employee, if so placed as the result of being laid off or demoted, shall suffer no loss of seniority and such seniority shall be the employee's total length of service with the Employer.

(e) Rate of Pay Upon Rehire

When a non-regular employee, who is receiving the standard rate of pay, is laid off due to weather conditions or shortage of work, and is rehired in the same category, the employee's rate of wage on being rehired shall be that prevailing for the category.

(f) Layoff of Regular Employees

In the matter of temporary and/or general layoff of regular employees, the employees shall be laid off in the reverse order of their seniority, provided that an employee may bump a junior employee only in cases where the senior employee is qualified to fill the lower position. In addition to the foregoing, departmental seniority shall apply in the case of temporary layoff which is defined as a layoff of less than twenty-eight (28) days and that in the case of a general layoff, seniority shall be determined on a plant basis.

(g) Recall

Employees shall be recalled to positions for which they are qualified, in the order of their seniority, either departmental or on a plant basis as the case may be.

(h) No New Employees Following a Layoff

No new employees shall be hired following a layoff until those who were laid off have been given a reasonable opportunity of recall as follows: The Employer shall make every reasonable attempt to contact employees in order of seniority, and employees shall be recalled in such order providing that they respond within the stipulated time limits. Upon making contact with an employee, the Employer shall specify the time when the employee shall report for work. An employee, who does not respond within forty-eight (48) hours of the Employer's initial attempt to make contact, or who refuses to report for work, shall be dropped to the bottom of the appropriate list for recall. An employee shall report to work at the time specified by the Employer or, in extenuating circumstances, within two (2) weeks of the Employer's initial attempt to make contact. Each employee on layoff will be responsible for keeping the Employer notified of a current contact point through which the employee can be reached.

(i) Layoff Notice

Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the Employer, the Employer shall notify employees who are to be laid off at least ten (10) working days prior to the effective date of layoffs. If an employee has not had the opportunity to work during the ten (10) days referred to above, the employee shall be paid for those days for which work was not made available.

The Employer shall be required to give notice of layoff under this Article 6.3(i) only to those Regular Full-Time, Regular Part-Time, Temporary Full-Time and Auxiliary Employees who have acquired seniority rights in either a regular seniority pool or an auxiliary seniority pool.

(j) Service Credit Upon Rehire

In the event a regular employee is rehired within a period of one (1) year following layoff, such employee shall be credited with previous service for the purpose of determining length of service in connection with vacations, seniority, general holidays and the provisions contained in Article 9.1.

6.4 Rest Periods

That a fifteen (15) minute rest period be allowed all employees in the first and second half of the shift at a specific time to be arranged with the Department Head or person in authority.

6.5 Shift Premiums

Effective 2023 December 11:

Except as provided elsewhere in this Collective Agreement or attached schedules, the classes of work for which shift differentials were paid under the Collective Agreement made between the Employer and the Union, shall be paid a shift differential of one dollar and fifty cents (\$1.50) per hour for all regular hours worked between 6:00 p.m. and 6:00 a.m. provided however that if more than one-half (1/2) of the hours of a regular shift qualify for shift premium, then the shift premium shall be paid for all regular hours worked on that shift.

6.6 Vacancies

(a) Postings

It is agreed that before filling any regular full-time, regular part-time position, or temporary full-time position expected to exceed twelve (12) months, notice thereof will be posted in the City Hall and in such other places as may be designated by the Council, seven (7) days before such position is filled.

(b) Information in Job Postings

Job Posting notices shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range, and anticipated length of any temporary assignment, if posted.

(c) Vacancies in Excluded Positions

It is agreed that where vacancies occur in the "Excluded Personnel" positions, such vacancies will be posted as a matter of courtesy. Such positions are not subject to any other section of this Agreement.

(d) Temporary Full-Time Postings

Temporary full-time positions not previously posted as per paragraph (a) because they were not expected to exceed twelve (12) months in duration, shall be examined after nine (9) months to determine if they are expected to run longer than twelve (12) months. Positions that are expected to continue beyond twelve (12) months shall be posted in the usual manner provided that the position may be automatically extended beyond twelve (12) months for a period not to exceed three (3) months in duration to cover the balance of the assignment where it is clear the assignment will end within the three (3) month period.

6.7 Temporary Assignments – Right to Revert

Where a Regular Full-Time Employee or a Regular Part-Time Employee is temporarily transferred to another position, the employee shall be returned to their previous position when the temporary assignment is ended.

ARTICLE 7 REMUNERATION7.1 (a) Rates of Pay

The rates of pay from 2021 January 01 to and including 2022 December 31 shall be the rates of pay as set out in Schedules "A" and "B" attached hereto and forming part of this Agreement. For purposes of payroll cut-off dates, the common cut-off date shall be midnight Saturday.

(b) Derivation of Bi-Weekly and Monthly Rates

The hourly rates set forth in Schedule "A" (and Schedule "B") shall be the basis for application of any general salary increases. The formula for converting the hourly rates to bi-weekly and monthly rates is as follows:

$$\begin{array}{l} \text{hourly} \\ \text{rate} \end{array} \times \begin{array}{l} \text{bi-weekly} \\ \text{hours} \end{array} = \begin{array}{l} \text{bi-weekly rate (taken} \\ \text{to 2 decimal places)} \end{array}$$

$$\frac{\text{bi-weekly rate} \times 26.089}{12} = \begin{array}{l} \text{monthly rate (taken to} \\ \text{the nearest dollar)} \end{array}$$

(c) Effective Date for Individual Pay Adjustments

Individual pay adjustments arising from periodic increments, reclassifications, revaluations and promotions (but not acting in a higher capacity) are to commence at the beginning of the bi-weekly pay period the first day of which is nearest the calendar date of the pay adjustment.

(d) General Holidays - Rates of Pay

Where an employee is elevated to a higher rate of pay the day preceding a General Holiday and returns to work at the higher rate of pay the day following the General Holiday, it is agreed that pay for the General Holiday shall be at the higher rate.

7.2 Daily Guarantee

Effective 2023 December 11:

- (a) Subject to the provisions of paragraph (c), an employee reporting for a scheduled shift on the call of the Employer, shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of two (2) hours' pay at the regular hourly rate.
- (b) Subject to the provisions of paragraph (c), auxiliary employees who work as Childminding Attendants, Program Leaders, Recreation Leaders, Aquatic Leaders, Registration Clerks/Receptionists, or school students on a school day, who commences work on a scheduled shift, shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of two hours' pay at the regular hourly rate.

Subject to provision of paragraph (c), the Daily Guarantee shall be reduced from four (4) hours to two (2) hours for Regular Part-Time and Auxiliary Employees when attending staff meetings and/or training sessions to a maximum of six (6) occasions per employee per year.

- (c) In any case where an employee (i) reports for a regular shift but refuses to commence work, or (ii) commences work but refuses to continue working, the employee shall not be entitled to receive the minimum payments set forth in paragraphs (a) and (b).

7.3 Pay During Temporary Transfers

When an Outside employee performs the principal duties of a higher paying position at an hourly rate of pay, the employee shall immediately receive the rate for the job.

When an Inside employee temporarily performs the principal duties of a higher paying position for which a salary range has been established, the employee shall receive the first rate in that salary range which exceeds the salary received in the employee's regular position for each full working day that the employee performs the principal duties of the higher paying position.

When an employee is assigned to a position paying a lower rate, such employee shall incur no reduction in pay. It is understood that all temporary transfers must have the authorization of the Employer. Where an employee requests to act in a position paying a lower rate, such employee shall receive the rate of pay for such position and where the lower paying position has a salary range, the employee shall be paid the highest step in the range provided that it does not exceed their current hourly rate.

Notwithstanding the above, where the Employer experiences difficulty in attracting employees to take on acting assignments, the Employer may, at its sole discretion, provide compensation at the second rate in the salary range of the higher paid position that exceeds the salary received in the employee's regular position.

#### 7.4 Overtime

- (a) Regular Full-Time Employees and Temporary Full-Time Employees shall be paid at overtime rates for all overtime worked:
  - (i) immediately following the employee's regular shift;
  - (ii) immediately preceding the employee's regular shift consequent upon an oral or written notice given prior to the end of the employee's previous regular shift;
  - (iii) at any other time than at the times set forth in items (a)(i) or (a)(ii) of this Clause 7.4 consequent upon an oral or written notice given prior to the end of the employee's previous regular shift, except as provided in Article 8.3.
- (b) Regular Full-Time Employees and Temporary Full-Time Employees shall be paid for the performance of overtime work scheduled by the Employer under clause (a) at the following overtime rates:
  - (i) time and one-half the employee's normal rate of pay for the first two (2) hours of overtime worked immediately preceding or immediately following an employee's regular shift;
  - (ii) double the employee's normal rate of pay for all overtime in excess of the first two (2) hours thereof worked immediately preceding or immediately following an employee's regular shift;
  - (iii) double the employee's normal rate of pay for all overtime worked at any other time than at the times set forth in items (i) or (ii) of this Clause 7.4(b). Employees shall be paid a minimum of one and one-half (1½) hours at double time for overtime worked pursuant to this paragraph (b)(iii).
- (c) Any employee working during their lunch hour shall be paid the overtime rate, plus the employee's regular shift hours of pay.

#### 7.5 Overtime Banking

All employees who are required to work overtime shall elect at the time of working such overtime whether to be paid for it or instead to receive compensating time off in lieu. An employee who elects to receive compensating time off, shall be credited with compensating time off equivalent to the number of hours which the employee would have been paid for the overtime worked, and, subject to an employee's request to be granted compensating time off being approved by the department head (or delegate), such employee shall be granted any portion of the compensating time off at the pay rate or rates in effect at the time the overtime in question was worked. All compensating time off credited during a particular calendar year



but which has not been granted to an employee by March 31<sup>st</sup> of the immediately following year shall be paid in cash at that time at the pay rate or rates in effect at the time the overtime in question was worked.

## 7.6 Callout

- (a) A Regular Full-Time Employee or Temporary Full-Time Employee who is called back to work by the Employer at any time after completing a regular shift, except where such employee is required to work overtime as a consequence of an oral or written notice given prior to the end of the employee's previous shift as provided in Clause 7.4, shall be paid at the rate of double the employee's normal rate of pay for the time actually worked and in addition thereto shall be paid one (1) hour at double the normal rate of pay for travelling time to and from home. Except as otherwise provided in clause (b) a Regular Full-Time Employee or Temporary Full-Time Employee who is called back to work under this Clause 7.6 shall be paid a minimum of three (3) hours (the minimum includes one (1) hour for travelling time) at double the employee's normal rate of pay.

Notwithstanding the callout minimum, an employee who is at the work place prior to the commencement of the employee's regular shift and who is required to commence work prior to the commencement of the employee's regular shift, shall be paid in accordance with the overtime provisions for the actual time worked prior to the commencement of the employee's regular shift.

- (b) If, after a callout, an additional call or calls are made upon the employee before the expiry of the minimum three (3) hour period or before the employee arrives home, whichever shall last occur, the additional call or calls shall not qualify the employee for an additional minimum three (3) hour period or periods but the employee shall be paid at double the employee's normal rate of pay for the time actually worked and an additional one (1) hour at double the normal rate of pay for travelling time to and from home. Where two (2) separate calls are completed by an employee within a three (3) hour period the employee shall be paid at double the normal rate of pay for a minimum of four (4) hours (the minimum includes two (2) hours for travelling time).
- (c) When an employee is contacted by a manager/supervisor/Utility Control Centre after hours in order to resolve a problem and the employee attempts to resolve the problem over the telephone (or by computer) without reporting to a worksite, the employee shall be paid double the employee's regular rate of pay for one (1) hour. Where an employee advises that the employee is unable to resolve the problem over the phone and makes no attempt to resolve the problem, the employee will not be paid for the call. The Employer will then decide whether to call out the employee under Article 7.6(a) or whether to call out another employee pursuant to this Article. Any subsequent telephone call that occurs within one (1) hour of the first call related to any issue shall not result in any additional payments. Any call that occurs after the one (1) hour period shall result in another one (1) hour payment at double the employee's regular rate of pay.

## 7.7 Standby

- (a) Employees who are required by the Employer to stand by for a call to work between the end of a normal day shift on the first day of work in a standard work week as defined in Clause 6.1(a) (excluding general holidays) and the commencement of a normal day shift on the last day of work in the standard work week shall be paid one (1) hour's pay at the employee's normal rate of pay for each period of eight (8) hours that the employee stands by as required by the Employer in addition to any callout pay to which the employee may be entitled under Clause 7.6.
- (b) Employees who are required by the Employer to stand by for a call to work at any time other than under Clause 7.7(a) shall be paid one (1) hour's pay at the employee's normal rate of pay for each period of six (6) hours that the employee stands by as required by the Employer in addition to any callout pay to which the employee may be entitled under Clause 7.6.
- (c) Where the period of time which an employee stands by under this Clause 7.7 exceeds a multiple of six (6) hours or eight (8) hours (as the case may be) the employee shall be paid one (1) hour's pay at the rate provided in this Clause 7.7 for the remainder of the standby time unless the remainder is not more than one-half ( $\frac{1}{2}$ ) of the standby period of six (6) hours or eight (8) hours (as the case may be) in which event the premium payable to the employee for the remainder shall be one-half ( $\frac{1}{2}$ ) hour's pay at the rate provided in this Clause 7.7.

## 7.8 Meal Periods

- (a) During Overtime Worked Immediately Following or Immediately Preceding a Regular Full-Time Employee's or Temporary Full-Time Employee's Regular Shift

If a Regular Full-Time Employee or Temporary Full-Time Employee is required to work overtime immediately following or immediately preceding the employee's regular shift under Clause 7.4(a)(i) or Clause 7.4(a)(ii) then upon the completion by the employee of two (2) continuous hours of such overtime work, the employee shall be given a paid meal period of one-half ( $\frac{1}{2}$ ) hour which the Employer may permit the employee to begin at any time within the two (2) hour work period; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the two (2) hour work period. Upon the completion by the employee of three and one-half ( $3\frac{1}{2}$ ) continuous hours of overtime work following the completion of the two (2) hour work period by the employee, the employee shall be given another paid meal period of one-half ( $\frac{1}{2}$ ) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half ( $3\frac{1}{2}$ ) hour work period.

- (b) During Callouts and Scheduled Overtime Worked Other Than Immediately Following or Immediately Preceding a Regular Full-Time Employee's or Temporary Full-Time Employee's Regular Shift

A Regular Full-Time Employee or Temporary Full-Time Employee who completes three and one-half ( $3\frac{1}{2}$ ) continuous hours of overtime work at any time other than

immediately following or immediately preceding the employee's regular shift after being called back to work by the Employer under Clause 7.6 or after the commencement of overtime work previously scheduled by the Employer under Clause 7.4(a)(iii) shall be given a paid meal period of one-half ( $\frac{1}{2}$ ) hour which the Employer may permit the employee to begin at any time within the three and one-half ( $3\frac{1}{2}$ ) hour work period; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the three and one-half ( $3\frac{1}{2}$ ) hour work period. Upon the completion by the employee of another three and one-half ( $3\frac{1}{2}$ ) continuous hours of overtime work period by the employee the employee shall be given a second paid meal period of one-half ( $\frac{1}{2}$ ) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half ( $3\frac{1}{2}$ ) hour work period.

- (c) For each meal period given to an employee under Clause 7.8(a) or Clause 7.8(b), the employee shall be paid one-half ( $\frac{1}{2}$ ) hour's pay at double the employee's normal rate of pay.
- (d) Where by reason of an emergency it is not feasible to give a meal period at the designated time under Clause 7.8(a) or Clause 7.8(b), it shall be taken as soon as practicable and in addition the Employer shall be responsible for supplying a reasonable form of nourishment during the course of the work at such time as the employee would have been otherwise entitled to a paid meal period.

#### 7.9 Recruitment Adjustments

Effective 2023 December 11:

Where a classification has been identified by the Employer as being behind market and such class has been difficult to recruit for or to retain employees in, the Employer may increase the rate of pay for the classification. Such adjustments will be reviewed annually.

Upon such annual review, if a classification is found to be above market then the rate for the class will revert to the pay grade or hourly rate in effect prior to the time the temporary increase was applied. Those employees found to be above the range will remain at their current rate until such time as normal increments or general increases match or exceed the employee's current rate, at which time employees shall again become eligible for increments and general increases.

Note: The Employer is not restricted to making adjustments to the entire classification but may make a separate adjustment to any specific position(s) covered by that classification.

#### 7.10 Cost Recovery

Where an employee works overtime and/or is called out to deal with situations where the Employer is able to recover the overtime and/or callout costs from Emergency Management BC, the employee shall be paid for such overtime and callouts and shall not be permitted to receive compensating time off in lieu of being paid for the overtime or callout.

### 7.11 Premium Pay

Effective 2023 December 11:

Employees who are required to work in a homeless camp "clean-up" shall be paid a premium of two dollars (\$2.00) per hour for the actual time engaged in such work. The minimum time to be paid shall be two (2) hours.

## ARTICLE 8 VACATIONS AND GENERAL HOLIDAYS

### 8.1 Vacations

Effective 2023 December 11:

Paid annual vacation for all Regular Full-Time Employees and Temporary Full-Time Employees covered by this Agreement shall be allowed as follows:

- (a) In the first part calendar year of service, vacation will be granted on the basis of one-twelfth ( $\frac{1}{12}^{\text{th}}$ ) of fifteen (15) working days for each month or portion of a month greater than one-half ( $\frac{1}{2}$ ) worked by December 31<sup>st</sup>.
- (b) During the second (2<sup>nd</sup>) up to and including the seventh (7<sup>th</sup>) calendar year of service of the employee - fifteen (15) working days at their regular rate.
- (c) During the eighth (8<sup>th</sup>) up to and including the fifteenth (15<sup>th</sup>) calendar year of service of the employee - twenty (20) working days at their regular rate.
- (d) During the sixteenth (16<sup>th</sup>) up to and including the twenty-third (23<sup>rd</sup>) calendar year of service of the employee - twenty-five (25) working days at their regular rate.
- (e) During the twenty-fourth (24<sup>th</sup>) and all subsequent calendar years of service of the employee - thirty (30) working days.

#### PROVIDED THAT

- (1) "Calendar year" for the purposes of this Agreement shall mean the twelve (12) month period from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.
- (2) At the discretion of the Manager of Human Resources or designate, a new regular full-time employee who has been recruited directly from another local government may be hired 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, advancement through the vacation grid or supplementary vacation.

- (3) In all cases of terminations of service for any reason, adjustment will be made for any overpayment of vacations. Employees who leave the service of the Employer shall receive vacation pay for the calendar year in which termination occurs on the basis of one-twelfth ( $1/12^{\text{th}}$ ) of their vacation entitlement for that year for each month or portion of a month greater than one-half ( $1/2$ ) worked to the date of termination.
- (4) All employees, other than those entitled to an annual percentage of earnings in lieu of vacation, will be paid their annual vacation pay at their respective regular or classified rates of pay.
- (5) Temporary Full-Time Employees that are in an assignment for at least 12 months will receive vacation in accordance to 8.1. Temporary Full-Time Employees that are in assignments of less than 12 months will be paid the equivalent percentage in lieu.
  - (6) As soon as possible following December 31<sup>st</sup> in each year, a vacation pay adjustment will be made in a lump sum to all employees other than those entitled to an annual percentage of earnings in lieu of vacation, where such employees' annual basic earnings exclusive of overtime and any other premium payments not normally taken into account in the computation of annual vacation pay exceeded their regular base rate earnings during the year in question. Such cash payments shall reflect the proportionate difference between the actual annual basic earnings exclusive of overtime and any other premium payments on the one hand, and regular base rate earnings applied to the employees' annual vacation pay for the year in question on the other hand, but shall not be paid in any case where the total amount payable is less than one dollar (\$1.00).
- (7) Annual vacation entitlement for those Regular Part-Time and Auxiliary Employees listed in Schedule "F" with annual vacation benefit entitlements shall be reduced to the same proportion, that their normal weekly hours of work compare with the standard work week of Regular Full-Time Employees in their respective classes. For the purposes of applying the provisions of this Article 8.1(7), the term "standard work week" shall mean the standard work week as defined in Article 6.1 or such other non-standard work week as might be set forth in Schedules "A" and "B".
- (8) Special holidays declared by the Mayor shall be enjoyed by all employees. In the case of special and/or general holidays occurring while an employee is on annual vacation, the employee shall be granted extra days in lieu of such holidays.
- (9) The annual vacation leave of any employee shall be reduced for leave of absence without pay in any calendar year where the total leave of absence without pay in that year exceeds one (1) calendar month. The reduction in annual vacation leave shall be one-twelfth ( $1/12^{\text{th}}$ ) of the annual vacation leave for the first such calendar month and an additional one-twelfth ( $1/12^{\text{th}}$ ) for each such additional month or portion of a month greater than one-half ( $1/2$ ).
- (10) Annual Vacation Deferment:

An employee who is entitled to annual vacation of twenty (20) working days or more in any year:

- (i) shall take at least fifteen (15) working days of such annual vacation during the year in which the employee earns such vacation, and
- (ii) may defer the taking of any part of such annual vacation in excess of fifteen (15) working days.

PROVIDED HOWEVER that the maximum deferred vacation which an employee may accumulate at any one time pursuant to this Clause 8.1(9) shall be thirty (30) working days.

(11) Early Retirement

An employee entitled to twenty-five (25) or more days of annual vacation shall be entitled to defer up to five (5) days per year of such vacation into an Early Retirement Bank. An employee entitled to thirty (30) or more days of annual vacation shall be entitled to defer up to ten (10) days per year of such vacation into an Early Retirement Bank. Such deferred vacation may only be taken immediately prior to retirement. The Employer may, at its sole discretion, permit an employee to use such banked vacation under other circumstances.

- (12) Sick leave shall be granted to replace scheduled paid annual vacation to the extent that sickness or physical disability is concurrent with scheduled paid annual vacations, in the following circumstances ONLY:
- (i) An employee is hospitalized for a period of two (2) days or longer because of sickness or physical disability suffered during scheduled paid annual vacation, OR
  - (ii) An employee is on sick leave immediately prior to scheduled paid annual vacation and continues to be sick or physically disabled at the commencement of scheduled paid annual vacation,

PROVIDED HOWEVER the employee produces appropriate documentation from a physician or surgeon attesting to either of the foregoing. At the discretion of the City Manager (or delegate) other appropriate documentation may be substituted.

8.2 Supplementary Vacation

Each Regular Full-Time Employee shall be entitled to the following paid vacation (supplementary vacation) in addition to the annual vacation to which the employee is entitled under Clause 8.1:

- (a) Each employee upon commencing the eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, thirty-sixth, forty-first or forty-sixth calendar year of service in 1978 or in any subsequent year, shall thereupon become entitled to five (5) working days of supplementary vacation.
- (b) It is understood between the parties that each employee shall become entitled to the supplementary vacation under this Clause 8.2 on the first day of January in the year in which the employee qualifies for such supplementary vacation. An employee shall

retain such supplementary vacation entitlement notwithstanding that such employee's employment is terminated prior to the end of the period to which the entitlement applies. (An explanatory note and table is annexed hereto as Schedule "C" for clarification.)

### 8.3 General Holidays

Effective 2023 December 11:

- (a) All Regular Full-Time Employees including those on probation and Temporary Full-Time Employees shall receive pay for the following General Holidays:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
B.C. Day	

and any other day appointed by Council to be a City holiday.

- (b) All Regular Full-Time Employees including those on probation and Temporary Full-Time Employees not required to work on a General Holiday defined in Clause 8.3(a) shall receive holiday pay equal to one normal day's pay.
- (c) All Regular Full-Time Employees including those on probation and Temporary Full-Time Employees required to work on a General Holiday defined in Clause 8.3(a) shall be paid their normal day's pay for the said holiday plus double their normal rate of pay for the hours worked on the holiday.
- (d) Time worked on a general holiday or on the day off given to the employee in lieu of a General Holiday shall not be treated as overtime except as provided in Clauses 7.4(a) and 7.4(b).
- (e) In the event a General Holiday falls on a Saturday or Sunday, days of rest for Standard Work Week employees or a day deemed to be the Saturday or Sunday for Non-Standard Work Week employees, and where the General Holiday is not proclaimed as being observed on some other day, the General Holiday shall be moved to the first day the employee is scheduled to work following the employee's days of rest.

When a General Holiday is moved to another day:

- (i) Work performed by an employee on the day from which the holiday was moved shall be considered as work performed on a day of rest, and
- (ii) Work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a General Holiday.

ARTICLE 9            EMPLOYEE BENEFITS

9.1 Each Regular Full-Time Employee and Temporary Full-Time Employee shall be required to participate in Group Life as a condition of employment and shall similarly be required to participate in the Medical Services, Extended Health and Dental plans, unless satisfactory proof is provided to the Employer that the employee is already covered under the plan of a spouse or parent.

(a)     Medical Services Plan

Regular Full-Time Employees shall participate in the Plan the first of the month following the commencement of employment and Temporary Full-Time Employees shall participate the first of the month following the completion of three (3) months' continuous service and shall be entitled to Medical and surgical benefits through the Medical Services Plan of B.C., subject to being eligible for coverage under the rules of the Medical Service Plan.

(b)     Extended Health Care Plan

Effective 2023 December 11:

Regular Full-Time Employees shall be eligible to enroll under the Extended Health Benefits Plan the first of the month following the commencement of employment and Temporary Full-Time Employees shall be eligible to enroll the first of the month following the completion of three (3) months' continuous service from the date of hire. The Plan has an annual deductible of one hundred twenty-five (\$125.00), a lifetime maximum of one million dollars (\$1,000,000.00) per person and provides reimbursement for eligible expenses which include, among other benefits, coverage for:

- (1) eye exams to a maximum payable of one hundred and twenty-five dollars (\$125.00) per person in a twenty-four (24) month period;
- (2) vision care to a maximum payable of five hundred dollars (\$500.00) per person in a twenty-four (24) month period (including coverage for laser eye surgery);
- (3) hearing aids to a maximum payable of one thousand dollars (\$1000.00) per adult/one thousand one hundred dollars (\$1,100.00) per child per sixty (60) months;
- (4) diabetic equipment and supplies, orthopedic shoes (maximum payable of four hundred dollars (\$400.00) for adults/two hundred dollars (\$200.00) for children in a calendar year) and ostomy;
- (5) the maximum physiotherapist and registered massage therapist combined coverage shall be one thousand two hundred and fifty dollars (\$1,250.00) per person per calendar year;



- (6) clinical psychologist or Registered Clinical Counsellor (RCC) (maximum payable of one thousand two hundred dollars (\$1,200.00) per person in a calendar year);
- (7) the maximum acupuncture, chiropractic and naturopath combined coverage shall be seven hundred and fifty dollars (\$750.00) per person per calendar year;
- (8) podiatry treatments have a combined maximum limit of three hundred and fifty dollars (\$350.00) per person per calendar year;
- (9) foot orthotics and orthopedic shoes have a combined maximum limit of two hundred dollars (\$200.00) per person per calendar years (*children only*). Foot Orthotics and Orthotic shoes have a combined limit of four hundred dollars (\$400.00) per person per calendar year (*adults only*);

and each provision is subject to the provisions of the Plan.

(c) Dental Plan

- (i) Regular Full-Time Employees shall participate in the Plan the first of the month following commencement of employment and Temporary Full-Time Employees shall participate the first of the month following completion of twelve (12) months' continuous employment and shall be entitled to Dental Plan coverage.
- (ii) A spouse, dependent children to age twenty-one (21), and dependent children over age twenty-one (21) in full time attendance at a recognized school or college shall be covered as employee dependents.
- (iii) Dental services will be covered in accordance with the plan as follows:

Plan "A" - 90% [diagnosis, prevention, surgery, restorations, denture repairs, endodontics and gum treatment]

Plan "B" - 50% [crowns, bridges and partial or complete dentures]

Plan "C" - 50% [orthodontic coverage, fifty percent (50%) to a maximum benefit of four thousand five hundred dollars (\$4,500) per person per lifetime (adults and children) with immediate cover on the effective date and no run-off on termination of the Plan]

(d) Group Life

Regular Full-Time Employees shall participate in the Plan the first of the month following the commencement of employment and Temporary Full-Time Employees shall participate the first of the month following three (3) months' continuous service and shall be entitled to a group life coverage which includes among other benefits coverage in an amount equal to one and one-half (1½) times each employee's basic salary which shall be computed to the next highest one thousand dollars (\$1,000) subject to the

terms and conditions of the group life policy, and which also includes the one thousand dollars (\$1,000) paid up policy for retired employees.

(e) Optional Group Life Insurance

Subject to the provisions of the Plan, eligible employees shall be entitled to purchase optional Group Life Insurance coverage in units of ten thousand dollars (\$10,000) up to a maximum of two hundred and fifty thousand dollars (\$250,000). The employee shall pay one hundred percent (100%) of the premiums for the optional coverage.

(f) Re-Employed Temporary Full-Time Employees

When a previous Temporary Full-Time Employee is re-employed within twelve (12) months as a Temporary Full-Time Employee, the employee shall not have to re-serve the qualifying periods for any of the Medical, Extended Health, Dental, or Group Life Insurance benefits for which the employee had previously qualified. The employee shall be reinstated on the applicable benefits the first of the month following the date of rehire. Any benefits that the Temporary Full-Time Employee had not previously completed the qualifying period for shall be re-served in full.

(g) Premium Costs

Effective 2023 December 11:

(i) Extended Health Care Premium Costs

The premium costs for Extended Health Care benefits shall be shared ninety percent (90%) by the Employer and ten percent (10%) by the employee except for employees who are on unpaid sick leave.

Effective July 1, 2024, the premium costs for Extended Health Care benefits shall be one hundred percent (100%) paid by the Employer except for employees who are on unpaid sick leave.

(ii) Dental Premium Costs

The premium costs for Dental benefits shall be shared seventy-five percent (75%) by the Employer and twenty-five percent (25%) by the employee except for employees who are on unpaid sick.

(h) Benefit Administration

Subject only to the following provision, the Employer has the sole responsibility for all aspects of the administration of the health and welfare benefit plans:

- (1) The Employer shall provide the Union with a minimum of sixty (60) days' notice of any change of carrier providing Group Life coverage.

(i) Same Sex Benefit Coverage

An employee who co-habits with a person of the same sex, and who promotes such person as a "spouse" (partner), and who has done so for a period of not less than twelve (12) months, will be eligible to have the person covered as a spouse for purposes of Medical, Extended Health, and Dental benefits.

9.2 Sick Leave Provisions

- (a) Effective 2023 December 11, all Regular Full-Time and Temporary Full-Time Employees, upon completion of a minimum of ninety (90) days, shall be granted one and one-half (1½) days' sick leave with pay for every month of service, accumulative to the maximum of one hundred and twenty (120) working days for the employee's future benefits.

Employees listed in (a) above, will be advanced up to five (5) days at the beginning of each year. These advanced days will form part of the accumulation in (a) above.

(b) Sick Leave Defined

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or physically disabled or serious illness of a spouse.

Where no one other than the employee can provide for the needs of the employee's child or parent during an illness, an employee, upon approval of the employee's immediate Supervisor, may be granted up to two (2) accumulated sick leave days per year for this purpose. In order to comply with the requirements regarding eligibility for EIC Rebates, only those employees who have more than twelve (12) days' sick leave credits are entitled to use sick leave for family illness as outlined herein.

(c) Sick Leave During Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off due to lack of work, the employee shall not receive sick leave credit for the period of such absence, but shall retain the cumulative credit.

(d) Sick Leave Records

A record of all unused sick leave will be kept by the Employer. After the close of each calendar year, each employee shall be advised of the amount of their accrued sick leave credits.

9.3 Sick Leave Reimbursement

An employee who has received sick leave benefits for injuries caused by a third party shall be obliged, in the event such employee undertakes an action for recovery of damages against the third party, to seek recovery of the total cost of wages and benefits paid to the employee while on sick leave. The employee shall be obliged to reimburse the Employer to the extent the employee succeeded in recovering such wages and benefits, including interest on wages lost. This provision includes claims made to ICBC.

In making a claim to the Court, the employee or their representative shall request the presiding judge, or judge and jury, to specify the amount of any award which is attributable to the recovery of the cost of wages, benefits and interest. In the case of an out-of-Court settlement a separate amount attributable to the recovery of the cost of wages, benefits and interest will also be specified.

#### 9.4 Workers' Compensation Board Income Continuance Plan

An employee whose claim for WCB temporary disability benefits is accepted by the WCB, shall assign the employee's WCB cheque to the Employer and the Employer shall pay the employee's approximate net salary. If the WCB disallows an employee's claim, or during a period of WCB delay prior to accepting the claim, the Employer will advance full regular salary to the employee until the employee's sick leave, vacation and overtime credits are exhausted. Where WCB subsequently accepts an employee's claim, the employee's pay shall be recalculated retroactive for the period of the claim.

#### 9.5 Municipal Pension Plan

- (a) It is agreed that the Employer shall participate in the Municipal Pension Plan, and that all employees engaged by the Employer after January 1<sup>st</sup>, 1967 shall be subject to the requirements of the Rules made under the authority of the Public Sector Pension Plans Act.
- (b) Where, due to a layoff, a full-time employee has had their hours of work reduced and their employment status changed, the employee shall continue to contribute to the Municipal Pension Plan. Contributions made by the Employer and the employee shall be made on the basis of the new hours worked, and are subject to the requirements of the Rules made under the authority of the Rules of the Municipal Pension Plan.

#### 9.6 Benefits for Temporary Full-Time Employees

All Temporary Full-Time Employees shall be provided with benefits on the same basis as they are provided to Regular Full-Time Employees, except that the waiting periods for the Medical Services, Extended Health, Dental and Group Life Plans shall be as specified in Article 9.1 and coverage under the Municipal Pension Plan shall be after the employee has been employed continuously for twelve (12) months.

### ARTICLE 10 ABSENCE FROM DUTY OF UNION OFFICIALS

- (a) All applications for leave of absence whether with or without pay shall be granted only to those official Union representatives whose absence in any specific case does not interfere with the operation of the Employer. Requests for such leave of absence shall nevertheless be given precedence over any other applications for leave on the same day.
- (b) With respect to any leave of absence granted without pay, the Employer shall continue to pay each representative's regular wage or salary and shall render an account to the Union for the representative's regular wage or salary plus the costs of benefits paid by the Employer while

representatives are on leave of absence. The costs of benefits shall include vacation, general holidays, sick leave, workers' compensation, Canada Pension Plan, Unemployment Insurance, Group Life Insurance, Medical Services Plan, Extended Health, Dental, and Municipal Pension Plan. The Union shall then reimburse the Employer to the amount of the account rendered within sixty (60) days.

- (c) Upon application to, and upon receiving the permission of the Director of Human Resources in each specific case, official representatives of the Union may be granted time off for the purpose of collective bargaining with the Employer or for the purpose of settling a grievance as outlined in Article 14 of this Agreement. Not more than three (3) such official representatives shall be granted leave of absence without loss of pay for the time so spent. Further official representatives may be granted leave of absence without pay.
- (d) Upon application to, and upon receiving the permission of the Director of Human Resources in each specific case, official representatives of the Union shall be granted leave of absence without pay for the purpose of attending the national and British Columbia divisional conventions of the Canadian Union of Public Employees, the annual convention of the British Columbia Federation of Labour and the biennial convention of the Canadian Labour Congress.
- (e) Upon application to, and upon receiving the permission of the Director of Human Resources in each specific case, official representatives of the Union may be granted leave of absence without pay for the purpose of transacting other business in connection with matters affecting members of the bargaining unit or in connection with other matters affecting the Canadian Union of Public Employees.
- (f) The Employer agrees that any full-time officer of the Union who is on leave of absence for the purpose of performing duties as an officer of the Union shall not lose seniority in the service of the Employer and shall continue to accumulate seniority while performing such duties. Upon retirement from the duties as an officer of the Union, such former Union officer shall be entitled to return to a position within the class of positions to which the employee's former position was allocated and for which the employee is qualified if any position within such class is held by an employee with less seniority. If all of the positions within such class are held by employees with more seniority or have been abolished, such former Union officer shall be entitled to return to any other vacant position for which the employee is qualified.
- (g) The Employer agrees that any employee who might be elected or appointed to a full-time position with the Canadian Union of Public Employees, the Vancouver Labour Council, the British Columbia Federation of Labour or the Canadian Labour Congress, shall be granted leave of absence without pay and shall not lose seniority in the service of the Employer while on such leave of absence. Upon termination of such period of office, such an employee may return to the first vacant position for which the employee is qualified in the service of the Employer.
- (h) The Union shall provide the Employer with a list of its elected officers, job stewards and any other official representatives. This list shall be kept current by the Union at all times.

## ARTICLE 11        BEREAVEMENT LEAVE

Effective 2023 December 11:

- (a) An employee shall be granted leave of absence for a maximum of three (3) days without loss of salary or wages, in the case of the death of a Step-parent, Step-child, Parent-in-law, Sibling-in-law, Grandparent-in-law, Grandparent, or Grandchild. The employee shall notify the Employer as soon as possible of the death.

An employee shall be granted leave of absence for a maximum of five (5) days without loss of salary or wages in the case of the death of a Parent, Spouse (including common-law spouse and same-sex partner), Sibling or Child. The employee shall notify the Employer as soon as possible of the death.

- (b) Travelling Time

Where the burial occurs outside the Province, such leave may include travelling time to a maximum of three (3) working days' leave of absence without pay.

- (c) Pall-Bearer's Leave

One (1)day leave may be granted without loss of salary or wages to attend a funeral as a pall-bearer.

- (d) An employee who qualifies for compassionate leave without loss of pay under paragraph (a) herein shall be granted such leave when on annual vacation. An employee who is absent on sick leave or for any other reason, with or without pay, shall not be entitled to the compassionate leave provision.

## ARTICLE 12        GENERAL LEAVE

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer.

## ARTICLE 13        OTHER LEAVE

### 13.1 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority to an employee who serves as juror or witness in any Court. The Employer shall pay such an employee the difference between the employee's normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount of pay received.

## 13.2 Maternity and Parental Leave

### (a) Length of Leave

#### Birth Parent

A pregnant employee shall be entitled to up to seventeen (17) consecutive weeks of maternity leave and up to sixty-one (61) consecutive weeks of parental leave, all without pay. The parental leave must immediately follow the maternity leave.

In the event the birth parent dies or is totally disabled, an employee who is the parent of the child shall be entitled to both maternity and parental leave without pay.

#### Non-Birth Parent and Adoptive Parent

An employee who is the non-birth parent or the adoptive parent shall be entitled to up to sixty-one (61) consecutive weeks of parental leave without pay. The employee shall take the leave within seventy-eight (78) weeks of the child's birth or date the child comes within the care and custody of the employee.

#### Extensions - Special Circumstances

An employee shall be entitled to extend the maternity leave by up to an additional six (6) consecutive weeks' leave without pay where a physician certifies the employee as unable to return to work for medical reasons related to the birth.

An employee shall be entitled to extend the parental leave by up to an additional five (5) consecutive weeks' leave without pay where the child is at least six (6) months of age before coming into the employee's care and custody and the child is certified as suffering from a physical, psychological or emotional condition.

Provided however, that in no case shall the combined maternity and parental leave exceed seventy-eight (78) consecutive weeks following the commencement of the leave.

### (b) Notice Requirements and Commencement of Leave

- (1) An employee who requests parental leave for the adoption or caring of a child shall be required to provide proof of adoption or birth of the child.
- (2) An employee shall provide written notice, at least four (4) weeks in advance, of the intended commencement date of the maternity and/or parental leave. (In the case of adoption of a child, the employee shall provide as much notice as possible.)

- (3) An employee on maternity leave or parental leave shall provide four (4) weeks' notice prior to the date the employee intends to return to work.
- (4) An employee who wishes to return to work within six (6) weeks following the actual date of the birth may be required to provide a certificate from a medical practitioner stating the employee is able to return to work.
- (5) Where a pregnant employee gives birth before requesting maternity leave or before commencing maternity leave, their maternity leave will be deemed to have started on the date they gave birth.

(c) Return to Work

On resuming employment an employee shall be reinstated in their previous or a comparable position and for the purposes of pay increments and benefits, referenced in (e) herein, and vacation entitlement (but not for public holidays or sick leave) maternity and parental leave shall be counted as service. Vacation pay shall be prorated in accordance with the duration of the leave and an employee may elect not to take that portion of vacation which is unpaid.

(d) Sick Leave

- (1) An employee on maternity leave or parental leave shall not be entitled to sick leave during the period of leave.
- (2) Subject to paragraph (d)(1), an employee on maternity leave or parental leave who has notified the Department Head of their intention to return to work pursuant to paragraph (b)(4) and who subsequently suffers any illness or disability which prevents them from returning to work as scheduled, whether or not such illness or disability is related to pregnancy, shall be entitled to sick leave benefits commencing on the first day on which the employee would otherwise have returned to work.

(e) Benefits

- (1) MSP, Dental, EHB, and Life Insurance benefits shall continue uninterrupted during the period of time the employee is on maternity and/or parental leave provided that the employee makes arrangements prior to commencing the leave to pay the employee's share of the benefit premiums for that period where the premiums are cost-shared. Where an employee makes arrangements to continue benefits coverage all benefits named in this paragraph shall continue.
- (2) Pension contributions will cease during the period of the leave. Any purchase of pension for the leave period must be done in accordance with the Rules of the Municipal Pension Plan.



(f) Supplementary Employment Insurance Benefits

- (1) Birth parents who are entitled to maternity leave and who have applied for and are in receipt of Employment Insurance benefits are eligible to receive SEIB Plan payments.
- (2) Subject to the approval of the Employment Insurance Commission, non-birth parent who, due to the death or total disability of the birth parent, have applied for and are in receipt of Employment Insurance maternity benefits are eligible to receive SEIB Plan payments.
- (3) The SEIB Plan is intended to supplement the Employment Insurance benefits received by employees while they are temporarily unable to work as a result of giving birth.
- (4) The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and ninety-five percent (95%) of their gross weekly earnings and is paid as follows:
  - (a) for the first six (6) weeks, which includes the Employment Insurance waiting period; and
  - (b) up to an additional eleven (11) weeks will be payable if an employee continues to receive Employment Insurance benefits and is unable to work due to a valid health reason related to the birth and provides the Employer with satisfactory medical evidence.
- (5) The Plan meets the requirements of Section 38 of the Employment Insurance Regulations, specifically that, when combined with an employee's weekly Employment Insurance benefit, the payment will not exceed the claimant's normal weekly earnings from employment and an employee's accumulated leave credits will not be reduced.
- (6) Income tax rules or regulations may require a payback of Employment Insurance earnings, depending upon the tax rules in effect at the time an employee is receiving benefits. Under the SEIB Plan, the Employer does not guarantee any specific level of earnings but rather are liable only for the payment of the benefit as described above. The Employer, under no circumstance, will be responsible for any paybacks arising from changes to or the application of the tax regulations.

ARTICLE 14 GRIEVANCE PROCEDURE

- (a) A grievance shall consist of any difference concerning the interpretation, application or operation of the Collective Agreement, or any difference arising from the suspension or dismissal of any employee, including any question or difference as to whether any matter is arbitrable, or any difference concerning any alleged violation of this Agreement.

(b) A grievance shall be finally and conclusively settled without stoppage of work in accordance with the grievance procedure.

(c) A grievance shall be submitted in writing and contain an explanation of the difference(s) and state the corrective action(s) requested. The decision of the Employer shall be in writing and include an explanation of the decision.

(d) Step One (1)

A grievance shall be signed by a Union representative and may be signed by an employee, and such grievance shall be submitted to the Department Head or Deputy within ten (10) days of the initial circumstance(s) giving rise to the grievance.

(e) Step Two (2)

Where the decision given to the grievance at Step One (1) is not accepted, the grievance shall be submitted in writing to the City Manager of the Employer within ten (10) days after receipt of such decision, and the City Manager (or nominee) shall arrange for a meeting with up to two (2) representatives of the Union within ten (10) days from receipt of such grievance at Step Two (2). By mutual agreement between the said party representatives, additional persons may be invited to attend the meeting for the purpose of providing information.

(f) Step Three (3)

Where the decision given to the grievance by the City Manager (or nominee) at the Step Two (2) is not accepted, it may be submitted by the Union to a Board of Arbitration. A decision to submit a grievance to a Board of Arbitration shall be conveyed in writing to the City Manager within ten (10) days of the decision given at Step Two (2).

(g) Arbitration

The Arbitration Board will be composed of a single arbitrator to be chosen by the parties. In the event that the parties fail to agree on the arbitrator, either party may request the Director of the Collective Agreement Arbitration Bureau to appoint an arbitrator. The decision of the arbitrator shall be final and binding on both parties. Each party shall pay half the expenses of the arbitrator.

(h) The time limits stipulated in this procedure may be extended by mutual agreement of the parties.

(i) In determining the time within which any action is to be taken as prescribed in this procedure, Saturdays, Sundays and General Holidays shall be excluded.

(j) Where it appears that the nature of an employee grievance is such that a decision cannot be given at Step One (1), the step may be eliminated by mutual agreement of the parties.

ARTICLE 15 MISCELLANEOUS15.1 Car Allowance

- (a) When, in its sole discretion, the Employer deems transportation is necessary, the Employer will provide either means of transportation exclusively at the cost of the Employer, or pay a car allowance to authorized employees in accordance with the City of Coquitlam's current policy.
- (b) Employees who as a condition of employment are required to provide a vehicle for city business regularly every day and who drive in excess of an average of eight hundred (800) kilometres per month, may elect to have the Employer supply them with a City vehicle, subject to the following conditions:
  - (1) that an Agreement is entered with the Employer that the City vehicle is to be used only on City business for a minimum period of two (2) years, subject however to the termination of the Agreement if the employee retires or transfers to another position within the City of Coquitlam and the employee no longer requires the use of a vehicle on the same basis as when the Agreement was entered into;
  - (2) employees who wish to elect use of a City vehicle shall request such use at least eight (8) weeks prior to the City going out to tender for vehicle requirements;
  - (3) in computing the limitation of eight hundred (800) kilometres per month, temporary or intermittent periods of driving less than eight hundred (800) kilometres per month shall be ignored (e.g. vacations, sickness, temporary change of work routine);
  - (4) employees who elect for the use of a City vehicle and who subsequently, as a result of a change in work routine, drive less than the eight hundred (800) kilometres per month limitation, shall be allowed to continue for a period of one year as long as such employees otherwise continue to qualify under this paragraph (b);
  - (5) in the event of a difference as to the interpretation of this regulation, the City Manager shall make the decision relating thereto and shall take into account representations from the employee concerned and Union representatives. The decision of the City Manager shall be subject to Article 14, Grievance Procedure, of this Agreement.
- (c) An employee who is assigned by the Employer to be on the Public Works Responder List and who is required, as the result of this assignment, to take home an Employer vehicle from time to time, will be paid fifty dollars (\$50) for each full calendar year the employee is assigned to the Public Works Responder list. Employees who are assigned to the Public Works Responder list for less than a full calendar year will receive a prorated share of the fifty dollars (\$50) which will be based on the number of months of the calendar year the employee was assigned to the Public Works Responder list. Payments under this Article will be made early in the following calendar year.

## 15.2 Safety

- (a) The Employer shall maintain a Joint Health and Safety Committee consisting of not more than twelve (12) members in pursuance of regulations made pursuant to the provision of "The Workers' Compensation Act".
- (b) Such Joint Health and Safety Committee shall so far as practicable consist of an equal number of representatives of the Employer and employees. Employees' representatives shall be appointed by the Union.
- (c) Employees' representatives shall be Regular Full-Time Employees of the Employer, with at least one (1) year's 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.

## 15.3 Military Services

An employee serving in Her Majesty's forces in time of war or national emergency, if subject to the "Reinstatement Act of Canada", shall retain seniority and privileges as would normally accrue while on such absence.

## 15.4 Clothing

- (a) All Outside employees shall be supplied with work gloves of a suitable nature for the job and that upon returning worn out work gloves, they shall be replaced.
- (b) Hip Waders shall be supplied by the Employer in emergency conditions, such as floods, etc.
- (c) Overalls for Regular Full-Time Employees and Temporary Full-Time Employees assigned to the garage, carpentry and sign shop, underground operations, blacktop crew, Sign Maintainer class while painting, and Labourer class while operating weed eaters shall be supplied and laundered at the Employer's cost. These employees shall be required to provide the Purchasing Agent with a completed form certifying that the overalls will be returned to the designated issuing person upon termination of employment, completion of specific work assignment, or no longer entitled herein, as the case may be, and agree to reimburse the Employer the cost of the overalls by payroll deduction should the overalls not be returned as required.

(d) Safety Work Boot Allowance

Effective 2023 December 11:

- (1) Except as provided in paragraph (2) below, Regular Full-Time Employees who are required to wear safety work boots in accordance with WorkSafeBC regulations shall be paid an allowance of one hundred and fifty dollars (\$150.00) on May 1<sup>st</sup> of each year.
- (2) Regular Full-Time Outside Employees who are assigned to the paving crew on a year-round basis shall be reimbursed up to three hundred dollars (\$300.00) on May 1<sup>st</sup> of each year upon presentation of receipts.

15.5 Retirement(a) Early Retirement

Pursuant to the Rules made under the authority of the Public Sector Pension Plans Act, any employee may voluntarily retire from service and be granted a pension after:

- (i) completing ten (10) years of pensionable service, regardless of age; or
- (ii) reaching an age not greater than five (5) years before maximum retirement age, regardless of length of service.

(b) Severance Pay Upon Retirement

Upon retirement, an employee shall be paid, as severance pay, one (1) day of pay for each year of service or one (1) month of salary, whichever is the greater.

(c) Vacation in Year of Retirement

Any Regular Full-Time Employee:

- (i) who has reached earliest retirement age as defined in the Rules made under the authority of the Municipal Pension Plan and has completed at least ten (10) years of pensionable service in accordance with and as defined in the said Act; or
- (ii) whose age and years of service with the Employer total eighty (80) years or more,

shall be entitled to receive full annual vacation on termination of employment for any reason. All other employees who leave the service shall be entitled to vacation in accordance with the appropriate Clauses in this Agreement.

15.6 Crossing of Picket Lines

It is agreed between the parties to this Agreement that no employee will be required to enter any building, property or properties where a legal picket line is in evidence.

15.7 Notification to Union

The Employer agrees to notify the Union, in writing, when an employee covered by this Agreement is hired, promoted, demoted, transferred, laid-off, recalled, resigns, is given a written warning, is suspended, or is terminated.

15.8 Changes Affecting the Agreement

The Employer agrees that any reports or recommendations made to Council dealing with matters covered by this Agreement including recommendations for changes in method of operation that may affect wage rates, work loads or reduction of employment will be communicated to the Union at such interval before they are dealt with by Council as to afford the Union reasonable opportunity to consider them and make representations to Council concerning them and further that if employees are deprived of employment by any implementation of such change, they shall receive priority consideration for other employment with the Employer.

15.9 Technological Change

Section 1:

During the term of this Agreement any disputes arising in relation to adjustment to technological change shall be discussed between the bargaining representatives of the two (2) parties to this Collective Agreement.

Where the Employer introduces, or intends to introduce, a technological change, that:

- (a) affects the terms and conditions, or security of employment of a significant number of employees to whom this Collective Agreement applies; and
- (b) alters significantly the basis upon which the Collective Agreement was negotiated, either party may, if the dispute cannot be settled in direct negotiations, refer the matter directly to an arbitration board pursuant to Article 14 of this Collective Agreement, by-passing all other steps in the grievance procedure.

Section 2:

The arbitration board shall decide whether or not the Employer has introduced, or intends to introduce a technological change, and upon deciding that the Employer has or intends to introduce a technological change the arbitration board:

- (a) shall inform the Minister of Labour of its finding; and

- (b) may then or later make any one or more of the following orders:
  - (i) that the change be made in accordance with the terms of the Collective Agreement unless the change alters significantly the basis upon which the Collective Agreement was negotiated;
  - (ii) that the Employer will not proceed with the technological change for such period, not exceeding ninety (90) days, as the arbitration board considers appropriate;
  - (iii) that the Employer reinstate any employee displaced by reason of the technological change;
  - (iv) that the Employer pay to that employee such compensation in respect of the displacement as the arbitration board considers reasonable.

### Section 3:

The Employer will give to the Union in writing at least ninety (90) days' notice of any intended technological change that:

- (a) Affects the terms and conditions or security of employment of a significant number of employees to whom this Collective Agreement applies, and
- (b) Alters significantly the basis upon which this Collective Agreement was negotiated.

#### 15.10 Labour Management Consultation Committee

- (a) A Labour Management Consultation Committee shall be established with the following principal objectives:
  - (1) To develop and maintain a continuous effective channel of labour management communication.
  - (2) To encourage employee and Union suggestions.
  - (3) To provide a means whereby the City can keep the Union and employees informed of proposed organizational changes.
  - (4) To consider and make recommendations to resolve the effects of any proposed changes on individual employees.
  - (5) To discuss the interpretation or application of any Article contained in the Collective Agreement.
- (b) The Committee shall be comprised of not more than six (6) members, three (3) to be appointed by the City and three (3) to be appointed by the Union.

- (c) The Committee shall meet when any member has items to discuss (no more frequently than once a month) at a mutually agreeable time and place.
- (d) It is expressly understood that consultation is an information or advisory function only and shall not in any way alter, amend, add to or modify the terms of this Agreement. The Committee shall not discuss any matter related to a specific grievance. The Committee does not have the power to bind either the City or the Union to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the City with respect to its discussions and conclusions.

#### 15.11 Personnel Records

- (a) A copy of any written material concerning any disciplinary action (including reprimands) affecting an employee shall be given to the employee as soon as possible after it is recorded in the employee's personnel file.
- (b) The Employer agrees not to introduce as evidence in any hearing arising from a disciplinary grievance any document from the file of an employee the existence of which the employee was not aware of at the time of filing.

#### 15.12 Union Representation

All employees have the right to speak with a Union representative prior to, and have a union representative present at, any meeting where discipline is issued or is reasonably foreseeable. Employees shall be advised in advance of the meeting of their right to speak with a Union representative. If the employee does not choose to have a Union representative present, this shall not constitute a basis for challenging any discipline imposed.

#### 15.13 Respectful Workplace

Effective 2023 December 11:

The Employer and the Union agree that all forms of bullying, harassment, and/or discrimination are unacceptable and will not be tolerated. A workplace free of bullying, harassment, and/or discrimination is supported by Employer policies which all employees will be made aware of and provided education on.

### ARTICLE 16 FIRST-AID PREMIUMS FOR DESIGNATED HOLDERS OF OCCUPATIONAL HEALTH AND SAFETY FIRST-AID CERTIFICATES

Employees who are required by the Employer to perform first aid duties in addition to their normal duties and who hold a valid Workers' Compensation Board Occupational Health and Safety First Aid Certificate shall be paid a premium in accordance with the certificate required by the Employer as follows:

Regular Part-Time &



	<u>Full-Time Employees</u>	<u>Auxiliary Employees</u>
OFA Level II	\$125 per month	80¢ per hour
OFA Level III	\$145 per month	95¢ per hour

The Employer will pay course fees for the OFA Level II and/or III course for employees who are required to have such certification.

ARTICLE 17      JOB EVALUATION AGREEMENT

The classification, evaluation, reclassification and revaluation of positions covered by this Collective Agreement shall be determined in accordance with the procedure set forth in the current Classification and Evaluation Agreement made between the Employer and the Union et al.


ARTICLE 18      SCHEDULES

The Schedules marked by the letters "A" to "K" are attached hereto and form a part of this Agreement.

IN WITNESS WHEREOF, the Employer has caused these presents to be sealed with its Corporate Seal, and signed by its proper officials on its behalf; and the Union has caused these presents to be executed under the hands of its proper officers, duly authorized in that behalf.


Signed on behalf of the CITY OF COQUITLAM:

Signed on behalf of the CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386:

"Richard Stewart" 


---

MAYOR

"Vim Sharma" 


---

PRESIDENT

"Kerri Wells" 

---

CORPORATE OFFICER

"Jason Friesen" 

---

VICE PRESIDENT

2023 October 4

---

Date

2023 October 4

---

Date

SCHEDULE "A"INSIDE POSITIONS

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
	Accounting Analyst	22
	Accounting and Budget Clerk	20
	Accounting Clerk I	15
	Accounting Clerk II	17
	Accounting Clerk III	21
	Accounting Clerk – Taxes	17
	Accounting Clerk – Utilities	17
	Accounts Clerk	15
J	Administrative Assistant – RCMP	17
	Administrative Coordinator	22
	Administrative Coordinator – Fire	22
J	Administrative Services Supervisor	19
J	Animal Care Supervisor	18
J	Animal Shelter Attendant	15
B,D	Aquatic and Arena Complex Supervisor	24
B,D	Aquatic Centre Supervisor	21
Q,D,M	Aquatic Maintenance Supervisor	20
D	Aquatic Leader	◆
BD	Aquatic Program Supervisor	18
	Archival Assistant – Clerk's Department	17
J	Archives and Records Officer	21
J	Archivist	25
B,D,E,I	Arena and Building Service Worker	14.5
B,D,E	Arena Maintenance Supervisor	20
B,D,E,I	Arena Maintenance Worker	17
J,L	Arts and Culture Program Coordinator	20
J	Assistant Project Coordinator – Parks	22
J	Auxiliary Program Coordinator	22
B,D	Block Watch Coordinator	18
	Booking Clerk	14
	Building Automation and Energy Technician	24
	Building Official (Steps 3-5)	26
	Building Official 2	27
	Building Official – Minor Structures	23
B,D	Building Maintenance Supervisor	18
B,D	Building Maintenance Worker	14.5
B,D,E	Building Service Worker	13
B,D,E	Building Services Attendant	11
B,D,E	Building Services Supervisor	19
	Building Technician	24

## SCHEDULE "A" (cont'd)

Page 2

Notes	Class Title	Pay Grade
J	Business Analyst	28
J	Business Analyst – Fire Rescue	28
J	Business Development Coordinator	23
	Business Services Liaison	23
	Business Systems Analyst	28
	Buyer 1	20
N	By-Law Inspector I	18
N	By-Law Inspector II	21
N	Bylaw Inspector 3	23
N	By-Law, Licensing and Animal Control Supervisor	26
	Capital Asset Analyst	25
	Capital Project Cost Analyst	25
D	Cashier Attendant	◆
	Cashier-Clerk	16
D,J	Cemetery Supervisor	23
A	Clerk I	11
	Clerk II	13
	Clerk III	17
	Clerk IV	19
	Clerk – Fire Prevention	17
J	Clerk – Leisure and Parks Services	15
	Clerk – Permits and Licenses	15
	Clerk – RCMP	12
J	Clerk – Seniors' Centre	15
A	Clerk-Typist I	10
	Clerk-Typist II	13
G	Clerk-Typist III	15
	Clerk-Typist – Engineering Records	13
G	Clerk-Typist – Operations	13
	Clerk-Typist – Parks and Recreation	13
	Clerk-Typist – Service Centre	15
J	Committee Clerk	19
	Communications Coordinator I	21
	Communications Coordinator II	25
H	Communications Operator 1	15
H	Communications Operator 2	19
H	Communications Operator 3	21
J	Communications Specialist	23
G,J	Community Policing Assistant	15
J	Community Policing Services Coordinator	20
J,L	Community Services Coordinator	21
	Computer Programmer I	17
D	Concession Worker I	◆

## SCHEDULE "A" (cont'd)

Page 3

Notes	Class Title	Pay Grade
D	Concession Worker II	◆
	Construction Site Officer	23
	Contract Administrator – Engineering	27
J,L	Coordinator – Plans and Policies	26
G	C.P.I.C. Operator Clerk	15
	Corporate Partners Program Coordinator	22
B, D	Crime Analyst	26
	Crime Analyst Assistant	19
J	Crisis Intervention Worker	18
J	Cultural & Community Events Supervisor	23
B,I	Custodial Guard (Steps 3-5)	14
	Customer Service Supervisor	21
J	Customer Services Supervisor – Administrative	20
	Data Administrator	30
	Development Servicing Clerk	16
	Development Servicing Supervisor	27
	Development Technologist I	23
	Development Technologist II	25
J	Digital and Communications Systems Technician	21
	Digital Communications Coordinator	23
J	Digital Extraction Technician	20
N	Dog License Canvasser	11
	Drafting Technician	21
	Economic Development Clerk	17
J	Elections Assistant	20
J	Electronic File Processor	15
J	Emergency Program Assistant	18
J	Emergency Program Coordinator – RCMP	20
	Energy Specialist	22
J	Engagement Data Analyst	23
	Engineer Trainee	23
J	Engineering Assistant	17
D	Engineering Inspector I	19
D	Engineering Inspector II	22
D	Engineering Inspector III	23
	Engineering Records Assistant	15
	Engineering Technician	23
B	Engineering Technologist 1	25
	Engineering Technologist 2	27
	Engineering Technologist 3	29
J	Environmental Programs Specialist	25
J	Environmental Protection Officer	25

## SCHEDULE "A" (cont'd)

Page 4

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
J	Environmental Services and Worksite Bylaw Officer 1	23
J	Environmental Services and Worksite Bylaw Officer 2	25
	Environmental Services Coordinator	30
	Environmental Services Project Specialist	28
J	Environmental Stewardship Programs Leader	16
J	Environmental Stewardship Volunteer Coordinator	14
	Exhibit Custodian	17
	Facilities Asset Coordinator	24
	Facilities Asset Management Planner	26
B,K	Facilities Management Coordinator	26
N	Facility Security Coordinator	18
	Filming Coordinator	22
	Financial Analyst	24
	Financial Planning Lead	27
	Financial Reporting Lead	27
J	FireSmart Coordinator	20
B,D	Fleet Services Coordinator	17
J	Food Services Coordinator	16
D	Food Services Worker I	◆
B,D	Food Services Worker II	14
J	Forensic Video Technician	21
	Forest Management Technician	23
	Freedom of Information Assistant	18
	Front Counter Supervisor	23
J	General Office Supervisor – RCMP	22
	GIS Specialist	24
	Graphics Technician	19
	Housing Planner	32
	Human Resources Assistant	19
B,D	HVAC Operations Worker	16
J	Inclusion Support Leader	14
	Information Clerk	14
	Inventory Supply Clerk – Garage	16
	Land Development Analyst	23
	Land Development Planner	30
B,D	Landscape Coordinator	26
D	Lead Building Service Worker	14
	Legal Assistant	19
J	Legislative Services Clerk	20

## SCHEDULE "A" (cont'd)

Page 5

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
J	Legislative Services Coordinator	21
J,L	Leisure Services Research Analyst	23
	Maintenance Management Systems Operator	20
	Maintenance Technician – Parks	18
	Major Project Planner	32
	Mapping Technician 1	19
	Mapping Technician 2	21
	Mapping Technologist	25
B,K	Mechanical Asset Coordinator	28
	Municipal Land Surveyor	29
J	Natural Areas Supervisor	28
	Network Infrastructure Analyst	28
	Network Security Analyst	26
	Office Supervisor	19
F, D	Outdoor Sports Operations Supervisor	26
J	Paralegal	21
N	Parking Patrol Officer	16
J	Parks Designer	27
B,D	Parks Infrastructure Asset Coordinator	26
B,	Parks Operations Control Supervisor	23
B,K	Parks Operations Control Technician	21
J	Parks Partner Program Supervisor	23
J	Parks Planner	28
J	Parks Planner II	30
J	Parks Resource Technician	23
	Payroll Assistant	14
	Payroll Coordinator	21
	Payroll Clerk	17
	Payroll Clerk 2	20
J	Performance Management Analyst	23
	Personnel Assistant 2	14
	Planner I	28
	Planner II	30
	Planner III	33
	Planner-Analyst	26
	Planning Assistant I	17
	Planning Assistant II	20
	Planning Data Analyst	23
	Planning Technician I	22
	Planning Technician II	23

SCHEDULE "A" (cont'd)

Page 6

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
	Planning Technician III	25
	Plans Reviewer 1	21
	Plans Reviewer 2	23
	Plumbing and Gas Inspector	(Steps 3-5) 26
	Plumbing Official	(Steps 3-5) 26
	Plumbing Official 2	27
	Plumbing Official – Minor Structures	23
	Police Clerk	15
	Police File Reviewer	15
J	Police Training Program Coordinator	20
B,E	Pool and Building Service Worker	13.5
E,M	Pool Maintenance Worker	17
J	Preventative Maintenance Coordinator	24
	Procurement Specialist	25
J	Program Assistant	◆
D	Program Attendant	◆
B,D,L	Program Leader	11
	Programmer Analyst	24
J	Project Administration Coordinator	25
	Project Coordinator – Parks	24
	Project Deliver Lead 1	26
J	Project Deliver Lead 2	28
	Property Use Inspector	23
J	Property Valuator – Negotiator	27
B,K	Public Works Applications Analyst	25
J	Public Works Liaison	23
	Purchasing Clerk	15
	Purchasing Supervisor	25
J	RCMP Facilities Maintenance and Jail Coordinator	24
F	Reader – RCMP	20
J	Records Liaison	20
J	Records Management System Coordinator	24
F	Records Management Services Coordinator – RCMP	24
F	Records Reviewer – RCMP	15
D, K, L	Recreation Complex Supervisor	24
J, D	Recreation Facilities Coordinator	21
D	Recreation Facility Attendant	12
J, D	Recreation Facility Supervisor	24
J, D	Recreation Leader	16
D	Recreation Leader Fitness	16
B,D,F,L	Recreation Program Coordinator	20
	Refuse Container Counter	7
J	Registration Clerk/Receptionist	12

## SCHEDULE "A" (cont'd)

Page 7

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
	Reproduction Equipment Operator	16
	Research Assistant – Parks, Recreation and Culture	17
	Revenue Services Supervisor	22
D	SCADA and Automation Technologist	25
	Secretary I	15
	Secretary II	17
J	Secretary – G.I.S.	15
J	Security Clearance Specialist	19
	Security Officer	13
B,D	Senior Aquatic Leader	14
J	Senior Contract Administrator, Engineering	28
C	Senior Engineering Inspector	24
	Senior Financial Analyst	25
	Senior Network Analyst	28
T	Senior Plans Reviewer	25
	Senior Subdivision and Development Technologist	25
J	Seniors Centre Assistant	13
	Social Planner	30
J	Solid Waste Programs Specialist	25
J	Special Events Assistant	15
J	Special Events Coordinator I	19
J	Special Events Coordinator II	20
B	Storekeeper	17
B	Storekeeper I	15
B	Stores Supervisor	23
J	Strategic Analyst	30
	Subdivision Coordinator	28
	Supervisor – Building Officials	29
B,D	Supervisor – Crime Analysis	28
	Supervisor – Drafting	23
	Supervisor – Mapping and Drafting	28
	Supervisor – Plans Examination	27
	Supervisor – Plumbing Officials	29
D	Supervisor – Skate Shop	◆
	Supervisor – Survey Operation	25
	Supervisor – Traffic and Transportation	30
K	Supervisory Control and Data Automation Technologist (SCADA)	13
	Support Analyst	23
	Support Clerk	15
	Support Desk Clerk	16
	Support Desk Supervisor	25
A,C	Survey Assistant 1	12
A,C	Survey Assistant 2	15



## SCHEDULE "A" (cont'd)

Page 8

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
	Survey Technician 1	17
	Survey Technician 2	21
J	Sustainability Programs Specialist	25
	Systems Analyst 1	26
J	Taxation Supervisor	25
J	Technical Assistant	13
J	Technical Services Coordinator	27
J	Technical Support Specialist	25
J	Technical Support Specialist – Wireless	25
	Technical Trainee	21
H	Telecommunications Scheduler	16
F	Telecommunications Supervisor	23
F	Telephone Operator	12
	Telephone Services Coordinator	21
	Trades Inspector	26
	Traffic Assistant	15
	Traffic Signal Technician	23
	Traffic Technician	22
	Traffic Technologist	25
J	Transportation Planning Technician	23
	Transportation Planning Technologist	25
B,D	Turfcare and Irrigation Coordinator	26
	Urban Forestry Services Supervisor	28
	Urban Forestry Services Technician	28
	Urban Forestry Technician	23
J	Urban Wildlife Coordinator	18
B,O	Utility Control Room Operator	15
	User Support Assistant	19
	User Support Assistant – RCMP	19
	User Support Specialist – RCMP	21
J	Victim Services Unit Coordinator	24
J	Victim Support Worker	19
	Visual Communications Supervisor	26
J	Water Conservation/Urban Wildlife By-Law Officer	15
	Water Conservation Coordinator	18
	Web and Graphics Technician	21
	Work Control Clerk	15
B,L	Work Control Technician	23
J	Youth Coordinator – Recreation	21

SCHEDULE "A" (cont'd)

<u>Notes</u>	<u>Class Title</u>	<u>Pay Grade</u>
--------------	--------------------	------------------

◆ Classes which do not have an assigned Pay Grade and are paid hourly rates - see pages 56 and 57.

Pay Grades and/or classes which have been established, reclassified, or revalued after 2003 January 01 are effective from the date of such change.

NOTES:

Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

A. The following classes receive semi-annual increments:

Clerk I Clerk-Typist I	Survey Assistant 1 and 2
---------------------------	--------------------------

B. Employees in the following classes have a forty (40) hour work week:

Aquatic and Arena Complex Supervisor Aquatic Centre Supervisor Aquatic Program Supervisor Arena and Building Service Worker Arena Maintenance Supervisor Arena Maintenance Worker Block Watch Coordinator Building Maintenance Supervisor Building Maintenance Worker Building Service Worker Building Services Attendant Building Services Supervisor Crime Analyst Custodial Guard (all levels) Engineering Technologist I (Works Yard position) Facilities Management Coordinator Fleet Services Coordinator Food Services Worker II HVAC Operations Worker	Mechanical Asset Coordinator  Landscape Coordinator Outdoor Sports Operations Supervisor Parks Infrastructure Asset Coordinator Parks Operations Control Supervisor Parks Operations Control Technician Pool and Arena Maintenance Supervisor Pool and Building Service Worker Program Leader Public Works Application Analyst Recreation Program Coordinator (Aquatics position) Senior Aquatic Leader Storekeeper Storekeeper I Stores Supervisor Supervisor – Crime Analysis Turfcare and Irrigation Coordinator Utility Control Room Operator
---	--

C. The following classes of positions, based on a seven (7) hour day, thirty-five (35) hour week may have daily hours of work, Monday to Friday inclusive, varied by the Department Head as required to coincide with those worked by Outside Employees and varied to provide three-quarters ( $\frac{3}{4}$ ) of an hour for lunch, without shift differential:

SCHEDULE "A" (cont'd)

Page 10

NOTES (cont'd)

Engineering Inspector I  
 Engineering Inspector II  
 Engineering Inspector III

Senior Engineering Inspector  
 Survey Assistant 1 and 2

- D. The following classes of positions which are based on an eight (8) hour day - forty (40) hour week may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of forty (40) hours a week in a two (2) week period or for all hours worked in excess of eight (8) hours in a shift. It is expressly stated that any eight (8) hours need not be consecutive. A shift differential shall not apply to such classes of positions.

Aquatic and Arena Complex Supervisor  
 Aquatic Centre Supervisor  
 Aquatic Maintenance Supervisor  
 Aquatic Leader  
 Aquatic Program Supervisor  
 Arena and Building Service Worker  
 Arena Maintenance Supervisor  
 Arena Maintenance Worker  
 Block Watch Coordinator  
 Building Maintenance Supervisor  
 Building Maintenance Worker  
 Building Service Worker  
 Building Services Attendant  
 Building Services Supervisor  
 Cashier Attendant  
 Cemetery Supervisor  
 Concession Worker I  
 Concession Worker II  
 Crime Analyst  
 Fleet Services Coordinator  
 Food Services Worker I

Food Services Worker II  
 HVAC Operations Worker  
 Landscape Coordinator  
 Lead Building Service Worker  
 Outdoor Sports Operations Supervisor  
 Parks Infrastructure Asset Coordinator  
 Pool and Arena Maintenance Supervisor  
 Pool and Building Service Worker  
 Pool Maintenance Worker  
 Program Attendant  
 Program Leader  
 Recreation Complex Supervisor  
 Recreation Facility Attendant  
 Recreation Leader Fitness  
 Recreation Program Coordinator  
 (Aquatics position)  
 Senior Aquatic Leader  
 Supervisor – Crime Analysis  
 Supervisor Skate Shop  
 Turfcare and Irrigation Coordinator  
 SCADA and Automation Technologist

- E. No classes of positions assigned to the Parks and Recreation Department receive shift differential, save and except the following classes of positions:

Arena and Building Service Worker  
 Arena Maintenance Supervisor  
 Arena Maintenance Worker  
 Building Service Worker

Building Services Attendant  
 Building Services Supervisor  
 Pool and Arena Maintenance Supervisor  
 Pool and Building Service Worker

- F. Employees in the following classes shall work any five (5) consecutive days with two (2) days of rest with shifts of eight (8) hours, with one (1) hour for lunch and shift differential as provided for in the Collective Agreement:

Reader – RCMP	Records Reviewer – RCMP
Records Management Services Coordinator - RCMP	Telecommunication Supervisor Telephone Operator

- G. The following classes of positions based on a seven (7) hour day/thirty-five (35) hour week shall work any five (5) consecutive days with two (2) days of rest on rotating shifts between the hours of 6:00 a.m. and midnight with one (1) hour for lunch and shift differential as provided for in the Collective Agreement:

Clerk-Typist III (Public Safety Building positions only)  
Clerk-Typist – Operations (6:00 a.m. and midnight)  
Community Policing Assistant

- H. The following classes of positions based on a seven (7) hour day averaging thirty-five (35) hours a week which shall work on regular rotating shifts between the hours of 8:00 a.m. and 4:00 p.m., 4:00 p.m. and midnight, and midnight and 8:00 a.m. with one (1) hour for lunch. Shift differential shall apply as provided for in the Collective Agreement.

Communications Operator 1, 2 and 3  
Telecommunication Scheduler

- I. Employees assigned to positions within the Custodial Guard and, effective within one (1) month following 2008 April 21, Arena and Building Maintenance Worker and Arena Maintenance Worker classifications shall work up to eight (8) consecutive hours, inclusive of lunch, at straight-time rates. It is understood that the employees may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid. The appropriate overtime rates shall be paid only for all hours worked in excess of an average of forty (40) hours a week in a two (2) week period or for all hours worked in excess of eight (8) hours in a shift. Shift differential shall be as provided for in the Collective Agreement.

- J. The following classes of positions which are based on a seven (7) hour day - thirty-five (35) hour week may be required to work more than five (5) consecutive shifts in a week or more than thirty-five (35) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of thirty-five (35) hours a week in a two (2) week period or for all hours worked in excess of seven (7) hours in a shift. It is expressly stated that any seven (7) hours need not be consecutive:

Administrative Assistant – RCMP	Archives and Records Officer
Administrative Services Supervisor	Archivist
Animal Care Supervisor	Arts and Culture Program Coordinator
Animal Shelter Attendant	Assistant Project Coordinator – Parks

SCHEDULE "A" (cont'd)

Page 12

NOTES (cont'd)

Auxiliary Program Coordinator	Leisure Services Research Analyst
Business Analyst	Natural Areas Supervisor
Business Analyst – Fire Rescue	
Business Development Coordinator	
Cemetery Supervisor	Paralegal
Clerk – Leisure and Parks Services	Parks Designer
Clerk – Seniors' Centre	Parks Partner Program Supervisor
Committee Clerk	Parks Planner
Communications Specialist	Parks Planner II
Community Policing Assistant	Parks Resource Technician
Community Policing Services Coordinator	Performance Management Analyst
Community Services Coordinator	Police Training Program Coordinator
Coordinator – Plans and Policies	Preventative Maintenance Coordinator
Crisis Intervention Worker	Program Assistant
Cultural & Community Events Supervisor	Project Administration Coordinator
Customer Services Supervisor – Administrative	Project Delivery Lead 2
Digital and Communications Systems Technician	Property Valuator-Negotiator
Digital Extraction Technician	Public Works Liaison
Elections Assistant	RCMP Facilities Maintenance and Jail Coordinator
Electronic File Processor	Records Liaison
Emergency Program Assistant	Records Management System Coordinator
Emergency Program Coordinator - RCMP	
Engagement Data Analyst	Recreation Facilities Coordinator
Engineering Assistant	Recreation Facility Supervisor
Environmental Programs Specialist	Recreation Leader
Environmental Protection Officer	Registration Clerk/Receptionist
Environmental Services and Worksite Bylaw Officer 1	Secretary – G.I.S.
Environmental Services and Worksite Bylaw Officer 2	Security Clearance Specialist
Environmental Stewardship Programs Leader	Senior Contract Administrator, Engineering
Environmental Stewardship Volunteer Coordinator	Seniors Centre Assistant
FireSmart Coordinator	Solid Waste Programs Specialist
Food Services Coordinator	Special Events Assistant
Forensic Video Technician	Special Events Coordinator I
General Office Supervisor – RCMP	Special Events Coordinator II
Inclusion Support Leader	Strategic Analyst
Legislative Services Clerk	Sustainability Programs Specialist
Legislative Services Coordinator	Taxation Supervisor
	Technical Assistant
	Technical Services Coordinator
	Technical Support Specialist
	Technical Support Specialist – Wireless
	Transportation Planning Technician

SCHEDULE "A" (cont'd)

Page 13

NOTES (cont'd)

Urban Wildlife Coordinator	Water Conservation/Urban Wildlife By-Law
Victim Services Unit Coordinator	Officer
Victim Support Worker	Youth Coordinator – Recreation

- K. Employees in the following classes have a forty (40) hour work week and shall work eight (8) consecutive hours between the hours of 6:00 a.m. and 6:00 p.m., Monday to Friday inclusive, not including lunch:

Facilities Management Coordinator  
 Mechanical Asset Coordinator  
 Parks Operations Control Technician  
 Public Works Application Analyst  
 Recreation Complex Supervisor  
 Supervisory Control and Data Automation Technologist (SCADA)

- L. The parties agree that subject only to the expressed willingness of the employees concerned and the approval of the Board of Industrial Relations which the Employer and the Union will jointly seek, the following arrangements will be made by the Employer for the staffing of certain recreational programs to be described as "Day Camp" and "Outset Trip" programs.

A "Day Camp" program shall be the equivalent of a forty (40) hour work week, and shall encompass eight (8) hours of work on Monday, Tuesday, and Wednesday of any week, plus a continuous period commencing Thursday morning and ending at 12:00 p.m. (noon) on the immediately following Friday of the same week. The continuous aforesaid period will include an overnight expedition during which the employee or employees will have charge of a varying number of persons. The employee or employees assigned to a Day Camp program shall be paid for forty (40) hours only at their regular straight-time hourly rate of pay, and shall receive Friday afternoon, and all day Saturday and all day Sunday as days off in that week.

An "Outset Trip" shall also be the equivalent of a forty (40) hour work week, and shall cover a continuous period commencing Monday morning and ending not later than Thursday evening of the same week during which time the employee or employees will have charge of a varying number of persons on a trip which may involve hiking, camping, canoeing, cycling, etc. The employee or employees shall be expected to conclude an outset trip on the Thursday and on the evening of the said Thursday, brief the persons comprising the following week's Outset Trip. The employee or employees assigned to an Outset Trip shall be paid for forty (40) hours only at their regular straight-time hourly rate of pay, and shall receive all of Friday, Saturday and Sunday as days off in that week.

Employees in the following position classes may be assigned to Day Camp or Outset Trip duties, and if so, shall be subject to the conditions set forth above:

Arts and Culture Program Coordinator	Program Leader
--------------------------------------	----------------

SCHEDULE "A" (cont'd)

Page 14

NOTES (cont'd)

Community Services Coordinator  
 Coordinator – Plans and Policies  
 Leisure Services Research Analyst

Recreation Complex Supervisor  
 Recreation Program Coordinator

- M. Employees in the following classes have a forty (40) hour week and may have daily hours of work, Monday to Sunday inclusive, varied by the Department Head with the earliest starting time being 6:00 a.m. and latest concluding time being 10:00 p.m. exclusive of lunch time.

“Aquatic Maintenance Supervisor” and “Pool Maintenance Worker” at swimming pools during May, June, July and August.

It being expressly provided that such variation must be effective for a minimum period of one (1) week.

- N. The following class of positions is based on a seven (7) hour day, thirty-five (35) hour work week with daily hours scheduled between the hours of 6:00 a.m. to midnight, Monday to Sunday, inclusive. The number of days worked within a week may vary but no employee shall work more than five (5) consecutive days without a day of rest in a two (2) week period:

By-Law Inspector I and II  
 Bylaw Inspector 3  
 By-Law, Licensing and Animal  
 Control Supervisor

Dog License Canvasser  
 Parking Patrol Officer  
 Facility Security Coordinator

Shifts and shift schedules may be altered without penalty provided a minimum of 48 hours' notice of such change is given. Should an emergent situation arise, 24 hours' notice of change to the shifts or shift schedule hours of work shall be provided.

Shift premium shall apply for all hours worked between the hours of 6:00 p.m. and 6:00 a.m., inclusive. Should the majority of hours of a shift be worked between 6:00 p.m. and 6:00 a.m. the shift premium shall apply for the entire shift.

- O. Employees assigned to positions within the Utility Control Room Clerk classification shall work any eight (8) consecutive hours per day (inclusive of lunch) on any five (5) consecutive days, Monday to Sunday, with two (2) consecutive days of rest except when required to change work weeks. Shift differential shall be as provided for in the Collective Agreement.

SCHEDULE "A" (cont'd)PAY RATES

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Pay Grade	Effective Date	Steps:*				
		1	2	3	4	5
7	A	20.66	21.47	22.33	23.23	24.13
	B	21.59	22.44	23.33	24.28	25.22
	C	22.35	23.23	24.15	25.13	26.10
8	A	21.47	22.33	23.23	24.13	25.05
	B	22.44	23.33	24.28	25.22	26.18
	C	23.23	24.15	25.13	26.10	27.10
9	A	22.33	23.23	24.13	25.05	26.12
	B	23.33	24.28	25.22	26.18	27.30
	C	24.15	25.13	26.10	27.10	28.26
10	A	23.23	24.13	25.05	26.12	27.15
	B	24.28	25.22	26.18	27.30	28.37
	C	25.13	26.10	27.10	28.26	29.36
11	A	24.13	25.05	26.12	27.15	28.21
	B	25.22	26.18	27.30	28.37	29.48
	C	26.10	27.10	28.26	29.36	30.51
12	A	25.05	26.12	27.15	28.21	29.38
	B	26.18	27.30	28.37	29.48	30.70
	C	27.10	28.26	29.36	30.51	31.77



## SCHEDULE "A" (cont'd)

Page 16

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Pay Grade	Effective Date	Steps:*				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
13	A	26.12	27.15	28.21	29.38	30.59
	B	27.30	28.37	29.48	30.70	31.97
	C	28.26	29.36	30.51	31.77	33.09
13.5	A	26.47	27.62	28.77	29.83	31.11
	B	27.66	28.86	30.06	31.17	32.51
	C	28.63	29.87	31.11	32.26	33.65
14	A	27.15	28.21	29.38	30.59	31.80
	B	28.37	29.48	30.70	31.97	33.23
	C	29.36	30.51	31.77	33.09	34.39
14.5	A	27.62	28.77	29.83	31.11	32.40
	B	28.86	30.06	31.17	32.51	33.86
	C	29.87	31.11	32.26	33.65	35.05
15	A	28.21	29.38	30.59	31.80	33.14
	B	29.48	30.70	31.97	33.23	34.63
	C	30.51	31.77	33.09	34.39	35.84
16	A	29.38	30.59	31.80	33.14	34.51
	B	30.70	31.97	33.23	34.63	36.06
	C	31.77	33.09	34.39	35.84	37.32

## SCHEDULE "A" (cont'd)

Page 17

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Pay Grade	Effective Date	Steps:*				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
17	A	30.59	31.80	33.14	34.51	35.94
	B	31.97	33.23	34.63	36.06	37.56
	C	33.09	34.39	35.84	37.32	38.87
18	A	31.80	33.14	34.51	35.94	37.44
	B	33.23	34.63	36.06	37.56	39.12
	C	34.39	35.84	37.32	38.87	40.49
19	A	33.14	34.51	35.94	37.44	38.98
	B	34.63	36.06	37.56	39.12	40.73
	C	35.84	37.32	38.87	40.49	42.16
20	A	34.51	35.94	37.44	38.98	40.61
	B	36.06	37.56	39.12	40.73	42.44
	C	37.32	38.87	40.49	42.16	43.93
21	A	35.94	37.44	38.98	40.61	42.30
	B	37.56	39.12	40.73	42.44	44.20
	C	38.87	40.49	42.16	43.93	45.75
22	A	37.44	38.98	40.61	42.30	44.08
	B	39.12	40.73	42.44	44.20	46.06
	C	40.49	42.16	43.93	45.75	47.67

## SCHEDULE "A" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Pay Grade	Effective Date	Steps:*				
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
23	A	38.98	40.61	42.30	44.08	46.01
	B	40.73	42.44	44.20	46.06	48.08
	C	42.16	43.93	45.75	47.67	49.76
24	A	40.61	42.30	44.08	46.01	47.96
	B	42.44	44.20	46.06	48.08	50.12
	C	43.93	45.75	47.67	49.76	51.87
25	A	42.30	44.08	46.01	47.96	49.95
	B	44.20	46.06	48.08	50.12	52.20
	C	45.75	47.67	49.76	51.87	54.03
26	A	44.08	46.01	47.96	49.95	52.09
	B	46.06	48.08	50.12	52.20	54.43
	C	47.67	49.76	51.87	54.03	56.34
27	A	46.01	47.96	49.95	52.09	54.37
	B	48.08	50.12	52.20	54.43	56.82
	C	49.76	51.87	54.03	56.34	58.81
28	A	47.96	49.95	52.09	54.37	56.67
	B	50.12	52.20	54.43	56.82	59.22
	C	51.87	54.03	56.34	58.81	61.29

## SCHEDULE "A" (cont'd)

Page 19

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Pay Grade	Effective Date	Steps:*				
		1	2	3	4	5
29	A	49.95	52.09	54.37	56.67	59.06
	B	52.20	54.43	56.82	59.22	61.72
	C	54.03	56.34	58.81	61.29	63.88
30	A	52.09	54.37	56.67	59.06	61.68
	B	54.43	56.82	59.22	61.72	64.46
	C	56.34	58.81	61.29	63.88	66.72
31	A	54.37	56.67	59.06	61.68	64.29
	B	56.82	59.22	61.72	64.46	67.18
	C	58.81	61.29	63.88	66.72	69.53
32	A	56.67	59.06	61.68	64.29	67.08
	B	59.22	61.72	64.46	67.18	70.10
	C	61.29	63.88	66.72	69.53	72.55
33	A	59.06	61.68	64.29	67.08	69.99
	B	61.72	64.46	67.18	70.10	73.14
	C	63.88	66.72	69.53	72.55	75.70

\* Eligibility for advancement from one step (increment) to the next is as follows:

Pay Grades 9 to 14.5 - 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility.

Pay Grade 15 - 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility.

Pay Grade 16 and above - 12 month eligibility.

NON-STANDARD HOURLY RATES - INSIDE STAFF

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Class Title	Effec. Date	Steps:		
		1	2	3
Aquatic Leader	A	27.64	28.79	29.68
	B	28.88	30.09	31.02
	C	29.89	31.14	32.11
Cashier Attendant	A	22.54		
	B	23.55		
	C	24.37		
Concession Worker I	A	21.46	21.91	22.40
	B	22.43	22.90	23.41
	C	23.22	23.70	24.23
Concession Worker II	A	24.59	25.15	25.79
	B	25.70	26.28	26.95
	C	26.60	27.20	27.89
Food Services Worker I	A	24.59	25.15	25.79
	B	25.70	26.28	26.95
	C	26.60	27.20	27.89
Program Assistant	A	22.54		
	B	23.55		
	C	24.37		

SCHEDULE "A" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

Class Title	Effec. Date	Steps:		
		1	2	3
Program Attendant	A	22.54		
	B	23.55		
	C	24.37		
Supervisor Skate Shop	A	25.45	26.44	27.20
	B	26.60	27.63	28.42
	C	27.53	28.60	29.41

SCHEDULE "B"WAGE RATES - OUTSIDE POSITIONS

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
	Asphalt Raker	A	32.89
		B	34.57
		C	35.57
	Cement Mason	A	41.15
		B	43.00
		C	44.51
C	Cemetery Caretaker	A	34.34
		B	35.89
		C	37.15
	Cemetery Worker	A	31.82
		B	33.25
		C	34.41
	Center Line Operator	A	35.99
		B	37.61
		C	38.93
	Equipment Operator 1	A	33.14
		B	34.63
		C	35.84

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
	Equipment Operator 2	A	33.95
		B	35.48
		C	36.72
B(i)	Equipment Operator 3	A	34.34
		B	35.89
		C	37.15
	Equipment Operator 4	A	34.83
		B	36.40
		C	37.67
	Equipment Operator 4A	A	36.10
		B	37.72
		C	39.04
	Equipment Operator 4B	A	36.90
		B	38.56
		C	39.91
	Equipment Operator 5	A	38.22
		B	39.94
		C	41.34
	Equipment Operator – Sports Field Maintenance Worker	A	33.95
		B	35.48
		C	36.72



SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
B(ii)	Equipment Operator – Works Yard Maintenance	A	33.95
		B	35.48
		C	36.72
C	Field Arborist	A	41.15
		B	43.00
		C	44.51
B(ii)	Groundskeeper – Fields	A	38.64
		B	40.38
		C	41.79
	Irrigation Systems Worker	A	39.09
		B	40.85
		C	42.28
B(ii)	Labourer 1	A	31.49
		B	32.91
		C	34.06
B(ii)	Labourer 2	A	31.82
		B	33.25
		C	34.41

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
B(ii)	Labourer 3	A	32.35
		B	33.81
		C	34.99
C	Labourer – Public Works	A	32.69
		B	34.16
		C	35.36
	Landscape Construction Worker	A	39.09
		B	40.85
		C	42.28
B(ii)	Lead Hand Carpenter	A	44.37
		B	46.37
		C	47.99
K	Lead Hand Mechanic	A	44.37
		B	46.37
		C	47.99
B(ii)	Lead Hand – Forest Management	A	34.34
		B	35.89
		C	37.15
	Lead Hand – Roads and Drainage	A	34.34
		B	35.89
		C	37.15

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
	Litter Collector 1	A	31.82
		B	33.25
		C	34.41
	Litter Collector 2	A	32.89
		B	34.37
		C	35.57
C	Maintenance Worker – Roads	A	34.34
		B	35.89
		C	37.15
C	Maintenance Worker – Utilities	A	34.34
		B	35.89
		C	37.15
C	Park Attendant	A	32.89
		B	34.37
		C	35.57
B(ii)	Parks Partner Program Coordinator	A	34.34
		B	35.89
		C	37.15

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
B(ii)	Parks Partner Program Leader	A	32.89
		B	34.37
		C	35.57
		A	34.34
			34.83
			36.10
		B	35.89
			36.40
			37.72
	C	37.15	
		37.67	
		39.04	
	Pavement Maintainer	A	34.34
		B	35.89
		C	37.15
	Pump Station Maintenance Mechanic	A	41.15
		B	43.00
		C	44.51
B(ii)	Recycling Depot Operator	A	33.36
		B	34.86
		C	36.08

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
	Rough Carpenter – Concrete Finisher	A	35.73
		B	37.34
		C	38.65
C	Senior Maintenance Worker – Utilities	A	41.59
		B	43.46
		C	44.98
	Sign Maker	A	38.64
		B	40.38
		C	41.79
C	Sport Services Program Attendant	A	32.89
		B	34.37
		C	35.57
	Sub-Foreman – Engineering Operations	A	36.33
		B	37.96
		C	39.29
	Sub-Foreman – Mowing	A	34.34
		B	35.89
		C	37.15

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
	Trades 1	- Mechanic	A 38.64
		- Gardener	B 40.38
			C 41.79
	Trades 2	- Carpenter	A 43.33
		- Gardener	B 45.28
		- Mechanic	C 46.86
		- Electrician	
		- Plumber	
		- Welder	
B(ii)	Trades 2 – HVAC Mechanic	A	43.33
		B	45.28
		C	46.86
C	Trail Maintenance Worker	A	34.34
		B	35.89
		C	37.15
C	Tree Worker	A	33.36
		B	34.86
		C	36.08
C	Tree Worker 2	A	35.10
		B	36.68
		C	37.96

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
B(ii)	Truck Driver 1	A	32.89
		B	34.37
		C	35.57
	Truck Driver 2	A	33.75
		B	35.27
		C	36.50
	Truck Driver 3	A	34.15
		B	35.69
		C	36.94
	Truck Driver – Tandem Trailer	A	34.79
		B	36.36
		C	37.63
C,D	Utility Equipment Operator	A	36.10
			36.90
			38.22
		B	37.72
			38.56
			39.94
		C	39.04
			39.91
			41.34

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
C	Utility Worker – Parks	A	33.36
		B	34.86
		C	36.08
	Water Meter Mechanic	A	41.15
		B	43.00
		C	44.51
A,M	Working Foreman – Arboriculture	A	45.51
		B	47.56
		C	49.22
	Working Foreman – Construction	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34



SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
E	Working Foreman – Garage	A	45.72
			47.05
			48.31
		B	47.78
			49.17
			50.48
		C	49.45
			50.89
			52.25
E	Working Foreman – Natural Areas	A	35.10
		B	36.68
		C	37.96
E	Working Foreman – Parks Maintenance	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
E	Working Foreman – Roads	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34
E	Working Foreman – Sewers	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34
E	Working Foreman – Signs	A	34.34
			34.83
			36.10
		B	35.89
			36.40
			37.72
		C	37.15
			37.67
			39.04

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
E	Working Foreman – Turf	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34
C,E	Working Foreman – Utilities	A	37.66
			38.85
			40.07
		B	39.35
			40.60
			41.87
		C	40.73
			42.02
			43.34
E	Working Foreman – Utility Systems	A	45.72
			47.05
			48.31
		B	47.78
			49.17
			50.48
		C	49.45
			50.89

SCHEDULE "B" (cont'd)

Key: A = 2023 January 01 – December 31  
 B = 2024 January 01 – December 31  
 C = 2025 January 01 – December 31

<u>Notes</u>	<u>Classification</u>	<u>Effec. Date</u>	<u>Basic Hourly Rate</u>
			52.25
C	Working Foreman – Water	A	37.66 38.85 40.07
		B	39.35 40.60 41.87
		C	40.73 42.02 43.34

NOTES:A. Shift Differential

The following classes of positions are not entitled to additional compensation in the form of shift premiums:

Working Foreman – Arboriculture

All other Outside classes are entitled to shift differential in accordance with the provisions of the Agreement.

B. Non-Standard Work Day

- (i) The following class of positions which is based on an eight (8) hour day/forty (40) hour week, may have daily hours of work Monday to Friday inclusive, varied by the Department Head, with the earliest starting time being 6:00 a.m. and the latest concluding time being 4:45 p.m. exclusive of lunch time:

NOTES (cont'd)

## Equipment Operator III (Sweeper Operator).

See related Letter of Understanding in Schedule "I".

- (ii) The following classes of positions which are based on an eight (8) hour day/forty (40) hour week, may have daily hours of work, Monday to Sunday inclusive, varied by the Department Head with the earliest starting time being 6:00 a.m. and latest concluding time being 10:00 p.m. exclusive of lunch time.
- Equipment Operator – Works Yard Maintenance
  - "Groundskeeper - Fields" and/or back-up employees during May, June, July, August and September.
  - "Labourers and Truck Driver 1's" employed by the Parks Department for garbage pick-up during May, June, July and August.
  - Lead Hand Carpenter
  - Lead Hand – Forest Management
  - Parks Partner Program Coordinator
  - Parks Partner Program Leader
  - Recycling Depot Operator
  - Trades 2 – HVAC Mechanic
  - Temporary Full-Time and Auxiliary Employees assigned patrol duties such as Park Patrols and Lake Ice Patrols. The hours of work shall be consecutive, exclusive of lunch.
- It being expressly provided that such variation must be effective for a minimum period of one (1) week.
- (iii) Employees who are required to perform or supervise duties related to chemical spraying may have their daily hours of work varied between 6:00 a.m. and 10:00 p.m. Employees who have their daily hours of work varied pursuant to this paragraph shall not be required to work a split shift while performing such duties.

C. Non-Standard Hours of Work

The following positions shall work any eight (8) consecutive hours per day (exclusive of lunch) on any five (5) consecutive days, Monday to Sunday, with two (2) consecutive days of rest except when required to change work weeks.

SCHEDULE "B" (cont'd)

Page 16

NOTES (cont'd)Water

One (1) Senior Maintenance Worker - Utilities  
 Four (4) Maintenance Workers – Utilities  
 Working Foreman – Water

Sewers

One (1) Working Foreman - Utilities  
 One (1) Maintenance Worker - Utilities

Drainage

One (1) Senior Maintenance Worker - Utilities  
 Two (2) Maintenance Workers - Utilities

Roads

Four (4) Maintenance Workers - Utilities  
 One (1) Utility Equipment Operator  
 One (1) Labourer – Public Works  
 Maintenance Worker – Roads

Parks

Two (2) Park Attendants  
 Two (2) Trail Maintenance Workers  
 One (1) Cemetery Caretaker  
 Three (3) Utility Worker – Parks  
 One (1) Field Arborist

One (1) Tree Worker  
 Parks Utility Equipment Operator  
 Sports Services Program Attendant

D. Semi-Annual Increments

The following classes receive semi-annual increments:

Parks Utility Equipment Operator  
 Utility Equipment Operator

E. Annual Increments

The following classes receive annual increments:

Working Foreman – Garage  
 Working Foreman – Natural Areas  
 Working Foreman – Parks Maintenance  
 Working Foreman – Roads

SCHEDULE "B" (cont'd)

Page 17

NOTES (cont'd)

Working Foreman – Sewers  
 Working Foreman – Signs  
 Working Foreman – Turf  
 Working Foreman – Utilities  
 Working Foreman – Utility Systems

F. Sewer Crews in Contact with Live Sewage

Effective 2023 December 11:

A premium of two dollars (\$2.00) per hour will be paid to employees while they are in direct contact with live sewage. (The Superintendent - Operations shall determine when this premium shall be paid.)

G. Underground Operations Employees - Required for Emergency Standby

The Employer agrees to give first consideration to those employees in the Branch volunteering to stand by to take call duty, providing a sufficient number of Branch employees have volunteered who are acceptable to the Superintendent. If no Branch employees, or an insufficient number of acceptable Branch employees have volunteered then the Superintendent may designate Branch employees to take such duty, or make up the difference as the case may be.

H. Spray Painting and Sand Blasting \*

A premium of twenty-five cents (25¢) per hour will be paid to employees engaged in spray painting and sand blasting work.

I. Rented Equipment

When Outside Employees are required to operate rented equipment, they shall be paid the rate applicable to the particular piece of equipment as provided in the Agreement. If the Agreement does not provide an appropriate rate, then the rate paid shall be that rate established by the G.V.R.D. Labour Relations Department in accordance with the terms of the Job Evaluation Agreement as they relate to the establishment of pay rates for new positions, but with the criteria jurisdictions limited to the City of Vancouver, the City of Burnaby and the City of New Westminster.

J. Cemetery Labourers - Disintering Bodies \*\*

Employees of the Cemetery Labour staff who are required to disinter bodies shall receive two (2) hours' pay per body in addition to regular pay.

SCHEDULE "B" (cont'd)

Page 18

NOTES (cont'd)K. Service Centre (Garage)

The work day for positions assigned to the Garage shall be eight (8) consecutive hours exclusive of forty-five (45) minutes for lunch between 7:00 a.m. and 10:00 p.m. The Garage may operate on two week swing shifts.

L. 4-Year Term Apprentices

Wage differentials shall be based upon the hourly wage rate for Tradesman II as follows, subject to the understanding that the rate for Labourer I shall constitute the minimum amount payable:

- 1st 6 months - 70%
- 2nd 6 months - 72.5%
- 3rd 6 months - 75%
- 4th 6 months - 77.5%
- 5th 6 months - 80%
- 6th 6 months - 82.5%
- 7th 6 months - 85%
- 8th 6 months - 90%

- M. The following classes of position which are based on an eight (8) hour day – forty (40) hour week may be required to work more than five (5) consecutive shifts in a week or more than forty (40) hours in a week without overtime rates being paid. It is understood that appropriate overtime rates are to be paid only for all hours worked in excess of an average of forty (40) hours a week in a two (2) week period or for all hours worked in excess of eight (8) hours in a shift. It is expressly stated that any eight (8) hours need not be consecutive. A shift differential shall not apply to such classes of positions.

Working Foreman – Arboriculture

- \* The definitions and practices followed by both the City of Vancouver and its Board of Parks and Recreation and by the Canadian Union of Public Employees, Local 1004 shall be followed in the application of this premium.
- \*\* The definitions and practices followed by the City of Vancouver and the Canadian Union of Public Employees, Local 1004 shall be followed in the application of this premium, but shall be qualified to the extent necessary to take into account significant variations in operating procedures between the City of Coquitlam and the City of Vancouver.



SCHEDULE "C"

This is Schedule "C" referred to in  
Article 8.2 of this Agreement

In the table the figure to the left of the oblique stroke shows the number of working days\* of regular annual vacation.

The figure to the right of the oblique stroke shows the number of working days\* of supplementary vacation, and appears in the calendar year in which they are credited to an employee. These supplementary vacation days may be taken in any of the years beginning with the one in which they were credited but prior to the one in which the next five (5) days are credited.

Example:

An employee hired in 2004 is in their (11<sup>th</sup>) calendar year during 2014. The employee in 2014 will be credited with five (5) supplementary working days which may be taken at any time between 2014 and 2018. In 2019 the employee will be credited with a further five (5) supplementary working days, etc.

\*The working day entitlement is based upon a five (5) day work week.

**TABLE SHOWING REGULAR ANNUAL VACATION AND SUPPLEMENTARY VACATION  
ENTITLEMENT IN WORKING DAYS FOR THE YEARS 2017 TO 2025 BY YEAR HIRED**

Year Hired	ENTITLEMENT YEAR								
	2017	2018	2019	2020	2021	2022	2023	2024	2025
2025	--	--	--	--	--	--	--	--	15/-
2024	--	--	--	--	--	--	--	15/-	15/-
2023	--	--	--	--	--	--	15/-	15/-	15/-
2022	--	--	--	--	--	15/-	15/-	15/-	15/-
2021	--	--	--	--	15/-	15/-	15/-	15/-	15/-
2020	--	--	--	15/-	15/-	15/-	15/-	15/-	15/-
2019	--	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-
2018	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-
2017	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-
2016	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5
2015	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-
2014	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-
2013	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-
2012	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-
2011	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5
2010	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-
2009	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-
2008	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-
2007	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-
2006	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5
2005	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-
2004	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-
2003	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-
2002	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-
2001	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5
2000	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-
1999	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-
1998	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-
1997	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1996	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1995	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1994	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1993	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1992	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1991	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1990	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1989	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1988	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-

SCHEDULE "D"

This is Schedule "D" referred to in  
Article 18 of this Agreement

COMPRESSED WORK WEEK

A. Principles Governing the Conversion of Employee Fringe Benefits in Cases of Introduction or Renewal of Compressed Work Weeks

It is expressly agreed that formulas related to compressed work week conversions are to be based upon the principle that any adjustment from a five-day week is to be accomplished with neither any additional salary or benefit cost to the Employer nor any reduction in the salaries or benefits received by the employees.

In the event that the parties to this Agreement mutually decide to extend the existing conversion of, or to convert the work week of the employees staffing the whole or a part of the Employer's operations, from five (5) working days to four (4) working days per week or to nine (9) working days per fortnight, it has been agreed that such employees' fringe benefits shall be converted as follows:

1. Basic annual working hours shall be calculated as  $260.89 \times$  daily working hours as per the 5-day week; e.g.  $260.89 \times 7 = 1826.23$ , or  $260.89 \times 7.5 = 1956.675$ .
2. Basic annual general holiday hours shall be calculated as  $12 \times$  daily hours as per the 5-day week; e.g.,  $12 \times 7 = 84$ , or  $12 \times 7.5 = 90$ .
3. Account shall be taken of the difference in basic annual rest period allowances; e.g.,  $52.178 \text{ weeks} \times 5 \text{ days} \times 20 \text{ minutes} (=86.96 \text{ hours})$  in the case of the standard 5-day week;  $52.178 \times 4 \times 20 \text{ minutes} (=69.57 \text{ hours})$  in the case of the 4-day week; and  $52.178 \times 4.5 \times 20 \text{ minutes} (=78.27 \text{ hours})$  in the case of the 9-day fortnight.
4. Employees shall have at least two of their days off in any week consecutive, and such days off shall for purposes of Overtime pay be deemed to be the "first scheduled rest day" and the "second scheduled rest day". Pay for any work on the third day off in any week shall be in accordance with normal daily overtime rates.
5. For the purposes of Overtime pay on scheduled working days, normal daily working hours and the normal work week shall be considered to be those lengths of time established by the parties pursuant to paragraph 8 herein.
6. Annual Vacation entitlement and all credits for Deferred Vacation, Sick Leave and Gratuity benefits shall be converted from working days to working hours by multiplying the numbers of days to an employee's credit by the daily working hours as per the previous 5-day week. All deductions or debits shall be made on the basis that each working day of

absence shall be measured as the length of time established by the parties pursuant to paragraph 8 herein.

7. Notwithstanding any Clause in the Collective Agreement to the contrary, an employee shall not receive pay for acting in a senior capacity where such employee has been temporarily required to accept the responsibilities and carry out the duties of the senior position because of the absence of the incumbent of that senior position due to the compressed work week.
8. In order to establish the length of the compressed work day and the compressed work week, the parties are to be governed by the principle that the basic annual working hours less basic annual general holiday hours and less basic annual rest period allowances are to remain the same under the compressed work week as they were under the standard work week. The parties shall decide how to deal with the matter of general holidays in accordance with one or other of the three following ways, and their decisions shall determine automatically the lengths of the compressed work day and work week:
  - (a) Revert to a standard 5-day week in any week when a general holiday occurs;
  - (b) Change days off during any week when a general holiday occurs in order that each employee shall work on 4 days in every week of the year with the sole exception being when Christmas Day and Boxing Day are observed in the same week in which case each employee shall work 3 days in that week and 5 days in the immediately preceding week;
  - (c) Have a compressed work day off with pay for each general holiday, and owe the Employer the difference in hours between the length of the compressed work day and the length of the employee's former standard work day.
9. Whenever any doubt arises as to how the fringe benefit conversion should be made with respect to any item (whether or not covered by this Schedule "D"), the doubt shall be resolved by reference to the basic principle agreed upon by the parties, i.e., there shall be no additional salary or benefit cost to the Employer, and no reduction in the salaries or benefits received by the employees.

B. Compressed Work Week--Communications Operator/Police and Police File Reviewer

The parties have agreed to amend the application of Item "K" and "I" in Schedule "A" so as to permit the classes of positions of "Communications Operator/Police" and "Police File Reviewer" to work a schedule developed on the concept of four (4) days on duty and four (4) days off duty in accordance with the following principles:

- (a) The work schedule for hours of work shall be based on an average of thirty-five (35) hours per week.

- (b) The work schedule shall be developed on the concept of four (4) days on duty and four (4) days off duty. It being understood that one adjustment day (additional day off) shall be scheduled every month and one-half.
- (c) The hours of work for each shift shall consist of ten (10) hours and thirty (30) minutes. These hours of work shall be inclusive of two eighteen (18) minute rest periods and exclusive of one and one-half (1½) hours for lunch. The standard shift shall be twelve (12) consecutive hours from eight a.m. (8:00 a.m.) to eight p.m. (8:00 p.m.), or four p.m. (4:00 p.m.) to four a.m. (4:00 a.m.), or eight p.m. (8:00 p.m.) to eight a.m. (8:00 a.m.).

Notwithstanding any Clause in this Collective Agreement, the City Manager may change the above standard shift schedule to provide for either the needs of the public or efficiency of operation. It is mutually agreed between the parties that the City Manager shall provide the Union with notice setting forth the intended changes and if the Union so desires, it shall, within thirty (30) calendar days of such notice, discuss and provide explicit reasons against the changes to the City Manager for consideration.

- (d) It is agreed that arrangements for the conversion of fringe benefits from a five-day week basis to the concept of four (4) days on duty and four (4) days off duty, shall be made in accordance with the principles set forth in Part A of Schedule "D".
- (e) The four (4) days on duty and four (4) days off duty schedule shall commence on a date to be determined on the agreement of both parties.
- (f) The Compressed work week arrangement shall be viewed by both parties as a trial arrangement and either the City or the Union may terminate it by stating in writing that the work schedule revert to that which was in effect prior to implementation of this Agreement. Any reversion shall occur no later than thirty (30) calendar days after receipt of such statement by the other party.
- (g) It is understood and agreed between the parties that the intent of the compressed work week arrangement is that no lesser or no greater advantage shall result from the arrangement.
- (h) It is agreed with respect to any differences between the parties, and particularly with respect to any disputes between individual employees and the Administrative Officer-Police Department, regarding matters arising in general out of implementation and administration of this arrangement that any such differences or disputes shall be referred in the first instance to a joint committee comprising the Union President and the Director of Human Resources. It is agreed that such reference shall be considered a prerequisite to the filing of any grievances. It is agreed that any settlement with respect to such differences or disputes must be consistent with the provisions of the Collective Agreement for those classes of positions that are seven (7) hours a day, thirty-five (35)

hours a week. It is further agreed that the implementation and administration of this arrangement, or consequent reversion, shall be of no additional cost to the City.

C. Compressed Work Week – Custodial Guards

The parties have agreed to amend the application of Item "B" and "M" in Schedule "A" so as to permit the class of positions of "Custodial Guard" to work a schedule developed on the concept of four (4) days on duty and four (4) days off duty in accordance with the following principles:

- (a) The work schedule for hours of work shall be based on an average of forty (40) hours per week.
- (b) The work schedule shall be developed on the concept of four (4) days on duty and four (4) days off duty. It being understood that one adjustment day (additional day off) shall be scheduled every twenty-four (24) weeks.
- (c) The hours of work for each shift shall consist of twelve (12) hours, inclusive of lunch. The standard shift shall be twelve (12) consecutive hours from seven a.m. (7:00 a.m.) to seven p.m. (7:00 p.m.), or seven p.m. (7:00 p.m.) to seven a.m. (7:00 a.m.).

Notwithstanding any Clause in this Collective Agreement, the City Manager may change the above standard shift schedule to provide for either the needs of the public or efficiency of operation. It is mutually agreed between the parties that the City Manager shall provide the Union with notice setting forth the intended changes and if the Union so desires, it shall, within thirty (30) calendar days of such notice, discuss and provide explicit reasons against the changes to the City Manager for consideration.

- (d) It is agreed that arrangements for the conversion of fringe benefits from a five-day week basis to the concept of four (4) days on duty and four (4) days off duty, shall be made in accordance with the principles set forth in Part A of Schedule "D".
- (e) The four (4) days on duty and four (4) days off duty schedule shall commence on a date to be determined on the agreement of both parties.
- (f) Custodial Guards while working this compressed work week may leave their work area to take two (2) eighteen (18) minute coffee breaks when there are no prisoners lodged within the Cell Block. Custodial Guards exercising this option must have the approval the Watch Commander, must have pre-approval of their destination, carry a police portable radio in order to be summoned back and must be prepared to return to the cell block immediately when prisoners are incoming.
- (g) The compressed work week arrangement shall be viewed by both parties as a trial arrangement and either the City or the Union may terminate it by stating in writing that the work schedule revert to that which was in effect prior to implementation of this

arrangement. Any reversion shall occur no later than thirty (30) calendar days after receipt of such statement by the other party.

- (h) It is understood and agreed between the parties that the intent of the compressed work week arrangement is that no lesser or no greater advantage shall result from the arrangement.
- (i) It is agreed with respect to any differences between the parties, and particularly with respect to any disputes between individual employees and the Administrative Officer-Police Department, regarding matters arising in general out of implementation and administration of this arrangement that any such differences or disputes shall be referred in the first instance to a joint committee comprising the Union President and the Director of Human Resources. It is agreed that such reference shall be considered a prerequisite to the filing of any grievances. It is agreed that any settlement with respect to such differences or disputes must be consistent with the provisions of the Collective Agreement for those classes of positions that are seven (7) hours a day, thirty-five (35) hours a week. It is further agreed that the implementation and administration of this arrangement, or consequent reversion, shall be of no additional cost to the City.

SCHEDULE "E"

This is Schedule "E" referred to in  
Article 18 of this Agreement

BENEFITS AND WORKING CONDITIONS FOR AUXILIARY EMPLOYEES

Effective 1978 December 31 at 11:59 p.m., the provisions contained in this Schedule "E" shall replace all existing provisions which are in conflict with those contained in this Schedule "E".

1. Access to each Auxiliary Seniority Pool will be extended to all Auxiliary Employees upon the conditions set forth in paragraphs 2-12 inclusive.
2. As soon as an Auxiliary Employee has worked 1200 hours within two consecutive calendar years, such employee will gain entry onto the Auxiliary seniority list in their jurisdiction, and will be deemed to possess seniority.
3. Upon gaining entry onto the Auxiliary seniority list, an employee will be credited with the number of hours worked in any class of positions, and will hold class seniority in any such class accordingly.
4. An employee who has gained entry onto the Auxiliary seniority list, will continue to accumulate class seniority in any class in which the employee works in accordance with the number of hours worked in a position within such class.
5. An Auxiliary Employee's seniority will be lost as the result of a break in service with the Employer which exceeds one year.
6. Where pay ranges exist, eligibility for advancement from one step to the next (increment) shall be based on the number of hours served by a Regular Full-Time Employee for such eligibility.
7. In the event of a layoff of Auxiliary Employees within a class (whether the layoff takes place within a program, a geographical area or across the entire bargaining unit) those employees having greatest seniority within the class within each Department shall be the last ones laid off.
8. Other than as might be provided for pursuant to the terms of paragraph 7 herein, no Auxiliary Employee shall have the right to bump another employee after having been laid off.
9. An Auxiliary Employee having class seniority, and having been laid off, must, if the employee wishes to be considered for future Auxiliary employment, elect to register with the Employer for future Auxiliary employment in which case such employee will be given preference in hiring for future vacancies within various classes on the basis of the employee's class seniority.
10. Registration for future Auxiliary employment will be made upon a standard form which will be signed and dated by the applicant and which will state the classes within which the applicant



would be willing to accept a position. The completed form will be signed and dated by an authorized representative of the Employer, and both the applicant and the Union will be provided with a copy by way of receipt.

11. When an Auxiliary Employee who has attained class seniority, who has been laid off, and who has registered for future Auxiliary employment, also registers a desire to be taken into consideration for Auxiliary work in a class for which the employee does not possess class seniority, the employee shall be taken into consideration for appointment to a position within such new class on the basis of such employee's skills, knowledge and ability, and in any case where there is no registered applicant possessing seniority in the new class in question, and where such employee's skills, knowledge and ability are sufficient so as to render the employee qualified, then
  - (i) if the Auxiliary Employee is the only registered and qualified applicant, the employee shall be appointed to the said position.
  - (ii) if the Auxiliary Employee is one of several registered and qualified applicants, the appointment to the said position shall be based on their relative skills, knowledge and ability, and if their skills, knowledge and ability are considered to be equal, then the registered and qualified applicant possessing the greatest total Auxiliary seniority with the Employer, shall be appointed.
12. Auxiliary pool seniority may be exercised commencing at 11:59 p.m. on 1978 December 31.
13. (1) Payment in Lieu of Benefits for Auxiliary Employees

Auxiliary Employees shall be paid an amount equal to 12% of their regular earnings which premium payment shall be considered to be in lieu of all employee benefits, including those providing for time off with pay, provided however, that those Auxiliary Employees who have gained entry onto the Auxiliary Seniority list shall have such pay in lieu of benefits increased to 16% of their regular earnings. No other benefits shall be provided to Auxiliary Employees unless expressly stated in this paragraph 13.

An Auxiliary Employee who has been employed full-time for more than six (6) continuous weeks shall commence on the first day of the seventh (7<sup>th</sup>) week, for the duration of full-time employment, to be designated as Temporary Full-Time. Upon being converted to Temporary Full-Time the employee shall cease to qualify for a percentage in lieu of benefits and commence serving the eligibility period for provisions applicable to Temporary Full-Time Employees.

  - (2) A general holiday will be treated as a normal working day for all Auxiliary Employees. Thus, an employee who works on a general holiday will be paid at straight-time rates for the normal daily hours and at normal overtime rates for any hours worked in excess of normal daily or weekly hours. Similarly, an employee who does not work on a general holiday will not receive any pay or compensating time off in lieu of the holiday.

- (3) Normal daily and weekly hours shall be deemed to be 8 and 40 respectively for all Auxiliary Employees except in the case of an Auxiliary Employee working in a position normally occupied by a full-time employee whose normal hours shall be deemed to be the normal hours of the Auxiliary Employee.
- (4)
  - (a) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a seven (7) day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during a work week.
  - (b) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a 6-day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during the 6-day week as defined in the Collective Agreement.
- (5) None of the negotiated provisions in the 1977 Collective Agreements permitting employees to work other than the normal work week, shall be disturbed by the provisions of paragraph (4) herein.
- (6) Overtime rates will be paid on the following basis to all Auxiliary Employees:
  - (i) Time and one-half for the first 4 hours worked in excess of the normal daily hours in a day;
  - (ii) Double time for hours worked beyond 4 in excess of the normal daily hours in a day;
  - (iii) In any case where an employee has already performed work on five days during the week, time and one-half for any hours worked prior to 12:00 noon on the sixth day of work in that week, double time for hours worked after 12:00 noon on the sixth day, and double time for all hours worked on the seventh day of work in that week.
- (7) No shift differential premiums will be paid to Auxiliary Employees unless they are relieving full-time employees on shifts that would otherwise carry such premiums.

SCHEDULE "F"

This is Schedule "F" referred to in  
Article 18 of this Agreement

BENEFITS AND WORKING CONDITIONS FOR REGULAR PART-TIME EMPLOYEES

Effective 1978 December 31 at 11:59 p.m., the provisions contained in this Schedule "F" shall replace all existing provisions which are in conflict with those contained in this Schedule "F".

1. Benefits and % in Lieu for Regular Part-Time Employees

- (a) A Regular Part-Time Employee who occupies a position with a regular schedule of core hours each week equal to or greater than twenty (20) hours shall receive the following benefits:
- (1) a payment of 10% of regular earnings in lieu of vacation and public holiday pay;
  - (2) Medical, Extended Health, Group Life and Dental on the same basis as full-time employees except the eligibility periods shall be calendar months; the Employer shall pay their contractual portion of the premiums for Extended Health, Group Life, and Dental, and the employee shall pay 100% of the premium for Medical;
  - (3) sick leave coverage on a prorated basis (including a proration of the maximum sick leave accumulation), calculated on the same proportionate basis as the Regular Part-Time Employee's weekly schedule of core hours bears to the full-time hours for that class of positions; Regular Part-Time Employees shall qualify after the same eligibility period applicable to full-time employees except it shall be calendar months for Regular Part-Time Employees; and
  - (4) WCB coverage on an approximate net pay basis after completion of six (6) calendar months of employment.
- (b) Where a Regular Part-Time Employee's core hours are increased such that the employee qualifies for the benefits in paragraph (a), the employee's current service shall count towards the benefit eligibility periods.

Where a Regular Part-Time Employee's core hours are reduced such that the employee no longer qualifies for the benefits in paragraph (a), the benefit coverage will cease at the end of the month in which the hours are reduced and the employee shall be paid a percentage in lieu of benefits pursuant to paragraph (c) commencing on the first of the month following the expiry of the benefit coverage.

- (c) All Regular Part-Time Employees not covered by paragraph (a) shall be paid an amount equal to 12% of their regular earnings which premium payment shall be considered to be in lieu of all employee benefits, including those providing for time off with pay, provided however, that those Regular Part-Time Employees who have worked the equivalent of six (6) months shall have such pay in lieu of benefits increased to 16% of their regular earnings and shall be eligible for the benefits contained in paragraph (d) below.
  - (d) Upon the completion of six (6) calendar months of employment, all Regular Part-Time Employees shall also be entitled on a prorated basis to the same Bereavement Leave and Court/Jury Duty Leave and on a full basis to the same Maternity Leave and Parental Leave to which Regular Full-Time Employees are entitled, provided that a Regular Part-Time Employee shall not be paid the 10%, 12%, or 16% of regular earnings when on unpaid leave of absence.
  - (e) No other benefits shall be provided to Regular Part-Time Employees unless expressly stated in this paragraph 1.
2. A general holiday will be treated as a normal working day for all Regular Part-Time Employees. Thus, an employee who works on a general holiday will be paid at straight-time rates for the normal daily hours and at normal overtime rates for any hours worked in excess of normal daily or weekly hours. Similarly, an employee who does not work on a general holiday will not receive any pay or compensating time off in lieu of the holiday.
  3. For purposes of applying overtime rates, normal daily and weekly hours for all Regular Part-Time Employees shall be deemed to be those of a Regular Full-Time Employee whose position is similarly classified.
  4. Overtime rates will be paid on the following basis to all Regular Part-Time Employees:
    - (a) Time and one-half for the first 4 hours worked in excess of the normal daily hours in a day;
    - (b) Double time for hours worked beyond 4 in excess of the normal daily hours in a day;
    - (c) In any case where an employee has already performed work on five days during the week, time and one-half for any hours worked prior to 12:00 noon on the sixth day of work in that week, double time for hours worked after 12:00 noon on the sixth day, and double time for all hours worked on the seventh day of work in that week.
  5. Where pay ranges exist, eligibility for advancement from one step to the next (increment) shall be based on the number of hours served by a Regular Full-Time Employee for such eligibility.

SCHEDULE "G"

This is Schedule "G" referred to in  
Article 18 of this Agreement

EMPLOYMENT STANDARDS ACT PRINCIPLES

The parties agree that the following principles are implicit in and form part of the terms of the Collective Agreement:

- (1) That, except where a provision in the Agreement or a currently accepted practice specifically contemplates otherwise, (for example, the Overtime, Callout and Non-Standard Work Week provisions) employees shall have not less than 8 consecutive hours free from work between each shift worked and not less than 32 consecutive hours free from work between each week. Where an employee is required to work within the 8 or 32 hour free period, the time worked during the work free period shall be subject to the appropriate overtime provisions.
- (2) That where an employee works a split shift, the shift shall be completed within 12 hours of commencing such shift.
- (3) The eating period provided under the "Hours of Work" provision of the Agreement shall be scheduled so as to prevent an employee from working more than 5 consecutive hours without an eating period. Commencing one month following 1984 July 09 Regular Part-Time and Auxiliary Employees shall not work more than 5 consecutive hours without an unpaid eating period.

## SCHEDULE "H"

This is Schedule "H" referred to in  
Article 18 of this Agreement

### 1977 NEGOTIATIONS

The following is item 24 of the Memorandum of Agreement dated 1977 June 14:

24. JOB TRAINING

Effective 1977 June 14, both parties agree to the principle of Job Training programs. The details and implementation of employee training programs designed to improve employee effectiveness shall be the topic for local discussions.

### 1991 NEGOTIATIONS

The following items are from the Memorandum of Agreement dated 1992 March 11:

1. EMPLOYEE ASSISTANCE PROGRAM

The Employer and the Union agree to use the Delta/CUPE 454 Employee Assistance Program as the framework to jointly develop and establish an Employee Assistance Program during the term of the new Collective Agreement as discussed between the Employer and the Union including confidentiality, extent of coverage for employees and their immediate dependants, and a committee to review the Program usage, limitations, and other sources of funding. Effective 2008 April 21, the Employer shall pay seventy-five percent (75%) (effective 2013 September 09, ninety percent (90%)) of the cost of the program to a maximum of \$50,000 (effective 2013 September 09, \$55,000) each year and the Union shall pay the balance of the premium. The parties agree to review the maximums each year.

### 2000-2002 NEGOTIATIONS

The following is item 18 from the Memorandum of Agreement dated 2000 September 08:

18. Bargaining Unit Exclusions

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to exclude the following positions:

- Human Resources Information Systems Specialist;
- Administration/Operations Supervisor (RCMP).

### 2003-2006 NEGOTIATIONS

The following items are from the Memorandum of Agreement dated 2003 June 27:

1. Auxiliary Committee

The Employer and the Union agree to establish a Joint Committee consisting of not more than four (4) representatives of the Employer and not more than four (4) representatives of the Union to review the issue of scheduling of Auxiliary Employees. The Committee shall report its findings and recommendations by 2004 June 30 to their respective principals. Such recommendations may be implemented by mutual agreement of the parties.

2. Job Evaluation Committee

The Employer and the Union agree to establish a Joint Committee consisting of not more than four (4) representatives of the Union (including a representative from CUPE National) and not more than four (4) representatives of the Employer (including representatives from the MVRD Regional Employers Services Department) to discuss the development and implementation of a new Job Evaluation system.

The Committee shall report its findings and recommendations by 2004 December 31 or such later date as mutually agreed, to their respective principals. Where a recommendation is approved and ratified by the principals of both parties, such recommendation may be implemented during the term of the Agreement.

3. Bargaining Unit Exclusions

Effective 2003 July 21, the Employer and the Union agree to exclude the following positions: Payroll Supervisor and Municipal Accountant, and delete them from Schedule "A".

2012-2015 NEGOTIATIONS

The following items are from the Memorandum of Agreement signed on 2013 July 22:

1. Committee – Apprenticeship

Effective 2014 January 01, the Employer and the Union agree to establish a Joint Committee consisting of not more than four (4) representatives of the Employer and four (4) representatives of the Union (collectively the "Training Committee") to discuss training related issues, and the advisability and feasibility of developing and implementing an apprenticeship program. The Training Committee will commence its work on or after 2014 January 1 and the work of the Training Committee will cease on or before 2014 December 31. The Training Committee will try to develop joint recommendations which will be submitted to the Employer and the Union for consideration. The recommendations will:

- (a) set out the Training Committee's recommendations on whether an apprenticeship program should be established; and
- (b) set out the rationale for the Employer establishing an apprenticeship program.

Where the parties cannot agree on joint recommendations then either party can choose to refer the issue to the next round of collective bargaining.

2. Committee – License and Certification

Effective 2014 January 01, the Employer and the Union agree to establish a Joint Committee consisting of not more than four (4) representatives of the Employer and four (4) representatives of the Union (collectively the “License and Certification Committee”) to discuss issues related to the advisability and feasibility of the Employer paying for licenses and certifications. The License and Certification Committee will commence its work on or after 2014 January 1 and the work of the License and Certification Committee will cease on or before 2014 December 31. The License and Certification Committee will try to develop joint recommendations which will be submitted to the Employer and the Union for consideration. The recommendations will:

- (a) set out the recommendation of the Licenses and Certification Committee about whether certain licenses and certification should be paid for by the Employer; and
- (b) set out the rationale for the Employer paying for each of the Licenses and Certifications if the Licenses and Certification Committee recommends that the Employer pay for specific licenses and certifications.

Where the parties cannot agree on joint recommendations then either party can choose to refer the issue to the next round of collective bargaining.

3. Committee – Job Evaluation

Effective 2014 January 01, the Employer and the Union agree to establish a Joint Committee consisting of not more than four (4) representatives of the Employer and four (4) representatives of the Union (collectively the “Job Evaluation Committee”) to discuss issues related to job evaluation. The Job Evaluation Committee will commence its work on or after 2014 January 1 and the work of the Job Evaluation Committee will cease on or before 2014 December 31. The Job Evaluation Committee will try to develop joint recommendations which will be submitted to the Employer and the Union for consideration. The recommendations will:

- (a) set out the recommendation of the Job Evaluation Committee about whether the job evaluation process should be changed; and
- (b) set out the rationale for the recommended changes to the Job Evaluation process if the committee recommends changes to the Job Evaluation process.

Where the parties cannot agree on joint recommendations then either party can choose to refer the issue to the next round of collective bargaining.



SCHEDULE "I"

This is Schedule "I" referred to in  
Article 18 of this Agreement

LETTER OF UNDERSTANDING

between

THE CITY OF COQUITLAM  
(hereafter called the "Employer")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386  
(hereinafter called the "Union")

**STREET SWEEPER SHIFT**

For as long as this Letter of Understanding remains in effect, the Employer and the Union agree to amend Schedule "B", B(i), of the 1988-1990 Collective Agreement to allow for Street Sweeper hours of work to extend to 11:30 p.m. instead of 4:45 p.m.

The Employer agrees to establish a pool of qualified Sweeper Operators to be used on "special shifts". The Employer will establish a pool of qualified applicants by posting a notice to allow employees to apply to work on these special shifts. Up to six (6) qualified applicants will be selected to work an afternoon shift as required throughout the year. Thereafter, employees will be reaffirmed as eligible for the special shifts and additional postings will not be required unless there are insufficient operators in the pool. Upon completion of each assignment employees will be returned to their former position.

This Letter of Understanding shall remain in force until 1993 December 31 and shall remain in force thereafter until either party serves ninety (90) calendar days' written notice to cancel it. Upon expiry of the notice period the Employer and the Union shall be bound by Schedule "B", B(i), of the 1988-1990 Collective Agreement.

SIGNED ON BEHALF OF THE EMPLOYER:

SIGNED ON BEHALF OF THE UNION:

"Malcolm Graham"

"Neil M. Bradbury"

"Richard M. Scott"

"C. Credico"

Dated: 1992 March 11

SCHEDULE "J"

This is Schedule "J" referred to in  
Article 18 of this Agreement

LETTER OF UNDERSTANDING

between the

CITY OF COQUITLAM  
(hereinafter called "the Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386  
(hereinafter called "the Union")

HOURS OF WORK

Where the Employer wishes to change the hours of work (which includes work week), of an employee or a position, in a manner not already provided for within the terms of the Collective Agreement or as otherwise agreed by the parties, the following shall apply:

1. The Employer shall provide the Union with no less than thirty (30) calendar days' written notice of the intended change, the names of the position(s) and incumbent(s) impacted, the reason(s) for the change and duration, and provide an opportunity to meet within the thirty (30) days of the Union receiving the written notification in order to discuss the proposed change(s).
2. The Union will provide a written response within thirty (30) calendar days of the meeting which shall include primary reasons for withholding their consent.
3. Where there is no mutual agreement, the matter may be referred within twenty (20) calendar days of receiving the Union's response to an Hours of Work Umpire who shall convene a hearing for a final and binding decision at any time, but no later than twenty (20) calendar days from the date the Employer referred the matter to the Umpire. No change to the hours of work shall be implemented until such time as the Umpire has reached a decision and notified both parties in writing. It shall be the Employer's responsibility for establishing the rationale for the change in hours of work.
4. The cost of the Umpire, the cost of meeting room, and leave without loss of pay for up to three (3) employees to attend the hearing shall be borne by the Employer.

5. The Hours of Work Umpire shall evaluate whether the Union has been unreasonable in denying the Employer's request after considering the Employer's rationale for the proposal, the impact on the personal and family needs of any affected incumbent(s), and the Union's rationale for denying the request.
6. Decisions of the Umpire shall not be precedent setting and shall be made within fourteen (14) calendar days of the matter being heard.
7. The Hours of Work Umpire shall be selected from the following list on a rotating basis. Should an Umpire not be available or indicate they will not be able to meet the time limit, the next name on the list shall be selected.
 

Rod Germaine	Colin Taylor
David McPhillips	John Thorne
8. Employees who are affected by an hours of work change under this Letter of Understanding shall be offered the amended work shifts on the basis of seniority (high to low) provided they are qualified to perform the work. In the event there are insufficient employees who agree to accept the work shifts, the Employer shall assign the work in reverse order of seniority (low to high) to employees qualified to perform the work.
9. The parties agree that the Shift Premium provision applies seven (7) days a week.
10. The Employer and the Union agree that procedures under this Letter of Understanding do not relate to a "difference" within the meaning of Section 104(1) of the Labour Relations Code.

SIGNED this 31st day of March, 1995.

ON BEHALF OF THE EMPLOYER:

"Susanne Haine"

---

"Malcolm Graham"

---

ON BEHALF OF THE UNION:

"B. Shields"

---

"Neil M. Bradbury"

---

SCHEDULE "K"

This is Schedule "K" referred to in  
Article 18 of this Agreement

LETTER OF UNDERSTANDING

between the

CITY OF COQUITLAM  
(hereinafter called "the Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 386  
(hereinafter called "the Union")

**ARTICLE 6.7(a) – POSTINGS**

Effective the dating of signing of this Letter of Understanding, in the event that the Province of British Columbia amends the BC Employment Standards Act to increase the length of parental leave benefits, the Employer and the Union agree to replace the language of Article 6.7(a) with the following:

“Except as described below, it is agreed that before filling any Regular Full-Time position, Regular Part-Time position, or Temporary Full-Time position expected to exceed twelve (12) months, notice thereof will be posted in the City Hall and in such other places as may be designated by the Council, seven (7) days before such position is filled.

Before filling any Regular Full-Time position, Regular Part-Time position or Temporary Full-Time position created as a result of a maternity or parental leave, notice as described above shall be provided only where the absence is expected to exceed eighteen (18) months. This exception to the twelve (12) month posting requirement shall apply to the filling of the position vacated by the employee taking maternity or parental leave and to the filling of up to two (2) further vacancies created as a consequence of filling the position vacated by the employee on maternity or parental leave.”

If the amendment to the BC Employment Standards Act is effected prior to the completion of bargaining to replace the 2016-2020 Collective Agreement between the parties, the parties agreed to include the above change to Article 6.7(a) in the Memorandum of Agreement that amends the 2016-2020 Collective Agreement. At that point, this Letter of Understanding shall cease to exist.

SIGNED this 16 day of March, 2018.

SIGNED ON BEHALF OF THE CITY OF  
COQUITLAM:

"Nikki Caulfield"

Nikki Caulfield, Director Human Resources and  
Corporate Planning

SIGNED ON BEHALF OF THE CANADIAN UNION  
OF PUBLIC EMPLOYEES, LOCAL 386:

"Gord Willis"

Gord Willis, CUPE President LOCAL 386