

Collective Agreement  
between the  
City of Campbell River

and

Canadian Union of Public Employees  
Local 401

January 1, 2019 – December 31, 2023





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THIS AGREEMENT made this 26<sup>th</sup> day of March 2020.

BETWEEN THE:

CITY OF CAMPBELL RIVER  
in the Province of British Columbia  
(hereinafter called the "Employer")

AND THE:

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL NO. 401  
(hereinafter called the "Union")

The terms and conditions as set out in this Agreement shall apply to all employees of the Employer included in the Certification issued on the 5<sup>th</sup> day of June 1962 by the Labour Relations Board of British Columbia, PROVIDED HOWEVER that those who, in the opinion of the Labour Relations Board:

1. are employed for the primary purpose of exercising management functions over other employees; or
2. are employed in a confidential capacity in matters relating to labour relations;

AND PROVIDED FURTHER that this Agreement shall not apply in any event to positions excluded, including but not limited to, the excluded positions in ADDENDUM 'D'.

## **ARTICLE 1 - DEFINITIONS**

### 1.01 Employee

Wherever the word "employee" is used in this Agreement, it shall mean an employee of the Employer.

### 1.02 Permanent Full-time Employee

- (a) "Permanent full-time employee" shall mean any employee who works a full shift as per schedules noted in Article 16 (Hours of Work) and shall be entitled to all the rights of this Agreement on the first (1<sup>st</sup>) day of employment, and all benefits in accordance with Article 25.
- (b) Upon successful completion of the probationary period (Clause 12.01) seniority shall be determined as per Article 13.
- (c) It is agreed that employees who have not completed their probationary period but who have a favourable employee evaluation will be recalled.

### 1.03 Permanent Part-time Employee

- (a) A permanent part-time employee is one who is employed less than a full shift [see Letter of Interpretation, page 78] as per the schedules noted in Article 16 (Hours of Work). These employees shall be entitled to all the rights of this Agreement on the first (1<sup>st</sup>) day of employment and benefits under Article 25. Upon successful completion of the probationary period these employees shall have their seniority determined in accordance with Clause 13.01.
- (b) Permanent part-time employees shall be given first opportunity, in seniority order provided they are qualified, to work additional regular straight-time hours which become available within their Department, provided no overtime costs are incurred by so doing. Permanent part-time employees shall be eligible, provided they are qualified, to work additional straight time hours as an Auxiliary employee (Clause 1.04).
- (c) Those permanent part-time employees whose posted position has hours equal to or greater than twenty (20) per week are eligible for all benefits under Article 25. Permanent part-time employees who are appointed to more than one permanent position and who have hours equal to or greater than twenty (20) per week are eligible for all benefits under Article 25.
- (d) Those permanent part-time employees whose posted position has less than twenty (20) hours per week will be eligible for benefits under Article 25 Clauses 25.02, 25.03, 25.04, 25.07 and 25.08.

1.04 Auxiliary Employees

- (a) Auxiliary employees are those employees working on an irregular and/or unscheduled basis or to augment the workforce to perform specific or short-term functions.
- (b) There are two (2) types of Auxiliary positions:
  - (i) short-term Auxiliary - zero (0) to ninety (90) calendar days;
  - (ii) long-term Auxiliary - ninety (90) plus calendar days.

1.05 Short Term Auxiliary Employees

- (a) In no case will a short-term Auxiliary employee work for more than a ninety (90) calendar day assignment without the agreement of both parties. These Auxiliary positions will be filled by the exempt department supervisor from the Auxiliary pool without following the Job Posting process in Clause 14.01.
- (b) It is agreed that permanent part-time employees will have no priority to short-term Auxiliary hours outside of their own Department. Through mutual agreement between the Union and the Employer, a permanent part-time employee may be able to fill a full-time short-term Auxiliary position.
- (c) Laid off permanent employees who are on a recall list and who are qualified will have first priority for short-term Auxiliary hours.
- (d) To create and maintain the Auxiliary pool, the Employer will post a generic posting asking for applications from any discipline to the pool. The applicants will provide information with regards to their skills. Managers will be provided with a copy of the list of applicants from which to draw as required. Permanent part-time employees can apply to the Auxiliary pool with the knowledge that their part-time position must be maintained and takes priority over any Auxiliary hours.
- (e) Auxiliary employees shall only be utilized at the entry-level position of the Department where the work is required.
- (f) Short-term Auxiliary employees who take a position for less than ninety (90) calendar days shall receive twelve percent (12%) in lieu of all of the benefits and other perquisites provided under this Agreement (annual vacation, sick time, statutory holidays, group life, extended health, dental, medical insurance). In addition, auxiliary employees are eligible for jury duty and bereavement leave. Any permanent part-time employee who takes an Auxiliary position and who already has benefits coverage will not be eligible for this percentage in lieu of benefits but shall continue to receive benefits.

1.06 Long-Term Auxiliary Employees

- (a) Where an Auxiliary opening is known to be for a period beyond the ninety (90) calendar days, the position will be posted as per the Job Posting process in Clause 14.01. Permanent employees will have preference in filling these long-term Auxiliary positions.
- (b) This type of Auxiliary position would cover Maternity Leave, Leave of Absence, WorkSafeBC, Extended Illness or other mutually agreed to circumstances.
- (c) Where a permanent employee successfully bids on a long-term Auxiliary position, time worked counts towards benefit entitlement. Upon completion of the long-term Auxiliary position the employee returns to their former position.
- (d) Laid-off permanent employees who are on a recall list and who are qualified will have first priority for long-term Auxiliary hours.
- (e) Long-term Auxiliary employees who take a position for less than six (6) months shall receive twelve percent (12%) in lieu of all of the benefits and other perquisites provided under this Agreement (annual vacation, sick time, statutory holidays, group life, extended health, dental, medical insurance). In addition, auxiliary employees are eligible for jury duty and bereavement leave. Any permanent employee who takes an Auxiliary position and who already has benefits coverage will not be eligible for this percentage in lieu of benefits but shall continue to receive their benefits.
- (f) Long-term Auxiliary employees who take a position for more than six (6) months shall have the option to receive the health benefits that the employee that they are replacing was eligible for or receive the 12% in lieu of all the benefits and other perquisites provided under this agreement. This selection must be made at the commencement of the position and cannot be altered for the duration of the long term auxiliary position. Any permanent employee who accepts a long term auxiliary position and who already has benefits coverage will not be eligible for this percentage in lieu of benefits but shall continue to receive their benefits.

1.07 Seniority for Long-Term Auxiliary Employees

An employee working in a long term auxiliary position who posts into a permanent position and successfully completes the probation period, will have their seniority backdated to the commencement of the long term auxiliary position.

1.08 Volunteer & Youth Workers

The use of volunteers and youth workers will only be done through mutual agreement between the Union and the Employer on a case-by-case basis.

## **ARTICLE 2- MANAGEMENT RIGHTS**

### 2.01 Management Rules and Regulations

Subject to the Grievance Procedure, the Union recognizes the right of the Employer to operate and manage the business of the City of Campbell River in all respects, in accordance with its commitments and responsibilities and to make and alter from time-to-time as the necessity arises, rules and regulations to be observed by the employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement. Such rules and regulations and amendments thereto shall be communicated in writing to the Union.

### 2.02 Management Rights

The Employer will always have the right to hire, discipline, demote and discharge employees for just cause. The selection of persons to fill excluded positions shall be entirely a matter for the Employer's decision.

## **ARTICLE 3- RECOGNITION AND NEGOTIATIONS**

### 3.01 Bargaining Unit

The Employer or anyone authorized to act on their behalf recognizes the Canadian Union of Public Employees, Local No. 401, as the sole collective bargaining agency for its employees classified and covered by this Agreement and hereby consents and agrees to negotiate with the Union or any authorized committee thereof, in any and all matters affecting the relationship between the parties to this Agreement looking forward to a peaceful and amicable settlement of any differences that may arise between them.

### 3.02 No Other Agreements

No employee shall be permitted to make a written or verbal agreement with the Employer or its representative which may conflict with the terms of this Collective Agreement.

### 3.03 Work of the Bargaining Unit

- (a) Excluded employees shall not work on any jobs which are included in the bargaining unit if:
  - (i) it results in a layoff, or;
  - (ii) there is failure to recall a laid off employee, provided a minimum of one (1) day's worth of work is available.
- (b) In cases of an emergency or training or when mutually agreed upon in writing excluded employees will be allowed to perform such work.

3.04 Right of Representation

Provided prior notification has been given, the Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees and any other advisors when dealing or negotiating with the Employer. Such representative(s)/advisor(s) shall have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement.

**ARTICLE 4 - NO DISCRIMINATION**

4.01 Employer Shall Not Discriminate

The Employer shall not refuse to employ or refuse to continue to employ a person, or discriminate against a person regarding employment or any terms or conditions of employment because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person, or because of the person's lawful Union activities.

**ARTICLE 5 - UNION SECURITY**

5.01 All Employees to be Members

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of their employment, and every new employee whose employment commenced hereafter shall, within thirty (30) days after commencement of their employment, apply for and maintain their membership in the Union as a condition of their employment.

**ARTICLE 6 - CHECK-OFF OF UNION DUES**

6.01 Check Off

The Employer agrees to deduct from the pay of each employee any monthly dues or assessment levied in accordance with the Union Bylaws.

6.02 Deductions

Deductions shall be made from the payroll and shall be forwarded forthwith to the Treasurer of the Union, accompanied by a list of all employees from whose wages the deductions have been made.

## **ARTICLE 7 - NEW EMPLOYEES**

### 7.01 Acquainting New Employees

The Employer agrees to the Union acquainting new employees with the fact that an Agreement between the parties is in effect and presenting them with a copy of the Agreement.

## **ARTICLE 8 - CORRESPONDENCE**

### 8.01 Correspondence

Except as otherwise stated in this Agreement, all correspondence between the parties arising out of this Agreement or incidental thereto, shall pass to and from the City Manager of the Employer or designate and the First Vice President, Second Vice President (Campbell River) and the President of the Union in an electronic format. A hard copy will be provided if requested by either party.

## **ARTICLE 9 - LABOUR/MANAGEMENT RELATIONS**

### 9.01 Joint Consultation Committee

- (a) A Joint Consultation Committee shall be established consisting of not less than two (2) nor more than three (3) representatives of the Employer and not less than two (2) nor more than three (3) representatives of the Union. Either party can request that a meeting be convened and such meeting must be held not later than fifteen (15) calendar days after the request has been made. Such time may be extended by mutual consent of both parties. However the parties shall meet at least once every two (2) months for the purpose of discussing issues relating to the workplace that affect the parties or any employee bound by this Agreement.
- (b) There shall be Vice-Chairs of the Committee who shall alternate in running the meetings, one (1) of whom shall be from the Employer and one (1) from the Union.
- (c) Minutes shall be taken and will be prepared and agreed to at the meeting. Every effort will be made to have the minutes distributed within one (1) week.
- (d) Outstanding items from the previous Joint Consultation Committee meeting shall be the first issues discussed at a subsequent meeting.

9.02 Bargaining Committee

A Bargaining Committee shall be appointed and consist of not more than four (4) members representing the Employer, as appointees of the Employer, and not more than four (4) members of the Union, as appointees of the Union. The Union shall advise the Employer of the Union nominees to the Committee.

9.03 Representation

Each party to this Agreement shall have the right at any time to have professional or other assistance during contract negotiations.

9.04 Meetings of the Bargaining Committee

In the event of either party wishing to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement. Such meetings shall be arranged within ten (10) calendar days after the request has been made.

9.05 Function of Bargaining Committee

The Bargaining Committee shall meet to discuss the renewal of the Collective Agreement or any other matters which may be referred to it under the terms of this Agreement, or any matters which may promote good relations between the two (2) groups.

9.06 Time Off for Meetings

Subject to the approval of their exempt department supervisor, any employee who is a representative of the Union on this Bargaining Committee shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration.

9.07 Failure to Agree

Any failure to agree in settling the terms of a new contract shall be processed in accordance with the terms of the Labour Relations Code of British Columbia.

**ARTICLE 10 - GRIEVANCE PROCEDURE**

10.01 Recognition of Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward may assist any employee, whom the Steward represents, in preparing and presenting their grievance in accordance with the Grievance Procedure.



## 10.02 Settling of Grievances

Should any difference arise between the persons bound by this Agreement concerning its interpretation, application, operation or alleged violation thereof, there shall be no stoppage of work on account of such a difference. The following procedure shall be followed in settling any matters in dispute:

(a) Step 1:

- (i) Employees shall advise their immediate excluded supervisor or designate within fourteen (14) calendar days of an alleged violation.
- (ii) The employee, along with a Union representative, shall make an earnest effort to resolve the matter promptly with the employee's immediate excluded supervisor or designate who shall provide a written response within seven (7) calendar days of such meeting.

(b) Step 2:

- (i) Failing settlement under Step 1, the grievance shall be submitted in writing to the division senior manager or designate within seven (7) calendar days of the Step 1 response.
- (ii) The division senior manager or designate concerned shall meet with the grievor, Shop Steward and/or a representative of the Union. The parties agree that reasonable effort will be taken to ensure the meeting occurs within twenty-one (21) calendar days of receipt of written notice.
- (iii) The division senior manager or designate shall respond in writing stating reasons within seven (7) calendar days following the hearing.

(c) Step 3:

- (i) Should the parties be unable to settle the matter under Step 2, the aggrieved employee and the Union shall, within seven (7) calendar days of the Step 2 response, present the grievance to the City Manager or designate.
- (ii) The City Manager or designate shall respond in writing stating reasons within seven (7) calendar days following the hearing.

(d) Step 4:

- (i) If a satisfactory settlement is not reached at Step 3, the Union shall, within thirty-seven (37) calendar days of the Step 3 hearing date advise whether the matter is to proceed to Arbitration as set out in Article 11.
- (ii) For Step 4 of the grievance process only, the time limit is viewed by both parties as a matter of substance and not merely procedural requirements. An extension by request will not be unreasonably denied.

### 10.03 Disputes

Where either party has a dispute involving a question of general application or interpretation, or if an employee is suspended or dismissed, Steps 1 and 2 above may be by-passed for the grievance.

### 10.04 Permission to Leave Work

- (a) The Employer agrees that Stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while assisting a grievor in the resolution of a dispute.
- (b) The Union recognizes that Stewards will not leave their work during working hours except to perform their duties under this Article after being granted the permission of their supervisor. Such permission shall not be unreasonably withheld.

### 10.05 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by mutual consent of the parties to this Agreement.

## **ARTICLE 11 - ARBITRATION**

### 11.01 Assignment of a Single Arbitrator

Where either party requests that a grievance be submitted to arbitration, the request shall be made by regular or electronic mail addressed to the other party. A single arbitrator will be mutually agreed to by the parties to adjudicate the matter.

### 11.02 Failure to Appoint

If the parties fail to appoint an arbitrator within fourteen (14) calendar days the appointment shall be made by the Minister of Labour upon the request of either party.

### 11.03 Procedure

The Arbitrator may determine their own procedure, but shall give full opportunity to all parties to present evidence and make representations to them. They shall hear and determine the difference or allegation and render a decision within ten (10) calendar days from the last day of the hearing.

11.04 Decisions of the Arbitrator

The decision of the Arbitrator shall be in writing, and shall be final and binding, and enforceable on all parties, but in no event shall the Arbitrator have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Arbitrator shall have the power to dispose of any discharge or a discipline grievance by any arrangement which they deem just and equitable.

11.05 Disagreement on Decision

Should the parties disagree as to the meaning of the decision, either party may apply to the Arbitrator to reconvene to clarify the decision, which it shall do within three (3) working days.

11.06 Expenses of the Arbitrator

Each party shall pay one-half (1/2) the fees and expenses of the Arbitrator.

11.07 Expedited Arbitration and Settlement Officer

The parties recognize the value in resolving grievances in an expeditious manner. To that end and where appropriate, alternative methods of dispute resolution including Section 87 of the Labour Relations Code; Settlement Officer; Section 104 of the Labour Relations Code; Expedited Arbitration or Section 105 of the Labour Relations Code; Consensual Mediation-Arbitration, will be seriously considered.

11.08 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by mutual consent of the parties to this Agreement.

11.09 Witnesses

At any stage of the Grievance or Arbitration Procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the conferring parties or the Arbitrator to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

**ARTICLE 12 - PROBATIONARY PERIOD FOR PERMANENT EMPLOYEES**

12.01 Probationary Period

Newly hired permanent employees shall be on probation for a period of six (6) calendar months from the date of hire.

## **ARTICLE 13 - SENIORITY AND LAYOFFS FOR PERMANENT EMPLOYEES**

### 13.01 Seniority for Permanent Employees

- (a) Seniority is defined as the length of service in the bargaining unit and shall be applied on a bargaining unit wide basis.
- (b) For the purpose of this Agreement, the seniority of the permanent full-time and part-time employees shall be established on the basis of an employee's service calculated from the date of hire and shall not be affected by:
  - (i) absence due to bona fide sickness,
  - (ii) authorized leave of absence,
  - (iii) layoff and recalled during the recall period.

### 13.02 Seniority List

- (a) The Employer shall maintain a seniority list for permanent employees showing the date on which each of the employee's service commenced. This will include permanent full-time and permanent part-time workers.
- (b) Up-to-date seniority lists shall be sent to the Union and posted on all bulletin boards monthly.
- (c) When more than one (1) employee is hired on the same day, the seniority priority shall be determined by random draw in the presence of a Union representative.

### 13.03 Layoff

A layoff shall be defined as a reduction in the work force, an employee's position being eliminated, or a reduction in the employee's regular hours of work as defined in this Agreement.

- (a) The Employer will give as much notice as is feasible but not less than thirty (30) calendar days to the employee(s) directly affected.
- (b) Employees shall be laid off in reverse order of their bargaining unit seniority.
- (c) For Parks, Recreation and Culture staff, for a program of ten (10) weeks or less, the reduction in hours will not constitute a layoff and bumping within the Instructor group cannot occur unless the person affected has no assignments. Bumping within the Instructor group cannot occur after the commencement of a program.
- (d) Employees who have received layoff notice or who have been bumped shall have the right to bump employees with less seniority, provided that:

- (i) employees exercising that right have the required qualifications to perform the duties of the position they wish to bump into;
  - (ii) the right to bump shall include the right to bump up where an employee is unable to exercise their bumping rights to retain a similar shift, benefits and ninety-five percent (95%) of gross pay.
- (e) The incumbent employee(s), whose hours have been reduced or whose position has been eliminated or who have been bumped, will have five (5) working days to advise the Employer of their intent to:
  - (i) accept the reduction in hours and remain in the position; or
  - (ii) exercise their seniority rights; or
  - (iii) to be placed on the recall list.
- (f) The Employer shall provide a current seniority list specifying the name(s), position(s) held, the number of hours of work, full time or part time status and incumbent employee's seniority date.
- (g)
  - (i) Employees who have received layoff notice will be advised of any postings that may have closed but have not yet been awarded. Such employees, if they believe they are qualified for such postings, will have one working day after receipt of notice of the unfilled posting to have their name added to the list of applicants.
  - (ii) Upon moving into their new position, employees will be required to complete a trial period as per 14.03(a). If employees do not successfully complete this trial period, they will be placed on the recall list.
- (h) Providing the laid off employee is qualified, they shall receive first option in line of seniority for all Auxiliary employment and seniority shall accrue for all time worked.
- (i) Any permanent employee who is laid off shall have recall rights to their former classification for a period of eighteen (18) months provided they remain qualified.
- (j) Employees on the recall list shall be recalled to positions in order of bargaining unit wide seniority provided they are qualified. New employees shall not be hired until those laid off have been given the opportunity of recall.
- (k) In the event of a vacancy occurring while employees are laid off, Article 14 applies to all employees, including employees on the recall list. The Employer shall notify employees on the recall list of all vacancies.
- (l) Recall notices will be sent by registered mail to the employees being recalled with copies to the First Vice President, Second Vice President (Campbell River), and President of the Union.

- (m) Grievances concerning layoff and recalls shall be initiated at Step 3 of the Grievance Procedure.

#### 13.04 Seasonal Layoff

For planned seasonal layoff, seven (7) calendar days notice will be given.

#### 13.05 Loss of Seniority

An employee shall lose seniority if:

- (a) discharged for just cause and is not reinstated.
- (b) the employee resigns.
- (c) the employee is absent from work in excess of three (3) working days without notifying the Employer unless such notice was not reasonably possible.
- (d) after a layoff, the employee fails to return to work within seven (7) calendar days after being notified to do so, provided however there shall be no loss of seniority if the employee is unable to return to work because of sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of their current address in writing. Notice of return to work shall be deemed to have been given to an employee the day such notice has been mailed by registered mail, to the last known address of the employee.
- (e) after a layoff of eighteen (18) months.

#### 13.06 Permanent Transfer Outside Bargaining Unit

- (a) An employee shall not be transferred to a position outside of the bargaining unit without the employee's consent.
- (b) The employee shall have the right to return to their position in the bargaining unit during the trial period, which shall be a maximum of three (3) months. The employee shall continue to pay Union dues based on their bargaining unit position for the three (3) month's trial period. Any employee who has posted into a vacancy, which is as a result of movement to the excluded position, shall return to their previous position if the employee returns to their position during the three (3) month trial period.
- (c) If any time after the three (3) month period the employee desires to return to the bargaining unit, they shall have no seniority.

- (d) When employees of the City of Campbell River transfer between C.U.P.E. Local 401, I.A.F.F. Local 1668 or excluded Management Positions they will retain their initial start date with the Employer for the purposes of calculating holiday entitlement and accrued sick time will transfer to the new position.
- (e) Clause (d) above only applies provided there is no interruption or break in employment with the City of Campbell River.

#### 13.07 Temporary Promotions from the Bargaining Unit

On a case-by-case basis and through mutual agreement between the Union and the Employer, employees from within the bargaining unit may be invited to apply for a temporary position outside the bargaining unit. If the successful applicant agrees to the new temporary position and is transferred outside the scope of the bargaining unit they shall retain all rights, privileges and protection under the Collective Agreement. The employee will continue to pay Union dues based on the pay from their permanent position.

### **ARTICLE 14 - PROMOTIONS, STAFF CHANGES & VACANCIES**

#### 14.01 Job Postings

- (a) Prior to filling any vacancy, making a staff change or promotion covered by the terms of this Agreement, the Employer shall notify the Union in writing and post notice of the position in all shops on all bulletin boards for a minimum of ten (10) working days in order that all members will know about the position and be able to make written application. Such notice shall contain the following information where applicable:
  - (i) The nature of position, location, required knowledge, education, ability, skills, shift, schedule and rate of pay.
- (b) All job postings shall be numbered.
- (c) Prior to posting outside, consideration shall be given to the likelihood of Union members (including auxiliary employees) being able to fill the position. Through mutual agreement and cooperation, postings can be placed inside and outside at the same time.

#### 14.02 Staff Changes

- (a) Both parties recognize the principle of promotion within the service of the Employer and that job opportunity shall increase in proportion to length of service. Therefore, in making staff changes, transfers, or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications.

- (b) Testing will only be used for new hires and for existing permanent staff when applying for higher rated positions, or auxiliary staff when they are applying for permanent positions. The tests will only be based on the required qualifications of the posted position.
- (c) The qualifications and requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner.

#### 14.03 Trial Period

- (a) The successful applicant shall be placed on trial for a period of three (3) months. Conditional on satisfactory service, such trial appointment shall become permanent after the period of three (3) months. Time spent on leave of absence, sick or vacation will not be counted towards the completion of this trial period.
- (b) In the event the successful employee proves unsatisfactory in the position, or the position becomes unsatisfactory to the employee, during the aforementioned trial period, the employee shall be returned to their former position and its salary without loss of seniority and any other employee promoted or transferred because of the rearrangement shall also be returned to their former position and its salary without loss of seniority.

#### 14.04 Union Notification

- (a) The Union shall be notified within five (5) working days of any and all appointments, hires, layoffs, re-hires, and terminations of employment pertinent to this Agreement.
- (b) Within five (5) working days of the date of appointment to a vacant position, the name of the successful applicant shall be sent to each applicant.

#### 14.05 Upgrading

Nothing in this Agreement shall preclude the Employer from paying an employee a salary higher than the scheduled rate because of special ability, qualifications or increased work load, provided that the Employer notifies the Union within five (5) working days.

#### 14.06 Employee Promoted to Higher Position

An employee promoted to a position paying a higher rate of pay shall receive the rate of pay for the new position.



14.07 Reassignment to Higher Rated Position

Where a permanent full-time employee is reassigned to a higher paying classification to cover for scheduled absences of one (1) day or more, the senior employee capable of performing the duty shall be given preference. Such employee shall receive the rate of pay of the position assumed.

**ARTICLE 15 - DISCIPLINE**

15.01 Discipline

- (a) An employee may be suspended or dismissed for just and reasonable cause. Such employee and the Union shall be advised promptly in writing by the exempt department supervisor of the reason for such discharge or suspension.
- (b) An employee considered by the Union to be wrongfully or unjustly dismissed or suspended shall be entitled to a hearing under the Grievance Procedure.
- (c) An employee shall have the right to have their Steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action.

15.02 Reinstatement

Should it be found upon investigation that an employee has been unjustly suspended or dismissed, such employee shall be immediately reinstated in their former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to their normal earnings during the pay period of such discharge or suspension, or by any other arrangement as to compensation as directed as a result of action under Article 11.

15.03 Probationary Employees

An employee's employment may be terminated by the City at any time within the probationary period set out in Article 12.01 if the Employer determines that the employee would not be suitable for permanent employment. If terminated, the probationary employee shall have access to the grievance procedure.

**ARTICLE 16 - HOURS OF WORK**

16.01 Roads Department, Water Department, Wastewater Department, Fleet and Facilities Department, Environmental Science Officer, and Engineering Technical Staff (Schedule "A")

- (a) The regular working day shall consist of eight (8) hours between 8:00 a.m. and 4:30 p.m. with a lunch period of one-half (1/2) hour from 12:00 noon to 12:30 p.m., Monday through Friday, or such other hours or days as may be mutually agreed upon between the Union and Employer.
- (b)
  - (i) The regular working day for a Clerk/Technician and Maintenance Coordinator shall not exceed seven (7) consecutive hours between 8:00 a.m. and 4:30 p.m. or other such hours that are mutually agreed upon between the Union and Employer, Monday through Friday, with one (1) hour allowed for the lunch period.
  - (ii) The regular working day for an Administrative Assistant shall not exceed seven (7) consecutive hours between 7:00 a.m. and 4:30 p.m. or other such hours that are mutually agreed upon between the Union and the Employer, Monday through Friday, with one-half (1/2) hour allowed for the lunch period.
  - (iii) The hours of work for a Contractor Coordinator shall not exceed eight (8) hours between 8:00 am and 9:00 pm Monday through Saturday, broken only by one (1) hour allowed for the lunch period. The total amount of time worked after 4:30 pm and on Saturday shall not exceed ten (10) hours per week. Overtime rates will not apply except for shifts in excess of eight (8) hours or more than forty (40) hours per week.

16.02 Recreation and Culture Department (Schedule "B" & "D")

- (a) The regular working day for all Schedule B employees, shall not exceed eight (8) hours and the regular working week shall not exceed forty (40) hours during a payroll week, provided always that the working day may be completed in a split shift by agreement between employee and Employer or such other hours as may be mutually agreed upon.
- (b) All scheduled shifts for Facility Services Workers after 4:00 p.m. are to be a minimum of four (4) hours and a maximum of eight (8) hours.
- (c) The regular working day for Clerical and Programming staff shall not exceed seven (7) hours and the regular working week shall be five (5) regular working days, Monday to Friday, provided always that to meet the needs of programs, the regular working day may be completed in a split shift and the regular working week may be other than Monday to Friday. One (1) hour shall be allowed for the lunch period.

16.03 City Hall Employees (Schedule "A" and "C")

- (a) The regular working day for all employees not mentioned below shall not exceed seven (7) hours between 8:30 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour allowed for the lunch period.

- (b) The regular work day for Facility Services Workers may be completed by mutual agreement, in a split shift and the regular work week shall be Monday to Friday. All scheduled shifts after 4:00 p.m. are to be a minimum of four (4) hours and a maximum of eight (8) hours.
- (c) Bylaw Enforcement Officers
  - (i) The hours of work for Bylaw Enforcement Officers shall not exceed seven (7) hours between 8:30 a.m. and 9:30 p.m., Monday through Saturday, broken only by one (1) hour allowed for the lunch period. The total amount of time worked after 4:30 p.m. and on Saturday shall not exceed ten (10) hours per week.
  - (ii) Overtime rates will not apply except for shifts in excess of seven (7) hours or more than thirty-five (35) hours per week.
- (d) Traffic Officers
  - (i) The regular working day for Traffic Officers shall not exceed seven (7) hours between 8:00 a.m. to 9:00 p.m., Monday through Saturday, broken only by one (1) hour allowed for the lunch period. The total amount of time worked after 4:30 p.m. and on Saturday shall not exceed ten (10) hours per week.
  - (ii) Overtime rates will not apply except for shifts in excess of seven (7) hours or more than thirty-five (35) hours per week.

#### 16.04 Police Services (Schedule "E")

- (a) Police Guards
  - (i) The working schedule for a Police Guard shall consist of two (2), twelve (12) hour day shifts inclusive of meal breaks; followed by two (2), twelve (12) hour night shifts inclusive of meal breaks; followed by four (4) days off.
  - (ii) Adjustment Days (12 hours without pay) will be scheduled by mutual agreement by employee and Employer throughout the year to ensure that all Police Guards are eligible to work a maximum of 2080 hours per year.
  - (iii) Auxiliary Guards called in shall work a maximum of twelve (12) hours per shift, inclusive of a meal break.
  - (iv) Police Guards are expected to remain in the cell area (i.e. at their duty station) during their meal break. Police Guards will maintain continual monitoring of prisoners during their meal break.
  - (v) Police Guards will be paid a premium of one-half (½) hour meal break. This premium will be fifty percent (50%) of the straight time rate for one-half (½) hour.

- (vi) On those occasions when a second (2<sup>nd</sup>) Police Guard is on duty, there will be some flexibility in that one (1) Police Guard may leave the detachment premises, to take a meal break. This will not result in a lapse of continual monitoring of prisoners. On those occasions where such flexibility is available, there will be no paid meal break.
- (b) The regular working day for a Watch Clerk shall consist of two (2), twelve (12) hour days inclusive of meal breaks; followed by two (2), ten (10) hour nights inclusive of meal breaks; followed by four (4) days off.
- (c) The regular working day for an Administrative Assistant, a Forensic Video Technician and an Afternoon Records Clerk shall consist of seven (7) consecutive hours between 7:00 a.m. and 6:00 p.m., Monday through Friday, with one (1) hour allowed for the lunch period.
- (d) The regular working day for a Court Liaison Officer and an Exhibit Clerk shall consist of seven (7) hours between 7:00 a.m. and 4:00 p.m., Monday through Friday, with one (1) hour allowed for the lunch period.
- (e) Facility Services Workers shall not exceed eight (8) consecutive hour shifts per day, exclusive of lunch periods. The regular work week may be other than Monday to Friday providing that there will be two (2) consecutive days off. All scheduled shifts after 4:00 p.m. are to be a minimum of four (4) hours and a maximum of eight (8) hours. Shifts are to be agreed to by the Union and the Employer.
- (f) The regular working schedule for a Police Records Services Coordinator shall consist of four (4), ten (10) hour days between the hours of 7:00 a.m. and 6:00 p.m., with a lunch period of one (1) hour; followed by four (4) consecutive days off.
- (g) The regular working schedule for two (2) Records Clerks shall consist of four (4), ten (10) hour days between the hours of 7:00 a.m. and 6:00 p.m., with a lunch period of one (1) hour; followed by four (4) consecutive days off.
- (h) The Police Records Services Coordinator and Records Clerk will have their statutory holidays frontloaded as per Article 19.05.
- (i) The Police Records Services Coordinator and Records Clerk will be included in and have their overtime calculated as per Article 18.01(e)

#### 16.05 Airport (Schedule "F")

- (a) Employees working under this Schedule shall work four (4) ten (10) hour shifts per week followed by three (3) consecutive days off.

- (b) Full-time clerical employees shall work a thirty-five (35) hour week, Monday through Friday, 8:30 a.m. to 4:30 p.m. or such other hours that are mutually agreed upon by the Union and the Employer.

#### 16.06 Parks Department (Schedule "G")

- (a) The regular working hours for the Parks Clerk Technician shall not exceed seven (7) consecutive hours between 8:00 a.m. and 4:30 p.m., Monday through Friday with a one (1) hour lunch period.
- (b) For all Parks employees the regular working hours shall not exceed eight (8) hours with a lunch period of one half (½) hour, from 7:00 a.m. to 3:30 p.m., Monday through Friday.
- (c) For the period April to September the hours of work for the one (1) Parks Specialist I will be eight (8) hours per day between the hours of 7:00 a.m. and 3:30 p.m., Thursday through Monday.

#### 16.07 Varied Hours

Alternate work hours will be determined and agreed to by the employee, exempt supervisor and Union. The parties will give timely consideration to all requests. Each request will be given bona fide consideration. Where one party denies approval, they shall provide the other party with written reasons.

These hours will allow scheduling options for both the employee and Employer, taking into consideration unique employee circumstances while maintaining core business hours to support corporate goals and priorities while meeting departmental needs.

### **ARTICLE 17 - SHIFT WORK**

#### 17.01 Shift Work Bonus

All employees working a minimum four (4) hour shift shall receive an additional one dollar (\$1.00) per hour for all hours worked or portion thereof between the hours of 6:00 p.m. and 6:00 a.m.

#### 17.02 Shift Change Notice

- (a) A shift consists of the hours an employee works in a regular work day.
- (b) A schedule is the pattern of shifts worked as set out in Article 16.
- (c) At least seventy-two (72) hours notice shall be given before a shift or schedule change in excess of one (1) day for training, maintenance programs, relief/acting assignments and seasonal shift adjustments.

- (d) Any shift or schedule change will ensure that an employee will maintain their regular biweekly pay period hours.

17.03 Rest Period

- (a) All employees shall be permitted a fifteen (15) minute rest period as per the table below:

<b>Shifts</b>	<b>Entitlement</b>
Between two (2) and four (4) hours	One (1) mid shift rest period, no lunch period
More than four (4) hours but less than six (6) hours	One (1) rest period after two (2) hours, one (1) lunch period
Six (6) hours or more, but less than twelve (12) hours	Two (2) rest periods (one in the first half and one in the second half of the shift) and one (1) lunch period
Twelve (12) hours	Three (3) rest periods and one (1) lunch period

- (b) An additional rest period will be given for every additional four (4) hours worked in excess of twelve (12).
- (c) Upon the posting of a position that is required to work more than 4 but less than 6 hours in duration per day, operational needs will determine the length of or need to have a lunch period.
- (d) For those employees who are currently (as of May 28, 2008) employed in a position that is required to work more than 4 but less than 6 hours in duration, a meeting will be held between the Human Resources Department, the affected employee and the exempt department supervisor to determine the operational needs and if there is an option to modify rest periods.
- (e) The adjustment of breaks and lunch periods for PPT employees who work more than 4 but less than 6 hours will have no affect or impact on the language in Article 16 which determines the hours of work and related lunch periods for all other employees.

**ARTICLE 18 – OVERTIME**

18.01 Rates on Regular Work Days

- (a) Except as identified below, for all time worked beyond the regular work day as defined in Article 16, employees will receive overtime at the rate of time and one-half (1-½x) for the first three (3) hours and double time (2x) after three (3) hours in any one (1) day or shift.

- (b) For Schedule "F" Airport employees, overtime shall be paid at time and one-half (1- $\frac{1}{2}$ x) for the first (1<sup>st</sup>) hour worked after the employee's ten (10) hour shift and double time (2x) thereafter.
- (c) For Schedule "E" Watch Clerk employees, hours worked on a day shift beyond eleven (11) hours shall be paid at the rate of double time (2x) in any one (1) day or shift, and on a night shift beyond nine (9) hours will be paid at the rate of time and one-half (1- $\frac{1}{2}$ x) for the first two (2) hours and double time (2x) thereafter for any one (1) day or shift.
- (d) For Schedule "E" Police Guard employees, hours worked beyond twelve (12) hours shall be paid at the rate of double time (2x) for all hours worked in any one (1) day or shift.
- (e) For Schedule "E" Police Records Services Coordinator and Records Clerk employees, overtime shall be paid at time and one-half (1- $\frac{1}{2}$ x) for the first (1<sup>st</sup>) hour worked after the employee's ten (10) hour shift and double time (2x) thereafter.

#### 18.02 Overtime Rates on Scheduled Days Off and Statutory Holidays

- (a) All time worked on scheduled days off shall be paid on the basis of double time (2x).
- (b) All time worked on Statutory Holidays shall be paid on the basis of double (2x) the standard rate of pay for every hour worked in addition to their regular holiday pay.

#### 18.03 Time Off in Lieu of Overtime

Time off with pay, calculated at overtime rates, may be taken in lieu of overtime pay. This time off shall be established by mutual agreement between the employee concerned and their exempt department supervisor. No employee shall have in excess of fifteen (15) working days banked at any one (1) time.

#### 18.04 No Layoff to Compensate for Overtime

Employees shall not be required to layoff in regular hours to equalize any overtime worked except as provided in Clause 18.03.

#### 18.05 Definition of Call-out

The Employer agrees to pay employees for a minimum of two (2) hours at overtime rates when they are called to work outside of regular working hours or on scheduled days off. Where an employee commences work, the Employer agrees to pay a minimum of three (3) hours at overtime rates.

18.06 For the Purposes of Overtime and Call-out

- (a) It is agreed that in the event of overtime or call-out, the Employer shall ensure that the full-time employee or the posted operator for the job required is called first (1<sup>st</sup>) and sent on the job if available. If not available, the Employer will utilize 18.06(b).
- (b) The Departments shall periodically establish a list of employees who are:
  - (i) capable of performing the work required and,
  - (ii) willing to work the call-out or overtime and,
  - (iii) such list shall be in order of seniority as defined in Clause 13.01.
- (c) These employees shall be called out as and when required with the proviso that after each employee is called, that name shall revert to the bottom of the list.

18.07 Minimum Pay During Regular Work Day

- (a) In the event of an employee reporting for work in any regular work day and being sent home (for other than disciplinary reasons) before the employee has completed four (4) hours, they shall be paid for four (4) hours at their rate of pay in effect prior to being sent home.
- (b) All scheduled shifts of Program Instructors will be paid as hours actually worked, with a minimum of two (2) hours.
- (c) That any employee reporting for work when it is not their regularly scheduled shift, and not subject to overtime provisions, shall be paid a minimum of two (2) hours.

18.08 Rest Break After Eight (8) Hour Shift

After working overtime for eight (8) or more consecutive hours in addition to a regular working day or shift, an employee shall be allowed at least eight (8) hours off before returning to work or overtime rates shall be continued. It is understood that the overtime shall continue until the employee receives eight (8) hours off before returning to work.

18.09 Meal Provisions

- (a) In the event that an employee is required to work for a period of time extending two (2) hours beyond their scheduled work shift or is called out without twelve (12) hours previous notice and is required to work at a time not included in their scheduled work shift, the employee shall be paid a meal allowance in the amount of seventeen dollars (\$17). Payment for this will be included in the employee's payroll.



- (b) For every four (4) hour period in which the employee is required to work continuously after the first two (2) hours of work extending beyond the employee's scheduled work shift, or after the first four (4) hours of the call-out period, the Employer shall provide a further meal allowance in the amount of seventeen dollars (\$17). Payment for this will be included in the employee's payroll.
- (c) In regards to (a) and (b) above, in the case of hardship, the Employer will provide a meal ticket in the amount of seventeen dollars (\$17.00).

#### 18.10 Provincial Emergency Program

In the case the Employer is required to activate the Emergency Operation Centre (EOC)

- (a) which will result in overtime work being performed by any employee of the Employer, and
- (b) for which the Employer receives compensation from the Provincial Emergency Program,

the compensation associated with the overtime work performed by the employee will be paid out to the employee at applicable overtime rates pursuant to Articles 18.01 and 18.02 (i.e. the employee cannot elect to bank the overtime pursuant to Article 18.03).

All Collective Agreement obligations, other than notice of shift change (due to emergency), apply.

### **ARTICLE 19 - STATUTORY HOLIDAYS**

#### 19.01 List of Statutory Holidays

- (a) All employees except those identified in 19.03 and 19.05 shall receive one (1) day's holiday pay for the following Statutory Holidays:

New Year's Day	British Columbia Day
BC Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any day proclaimed by the Federal, Provincial or Municipal Governments as a holiday.

- (b) Full-time employees who work a seven (7) hour day will receive an annual total of eighty-four (84) hours for their statutory holiday pay. All full-time employees who are working more than seven (7) hours per day will receive an annual total of ninety-six (96) hours for their statutory holiday pay.

19.02 Holiday Requirements

An employee shall not be paid for a statutory holiday in the event of absence from work on the work day preceding or the work day following the said holiday unless the employee is on:

- (a) Annual vacation,
- (b) Leave of Absence granted under Article 22, Clauses 0, 22.04, 0, or 22.07,
- (c) Approved sick leave,
- (d) WorkSafeBC's wage loss benefits the day before a holiday, but at work the day after a public holiday.

19.03 Part-time Employees

Part-time employees shall be paid four point eight percent (4.8%) in lieu of the twelve (12) Statutory Holidays, on each pay.

19.04 Holidays on Days Off

When Statutory Holidays fall on a scheduled day off and no other day is declared in substitution thereof, employees shall receive one (1) day off work in lieu of the holiday at their regular rate of pay, such day off to be taken at a time mutually agreed between the employee and the exempt department supervisor.

19.05 Front Loaded Statutory Holidays

In lieu of the twelve (12) Statutory Holidays, Police Guards, Watch Clerks, Police Records Services Coordinators, Records Clerks, Airport Shift Personnel, and Parks Specialists I and II shall be granted their annual allotment of hours under Clause 19.01 on January 1<sup>st</sup> of each year. Such hours shall be taken at a time mutually agreed between the employee and the exempt department supervisor.

**ARTICLE 20 – VACATIONS**

20.01 Vacation Year Defined

- (a) For the purpose of this Article, the vacation year shall be construed as running from January 1<sup>st</sup> to December 31<sup>st</sup>.

20.02 Year of Service Defined

For the purpose of determining vacation entitlement, a year of service for this Article, shall consist of not less than:

- (a) two hundred twenty-five (225) working days, or
- (b) for seven (7) hour per day employees - one thousand five hundred seventy-five (1,575) hours,
- (c) for eight (8), ten (10) and twelve (12) hour per day employees - one thousand eight hundred (1,800) hours;
- (d) an equivalent pro-rated amount for permanent part-time employees; and
- (e) a year of service shall include:
  - (i) days actually worked;
  - (ii) time off on paid Sick Leave, WorkSafeBC benefits or Weekly Indemnity, or any other approved Leaves of Absences;
  - (iii) time off on annual vacation or Statutory Holidays;
  - (iv) leave of absence as granted under Clause 22.03 up to a maximum of twenty (20) working days.

#### 20.03 Vacation Entitlement for Permanent Employees

- (a) Vacation entitlement must be taken as time off, except as provided for in Clause 20.12;
- (b) Employees shall be eligible for their full annual entitlement commencing January 1<sup>st</sup> of each calendar year;
- (c) Should an employee leave the organization and have taken more vacation leave than their earned entitlement, they will be required to reimburse the City for any unearned vacation time paid to them;
- (d) If an employee is unable to take the minimum annual vacation leave, as outlined in Clause 20.11, due to extenuating circumstances, such as operational or health reasons, they shall be paid out for all such vacation not taken as soon as operationally possible following December 31<sup>st</sup> of that year, or other arrangement mutually agreed upon between the Employer and the Union.
- (e) Subject to Clause 20.06 and 20.09:
  - (i) During the first (1<sup>st</sup>) year of employment, each permanent full-time employee shall be granted fifteen (15) working days vacation with pay, pro-rated from their start date.
  - (ii) After the first (1<sup>st</sup>) year of service, each permanent full-time employee shall be granted fifteen (15) working days vacation with pay.
  - (iii) After the sixth (6<sup>th</sup>) year of service, each permanent full-time employee shall be granted twenty (20) working days vacation with pay.

- (iv) After the fourteenth (14<sup>th</sup>) year of service, each permanent full-time employee shall be granted twenty-five (25) working days vacation with pay.
  - (v) After the twenty-first (21<sup>st</sup>) year of service, each permanent full-time employee shall be granted thirty (30) working days vacation with pay.
  - (vi) After the twenty-ninth (29<sup>th</sup>) year of service, each permanent full-time employee shall be granted thirty-five (35) working days vacation with pay.
- (f) Working Days Defined:
- (i) For permanent full-time employees who are scheduled for two thousand eighty (2,080) hours per year, a working day for vacation purposes will equal eight (8) hours.
  - (ii) For permanent full-time employees who are scheduled for one thousand eight hundred twenty (1,820) hours per year, a working day for vacation purposes will equal seven (7) hours.
  - (iii) For permanent part-time employees, see Clause 20.09.

#### 20.04 Supplemental Vacation

This Clause shall apply to permanent employees only. Entitlement shall be as follows:

- (a) Five (5) working days of supplemental vacation with pay for each five (5) years of consecutive service completed.
- (b) Ten (10) working days of supplemental vacation with pay after twenty (20) years of consecutive service completed and each five (5) years of consecutive service thereafter.
- (c) For the purposes of Police Guards, Airport Shift Personnel, and other employees working forty (40) hours per week, supplemental vacation entitlement shall be forty (40) working hours per week.
- (d) For the purposes of employees working thirty-five (35) hours per week, supplemental vacation entitlement shall be thirty-five (35) working hours per week.
- (e) For the purposes of this Clause, date of hire shall determine entitlement for supplemental vacation.
- (f) Supplemental vacation is to be taken at a time mutually agreed upon between the employee and the exempt department supervisor.
- (g) Permanent part-time employees shall earn supplemental vacation on a pro-rated basis based on their regular earnings for the calendar year prior to the supplemental vacation date.

#### 20.05 Agreement on Vacation Time

For scheduling purposes the annual vacation year will run from February 1<sup>st</sup> to January 31<sup>st</sup>. Annual and supplemental vacations shall be taken at a time mutually agreed upon between the employee and the exempt supervisor or designate. Vacation requests must be submitted to the exempt supervisor or designate by January 15<sup>th</sup> and will be evaluated, determined and/or approved on a seniority basis by January 31<sup>st</sup> of that year for the period February 1<sup>st</sup> to January 31<sup>st</sup> of the following year.

After the January 31<sup>st</sup> date all leave requests shall be considered on a first come first served basis. Such requests submitted directly to the exempt supervisor or designate after the January 31<sup>st</sup> deadline will be evaluated, determined and/or approved on a case-by-case basis within seven (7) calendar days.

#### 20.06 Vacation Pay

- (a) Vacation leave will be paid at the rate of pay of the employee's current posted classification.
- (b) Paid vacation leave will be provided to all employees in accordance with Clause 20.03 and Section 20.06(a), however, will neither be earned nor paid for time off on WorkSafeBC wage loss benefits, Weekly Indemnity or unpaid Leaves of Absence.
- (c) For all overtime hours worked vacation pay shall be calculated and paid out bi-weekly based on the employee's current vacation entitlement level: Six percent (6%) for a fifteen (15) day entitlement; eight percent (8%) for a twenty (20) day entitlement; ten percent (10%) for a twenty-five (25) day entitlement; twelve percent (12%) for a thirty (30) day entitlement; and, fourteen percent (14%) for a thirty-five (35) day entitlement.

#### 20.07 Holidays During Vacation

If a Statutory Holiday or declared holiday falls on and is observed during an employee's vacation period, that day shall not be counted as a vacation day.

#### 20.08 Vacation Entitlement Change

In any year in which there is a change of Vacation Entitlement, the adjustment shall be made at the beginning of the calendar year.

#### 20.09 Permanent Part-Time Vacation

- (a) Permanent part-time employees will receive their annual vacation as time off with pay and entitlement will be pro-rated based on their posted hours of work.

- (b) Vacation pay for all straight time auxiliary hours worked by permanent part-time employees will be paid out bi-weekly based on their current vacation entitlement level: Six percent (6%) for a fifteen (15) day entitlement; eight percent (8%) for a twenty (20) day entitlement; ten percent (10%) for a twenty-five (25) day entitlement; twelve percent (12%) for a thirty (30) day entitlement; and, fourteen percent (14%) for a thirty-five (35) day entitlement.

#### 20.10 Minimum Vacation Leave

- (a) Vacation leave is to be taken, or banked as provided for in Clause 20.11, in the year that it is earned.
- (b) Employees who have taken a minimum of fifteen (15) days of vacation leave by December 31<sup>st</sup> may bank one (1) week of their unused vacation allotment, subject to Clause 20.11.

#### 20.11 Vacation Bank

- (a) Employees' vacation banks shall not exceed twenty-six (26) weeks.
- (b) Banked vacation time shall be taken at a time mutually agreed upon between the employee and the exempt supervisor or designate, or paid out upon termination of employment.

### **ARTICLE 21 - SICK LEAVE PROVISIONS**

#### 21.01 Sick Leave Defined

Sick leave is the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under the WorkSafeBC.

#### 21.02 Unused Sick Leave

Unused sick leave shall be accrued for future benefits up to a maximum of two hundred (200) working days. Earned sick leave entitlement for each year shall be used before utilizing any accrued sick leave.

#### 21.03 Amount of Sick Leave

- (a) Permanent employees shall earn sick leave on the basis of equivalency to one and one-quarter (1-1/4) days for every month of service from commencement of permanent employment.
- (b) The sick leave credit will be calculated based on regular earnings (pay for regular/stat/auxiliary/WorkSafeBC top up/jury/bereavement/vacation pay for time taken/employee and family sick/banked time used) as follows:

- (i) Seven hours per day (7 hr/day) employees:  
 $7 \text{ hrs} \times 1.25 \text{ days/month} \times 12 \text{ months} = 105 \text{ hours maximum/yr}$   
 $105/1820 = 5.77\%$
- (ii) Eight hours per day (8 hr/day) employees:  
 $8 \text{ hrs} \times 1.25 \text{ days/month} \times 12 \text{ months} = 120 \text{ hours maximum/yr}$   
 $120/2080 = 5.77\%$
- (iii) Guards/Airport shift personnel:  
 $11 \text{ hrs month} \times 12 \text{ months} = 132 \text{ hours maximum/yr}$   
 $132/2080 = 6.35\%$
- (iv) All shifts not aforementioned shall be 5.77%.
- (c) There is a cap on the accumulation of sick time on sick time after an employee has taken ten (10) continuous working days of sick time.
- (d) Permanent part time employees as defined in Article 1.03 will be prorated at the above percentages based upon regular earnings as defined in Section 21.03(b).
- (e) Lump sums paid out upon termination will not generate sick time credits.

#### 21.04 Notification of Illness

- (a) In order to be eligible for sick leave benefits, the employee shall endeavour to provide to their designated individual as much notice as practical of their inability to report to work. Such notice must be given at least thirty (30) minutes before their regular shift is to commence, provided however, that this requirement is relaxed when the employee cannot reasonably contact the Employer or when the cause could not have reasonably been known.
- (b) If an illness occurs during the course of their shift and the employee feels that they must leave work, then the employee must make a reasonable effort to notify their immediate exempt supervisor or designate prior to leaving the workplace.

#### 21.05 Sick Leave During Vacation

Should an employee become ill during their vacation, the specific working days will be considered sick days upon receipt of a doctor's certificate confirming illness.

#### 21.06 Sick Leave During Leave of Absence

Permanent employees on leave without pay or layoff shall retain their sick leave.

#### 21.07 Sick Leave Records

A record of all unused sick leave shall be reported on biweekly pay stubs.

#### 21.08 Extension of Sick Leave

After the first (1<sup>st</sup>) anniversary date, sick leave without pay for a period up to a maximum of two (2) years, shall be granted to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay is granted. Extension in excess of this time may only be granted by mutual agreement between the parties hereto.

#### 21.09 Termination of Employment

- (a) On termination or normal retirement after two (2) years of service, but before five (5) years of service, an employee shall be paid one-third (1/3) of their accumulated sick leave.
- (b) On termination or normal retirement, an employee with five (5) years or more of service shall be paid one-third (1/3) of their accumulated sick leave or one (1) month's pay, whichever is the greater.

#### 21.10 Replacement on Extended Leave

- (a) The position of an employee who is on extended leave without pay or WorkSafeBC benefits in excess of one (1) year, shall be posted permanently. If the employee returns to work after a year's absence, the return shall be to their former position.
- (b) If the employee's former position no longer exists the employee shall be given the seniority rights as at Clause 13.03 (Layoff).

#### 21.11 Family Responsibility Leave

Where no one other than the employee can provide for the needs during illness of a spouse, child or parents of the employee, that employee may be allowed to use a maximum of five (5) sick care days per year out of the employee's individual sick leave bank to provide care. Additional time or other circumstances will be reviewed by the Employer on a case-by-case basis.

### **ARTICLE 22 - LEAVE OF ABSENCE**

#### 22.01 For Union Business

Where the Employer has granted permission to Union representatives to temporarily leave their work in order to carry on negotiations with the Employer or with respect to a grievance with the Employer, they shall suffer no loss of pay for the time so spent.



## 22.02 Union Conventions

- (a) Leave of absence with pay and without loss of seniority shall be granted upon request to the Employer, to employees elected or appointed to represent the Union at conventions, workshops, Executive and Committee meetings of the Canadian Union of Public Employees, its affiliated or chartered bodies and any labour organizations with which the Union is affiliated. The Union is to reimburse the Employer for wages and benefit costs on a pro-rated basis. Such requests to be in writing and presented one (1) week prior to such leave.
- (b) Leave of absence without pay and without loss of seniority shall be granted for up to two (2) years upon request to the Employer to employees elected to a position with the Canadian Union of Public Employees or its affiliated bodies.
- (c) Leave of absence without pay and without loss of seniority shall be granted for up to six (6) months upon request to the Employer, to an employee appointed to a position with the Canadian Union of Public Employees or its affiliated bodies.
- (d) Additional time may be granted by mutual agreement.

## 22.03 General Leave

- (a) The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave in writing for good and sufficient cause. During such period of leave of absence, the employee shall not be eligible for Statutory Holiday pay nor shall they be given credit for time in determining sick leave entitlement unless specifically authorized.
- (b) Except for the first (1<sup>st</sup>) year of employment, each employee shall be entitled to an optional two (2) weeks leave of absence without pay each year. This leave will be scheduled through mutual agreement between the employee and the exempt supervisor and no requests will be unreasonably denied.

## 22.04 Jury or Court Witness Duty

- (a) Any employee who is required to perform jury duty, or who is required to appear as a Crown witness on a day on which they would normally have worked will be reimbursed by the Employer for the difference between the pay received for jury or witness duty and their regular straight time rate of pay for their regularly scheduled hours of work. The employee will be required to furnish proof of jury or witness service and pay received.
- (b) Hours paid for jury or witness duty will be counted as hours worked for the purpose of qualifying for vacations and sick leave credits.

#### 22.05 Bereavement Leave

Employees will be granted leave of absence with pay as follows:

- (a) Up to five (5) days if necessary in the case of the death or critical illness of a spouse, parent, or a child.
- (b) Up to three (3) days if necessary in the case of the death or critical illness of a sibling, parent-in-law, son-in-law, daughter-in-law, or grandparents of the employee.
- (c) Additional leave of absence without pay shall be granted upon request for compassionate reasons.
- (d) Up to a maximum of one-half ( $\frac{1}{2}$ ) day leave shall be granted without loss of salary, wages or benefits to attend as a pallbearer or mourner at the funeral of a deceased City of Campbell River employee provided minimal Departmental staff is maintained.

#### 22.06 Birth Leave

- (a) Two (2) days leave of absence with pay shall be granted when an employee's spouse is giving birth to a baby. This two (2) day leave of absence shall be taken within one (1) week from the date of birth.
- (b) Additional leave of absence without pay may be granted upon request for compassionate reasons.

#### 22.07 Maternity Leave and Parental Leave

- (a) Maternity Leave
  - (i) Upon request, a pregnant employee will be granted unpaid leave for a period of up to seventeen (17) consecutive weeks or such longer period as mutually agreed between the employee and the Employer. Such employee shall also be entitled to Parental Leave pursuant to Clause 22.07(b).
  - (ii) The period of pregnancy leave shall commence on a date determined by the employee, but no sooner than thirteen (13) weeks prior to the estimated birth date, and no later than the actual birth date. The period of pregnancy leave shall end no earlier than six (6) weeks after the actual birth date, unless the employee requests a shorter period, and no later than seventeen (17) weeks after the actual birth date.

- (iii) An employee who requests pregnancy leave after giving birth to a child is entitled to up to seventeen (17) consecutive weeks of unpaid leave, which must be taken during the period that begins on the date of the birth and ends no later than seventeen (17) weeks after that date.
- (iv) An employee who requests leave under this clause after the termination of their pregnancy is entitled to up to six (6) consecutive weeks of unpaid leave to be taken during the period that begins on the date of the termination of the pregnancy and ends no later than six (6) weeks after that date.
- (v) An employee who requests leave under this clause is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy the employee is unable to return to work when the employee leave ends under sub-clause (i), (ii) or (iii) above.
- (vi) The request to take pregnancy leave must be made, in writing, at least four (4) weeks prior to the proposed commencement of the leave, and include the probable birth date.
- (vii) An employee on commencement of pregnancy leave shall provide the Employer with their return to work date.
- (viii) If an employee on pregnancy leave proposes to return to work earlier than six (6) weeks after giving birth, the employee is required to provide this request in writing to the Employer at least one (1) week before the proposed return to work date, and the request must be accompanied by a medical practitioner's certificate stating the employee is able to resume work.
- (ix) The period of pregnancy leave shall abut any period of Parental Leave taken under the provisions of Section 22.07(b).

(b) Parental Leave

An employee who requests Parental Leave under this clause is entitled to:

- (i) for a birth mother immediately after the end of the pregnancy leave, unless the employee and the Employer agree otherwise, a maximum of sixty-one (61) consecutive weeks of unpaid leave;
- (ii) for a parent, other than an adopting parent, who does not take leave under clause 22.07(a) in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to sixty-two (62) consecutive weeks of unpaid leave, which must begin within seventy-eight (78) weeks after the birth of the child or children,
- (iii) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave beginning after the child's birth and within seventy-eight (78) weeks after the child is placed with the parent.

- (iv) The request to take Parental Leave must be made, in writing, at least four (4) weeks prior to the proposed commencement of the leave, and be accompanied by:
  - 1) a certificate of a medical practitioner or other evidence stating the date of birth of the child(ren) or the probable date of birth of the child(ren); or
  - 2) a letter from the agency placing the child(ren) providing evidence of adoption of the child(ren).
- (v) If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee who requests leave under this clause is entitled to up to an additional five (5) consecutive weeks of unpaid leave, beginning immediately after the end of the leave taken under this clause.
- (vi) An employee's combined entitlement to leave under Article 22.07 clauses (a) and (b) is limited to seventy-eight (78) weeks plus any additional leave the employee is entitled to under clause 22.07(a)(v) or 22.07(b)(v).
- (vii) In the following circumstances, the Employer must continue to make payments to the health and welfare benefit plans and pension as though the employee was not on leave:
  - i. If the Employer pays the total cost of the plan;
  - ii. If both the Employer and the employee pay the cost of the plan and the employee chooses to continue to pay the employee's share of the cost.

#### 22.08 Community Service

An employee who performs Volunteer Emergency Services in the City of Campbell River, may request an unpaid leave. Such leave shall not unreasonably be denied.

#### 22.09 Compassionate Care Leave

The Employer will grant unpaid compassionate care leave in accordance with 'Part 6 – Leaves and Jury Duty' of the British Columbia Employment Standards Act.

### **ARTICLE 23 - PAYMENT OF WAGES AND ALLOWANCES**

#### 23.01 Wages and Pay Periods

- (a) Pay shall be in accordance with Schedules "A", "B", "C", "D", "E", "F" and "G" of this Agreement.
- (b) Pay days shall be on alternate Fridays.

- (c) The Employer shall deposit directly to the employee's account, as indicated on the appropriate direct deposit authorization form, all payment of wages and allowances of each employee who so authorizes the Employer.

23.02 Premium Pay

- (a) Unless it is a recognized category, any employee shall be paid at the rate of regular pay plus fifty cents (\$0.50) for each hour, with a minimum of two (2) hours, if they are required to:
  - (i) work on the asphalt spray truck,
  - (ii) hot mix paving,
  - (iii) use of herbicides and pesticides,
  - (iv) handling of cold mix paving,
  - (v) handling of chlorine,
  - (vi) road marking (painting),
  - (vii) concrete and cement work,
  - (viii) collection of outside garbage,
  - (ix) clean and sanitize an area, exclusive of sinks, toilets and urinals, that is grossly contaminated with blood or other human bodily fluids,
- (b) For employees:
  - (i) working with sewage in all other circumstances except as detailed in Clause 23.02(b)(iii), employees shall be paid at the rate of regular pay plus seventy-five cents (\$0.75) for each hour worked with a minimum of two (2) hours.
  - (ii) working in a posted position in wastewater system facilities and collection systems including all ancillary wastewater equipment and infrastructure, excluding office facilities, employees shall be paid at the rate of regular pay plus seventy-five cents (\$0.75) for all regular hours worked;
  - (iii) working in a confined space dealing with sewage, working within an asbestos work zone protective boundary, or repairing a broken sewage line, employees shall be paid at the rate of regular pay plus one dollar and fifty cents (\$1.50) for each hour worked with a minimum of two (2) hours for all hours worked in these activities.
- (c) For all hours worked on full-body disinterments, employees shall be paid at double time (2X).
- (d) When a female prisoner is brought into the RCMP detachment and there is no female RCMP member available, any qualified female employee, on the list and working in the facility at the time, can be asked to complete a search of the prisoner. The order they will be contacted is as follows:
  - (i) Call in a female auxiliary or female guard;

- (ii) If none are available then any qualified and trained female auxiliary employee working in the RCMP detachment at the specific time will be asked to perform the search. They will receive no additional compensation.
- (iii) If there is no female auxiliary worker available, full time female staff who are trained, qualified and present in the detachment will be called upon. They will be compensated at the rate of one hour of double time for each search that is conducted.
- (iv) The list of those female and auxiliary and full time employees who are trained and qualified will be maintained by the RCMP Municipal Manager.

#### 23.03 Standby Pay

- (a) Effective the signing of this agreement, an employee who is required to standby shall be paid at the flat rate of four hundred fifty dollars (\$450.00) per week.
- (b) Standby pay may be banked on the basis of one (1) hour bank time for each hour of pay that the employee is entitled to receive subject to Clause 18.03.

#### 23.04 Tool Allowance

- (a) A Tradesperson who is required to supply their own tools shall be paid an expense allowance of thirty cents (\$0.30) for each hour worked.
- (b) Tradespersons' personal tools which are lost, broken or damaged while in use by other employees on Employer business, shall be replaced by the Employer subject to the submission of receipts.

#### 23.05 First Aid Ticket

- (a) Employees who are required by the Employer to hold a minimum Level II WorkSafeBC Occupational Health and Safety Certificate will be paid a premium of seventy-five cents (\$0.75) per hour. This premium will only be paid when the employee is designated to be the site first aid attendant and responsible for first aid duties in addition to their normal duties.
- (b) The Employer agrees to pay the cost including wages of required courses in order that an employee may maintain any Employer required first aid certification.

#### 23.06 Trades Qualification Tickets

A Tradesperson shall be defined as a Mechanic, Electrician, Horticulturist, Carpenter, Welder or Plumber holding a Trade Qualification Ticket and any other Trade as mutually agreed upon by the Union and the Employer.

### 23.07 Footwear

- (a) If the Employer determines that an employee is required to wear protective footwear that provides toe protection, metatarsal protection, puncture-resistant soles, dielectric protection or any combination of these, the footwear must meet the requirements of CSA Standards.
- (b) The Employer will provide to all permanent employees who are required by the Employer to wear protective footwear as part of their job, as well as to employees posted to the classification of Bylaw Enforcement Officer, up to four hundred and fifty dollars (\$450) every twenty-four (24) months towards the purchase or repair of approved safety footwear. This reimbursement will be based on receipts that are submitted to the exempt supervisor and will be processed through the payroll system.

## **ARTICLE 24 - JOB CLASSIFICATION AND RECLASSIFICATION**

### 24.01 Changes in Classification

- (a) When any position not covered by this Agreement is established within the Agreement during the lifetime of the Agreement, or an existing classification is materially changed, the rate of pay shall be subject to discussion at the Joint Consultation Committee between the Employer and the Union before the position is filled, if feasible. If the parties are unable to agree as to the classification and/or rate of pay of the job in question, such dispute shall be submitted to the Bargaining Committee and if necessary, arbitration. The new rate so established shall become retroactive to the time the position was first filled.
- (b) Where a position is reclassified upward with a hourly wage increase of up to five percent (5%), the incumbent will retain that position and receive the rate of pay as determined in (a) above, provided they possess the requisite qualifications.
- (c) The incumbent of a position that is reclassified downward will retain that position and be red-circled at their current rate until such time as the rate for the position equals or surpasses the rate of the incumbent.

### 24.02 Lower Classification

An employee temporarily leaving their own classification to work at a classification carrying a lower rate shall be paid at their regular rate.

### 24.03 Higher Classification

An employee required by the Employer to undertake the duties of a job classification carrying a higher rate of pay shall be paid for the time so worked, and if this time

exceeds four (4) hours in any one (1) shift, they shall be paid the higher rate for the entire shift.

#### 24.04 Operation of Equipment

Supervisors and Leadhands shall not operate equipment when regular or qualified operators are available except in cases of emergencies or periods of short-term duration where an equipment operator is not readily available or on the job site.

### **ARTICLE 25 – BENEFITS**

#### 25.01 Availability of Benefits

Medical and Extended Health benefits will be available after thirty (30) days. Dental, Group Insurance and Sick Leave benefits will be available after three (3) month's service.

#### 25.02 Pension Plan

Employees shall participate in the existing Pension Plan in accordance with the terms of the Plan and in any future Plan that may be entered into by mutual agreement of the parties hereto. All employees shall be retired at the maximum age the Plan allows without exception.

#### 25.03 Medical Services Plan

The Employer shall contribute one hundred percent (100%) of the premiums of the recognized Medical Plan for all participating employees. (Refer to Addendum "A" for more details.)

#### 25.04 Extended Health Benefit Plan

The Employer shall contribute one hundred percent (100%) of the premiums of the recognized Extended Health Benefit Plan for all participating employees. (Refer to Addendum "A" for more details.)

The lifetime maximum for extended health benefits is one million dollars (\$1,000,000) effective the first month following signing of the agreement.

#### 25.05 Group Insurance

Employees shall participate in a mutually agreeable Group Insurance and Weekly Indemnity Policy in accordance with the terms of the Policy, with the Employer paying eighty percent (80%) of the regular monthly premium, the employee's share to be deducted from their pay. (Refer to Addendum "A" for more details.)



#### 25.06 Dental Plan

Employees shall participate in a mutually agreeable Dental Plan Policy in accordance with the terms of the Policy with the Employer paying seventy percent (70%) of the regular monthly premium, the employee's share to be deducted from their pay. (Refer to Addendum "A" for more details.)

#### 25.07 Continuing Benefits During Layoff

Subject to regulations of the insurers, an employee may during a layoff continue to pay one hundred percent (100%) of the premiums for a period not longer than four (4) months and the Employer agrees to forward such premiums if paid at the required time. Should the employee return to work within four (4) months, the Employer shall reimburse the employee eighty percent (80%) of the premiums paid for Group Life and seventy percent (70%) of the premiums paid for the Dental Plan and one hundred percent (100%) for Group Medical.

#### 25.08 Continuing Benefits During Extended Illness

Subject to the regulations of the insurers, the conditions outlined in Clauses 21.03 and 21.08, and the receipt of a letter of understanding from the employee involved, the Employer agrees, during the extended illness, to pay one hundred percent (100%) of the premiums. Upon return to work or termination, the employee shall reimburse the Employer twenty percent (20%) of the premiums paid for Group Life Insurance and thirty percent (30%) of the premiums paid for Dental Plan except for Medical Services Plan and Extended Health Benefit Plan premiums.

### **ARTICLE 26 – WORKSAFEBC**

#### 26.01 WorkSafeBC Payments

- (a) An employee in receipt of WorkSafeBC Benefits shall have their full pay made up for the first (1<sup>st</sup>) five (5) working days and they may choose either of the following options if they are on WorkSafeBC Benefits in excess of five (5) days:
  - (i) on the sixth (6<sup>th</sup>) and subsequent days, full pay may be made up from sick leave credits available; or
  - (ii) from the sixth (6<sup>th</sup>) day to a maximum of one (1) year, the Employer shall pay one hundred percent (100%) of the following benefits: Medical Services Plan, Group Insurance/Weekly Indemnity, Dental Plan and Extended Health.
- (b) During the period of WorkSafeBC Benefits, an employee shall not be allowed to change their decision regarding Section 26.01(a)(i) or 26.01(a)(ii).

## **ARTICLE 27 - SAFETY**

### 27.01 Joint Occupational Health & Safety Committee(s)

- (a) Joint Occupational Health & Safety Committee(s) shall be set up as required by the provisions of the Workers Compensation Act. The Union shall appoint its representatives to this Committee. Meetings shall be held once each month during working hours.
- (b) The Employer and the Union agree to co-operate in improving the safety and occupational health of employees and in educating employees and supervisors in proper safety practices and procedures.

### 27.02 Compliance with Health and Safety Legislation

The parties to this Agreement recognize and shall comply with applicable Federal, Provincial, and Municipal Health & Safety Legislation and Regulations such as the Occupational Health & Safety Regulation established under the Workers' Compensation Act and Regulations established under WHMIS (Workplace Hazardous Material Information System).

### 27.03 Correction of Unsafe Conditions

- (a) Whenever an employee observes what appears to be an unsafe or harmful condition or act the employee shall report it as soon as possible to a supervisor or to the Employer. The person receiving the report shall investigate the reported unsafe conditions or act and shall ensure that any necessary corrective action is taken without delay.
- (b) No employee shall be disciplined for bringing to the attention of a supervisor any unsafe practice or condition that may be detrimental or pose a hazard to other employees, or the public in general.

## **ARTICLE 28 – WORKPLACE ADJUSTMENT**

### 28.01 Workplace Adjustment

The parties agree that Section 54 of the *Labour Relations Code* is applicable when faced with a workplace adjustment.

#### 28.02 Severance Pay

- (a) No regular employee shall be dismissed because of workplace adjustment except upon one (1) week's notice, pay included, for each year of service, with a maximum of four (4) weeks, during which time they will be allowed up to five (5) hours per week with pay for the purpose of job interviews. Not less than two (2) days prior to the expiration of the aforesaid period of notice the employee shall inform the Employer if they elect to receive severance pay as herein provided or whether they wish to be laid off in accordance with Article 13 of this Agreement.
- (b) If the employee elects to receive severance pay, they shall lose seniority in accordance with Article 13 of this Agreement, and even if rehired by the Employer at a later date, shall not again be entitled to severance pay as provided in this Article.
- (c) The severance pay payable (in addition to the Agreement provisions) to an employee pursuant to this Clause shall be one (1) month's pay at regular rates for every three (3) full years of service completed by the employee, provided however that the severance pay shall not be less than one (1) month's pay or more than three (3) month's pay.

#### 28.03 Training Benefits/Period

- (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operation, such employee shall, at the expense of the Employer, be given a period of time not to exceed six (6) months during which they shall acquire the skills necessitated by the new method of operation. There shall be no reduction in wages or salary rates during the training period of any such employee and no reduction in pay upon being reclassified in the new position.
- (b) The training provided for in this Clause shall be given during the hours of work. Any time devoted to training due to workplace adjustment shall be considered as time worked.
- (c) If an employee who is displaced by workplace adjustment is retrained for, or takes a position with the Employer that is at a lower rate of pay, they shall be entitled to only one-half ( $\frac{1}{2}$ ) of the pay increase given to the new position until their rate of pay becomes the same as that provided for the new position.

#### 28.04 Layoff

Notwithstanding anything contained elsewhere in this Agreement, any employee who has been laid off for two (2) months or more prior to the introduction to a workplace adjustment, shall be deemed not to be affected by the workplace adjustment and will not be entitled to any of the benefits provided for in this Article.

28.05 No New Employees

No additional employees under this Article shall be hired by the Employer until the provisions of Clause 28.03(a) have been adhered to.

**ARTICLE 29 - GENERAL CONDITIONS**

29.01 Bulletin Boards

The Employer shall provide suitable bulletin boards in all shops upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

29.02 Special Clothing

- (a) Proper gloves shall be provided for garbage pickup and sanitary employees.
- (b) Survey vests shall be provided for the survey crews. Coveralls shall be provided for the Mechanics, Carpenters, Sewage Treatment Plant Operators, Waterworks, Patching, Road Marking and Cement Finishing crews.
- (c) Other special clothing will be provided by mutual agreement.

29.03 Uniforms

Whenever an employee is required to wear a uniform, the Employer shall supply same, replace as and when required and clean these items only; pants, coat, jacket and sweater.

29.04 Per Diem

A per diem will be paid to employees while travelling on Employer's business at the rate established in the Employer's policy for the Employer's excluded staff.

29.05 Instructional Courses and Apprenticeship Training Program

(a) Instructional Courses

The Employer agrees to pay the full cost of any courses of instruction required by the Employer to better qualify the employee to perform their job.

(b) Apprenticeship Training Program

Where an employee is on a bona fide Apprenticeship Training Program and is required to attend school as a prerequisite to that Program, the employee will receive the equivalent of ninety-five percent (95%) of their regular wages while attending school including any funds received from a government sponsored training program (exclusive of the living-away-from-home allowance).

(c) Job Training Program

- (i) The Employer agrees, whenever practical, to provide an opportunity for employees to receive on-the-job training to facilitate qualifications for promotions.
- (ii) The Employer and the Union agree to establish a Joint Training Committee with two (2) members chosen by the Union and two (2) members of Management to determine areas of needs, areas where there is lack of coverage, or opportunities for permanent employees to receive training to facilitate qualifications for promotion.
- (iii) The Employer further agrees to establish a fund in the amount of five thousand dollars (\$5,000) annually, which will be allocated by the Employer based on the recommendation of the Committee.

29.06 Strike Clause

- (a) Failure to cross a legal picket line by members of the Union shall not be considered a violation of this Agreement.
- (b) The Union agrees to cover those essential services which are necessary to protect the health of the citizens, namely water distribution, sanitary sewers, surface drainage, and interment.
- (c) The Employer shall not request, require or direct employees within this bargaining unit to perform work resulting from legal strikes, nor shall the employees be required to cross any picket lines legally established under the Statutes of British Columbia.

29.07 Contracting Out

No full-time employee will suffer a layoff or reduction in their hours of work as a result of the Employer contracting out the employee's posted position.

29.08 Personnel Records

- (a) There shall be not more than one (1) personnel file for each employee, which shall be kept at the Employer's Administrative building.

- (b) Employees shall have supervised access to review their personnel file, and shall have the right to have copies of any material contained in their personnel file.
- (c) Any disagreement as to the accuracy of information contained in the file may be subject to the Grievance Procedure and the eventual resolution thereof shall become part of the employee's record.
- (d) No evidence from the employee's record of which the employee was not aware may be introduced as evidence in any hearing.
- (e) Employee files will be purged of all disciplinary material once an employee has two (2) continuous years free of disciplinary notation from the date of the last disciplinary notation in their file.

#### 29.09 Criminal Record Checks

Employees required by the Employer to undergo a criminal record search shall have the costs borne by the Employer.

#### 29.10 Certifications

Employees required to attend courses and seminars, and maintain certification, shall have costs associated reimbursed by the Employer as per the City's Training Policy.

#### 29.11 Video Surveillance/G.P.S.

While the parties agree the primary purpose of electronic monitoring and G.P.S. tracking is for the protection of persons and property; it is understood that the Employer may rely on such electronic monitoring for bona fide reasons.

### **ARTICLE 30 - TERM OF AGREEMENT**

#### 30.01 Effective Dates

This Agreement shall be binding and remain in full force and effect from the 1st day of January 2019 to the 31<sup>st</sup> day of December 2023, and shall continue from year to year thereafter unless either party exercises its rights to commence collective bargaining as provided for in the Labour Code of British Columbia.

#### 30.02 Provisions During Bargaining

If negotiations extend beyond the anniversary date of this Agreement, both parties shall adhere fully to the provisions of this Agreement during the period of bona fide collective bargaining.


30.03 Revisions


All revisions to the Collective Agreement mutually agreed upon shall, unless otherwise specified, apply retroactively to the aforesaid anniversary date.

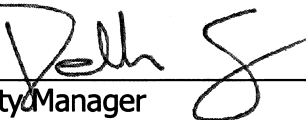
IN WITNESS WHEREOF the Corporate Seal of the City of Campbell River has been hereunto affixed, attested by the hands of its proper Officers in that behalf, and has been executed by the duly authorized Officers of the Union on the day and year first above-written.

Signed for the City of Campbell River

Signed for the Canadian Union of  
Public Employees, Local 401

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
City Manager

**SCHEDULE 'A' - HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Co-op Program Students	\$19.75	\$20.15	\$20.55	\$20.96	\$21.43	\$21.91
2	Facility Services Worker Labourer I	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
3	Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
4	Form Setter	\$27.84	\$28.40	\$28.97	\$29.55	\$30.21	\$30.89
	Operator in Training Pipelayer						
5	Cement Finisher	\$28.21	\$28.77	\$29.35	\$29.94	\$30.61	\$31.30
	Equipment Operator I Labourer II						
6		\$28.46	\$29.03	\$29.61	\$30.20	\$30.88	\$31.57
7	Equipment Operator II Utility Operator I	\$28.71	\$29.28	\$29.87	\$30.47	\$31.16	\$31.86
8		\$28.81	\$29.39	\$29.98	\$30.58	\$31.27	\$31.97
9	Clerk Technician	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16
	Infrastructure Maintenance Technician						
	Storekeeper						
10	Equipment Operator III	\$30.49	\$31.10	\$31.72	\$32.35	\$33.08	\$33.82
	Utility Operator II						
11	Wastewater Utility Operator I / Equipment Operator III	\$31.01	\$31.63	\$32.26	\$32.91	\$33.65	\$34.41
12	Survey Technician	\$32.15	\$32.79	\$33.45	\$34.12	\$34.89	\$35.68
13	Engineering Technologist I	\$32.50	\$33.15	\$33.81	\$34.49	\$35.27	\$36.06
	Maintenance Coordinator						
14	Leadhand	\$33.37	\$34.04	\$34.72	\$35.41	\$36.21	\$37.02
15	Utility Operator III	\$33.63	\$34.30	\$34.99	\$35.69	\$36.49	\$37.31
16	Electrical & Instrumentation Technician	\$35.12	\$35.82	\$36.54	\$37.27	\$38.11	\$38.97
	Electrician						
	Engineering Technologist II						
	Foreperson I Mechanic						
17	Contractor Coordinator	\$36.64	\$37.37	\$38.12	\$38.88	\$39.75	\$40.64
18	Instrumentation & Telemetry Analyst	\$38.16	\$38.92	\$39.70	\$40.49	\$41.40	\$42.33
	Fleet Services Coordinator						
	Supervisor						
19	Engineering Technologist III	\$39.35	\$40.14	\$40.94	\$41.76	\$42.70	\$43.66
	Environmental Science Officer						

**OPERATOR SCHEDULE**

- I. Ride on Roller, Small Tractor Type Lawn Maintenance Equipment; Mini-Dump when equipped with a sander and is being used during snow removal; Forklift, Flat-deck Truck when equipped with sander for snow removal or when equipped with the water tank, Diamond Saw and Paint Sprayer.
- II. Front End Loader, Large Gang Mower, Street Sweeper, Single axle Dump Truck, Bucket Truck, HIAB and Tandem Dump Truck
- III. Grader, Backhoe, Vacuum Truck, Single axle Dump Truck – which requires a Class 1 License with air endorsement, Single axle Dump Truck – equipped with sander when used for snow removal, and Tandem Dump Truck when equipped with pup, sander or plow being used for snow/ice removal.



**SCHEDULE 'B' - SWIMMING POOL EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Certified Instructor II	\$22.01	\$22.45	\$22.90	\$23.36	\$23.89	\$24.43
2	Head Life Guard	\$22.87	\$23.33	\$23.80	\$24.28	\$24.83	\$25.39
3	Pool Team Lead	\$23.79	\$24.27	\$24.76	\$25.26	\$25.83	\$26.41

**SCHEDULE 'B' - RECREATION PROGRAMS EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Instructor / Leader	\$19.75	\$20.15	\$20.55	\$20.96	\$21.43	\$21.91
2	Certified Instructor I	\$20.43	\$20.84	\$21.26	\$21.69	\$22.18	\$22.68
3	Certified Instructor II	\$22.01	\$22.45	\$22.90	\$23.36	\$23.89	\$24.43
4	Fitness Crew Leader	\$22.90	\$23.36	\$23.83	\$24.31	\$24.86	\$25.42
5	Assistant Programmer	\$23.79	\$24.27	\$24.76	\$25.26	\$25.83	\$26.41
6	Facility Services Worker	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
7		\$28.23	\$28.79	\$29.37	\$29.96	\$30.63	\$31.32
8	Facility Services Worker II	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16

**SCHEDULE 'D' - RECREATION EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
2	Programmer	\$27.81	\$28.37	\$28.94	\$29.52	\$30.18	\$30.86
3	Administrative Assistant II	\$28.70	\$29.27	\$29.86	\$30.46	\$31.15	\$31.85
4	Program Coordinator	\$32.90	\$33.56	\$34.23	\$34.91	\$35.70	\$36.50

**SCHEDULE 'C' - HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
<b>1</b>		\$21.80	\$22.24	\$22.68	\$23.13	\$23.65	\$24.18
<b>2</b>	Traffic Officer	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
<b>3</b>	Accounting Clerk I Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
<b>4</b>		\$27.81	\$28.37	\$28.94	\$29.52	\$30.18	\$30.86
<b>5</b>	Accounting Clerk II	\$28.10	\$28.66	\$29.23	\$29.81	\$30.48	\$31.17
<b>6</b>	Administrative Assistant II	\$28.70	\$29.27	\$29.86	\$30.46	\$31.15	\$31.85
<b>7</b>		\$28.81	\$29.39	\$29.98	\$30.58	\$31.27	\$31.97
<b>8</b>	Accounting Clerk III	\$29.57	\$30.16	\$30.76	\$31.38	\$32.09	\$32.81
<b>9</b>	Client Support Analyst	\$29.87	\$30.47	\$31.08	\$31.70	\$32.41	\$33.14
<b>10</b>	Clerk Technician Economic Development Analyst Land Technician	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16
<b>11</b>	Accountant I Planning Technician	\$31.15	\$31.77	\$32.41	\$33.06	\$33.80	\$34.56
<b>12</b>	Project Controls Technician	\$32.50	\$33.15	\$33.81	\$34.49	\$35.27	\$36.06
<b>13</b>	Building Inspector I Bylaw Enforcement Officer Development Officer Planner I	\$32.90	\$33.56	\$34.23	\$34.91	\$35.70	\$36.50
<b>14</b>	GIS Technician Information Services Technologist Senior Client Support Analyst	\$33.63	\$34.30	\$34.99	\$35.69	\$36.49	\$37.31
<b>15</b>	Accountant II Payroll Administrator	\$34.96	\$35.66	\$36.37	\$37.10	\$37.93	\$38.78
<b>16</b>	Network Administrator Senior GIS/Applications Analyst	\$38.16	\$38.92	\$39.70	\$40.49	\$41.40	\$42.33
<b>17</b>	Accountant III Building Inspector II Business Analyst GIS Coordinator Planner II Senior Buyer	\$39.35	\$40.14	\$40.94	\$41.76	\$42.70	\$43.66
<b>18</b>	Senior Accountant	\$42.75	\$43.61	\$44.48	\$45.37	\$46.39	\$47.43
<b>19</b>	Chief Building Inspector Senior Planner	\$43.88	\$44.76	\$45.66	\$46.57	\$47.62	\$48.69

**SCHEDULE 'E' - POLICE SERVICES EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Facility Services Worker Police Guards	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
2	Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
3	Exhibit Clerk Records Clerk Watch Clerk	\$28.80	\$29.38	\$29.97	\$30.57	\$31.26	\$31.96
4	Forensic Video Technician	\$29.87	\$30.47	\$31.08	\$31.70	\$32.41	\$33.14
5	Clerk Technician	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16
6	Court Liaison Officer	\$32.90	\$33.56	\$34.23	\$34.91	\$35.70	\$36.50
7		\$33.63	\$34.30	\$34.99	\$35.69	\$36.49	\$37.31

**SCHEDULE 'F' - AIRPORT EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Facility Services Worker	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
2	Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
3	Clerk Technician	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16
4	Airport Specialist	\$30.49	\$31.10	\$31.72	\$32.35	\$33.08	\$33.82
5	Leadhand	\$33.37	\$34.04	\$34.72	\$35.41	\$36.21	\$37.02
6	Airport Coordinator Electrician/Operator Foreperson I Mechanic/Operator	\$35.12	\$35.82	\$36.54	\$37.27	\$38.11	\$38.97

Note – Airport Specialist includes Equipment Operations.

**SCHEDULE 'G' - PARKS EMPLOYEES HOURLY RATES**

PAY GRADE	CLASSIFICATION	2018 Rates	Jan. 6, 2019	Jan. 5, 2020	Jan. 3, 2021	Jan. 2, 2022	Jan. 1, 2023
			2.0%	2.0%	2.0%	2.25%	2.25%
1	Labourer I	\$27.17	\$27.71	\$28.26	\$28.83	\$29.48	\$30.14
	Parks Specialist I						
2	Administrative Assistant	\$27.45	\$28.00	\$28.56	\$29.13	\$29.79	\$30.46
3	Equipment Operator I	\$28.21	\$28.77	\$29.35	\$29.94	\$30.61	\$31.30
	Horticulturist I						
	Labourer II						
	Parks Equipment Operator Specialist I						
	Parks Specialist II						
4	Equipment Operator II	\$28.71	\$29.28	\$29.87	\$30.47	\$31.16	\$31.86
	Parks Equipment Operator Specialist II						
	Parks Maintenance Specialist I						
	Parks Specialist IV						
5	Clerk Technician	\$29.89	\$30.49	\$31.10	\$31.72	\$32.43	\$33.16
6	Horticulturist II	\$30.49	\$31.10	\$31.72	\$32.35	\$33.08	\$33.82
7	Green Space Coordinator	\$33.63	\$34.30	\$34.99	\$35.69	\$36.49	\$37.31
8	Arboriculture Technician	\$35.12	\$35.82	\$36.54	\$37.27	\$38.11	\$38.97
	Foreperson I						
	Horticulture Coordinator						
9	Supervisor	\$38.16	\$38.92	\$39.70	\$40.49	\$41.40	\$42.33

**ADDENDUM 'A'**

Health and Welfare Benefits for eligible employees include: Medical Services Plan, Extended Health Benefit Plan, Group Life Insurance, Accidental Death and Dismemberment Insurance, Weekly Indemnity Insurance, Dental Plan, and Counseling Services. For details of the Health and Welfare Benefit Plan, contact the Human Resources Department, or access the benefit plan information located on the City of Campbell River staff website.

**ADDENDUM 'B'**

TRADES APPRENTICESHIP

The parties agree to commence an Apprenticeship Training Program for Tradespersons as and when decided by the Employer.

(a) Training Syllabus

The Apprentice will be registered with the Apprenticeship Training Programs Branch, Ministry of Labour, and will follow the required course outlined for Apprenticeship.

(b) Collective Agreement

All provisions of the Collective Agreement shall be applicable to Apprentices in this Program, subject to any restrictions under this Addendum.

(c) Right to Continue

Once started in this Program, subject to the provisions of the Collective Agreement, the Apprentice shall have the right to continue, providing the Apprentice passes all the prescribed tests and work is available.

(d) Selection Process

- (i) The appropriate exempt supervisor will advise the Joint Labour Management Committee of the need for such training and will accept input into that process.
- (ii) Selections for Apprenticeships will be based on aptitude and qualification and will solely be the decision of the exempt supervisor.

(e) Scheduling of Training for Apprentices

- (i) The term of training for an Apprentice shall be four (4) years.
- (ii) During each year of Apprenticeship, the Apprentice shall work at the Trade and attend Vocational School as required by the regulations pursuant to the Apprenticeship Act.
- (iii) Upon the successful completion of the person's term of Apprenticeship and receipt of Certificate of Trade Qualification, the Apprentice shall be designated as a certified Journeyman at the regular rate for Trades in Schedule 'A' of the Collective Agreement provided the employee is performing the Tradesperson's job.
- (iv) Apprentices who have completed their probationary period who are removed from the Program following a recommendation from the Joint Committee will be offered a Bargaining Unit entry job in keeping with their seniority and subject to further probationary requirements of the position and applicable salary.

(f) Cost of Books

The Employer and the employee will each pay fifty percent (50%) of the cost of text books specified by the Apprenticeship Branch. The Apprentice will keep these books as personal property.

(g) Allowances and Wage Make-up

While attending an approved Vocational School, the Apprentice will receive from the Government, allowance and school expenses in accordance with the Government's schedule of grants pertaining to Apprenticeship Training. In addition, the employee shall receive from the Employer an allowance comprised of the difference between the Apprentice's regular time rate, based on a forty (40) hour week or hours negotiated in the prevailing contract, and the weekly living allowance granted by the appropriate Government authorities.

(h) Previous Training

Apprentices hired with previous training may be placed into the Training Program at the level determined by the Joint Apprenticeship Committee with advice from the Apprenticeship Branch.

(i) Rate of Pay

Schedule 'A' Hours and Rates per the Collective Agreement

1<sup>st</sup> Year Apprentice - eighty-two point five percent (82.5%) of Tradesperson's Rate

2<sup>nd</sup> Year Apprentice - eighty-three percent (83%) of Tradesperson's Rate

3<sup>rd</sup> Year Apprentice - eighty-four percent (84%) of Tradesperson's Rate

4<sup>th</sup> Year Apprentice - eighty-five percent (85%) of Tradesperson's Rate

(j) Employment with the Employer upon Completion of Apprenticeship

(i) When an employee has completed the Apprenticeship to the satisfaction of Joint Union-Management Apprentice Committee and has received their Trades Qualification (TQ) from the Ministry of Labour, there is no obligation on the behalf of the Employer to continue to employ the Tradesperson. Should the Employer not have a vacancy for the newly qualified Trades employee, the employee may use their seniority to bid for other positions which are vacant for which the employee is qualified.

(ii) It is further understood however, that the Employer intends, whenever practical, to employ the employee as a Tradesperson upon completion of the Apprenticeship period. With appropriate staffing planning, considering retirements, resignations and/or workforce expansion, it is understood that the Employer will make reasonable efforts to employ the employee as a Tradesperson upon completion of the Apprenticeship period.

When this is not possible, the Employer will advise the employee and the Union as soon as practical.

- (iii) An employee, who after attaining the Trades Qualification and being laid off pursuant to Article 13, shall not have the right to bump employees of the same Trade who have less seniority. It is acknowledged that the employee has the right to exercise the provisions of Article 13 for any other position for which the employee is qualified.



**ADDENDUM 'C'**

Further to discussions in collective bargaining, the parties agree that the following classifications are no longer utilized by the City of Campbell River:

<b>Classification</b>	<b>Schedule</b>	<b>Dec. 30, 2012 Rate of Pay</b>
Rodman-Chainman	A	\$24.60
Tapper	A	\$25.21
Maintenance Man	A	\$25.76
Carpenter Handyman	A	\$26.09
General Clerk III	A	\$26.09
Dispatcher	A	\$27.07
Carpenter	A	\$31.80
Welder	A	\$31.80
Plumber	A	\$31.80
Accounting Clerk Trainee	C	\$24.60
Ident Technician	E	\$27.05
<b>Classification</b>	<b>Schedule</b>	<b>Jun. 24, 2018 Rate of Pay</b>
Instrument Man	A	\$28.46
Mechanic/Operator	A	\$35.12
Facility Services Crew Leader	B	\$28.23
Facility Services Supervisor	B	\$29.89
Unskilled Clerical Help	C	\$21.80
General Clerk	C	\$27.17
General Clerk II	C	\$27.81
General Clerk III	C	\$28.81
ROSS/LAN Technologist	C	\$33.63
Records Administrator	E	\$29.89

**ADDENDUM 'D'**

**Excluded Positions**

Further to discussions in collective bargaining in August 2014, the parties agree that the following excluded job titles were referenced in the previous collective agreement between the parties:

City Manager, Operations Services Director, Corporate Services Director, Treasurer, Finance Manager, Financial Planning Manager, Bylaw Enforcement/Property Services Manager, City Clerk, Deputy Clerk, Information Services Manager, Public Works Manager, Operations Supervisor, Utilities Supervisor, Materials Management Manager, RCMP Municipal Manager, Airport Manager, Parks, Recreation and Culture Manager, Recreation and Culture Supervisor, Parks Planning Supervisor, Planning Services Manager, City Engineer, Assistant City Engineer(s), Human Resources Manager, Assistant Human Resources Manager, Human Resources Officer, Human Resources Assistant, Safety Coordinator, Executive Assistant to the City Manager, Executive Assistant to the Mayor, and Executive Assistant to the Directors.

**LETTER OF UNDERSTANDING #1**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Student Employment– For the Purpose of Beautification Projects within the City of Campbell River**

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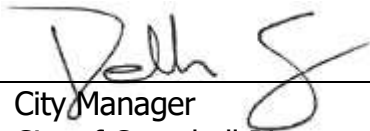
This letter of understanding will remain in effect for the duration of this Agreement.

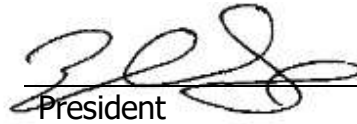
Both Parties recognize the value of hiring students. The work experience for the students and the benefit to the City is recognized and supported by both parties. Therefore the Parties agree to the following for students hired under the City's beautification project.

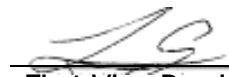
1. Definition: For the purpose of this Collective Agreement "students" shall have the same meaning as "student" under the School Act of British Columbia, or be a student enrolled in a full time curriculum of an accredited university or college;
2. Students shall be required to provide proof of full time enrollment at a recognized College or University.
3. Students shall only be used between the months of May and September inclusive.
4. Eight (8) students may be employed under this project. Additional students may be hired by mutual agreement between the parties.
5. Rates of pay shall be as follows:
6. Student Labourer under this letter - \$18.24 (2014) plus any negotiated increases and benefits in accordance with Clause 1.05 or 1.06 (12% in lieu of benefits).
7. Students will only be employed in the City's beautification project and will not be hired if an employee able to do the work involved is on layoff.
8. Students shall be required to join the Union.
9. All student positions shall be posted internally first with notification to the Union. Postings shall be in accordance with Clause 14.01 and shall include specific duties, reporting relationships, hours of work, rate of pay and duration of the assignment.
10. Students will be supervised by a CUPE 401 member or excluded staff.

11. The Employer will provide the Union at the Joint Consultation Committee meetings updates on the number of students as well as their respective duties.
12. Students shall not accumulate seniority.

Dated in Campbell River this 24<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
President  
CUPE Local 401

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #2**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: CO-OP STUDENT EMPLOYMENT**

---

Both Parties recognize the value of hiring Co-op students. The work experience for students and the benefit to the City is recognized and supported by both parties. Therefore the parties agree to the following with regards to Co-operative Educational Students.


This letter of Understanding will remain in effect for the duration of this Agreement or until the Union serves notice of strike or the Employer serves notice of Lockout.


If the Union serves strike notice or the Employer serves lockout notice or the parties are unable to renew or revise this letter of understanding to their mutual agreement, the terms and conditions for Co-op Students will revert to the terms of the 2004 – 2006 Collective Agreement (and the wage rate will reflect the adjustments on the \$15.56 over the life of this agreement).


1. Students hired under the Co-operative Education Training Program are employees hired for a limited duration and are restricted to persons registered in a recognized cooperative education program.
2. They shall be hired on a supernumerary basis to provide a work experience that is acceptable to their institution's co-op student program.
3. Two (2) co-op students per department, per term may be employed under this letter at any one time.
4. Rates shall be as follows:
5. Co-op Students wages will be as per Schedule 'A' plus any negotiated increases and benefits in accordance with 1.05 or 1.06 (12% in lieu of benefits).
6. The length of appointment shall correspond to the requirements of their education program.
7. Co-op Students will not be hired if an employee able to do the work involved is on layoff.
8. Co-op Students shall be required to join the Union.
9. Should the Employer have difficulty hiring Co-op students at the current rate, the parties shall have the right to mutually agree to a rate higher than the Co-op student rate.

10. The standard hours of work for these employees shall be as per Article 16 of the agreement. Flexible working arrangements shall be by mutual agreement of the parties to this agreement.
11. Students will be supervised by a CUPE 401 member or excluded staff.
12. The Union agrees to sign off on HRDC funding applications that become available in order to facilitate the hiring of Co-op students under this letter.
13. The Employer will provide the Union at the Joint Consultation Committee meetings updates on the number of Co-op students as well as their respective duties.
14. Students shall not accumulate seniority.
15. All Co-operative Education Student positions shall be posted internally first with notification to the Union. Postings shall be in accordance with 14.01 and shall include specific duties, reporting relationships, hours of work, rate of pay and duration of the assignment.

Dated in Campbell River this 24<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
President  
CUPE Local 401

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #3**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Parks Specialist I & II – Hours of Work**

**[REVISED March 2017; April 2018; February 2022; February 2023; April 2023]**  
**Review again in February 2024**

In order for the Parks Department to provide services on a continuous operational basis, the parties agree to the following terms and conditions effective the date of signing below.

- During the period of **March through October**, the hours of work for Parks Specialist I and II incumbents will be as follows:
  - The regular working hours for six (6) permanent Parks Specialist (I **or** II) positions shall consist of four (4), ten (10) hour shifts per week, between the hours of 5:00 am and 11:00 pm, with a lunch period of 30 minutes, followed by three (3) consecutive days off.

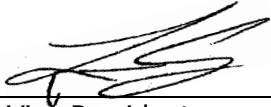
Shift 1:	Sunday to Wednesday – 5:00am to 3:30pm
Shift 2:	Sunday to Wednesday – 5:00am to 3:30pm
Shift 3:	Sunday to Wednesday – 11:30am to 10:00pm
Shift 4:	Wednesday to Saturday – 5:00am to 3:30pm
Shift 5:	Wednesday to Saturday – 5:00am to 3:30pm
Shift 6:	Wednesday to Saturday – 11:30am to 10:00pm
  - The regular working hours for all other Parks Specialists I and II positions not assigned to the above rotations, shall not exceed eight (8) hours per day, between the hours of 5:00 am and 11:00 pm, with a lunch period of 30 minutes, Sunday through Saturday.
  - Assignment to the rotation of four (4) days on/three (3) days off, will be determined through an Expression of Interest (EOI) posting limited to existing permanent Parks Specialist I and II staff, with seniority as the determining factor. An Expression of Interest (EOI) will be posted on an annual basis, and the successful incumbents will retain the same shift for the season. In the event that there are not sufficient numbers of interested employees applying on the EOI, employees will be assigned using reverse seniority.

- During the period of **November through February**, the hours of work for Parks Specialist I and II incumbents will be as follows:
  - The regular working hours for four (4) permanent full-time Parks Specialist (I **or** II) positions shall consist of four (4), ten (10) hour shifts per week, between the hours of 5:00 am and 11:00 pm, with a lunch period of 30 minutes, followed by three (3) consecutive days off.
 

Shift 1:	Sunday to Wednesday – 7:00am to 5:30pm
Shift 2:	Sunday to Wednesday - 7:00am to 5:30pm
Shift 3:	Wednesday to Saturday – 7:00am to 5:30pm
Shift 4:	Wednesday to Saturday – 7:00am to 5:30pm
  - The regular working hours for all other Parks Specialists I and II positions not assigned to the above rotations, shall not exceed eight (8) hours per day, between the hours of 7:00 am and 3:30 pm, with a lunch period of 30 minutes, Monday through Friday.
  - Assignment to the rotation of four (4) days on/three (3) days off, will be determined through an Expression of Interest (EOI) posting limited to existing permanent full-time Parks Specialist I and II staff, with seniority as the determining factor. An Expression of Interest (EOI) will be posted on an annual basis, and the successful incumbents will retain the same shift for the season. In the event that there are not sufficient numbers of interested employees applying on the EOI, employees will be assigned using reverse seniority.
- The full-time Parks Specialist I and II incumbents shall be granted their annual allotment of statutory holiday hours under Article 19.01 on January 1<sup>st</sup> of each year, as per Article 19.05. Such hours shall be taken at a time mutually agreed between the employee and the exempt department supervisor. The part-time Parks Specialist I incumbents shall be paid 5.2% in lieu of the 13 statutory holidays, on each pay, as per Article 19.03, and will not work on the statutory holidays. This does not preclude the application of Article 18.06 (Overtime and Call-out).
- The Employer reserves the right to alter the hours of work, using shift change notice, as per Article 17.02.
- Shift work bonus would apply for hours worked between 6:00pm and 6:00am as outlined in Article 17.01.
- The parties agree this letter will be reviewed within 12 (twelve) months following the signing of this letter.

Dated at Campbell River this 11<sup>th</sup> day of April, 2023.

  
 \_\_\_\_\_  
 Human Resources Manager  
 City of Campbell River

  
 \_\_\_\_\_  
 First Vice-President  
 CUPE Local 401



**LETTER OF UNDERSTANDING #4**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: TWO (2) PERMANENT PART-TIME WATCH CLERKS**

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This Letter of Understanding replaces that titled 'Letter of Understanding #4 RE: Permanent Part-Time Relief Watch Clerk', dated January 28, 2015.

The parties agree that the purpose of the Part-time Watch Clerk position is to meet the operational requirements of the RCMP Detachment while ensuring consistent relief for Administrative Assistant, Watch Clerk, Records Clerk, and Exhibit Clerk leave entitlements as set out in the Collective Agreement. This Letter of Understanding applies only to those employees working with the Police Services Department.


The terms of the Collective Agreement apply except as noted below:

1. For the purpose of this position, the Part-time Watch Clerk is a permanent part-time employee who is employed less than a full shift as defined in article 1.03(a).
2. For the purpose of benefit entitlement, the weekly hours for this position shall be averaged at twenty (20) hours per week.
3. The Part-time Watch Clerk will work a schedule of two (2), twelve (12) hour day shifts inclusive of meal breaks; followed by two (2), ten (10) hour night shifts inclusive of meal breaks; followed by twelve (12) days off.
4. The Part-time Watch Clerk will be available and required to work the hours of work set out in article 16 for clerical (i.e. Administrative Assistants), Watch Clerks, Records Clerks and the Exhibit Clerk, inclusive of day and night shifts where applicable.
5. The parties agree to communicate this change with all employees directly affected by this Letter of Understanding.

The parties agree that this letter will be reviewed in six (6) months following the position being filled, and may be reviewed earlier if requested by either party.

Dated at Campbell River this 24<sup>th</sup> day of August, 2020

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

  
\_\_\_\_\_  
Second Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #5**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: AIRPORT COORDINATOR**

The newly established Airport Coordinator position has replaced the Foreperson I position at the Campbell River Airport.


The parties agree that the Airport Coordinator position will be included in Schedule F - Airport Employees Hourly Rates, Pay Grade 6, of this Agreement.


The parties agree that Article 24.04 applies to the Airport Coordinator position as follows:


24.04 Operation of Equipment

Supervisors and Leadhands shall not operate equipment when regular or qualified operators are available except in case of emergencies or periods of short-term duration where an equipment operator is not readily available or on the job site.

Dated at Campbell River this 24<sup>th</sup> day of August , 2020

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

  
\_\_\_\_\_  
Second Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #6**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: PARKS GREEN SPACE COORDINATOR**

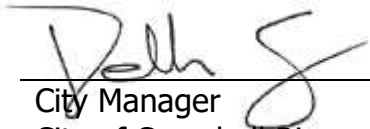
The Parks Green Space Coordinator position has been established within the Parks Department.


The parties agree that the Green Space Coordinator position will *temporarily* be classified at a rate equivalent to Pay Grade 15 of Schedule A – Hourly Rates of this Agreement.


This agreement will remain in place until September 30, 2017, unless the position is vacated earlier, at which time the rate of pay will be reviewed by the Bargaining Committee.

It is understood that if the Parks Green Space Coordinator is assigned to work outside of their regular duties, as a Supervisor, then Article 24.04 – *Operation of Equipment* – is applicable.

Dated at Campbell River this 24<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

  
\_\_\_\_\_  
Second Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #7**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: ELECTRICAL AND INSTRUMENTATION TECHNICIAN**

The Electrical and Instrumentation Technician position has been established within the Utilities Department.

The parties agree that the base rate for this position will be \$33.75 per hour, which is equivalent to Pay Grade 16 in Schedule A, based on the June 26, 2016 Collective Agreement rates. This base rate will apply when the incumbent is performing electrical work.


The parties agree that when the incumbent is performing instrumentation work, the rate of pay will be \$34.34 per hour. This rate is based on a calculation which presumes the incumbent will be performing instrumentation work approximately 20% of the time, as follows:  $(\$33.75 \times 80\%) + (\$36.68 \times 20\%) = \$34.34$ .

Both rates of pay will attract the negotiated increases in the Collective Agreement.


This agreement will become effective on the date of signing, with no retroactive payment to the incumbent.

This agreement will be reviewed by the parties twelve (12) months from the date of signing.

Dated at Campbell River this 24<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
City Manager  
City of Campbell River

  
\_\_\_\_\_  
First Vice-President  
CUPE Local 401

  
\_\_\_\_\_  
Second Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #8**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: WATER DEPARTMENT WEEKEND & STATUTORY HOLIDAY SCADA CHECKS**

The parties have agreed to this letter of understanding to resolve grievance #CR-20-06 and all other current un-numbered, related grievances that concern payment for scheduled SCADA checks.

The Employer has established a requisite at this time that those Water Department employees required to standby as per Article 23.03 Standby Pay will, during their standby week, complete scheduled SCADA checks remotely, using the Employer supplied laptop, each Saturday, Sunday and statutory holiday. The frequency and timing of these SCADA checks will be determined by the Employer and may change over time as deemed necessary.

The Employer may at some time establish this same SCADA checks requirement for those Wastewater Department employees who are required to standby. Should that happen during the lifetime of this letter of understanding, this agreement will be deemed to apply to the Wastewater Department as well.

The parties agree that the Employer will provide compensation for the above described SCADA checks in the amount of 2 hours per check at the employee's straight time wage rate for Saturday and Sunday checks, and 2 hours per check at the employee's double-time wage rate for statutory holiday checks. This compensation will be paid as it is earned and may not be banked. This compensation does not attract vacation pay.

Should circumstances necessitate the employee to physically attend the worksite to complete a SCADA check, Article 18.05 will apply.

Should a scheduled SCADA check coincide with a call-out, where the SCADA check is completed within the already initiated minimum two- or three-hour call-out timeframe described in Article 18.05, the employee will be deemed to have been compensated for the SCADA check through the call-out payment.

This agreement will become effective on the date of signing and there will be no retroactive compensation provided to any employees, with the exception that payment in accordance with the terms of this LOU will be made to:

1. grievor Gord Smith for the scheduled SCADA checks he completed on the long weekends of April 10-13, 2020 and May 16 -18, 2020; and,
2. those Water Department employees who performed scheduled weekend and statutory holiday SCADA checks while on standby between May 31, 2020 and the signing of this agreement.

This agreement will be reviewed by the parties six (6) months from the date of signing, and thereafter at any time upon the request of either party.

If at any time the Employer discontinues the requirement for scheduled SCADA checks on weekends and statutory holidays, thirty (30) days notice will be given to the Union, and this agreement will cease to be in effect at that time.

This agreement is made without precedent or prejudice and resolves the Union's grievance #CR-20-06 as well as the other current un-numbered, related grievances that concern payment for scheduled SCADA checks.

Dated at Campbell River this 21<sup>st</sup> day of December, 2020.



\_\_\_\_\_  
City Manager  
City of Campbell River  
*[Ron Neufeld for Deborah Sargent]*



\_\_\_\_\_  
First Vice-President  
CUPE Local 401



\_\_\_\_\_  
Second Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #9**  
between the  
**CITY OF CAMPBELL RIVER**  
and the  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
Local 401

**RE: HOURS OF WORK: Maintenance Coordinator**

**Whereas** the Union and the Employer have agreed to implement a new schedule of hours of work for the Maintenance Coordinator;

**THE PARTIES THEREFORE AGREE:**

1. That the hours of work for the Maintenance Coordinator position (Clause 16.01 (b) (i)) shall not exceed eight (8) hours, between 8:00 a.m. and 4:30 p.m. with a lunch period of one-half (1/2) hour from 12:00 noon to 12:30 p.m., Monday through Friday, or such other hours or days as may be mutually agreed upon between the Union and the Employer.
2. That the parties agree that this letter will remain in effect for the duration of this agreement and then be inserted into the subsequent collective agreement should the parties agree.

Dated at Campbell River this 12<sup>th</sup> day of December, 2023.



Human Resources Manager  
City of Campbell River



First Vice-President  
CUPE Local 401



**LETTER OF UNDERSTANDING #10**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Early Childhood Educator - Wage Enhancement**

The Employer agrees to apply for the Early Childhood Educator Wage Enhancement provided for and administered by the Provincial Government of British Columbia, Ministry of Childhood and Family Development.

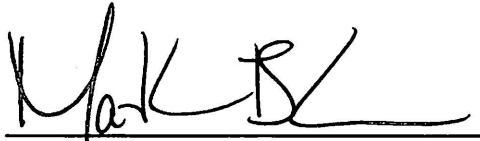
Subject to approval of the Employer's application, the Parties agree that:

1. The Employer will implement and administer the Early Childhood Educator Wage Enhancement (ECE-WE) based on the terms and provisions of the Provincial Government of British Columbia's (the Province) program funding guidelines.
2. The ECE-WE provided for by the Province will not change or have any future impact on the established rates of pay of any classifications in the Collective Agreement wage schedules.
3. To be eligible for the ECE-WE employees must:
  - i. Hold a valid Early Childhood Educator Certificate (ECE) issued by the BC Early Childhood Registry and be in good standing;
  - ii. Be working in a position designated as requiring ECE Certification;
  - iii. Be actively working in the City's licenced pre-school child care program, including preparation and planning time specifically related to the program, in accordance with the ECE-WE guidelines.
4. Eligible employees will only receive the ECE-WE for regular and overtime hours worked in the City's licenced child care program in accordance with the program guidelines. For overtime worked, the ECE wage enhancement top up is paid at straight time only.
5. Employees will be required to complete time entries, using a designated pay code, on the ECE-WE eligible hours to receive the wage enhancement top up.
6. Employees are not eligible for the ECE-WE when not actively working in the City's licenced child care program, including any paid or unpaid leaves of absence with the following exception:
  - i. **ESA Paid Sick Leave:** In accordance with the ECE-WE guidelines, as of September 1, 2023, eligible employees are entitled to claim the ECE-WE for regularly scheduled hours in the City's licenced child care program, for up to the five (5) incidents of sick leave that they are entitled to under the Employment Standards Act (ESA). It does not apply to any sick leave taken in excess to the prescribed five (5) instances under the ESA.

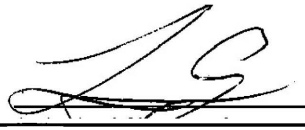
7. This Letter of Understanding will remain in effect unless:

- i. The ECE-WE program is discontinued, canceled or the Employer is deemed ineligible by the Province of British Columbia; or
- ii. At the expiry of the Employer's funding agreement with the Province, the Employer and the Union mutually agree to terminate this Letter of Understanding.

Dated at Campbell River this 26<sup>th</sup> day of January 2024.



Human Resources Manager  
City of Campbell River



First Vice-President  
CUPE Local 401

**LETTER OF UNDERSTANDING #11**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Animal Control Officer**

In order for the City to provide animal control services to the local community and to meet contract service level commitments on a go-forward basis, the parties agree to the following terms and conditions effective the date of signing below:

1. The Animal Control Officer has been established within the Bylaw Services Department of the Community Safety Division.
2. The parties agree that the Animal Control Officer will be classified at the rate equivalent to Pay Grade 13 of Schedule 'C' – Hourly Rates of this Agreement.
3. The hours of work for the Animal Control Officer shall consist of four (4) ten (10) hour day shifts, followed by four (4) consecutive days off. The hours of work shall not exceed ten (10) hours between 8:00 a.m. and 9:00 p.m., broken only by one (1) hour allowed for the lunch period.
4. Animal Control Officers will have their statutory holidays frontloaded as per Article 19.05.
5. For the purposes of calculating overtime rates on regular working days (Article 18.01), overtime will be calculated as follows:
  - (f) For Schedule "C" Animal Control Officers, overtime shall be paid at time and one-half (1-1/2x) for the first (1<sup>st</sup>) hour worked after the employee's ten (10) hour shift and double time (2x) thereafter.
6. The Employer reserves the right to alter the hours of work, using shift change notice, as per Article 17.02.
7. Shift work bonus would apply for hours worked between 6:00 p.m. and 6:00 a.m. as outlined in Article 17.01.

Dated at Campbell River this 19<sup>th</sup> day of June 2024



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Human Resources Manager  
City of Campbell River



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Laurence Amy  
First Vice-President  
CUPE Local 401

**LETTER OF INTERPRETATION**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Article 1.03(a) – Permanent Part Time Employees**

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The parties agree to the following as the interpretation and past practice regarding Article 1.03(a) definition of permanent part-time employee.

The words “employed less than a full shift” means:

- those employees working in a position that has posted hours less than seven/eight (7/8) per day;
- those employees working in a position that is posted for less than five (5) days per week;
- those employees working in a position whose employment is regularly suspended for the same period each year;
- or those employees working any combination of the above.

For the above employees, no lay off will occur unless the Employer reduces the posted hours.

**LETTER OF INTENT**  
**between the**  
**CITY OF CAMPBELL RIVER**  
**and the**  
**CANADIAN UNION OF PUBLIC EMPLOYEES,**  
**Local 401**

**RE: Application of Article 1.05(e)**

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The parties agree that the Bargaining Committee will enter into discussions within 120 days of ratification to review the application of Article 1.05(e).