

COLLECTIVE AGREEMENT

THE BRANTFORD PUBLIC LIBRARY BOARD

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES AND
ITS LOCAL 181 (BRANTFORD PUBLIC LIBRARY PAGE UNIT)**

APRIL 1, 2015 TO MARCH 31, 2019

<u>NO</u>	<u>ARTICLE</u>	<u>PAGE</u>
1	Preamble	3
2	Management Rights	3
3	Recognition and Negotiation	4
4	Responsibilities of the Parties	5
5	Union Security	5
6	Correspondence	6
7	Representation	6
8	Grievance Procedure	7
9	Arbitration	10
10	Seniority	11
11	Promotion and Staff Changes	13
12	Hours of Work	16
13	Overtime	17
14	Holidays	18
15	Vacations	19
16	Leaves of Absence	20
17	Sick Leave	21
18	General Provisions	22
19	Payment of Salaries	25
20	Health Insurance and Pension Plan	25
21	Duration of Agreement	28
	Appendix A - Employment Standards Act	29
	- Pregnancy/Parental Leave	29-30
	- Family Medical Leave	31
	Appendix B - Salary Schedule	32-33
	Letters of Intent	35 - 37
	Index	38 - 43

THIS IS AGREEMENT ENTERED INTO AS OF THE 11th DAY OF AUGUST, 2016

between: **THE CITY OF BRANTFORD PUBLIC LIBRARY BOARD**

hereinafter referred to as the "employer"

OF THE FIRST PART

--and-- **THE CANADIAN UNION OF PUBLIC EMPLOYEES AND
ITS LOCAL 181 (BRANTFORD PUBLIC LIBRARY
UNIT) - PAGE EMPLOYEES**

hereinafter referred to as the "Union"

OF THE SECOND PART

ARTICLE 1 - PREAMBLE

1.01 It is the purpose of both parties to this Agreement:

1. To maintain and improve harmonious relations and settled conditions of employment between the Employer and the Union.
2. To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, service, etc.
3. To encourage efficiency in operations.
4. To promote the morale, well-being and security of all employees in the bargaining unit of the union.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 The management of the Library and the direction of the working forces is vested exclusively in the Employer subject to the express provisions of this Agreement.

These include:

- a. the right to plan and control library operations, and to schedule working hours, and
- b. the right to hire, promote, demote, transfer, suspend or discharge employees for just cause, or to release employees because of lack of work or for other legitimate reasons, or
- c. the right to introduce new and improved methods or facilities and to manage the Library in the traditional manner is vested exclusively in the Employer.

ARTICLE 3 - RECOGNITION AND NEGOTIATION

3.01 Bargaining Unit

The Employer recognizes the Union as the sole and exclusive collective bargaining agent of all pages employed by Brantford Public Library Board in the City of Brantford.

3.02 No other Agreements

No employee shall be required or permitted to make a written or verbal agreement with the Employer or any representatives of the Employer which may conflict with the terms of this collective agreement except by the mutual consent of the Employer and the Union.

3.03 Definition of Temporary Worker

A Temporary Worker in this Agreement is defined as a person employed for the purpose of replacing an employee absent due to sickness, accident, or other approved absence or leave; or a person employed for the purpose of performing a temporary assignment of not more than six (6) months duration, except where a temporary assignment may cover a maximum of twelve (12) months in cases of Pregnancy and Parental Leave as defined by the Employment Standards Act, 2000, as amended. The Employer shall provide the Unit Chairperson with a copy of the letter of appointment sent to a temporary worker. The letter of appointment shall include the commencement date and expected termination date of the temporary assignment.

A Temporary Worker shall not in any way displace regular employees. Vacations for such workers shall be in accordance with the Employment Standards Act. A Temporary Worker shall not accumulate seniority except that a Temporary Worker who is subsequently appointed to the probationary staff shall have her seniority dated back to the commencement of her last temporary assignment provided that there has not been an intervening employment break with the Employer of more than one month between completing the temporary assignment and the probationary appointment. Except for the foregoing, a temporary employee shall be entitled to all rights and privileges of this Agreement except, subject to the Ontario Human Rights Code, access to the Grievance Procedure, Mediation and/or Arbitration in the event of discharge.

ARTICLE 4 - RESPONSIBILITIES OF THE PARTIES

4.01 No Discrimination

The Parties agreed to abide by the Ontario Human Rights Code and the Ontario Labour Relations Act, both of which may be amended from time to time.

4.02 No Strikes - No Lockouts

The Employer agrees that there shall be no lockout of employees and the Union agrees that there shall be no strike during the term of this Agreement. Lockout and strike shall be as defined in the Ontario Labour Relations Act.

4.03 Filing Cabinet for Union Business

The Employer will provide the Local Union space on Library property with a locking filing cabinet to be shared with the other CUPE Library local bargaining units.

ARTICLE 5 - UNION SECURITY

5.01 Deduction of Dues

The Employer agrees to deduct from each pay from employees a sum equivalent to the amount of Union dues and/or assessments as advised by the Union. The Employer shall remit, prior to the 15th of the month, such amount to the Secretary-Treasurer of the Union together with a monthly statement listing members of the Union on whose behalf such deductions have been made.

5.02 Potential Employees

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect, and will provide them with a copy of this Agreement on starting Employment.

5.03 Interviewing Opportunity

On commencing employment the employee's Manager or designate shall introduce the new employee to her Union Steward or representative. The Union Steward or representative shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and her responsibilities and obligations to the Employer and the Union.

ARTICLE 5 - UNION SECURITY (CONT.)

5.04 Union Membership

All members of the Union shall remain members of the Union according to the constitution and by-laws of the Union. As a condition of employment, all new employees shall become and remain members of the union within thirty (30) days of employment.

5.05 The Employer agrees to supply the Union, no later than November 15th of each year, with the list of names, phone numbers (if provided to the Employer) and addresses of the present and new Employees of the bargaining unit. The Union will save the Employer harmless from any and all claims that may be made against the Employer for disclosing such information.

ARTICLE 6 - CORRESPONDENCE

6.01 All correspondence between the Parties, arising out of this Agreement or incidental thereto, shall pass to and from the Chief Executive Officer or her designate and the Unit Chairperson. E-mail and/or fax is an acceptable form of communication.

ARTICLE 7 - REPRESENTATION

7.01 Grievance Committee and Negotiating Committee

- a. The Employer shall recognize a Unit Chair as selected by the membership of this bargaining unit.
- b. In the event that one of the bargaining units does not have a Unit Chair, the Employer shall recognize the Unit Chair from one of the other Brantford Public Library CUPE units, as determined by CUPE Local 181. Notice shall be provided in writing to the Employer by CUPE Local 181 of the Unit Chair selected to represent the vacant Unit Chair Position.
- c. The Employer will recognize a Grievance Committee of two (2) employees who have completed their probationary period coming within the scope of this Agreement. The function of the Grievance Committee shall be to assist employees in the presentation of grievances.

ARTICLE 7 – REPRESENTATION (CONT.)

7.01 Grievance Committee and Negotiating Committee (CONT.)

- d. The employer will recognize a Negotiating Committee of up to three (3) employees who have completed their probationary periods coming within the scope of this Agreement. In the event two or more CUPE Local 181 Brantford Public Library bargaining units desire to jointly negotiate with the Employer, the Employer shall fully consider such a request. Subject to operational requirements, the Employer will give consideration to rescheduling hours on that day in order to avoid the requirements to return to work after 5:00 p.m. on a day when bargaining occurs.
- e. Representatives of the Union covered in this Article shall have the right to attend meetings called by either party, covering the administration or negotiation of this Collective Agreement without loss of pay or benefits.

7.02 Representation

The Employer and the Union shall have the right to have the assistance of any representative or other authorized agent at Step 2 of the Grievance Procedure and thereafter and in Negotiations.

7.03 Information

There shall be an exchange of information, at the request of either party to the other for discussion purposes on such matters as job description, positions in the bargaining unit, job classifications, wage rates and information pertaining to pension and welfare plans.

- 7.04 A copy of the agenda for, and all minutes adopted at, regular meetings of the Library Board shall be posted on the internet when approved by the Library Board.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.01 Definition of Grievance

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

8.02 Time Limits

Time limits may be mutually extended in writing. For the purposes of this Article Saturdays, Sundays and recognized holidays as per Article 14 shall not be considered as working days.

ARTICLE 8 - GRIEVANCE PROCEDURE (CONT.)

8.03 Complaint Stage

It is the mutual desire of the Employer and the Union that the complaints of employees shall be adjusted as quickly as possible. An employee who has a complaint must bring that complaint to the attention of the Manager within ten (10) working days of when the employee became or ought reasonably to have become aware of the occurrence which gave rise to the complaint. It is understood that no employee has a Grievance until the Manager has been given an opportunity to review the complaint and verbally reply, which shall be a maximum of five (5) working days from the presentation of the complaint. The Steward shall accompany the employee if the employee so requests.

8.04 Intent to Resolve Grievances

The parties agree that it is their intent to resolve grievances without recourse to arbitration, whenever possible. The parties agree to engage the services of a mediator to assist the parties to resolve the grievance. The parties shall each pay one-half of the fees and expenses of the mediator. The parties may extend the time limits to request arbitration.

8.05 Grievance Initiation

Subject to having completed the mandatory Complaint Stage set out in Article 8.03, the employee shall reduce the Grievance to writing, specify the Article or Articles of this Agreement alleged to have been violated, sign the Grievance, and then, within five (5) working days of the verbal reply of the Manager in Article 8.03 above, process the Grievance through the following steps in the following sequence.

Step 1 - The grievance shall be submitted to the employee's Manager. A meeting will be held between that Manager and the employee within five (5) working days of receipt of the grievance by the Manager. The steward will accompany the employee if the employee so requests. The Manager shall reply in writing within five (5) working days after receipt of the grievance.

Step 2 - Failing settlement being reached in Step 1, the Union Grievance Committee, within five (5) working days of the reply of the immediate Manager in Step 1 above, but not thereafter, shall present the grievance to the Chief Executive Officer or designate at a meeting requested for that purpose. The grievor shall have the right to be present at the meeting. The Chief Executive Officer or designate shall reply in writing within five (5) working days of the meeting.

ARTICLE 8 - GRIEVANCE PROCEDURE (CONT.)

8.05 Grievance Initiation (Cont.)

Step 3 - Failing settlement being reached in Step 2, the Union Grievance Committee, within five (5) working days of the reply of the Chief Executive Officer or designate in Step 2 above, but not thereafter, shall present the grievance to the Employer's Grievance Committee at a meeting requested for that purpose. The grievor shall have the right to be present at the meeting. The meeting shall be held within ten (10) working days after the request from the Union for such meeting. The Employer's Grievance Committee shall reply in writing within five (5) working days of the meeting and then failing satisfaction with such reply, the Union Grievance Committee may within forty (40) calendar days of receipt of the reply in Step 3 but not thereafter, refer the grievance to arbitration.

8.06 Policy Grievance

Where a dispute involving a question of general application or interpretation of the terms of this Agreement arises, the Union may file a Grievance at Step 2 of the Grievance Procedure.

8.07 Group Grievance

The Union shall have the right to originate a grievance on behalf of a group of employees when more than one employee is affected to the same degree by the same set of circumstances which calls for equal remedial action for all concerned. Such a grievance shall commence at Step 2 of the Grievance Procedure and must be signed by the employees on whose behalf the grievance is filed.

8.08 Permission to Leave Work

The Employer agrees that a steward is authorized to leave her job after obtaining the permission of her Manager to represent an employee at a disciplinary interview, a dispute at the Complaint Stage and/or arising out of Step 1 of the Grievance Procedure. Such permission shall be given provided that the request is received within a reasonable length of time prior to the absence.

8.09 Mutually Agreed Changes Between the Employer and the Union

Any mutually agreed changes to this Collective Agreement during the life of the Collective Agreement shall be properly ratified by the Parties and then shall form part of this Collective Agreement and are subject to the Grievance, Mediation and Arbitration Procedure.

ARTICLE 8 - GRIEVANCE PROCEDURE (CONT.)

8.10 Disciplinary Action

An employee shall have the right to have her Steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a Manager intends to interview an employee for disciplinary purposes, the Manager shall notify the employee in writing in advance (with a copy to her steward) of the purpose of the interview in order that the employee may contact her Steward to be present at the interview. Such notice shall normally be twenty-four (24) hours in advance of the interview except when the Employer reasonably considers the matter to be urgent.

ARTICLE 9 - ARBITRATION

9.01 Composition of Board of Arbitration

Where a difference arises between the Parties relating to the interpretation, application, or administration of this Agreement, including any questions as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the Parties may, after exhausting any grievance procedure established by this Agreement, notify the other Party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the First Party's appointee to an arbitration board.

The recipient of the notice shall within five (5) days inform the other Party of the name of its appointee to the arbitration board. The two (2) appointees so selected shall, within five (5) days of the appointment of the second (2nd) of them, appoint a third (3rd) person who shall be the chairperson. If the recipient of the notice fails to appoint an arbitrator, or if the two (2) appointees fail to agree upon a chairperson within the time limited, the appointment shall be made by the Minister of Labour for Ontario upon the request of either Party.

The arbitration board shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the Parties and upon any employee or Employer affected by it. The decision of a majority is the decision of the arbitration board, but if there is no majority the decision of the chairperson governs.

9.02 Costs of the Board

The Employer and the Union shall each pay:

1. The fees and expenses of the Arbitrator it appoints, and
2. One-half of the fees and expenses of the chairperson.

ARTICLE 9 – ARBITRATION (CONT.)

9.03 Limitations upon Board

The Board of Arbitration appointed pursuant to this Collective Agreement has no jurisdiction to alter, amend, set aside, add to or delete from any of the provisions herein contained, or to render a decision inconsistent with the provisions of this Collective Agreement.

9.04 Sole Arbitrator

Notwithstanding 9.01 above, the parties may agree in writing to submit the matter to a Sole Arbitrator instead of a Board of Arbitration. When such an agreement is reached, the parties shall each pay one-half the fees and expenses of the sole arbitrator. The limitations imposed on a Board of Arbitration outlined in Article 9.03 shall apply to the Sole Arbitrator.

ARTICLE 10 - SENIORITY

10.01 Seniority Defined

Seniority is defined as the length of continuous service with the Employer from the most recent day of hire. Seniority shall include service with the Employer prior to the certification of the Union.

In the event of the transfer of a page employee to another CUPE Local 181 – Brantford Public Library bargaining unit, seniority shall be transferable and vice versa, provided page service will not be recognized in calculating any payment pursuant to article 17.08 of the full-time employees' Agreement.

10.02 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employees continuous service commenced, job classification, and salary. An up-to-date seniority list shall be sent to the Unit Chairperson of the Union and also posted on an internal electronic format (i.e. the employer's intranet or equivalent) in January of each year.

ARTICLE 10 – SENIORITY (CONT.)

10.03 Seniority Rating

An employee shall be considered to be on probation and will not have seniority standing until she has worked three hundred and twenty-five (325) hours for the Employer from her last date of hire. Upon satisfactory completion of the probationary period, an employee then acquires seniority standing dating from the date she commenced her current period of employment with the Employer. Upon Completion of the probationary period the employee shall be notified in writing and a copy shall be send to the Union. A page employee who has completed her probation and who transfers to another CUPE Local 181-Brantford Public Library bargaining unit will not be required to serve another probationary period. No employee shall be placed in a position outside the bargaining unit without her consent.

10.04 Limitations on Probationary Employees

During the first three hundred and twenty-five (325) hours worked, an employee shall be entitled to all rights and privileges of the Collective Agreement except, subject to the Ontario Human Rights Code, the right to grieve her discharge. The employment of an employee may be terminated at any time during the first three hundred and twenty-five (325) hours worked without recourse of that employee or the Union, subject to the Ontario Human Rights Code, to the Grievance Procedure, Mediation Procedure and/or Arbitration.

10.05 Loss of Seniority

- (a) An employee's service shall be terminated and/or seniority lost in the event of:
- (i) dismissal for just cause which is not reversed through grievance, mediation or arbitration;
 - (ii) retires or voluntarily resigns in writing and does not withdraw the resignation within two (2) working days;
 - (iii) absence without leave in excess of five (5) consecutive scheduled days, unless a reasonable excuse for such leave is provided;
 - (iv) after a lay off extending for eighteen (18) months;
 - (v) failure to report for work within ten (10) working days after receipt of notice, by registered mail, to return to work following a lay-off unless through sickness or other justifiable cause.
- (b) An employee who voluntarily transfers outside one of the Brantford Public Library bargaining units for greater than twelve (12) months shall lose her seniority.

ARTICLE 10 – SENIORITY (CONT.)

10.06 Transfer and Seniority Outside the Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without her consent. If an employee is transferred to a position outside of the bargaining unit, she shall retain her seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority. If an employee returns to the bargaining unit, during her trial period, which shall be a maximum of sixty (60) days worked, she shall revert to the position held prior to the promotion or transfer. If an employee returns to the bargaining unit after her trial period, she shall be placed in a job consistent with her seniority. Such return shall not result in the lay-off or bumping of an employee holding greater seniority.

ARTICLE 11 - PROMOTION AND STAFF CHANGES

For the purpose of this Article, an internal applicant for a new position or a vacancy shall be a member of the CUPE Local 181 Brantford Public Library Full-Time, Part-Time or Page Unit and, as such, shall have her full CUPE seniority accumulation within her bargaining unit recognized for the purpose of Articles 11.01 c and d.

11.01 Job Postings

- a. When a new position is created, or when a vacancy occurs within the bargaining unit (including a temporary assignment of twelve (12) months in cases of pregnancy and/or parental leave), the Employer shall post notice of the position or vacancy in the Employer's office, and the Employer's intranet, and on all employee bulletin boards for a minimum of one (1) week.
- b. Such notice shall contain the following information:
The position, general description of duties, minimum qualifications, required knowledge and education, salary rate and range, hours of work.
- c. In filling vacancies, appointments shall be based on the following factors: 1) ability and qualifications to fill the vacancy, 2) seniority. Where the ability and qualifications in factor 1) are relatively equal, seniority shall govern. Selection shall be made in a fair, impartial and consistent manner. When a Page employee is appointed to a temporary assignment within the bargaining unit, she shall be returned to her former position on completion of the temporary assignment.
- d. An employee who is not the successful candidate for a posted position may request a meeting with a Manager involved in the process to discuss her application and interview.

ARTICLE 11 - PROMOTION AND STAFF CHANGES (CONT.)

11.01 Job Postings (Cont.)

- e. Vacancies which are outside the CUPE Local 181 Brantford Public Library full-time, part-time and page bargaining units will be posted on any employee bulletin boards for a minimum of one (1) week and may simultaneously be advertised outside.
- f. No external advertising for any vacancy or new position shall be placed until the applications of internal applicants have been fully processed. Should it be determined that there are no internal applicants having the ability and qualifications, the Employer may advertise externally for the vacancy or new position, but not prior to the internal applicants who have applied being notified in writing by the Employer.
- g. Selection of the successful candidate for a job posting shall be made within ten (10) working days following the completion of interviews. If the Employer finds it necessary to delay the selection for more than ten (10) working days following the completion of interviews, then the Union shall be informed in writing. The Employer shall make every reasonable effort to post and fill a vacancy within a reasonable time frame.

11.02 Union Notification

- a. The Union shall be notified of the Employer's decision within five (5) working days of all lay-offs, promotions, recall, demotions, hires, terminations, redundancies and other movements of staff.
- b. The Union shall be notified of the employer's decision not to fill a vacant position, in writing, within six (6) months of the vacancy occurring.

11.03 Trial Period Upon Promotion and Transfer

An employee who receives a promotion or transfer through the job posting procedure will be given a one hundred (100) hours trial period in the new position. During this trial period, either the Employer or the employee may decide that the employee is not suited to the new position, and in such cases the employee will revert to the position held prior to the promotion or transfer with no loss of seniority or wage position in that salary range.

The one hundred (100) hours trial period may be extended by one hundred (100) hours with the mutual consent of the Parties.

ARTICLE 11 - PROMOTIONS AND STAFF CHANGES (CONT.)

11.04 Promotions Requiring Higher Qualifications

Employees who are within two (2) months of graduating with a University Degree or College Diploma (e.g. - MLS Baccalaureate, or Library Technician from an accredited University or College) will be considered eligible to apply for posted vacancies and will be deemed to have met the required minimum qualification. It is understood that should an applicant be selected for the position and the anticipated degree or diploma is not obtained, then the employee will revert to her previous position and rate of pay without loss of seniority. It shall be incumbent on the employee to provide documented proof of her degree or diploma.

11.05 No Layoff Due to Contracting Out

Without restricting its right to determine the methods by which library services are to be provided, the Employer agrees that no employee shall be laid off, denied recall, have regular hours of work reduced, or have employment terminated as a result of contracting out work or services of a kind performed by its employees.

11.06 Layoff and Recall

Both parties recognize that job security shall increase in proportion to length of service. Therefore in the event of a lay-off, employees shall be laid off in the reverse order of their seniority. An employee about to be laid off may bump any employee with less seniority, providing the employee exercising the right has the ability and qualifications to perform the work of the employee with less seniority. Employees shall be recalled in order of their seniority providing the employee exercising the right have the ability, qualifications to perform the work available. No new employees shall be hired until those laid off have been given an opportunity of recall.

11.07 Advance Notice of Layoff

Unless legislation is more favourable to the employees, the Employer will give a minimum of thirty (30) working days notice to employees who are to be laid off.

11.08 Modified Work/Duty to Accommodate

In accordance with the Ontario Human Rights Code and/or the Workplace Safety and Insurance Act, where an Employee is unable through injury or illness or disability, to perform the usual duties of her position, the Employer through consultation with the Union will endeavour to provide her with suitable employment.

ARTICLE 11 - PROMOTIONS AND STAFF CHANGES (CONT.)

- 11.09 The Employer agrees that no employee within the bargaining unit shall be laid off for reason of her duties being carried out by one or more temporary workers or volunteers.

ARTICLE 12 - HOURS OF WORK

12.01 Schedule of Hours for Employees

The hours of work for employees shall not normally exceed twenty-four (24) hours per week as assigned by the Employer. The normal hours of work do not include the meal period. When scheduled to work it will be for a minimum of three (3) hours per shift. In assigning the hours of work, employees shall not be scheduled to work more than two (2) Saturdays in a four (4) week period, unless mutually agreed between the employee and her Manager.

12.02 Rest Periods

An employee shall be allowed a rest period of fifteen (15) consecutive minutes after a minimum of three (3) hours worked. An employee shall be entitled to an additional rest period with pay of fifteen (15) consecutive minutes during a seven (7) hour shift.

12.03 Travel Period

An employee with hours of work scheduled in two (2) workplaces on the same shift will be allowed a reasonable paid travel period, including mileage reimbursement as per article 18.04.

12.04 Schedules

Shift schedules shall be posted at least two (2) weeks in advance of implementation and shall be readily available to all employees and posted in an appropriate place. An employee's posted shift will not be changed to avoid overtime payment.

Changes initiated by the employee, and approved by the Manger, can be made to the posted schedules.

Subject to operational requirements as determined by the employer, the employer shall endeavour to ensure that employees have consistent shifts and consistent days off.

ARTICLE 12 - HOURS OF WORK (CONT.)

12.05 Working Beyond 9:00 p.m.

In the event that the Employer requires any employee to work beyond 9:00 p.m., the parties shall meet at least thirty (30) days prior to such requirement to discuss safety concerns of the affected employees.

12.06 Special Events Outside of Regular Working Hours

It is agreed between the parties that it is of mutual benefit for the Library to participate in special events within the community. Where the employer requests that employees participate in special events, the following shall apply:

- a) The Employer shall ask for volunteers for such special events, and participation in such events shall be on a voluntary basis only
- b) Employees will be compensated in accordance with the collective agreement

ARTICLE 13 - OVERTIME

13.01 Overtime Defined

All time worked beyond thirty-five (35) hours per week, on a recognized holiday or on a Sunday shall be considered as overtime. Except in the case of emergency, the Employer shall give at least forty-eight (48) hours notice of overtime. Sunday overtime shall be shared on a voluntary basis among the employees capable of performing such work. When there are insufficient volunteers for Sunday work, the Employer has the right to designate Sunday workers from among the employees who have not already volunteered. Overtime will be equitably distributed on a rotational basis by seniority to those employees willing and capable of performing such work.

ARTICLE 13 – OVERTIME (CONT.)

13.02 Rate of Pay

Employees shall receive the following rates of pay for overtime worked:

- a. Over thirty-five (35) hours weekly - time and one-half (1-1/2) their basic rate of pay.
- b. On a Sunday – time and one-half (1-1/2) their basic rate of pay.
- c. On a recognized holiday when the employee was scheduled to work - time and one-half (1-1/2) the basic rate of pay for time worked plus another day off with pay at a time mutually agreeable to the employee and the Manager.
- d. On a recognized holiday when the employee was not scheduled to work - double (2) of the basic rate of pay for time worked plus another day off with pay at a time mutually agreeable to the employee and Manager.

13.03 No Layoff to Compensate for Hours Worked

Employees shall not be required to lay off during normal hours to equalize any overtime worked.

13.04 Call-In

An employee required to work overtime which is not consecutive with normal working hours shall be paid for a minimum of three (3) hours at the appropriate overtime rate, or for all hours worked at the appropriate overtime rate, whichever is greater. A call-in means the time worked by an employee when the employee has been called by an authorized official of the Employer to return to work after regularly scheduled working hours or on a non-scheduled working day.

ARTICLE 14 - RECOGNIZED HOLIDAYS

14.01 This article shall be effective the first of the month following the date of ratification of this Collective Agreement.

(a) Employees will be entitled to Recognized Holidays with pay for the following:

New Years' Day	Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Family Day

ARTICLE 14 - RECOGNIZED HOLIDAYS (CONT.)

14.01 CONT.

Boxing Day (defined as the first work day other than a Sunday which follows Christmas Day)

Plus any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government. In addition each employee shall be entitled to one (1) additional holiday. For this additional day, the employee shall either receive pay or a working day off at a time mutually agreed between the employee and Supervisor.

An employee shall not be paid for any holiday she has been absent without good cause on her scheduled working day immediately preceding or succeeding such holiday.

ARTICLE 15 - VACATIONS

15.01 **Computation of Vacation Pay**

Employees will be paid vacation pay in accordance with the Employment Standards Act and Regulations except that after twenty-two (22) years after hire date vacation pay shall be 10%, after fourteen (14) years after hire date vacation pay shall be 8% and after five (5) calendar years of service vacation pay shall be 6% instead of 4% required by the Act. Vacation pay will be paid as a lump sum with the regular pay on the first pay date of July or upon termination.

15.02 **Scheduling of Vacations**

Vacation schedules shall be prepared each year by the Employer after consultation with the employees. Such schedules shall be so arranged which in the judgement of the Employer, shall cause the least possible interference with the efficient operation of the Employer's business. The vacation schedule for January 1 to April 30 will be based on requests received by the Employer by the last Administrative business day of September. Employees shall be notified about the vacation schedule by October 31. The vacation schedule for May 1 to December 31 will be based on requests received by the Employer by the last Administrative business day of February. Employees shall be notified about the vacation schedule by March 31. In case of conflict, seniority of the employees shall be recognized.

Once the vacation is posted on the schedule, it cannot be cancelled unless for reasons of bereavement or hospitalization.

ARTICLE 16 - LEAVES OF ABSENCE

16.01 Leave for Personal Reasons

An employee may be granted leave of absence without pay and without loss of seniority when she requests such leave for good and sufficient cause. Such requests shall be in writing and approved by the Employer. In an emergency, application may be made by telephone or in person. Permission for such leave shall not be unreasonably withheld.

16.02 Jury or Court Witness Duty

An employee subpoenaed for jury duty or as a court witness shall have her normal wages paid to her by the Employer, and shall turn over to the Employer the fees received from the Court on behalf of such services, excluding mileage and meal allowance.

16.03 Negotiation Pay Provisions

Representatives of the Union shall not suffer any loss of pay for total time involved in negotiations with the Employer.

16.04 Grievance, Mediation and Arbitration Pay Provisions

Representative of the Union shall not suffer any loss of pay for the total time involved in grievance, mediation and arbitration procedures.

16.05 Leave of Absence for Full-Time Union Duties

An employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, shall be granted leave of absence without pay and with no continued accumulation of seniority during such leave. Such leave shall be for a maximum term of two (2) years.

16.06 Leave of Absence for Union Function

Upon request to the Employer, an employee elected or appointed to represent the Union at conventions and/or to attend executive and committee meetings of CUPE, its affiliated or chartered bodies and any labour organizations with which the Union is affiliated shall be allowed leave of absence without pay. No more than two employees shall be on leave at one time, and the maximum number of days for such leave shall not exceed a total of fifteen (15) days per calendar year. Except for emergencies all requests for leave must be submitted to the Chief Executive Officer at least three (3) weeks in advance.

ARTICLE 16 - LEAVES OF ABSENCE (CONT.)

16.07 **Pregnancy Leave**

Pregnancy/Parental Leave shall be in accordance with the Employment Standards Act (Appendix A) except that the length of leave may be a maximum of twelve (12) months if requested by the employee.

16.08 **Leave**

Leave of two (2) days without loss of pay shall be granted on request for both childbirth and adoption family addition provided the employee is not accessing the provisions of Pregnancy/Parental Leave as defined by the Employment Standards Act.

16.09 **Bereavement Leave**

An employee will be granted five (5) working days leave of absence without loss of pay at the death of her spouse, child or parent and three (3) working days at the death of her ward, guardian, foster parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandchild, aunt, uncle, daughter-in-law, son-in-law, niece, nephew. Where the burial occurs outside the Province of Ontario, additional days without pay may be granted for travelling time.

In cases where internment is delayed, an employee shall be provided with the opportunity of utilizing the total days allowed under this Article for bereavement purposes and/or internment.

ARTICLE 17 - SICK LEAVE

This article shall apply for the Administrative and Adult Pages effective the first of the month following the date of ratification of this Collective Agreement.

17.01 **Sick Leave Defined**

Sick leave means the period of time an employee is absent from work with full pay to the limit of such employee's sick leave credits by virtue of being sick or disabled, exposed to a contagious disease or because of an accident for which compensation is not payable under the Worker's Compensation Act.

ARTICLE 17 - SICK LEAVE (CONT.)

17.02 Amount of Sick Leave

Employees shall be allowed twenty-four (24) hours of sick leave during each of the first two (2) years of employment and forty-eight (48) hours annually after two (2) years of employment. This sick leave is not cumulative beyond twenty-four (24) hours.

17.03 Proof of Illness

If requested by the Chief Executive Officer, an employee shall be required to produce a certificate from a duly qualified medical practitioner verifying their inability to attend work and certifying that they are not fit to resume their duties or modified duties. Certificates are available from the Employer and on the employer's intranet.

Prior to returning to work after an illness and/or modified duties, if requested by the Chief Executive Officer, an employee shall be required to produce a certificate from a duly qualified medical practitioner certifying they are now fit to resume their regular duties. Certificates are available from the Employer and on the employer's intranet.

The Employer shall reimburse the cost of the certificate.

17.04 Illness in the Family

After notifying her Manager, an employee shall be entitled to use a maximum of twenty (20) hours of annual sick leave per year for absence due to the illness of a spouse, or child living in the same household, or a parent provided no one other than the employee can provide for the needs during such illness.

17.05 Sick leave Records

The Employer shall advise each employee, in writing, of the amount of sick leave accrued to her credit with their T-4 slips at the end of February each year.

ARTICLE 18 - GENERAL PROVISIONS

18.01 Bulletin Boards

The Employer shall provide bulletin boards, and space on the employer's intranet which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices.

ARTICLE 18 - GENERAL PROVISIONS (CONT.)

18.02 Training Benefits

In the event the Employer should introduce new methods or machines which require new or greater skills than are possessed by present employees, such employees shall, at the expense of the Employer, be given a period of time not to exceed one (1) year, during which they may perfect or acquire the skills necessitated by the new method of operation. There shall be no reduction in salary rates or wages during the training period of such employees.

18.03 Validity of Agreement

Where any provision of this Agreement or any practice there-under is at any time contrary to the law, this Agreement is not to be deemed to be abrogated but is to be amended so as to make the provision of this Agreement conform to the law.

18.04 Singular vs Plural and Feminine vs Masculine

Whenever the singular or feminine is used in the Agreement, it shall be considered as if the plural or masculine had been used where the context so requires.

18.05 Mileage Allowance

Mileage rates paid to employees using their own cars on Employer business, with the approval of the Employer, shall be fifty (\$.50) cents per kilometre. Employees authorized to use their private vehicles for Employer's business shall be entitled to receive the difference in insurance premium (up to \$80.00) applicable to business use as against pleasure and use for public liability, property damage, collision and comprehensive. Such compensation shall be paid within two (2) weeks of the employee producing a receipt for same to her Manager. All employees required to use private vehicles on Employer business shall be required to have such a public liability and property damage coverage.

ARTICLE 18 - GENERAL PROVISIONS (CONT.)

18.06 Personnel Files

No evaluative or disciplinary material on an employee's conduct, service, character or personality will be placed in such employee's personnel file unless such employee is given an opportunity to read it and receive a copy. An employee shall have the right to have access to review her personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. Failure to grieve discipline or to pursue such grievance to arbitration shall not be considered an admission that such discipline was justified.

An Employee who maintains a clear record for a period of eighteen (18) months following their last warning or suspension shall have their disciplinary record cleared at end of such period.

18.07 Benefits for Employees Working Past Age 65

Applies to Administrative and Adult Pages only

For employees who continue to work beyond the age of sixty-five (65), the Employer shall continue to pay and make its share of the premium costs for the group life insurance, except at the age of seventy (70) the amount of life insurance shall be \$10,000.00

The Employee shall continue with the negotiated drug plan, except the first payee shall be the Ontario Drug Benefit and the plan outlined in this Collective Agreement shall be the second payee.

The Employee shall continue to be covered by the negotiated dental plan.

18.08 Copies of the Collective Agreement

Number of copies to be printed as required for each party on a 50-50 shared basis.

18.09 Health and Safety Committee

- a) The Employer and the Union agree that they mutually desire to maintain standards of safety and health in the workplace in order to prevent accidents, injury and illness and to promote overall safety.
- b) The Employer and the Union agree to abide and adhere to the applicable standards set out in the Occupational Health and Safety Act as amended from time to time.

ARTICLE 18 - GENERAL PROVISIONS (CONT.)

18.09 Health and Safety Committee (Cont)

- c) A joint Health and Safety Committee shall be maintained and composed of two (2) representatives appointed by the Union and two (2) representatives of the Employer.

18.10 Training Benefits

When an Administrative or Adult Page make application to the Library Board to take a course and the Chief Executive Officer is of the opinion that it will be of benefit to the Library for the employee to take the course, the Library will pay fifty (50)% of the cost upon successful completion.

18.11 Transportation Allowance

A transportation allowance of sixty (\$60) dollars will be paid bi-annually every July 1st and Jan 1st to all Administrative and Adult Pages. This allowance shall be paid commencing July 1, 2008.

Effective January 1, 2013, a transportation allowance of sixty-five dollars (\$65) will be paid bi-annually every July 1st and January 1st to all current employees.

- 18.12 It is understood that where the term "spouse" is used in this collective agreement it shall be defined as per the Ontario Human Rights Code, R.S.O. 1990, c.H.19

ARTICLE 19 - PAYMENT OF SALARIES

- 19.01 The Employer shall pay salaries bi-weekly in accordance with Appendix B attached hereto and forming part of the Agreement.

The Parties agree that the Employer shall provide six (6) months notice prior to implementing this change and agree that the Parties will implement a mutually agreeable transition plan.

ARTICLE 20 - HEALTH INSURANCE AND PENSION PLAN

20.01 Health Insurance Plan

The Employer agrees to pay the Employer Health Tax.

20.02 Pension Plan

An employee who qualifies in accordance with OMERS' regulations may choose to participate in the Ontario Municipal Employees Retirement System (OMERS) integrated with the Canada Pension Plan.

ARTICLE 20 - HEALTH INSURANCE AND PENSION PLAN (CONT.)

20.03 Group Insurance and Extended Health Plan

This provision shall apply for Administrative and Adult Pages effective the first of the month following the date of ratification of this Collective Agreement.

Upon the completion of three months employment the cost of monthly premium of A Group Life Insurance Plan including accidental death and dismemberment (A.D.&D) will be fully paid by the Employer. Group life insurance coverage will be in the amount of 1.5 X annual earnings with a minimum amount of \$15,000.00 for full-time employees under age 65.

Upon the completion of three months employment, the Employer will pay for each participating employee who is regularly scheduled to work eighteen (18) hours per week, fifty (50) percent the cost of the monthly premium for the Extended Health Plan including the following:

Drugs — Legally requiring prescription & life sustaining medications;

Private Duty/Nursing - \$10,000 per person per calendar year;

Paramedical (including Clinical Psychologist, Speech Pathologist, Physiotherapy, Chiropractic, Massage, Osteopath, Chiropracist/Podiatrist, Naturopath) - \$500.00 per paramedical service per year;

Hospital (Semi-private or private) — No coverage;

Chronic Care Facility - \$3/day/120 days for 12 consecutive months;

Vision Care - \$300.00 every twenty-four (24) consecutive months — 100% no deductible;

Eye Exams — once every twenty-four (24) months (12 months for under age 18) to a maximum of \$75.00;

Hearing Aids — expenses to a maximum of \$500.00 per 60 consecutive months — 100% no deductible;

Orthopaedic Shoes - Reasonable and customary charges as determined by the carrier, no limit

Orthotics — 1 pair every 3 calendar year, maximum \$400.00/pair;

Medical Services & Supplies (Including CPAP machines) - coverage provide

ARTICLE 20 - HEALTH INSURANCE AND PENSION PLAN (CONT.)

20.03 Group Insurance and Extended Health Plan (Cont.)

Accidental Dental — No Maximum for Treatment within 180 days and completed within 1 year of accident;

Out of Province — coverage up to \$500,000 per person lifetime.

Upon the completion of three months employment, the Employer will pay for each participating employee who is regularly scheduled to work eighteen (18) hours per week, fifty (50) percent the cost of the monthly premium for a Dental Care Plan based on the current O.D.A. schedule of fees:

Basic dental coverage 100%, Complete & partial dentures 50%, Recall Exams one (1) every 9 months.

As per the Harmonized Benefits Memorandum of Settlement dated the 23rd of March, 2016 the following changes are effective July 1st, 2016:

Extended Health:

- Mandatory Generic with appeal process
- Deductible: \$5 yearly for single coverage, \$10 yearly for family coverage (effective January 1, 2017)
- Travel Assist
- Registered Social Worker added to Clinical Psychologist/EAP
- Increase physiotherapy by \$200 per person
- Smoking cessation drugs (effective January 1, 2017)
- Orthotics – 1 pair every 2 years to a maximum of \$400.00

Dental:

- Deductible – Nil
- Dental Plan – Preventative, Endodontic, Periodontal and Surgical Services, Denture Repairs and Relines
 - 100% reimbursement of eligible charges up to the amount specified in the applicable Fee Guide
- Dental Rider – Complete and Partial Dentures
 - 50% reimbursement of eligible charges up to the amount specified in the applicable Fee Guide
- Dental Rider – Orthodontic Services (for dependent children of 18 years of age only)
 - 50% reimbursement of eligible charges up to the amount specified in the applicable Fee Guide. Lifetime maximum - \$2,000 per dependent child
- Dental Rider – Crowns and Bridgework

ARTICLE 20 - HEALTH INSURANCE AND PENSION PLAN (CONT.)

20.03 Group Insurance and Extended Health Plan (Cont.)

- 50% reimbursement of eligible charges up to the amount specified in the applicable Fee Guide
- Dental Overall Maximum (excluding Orthodontic Services) - \$2,000 per person per calendar year
- Fee Guide – Current Dental Association Fee Guide for General Practitioners in your province of residence
- 9 month recall

20.04 The Employer agrees to provide the Union with the current Master Agreements.

ARTICLE 21 - DURATION OF AGREEMENT

21.01 This Agreement shall remain in force and effect from April 1, 2015 to March 31, 2019 and from year to year thereafter, unless either party notifies the other in writing during the three (3) months preceding the expiry date of this Agreement of its desire to bargain with a view to renewal, with or without amendments, of this Agreement, or the making of a new Agreement.

APPENDIX A

EMPLOYMENT STANDARDS ACT PREGNANCY/PARENTAL LEAVE

PREGNANCY LEAVE

An employee is entitled to at least seventeen (17) weeks of unpaid leave of absence for pregnancy if she has been employed with her Employer for at least thirteen (13) weeks preceding the estimated day of delivery.

The leave may be commenced up to seventeen (17) weeks before the expected date of delivery.

An employee who is entitled to the leave is required to give her Employer two (2) weeks notice in writing of the date the leave is to begin, together with a medical certificate estimating the date of delivery. If the employee does not specify the date of the end of the pregnancy leave, it will be assumed that she wishes to take the maximum leave.

An employee who have given notice to begin a pregnancy leave may change the notice to an earlier date by giving at least two (2) weeks written notice before the earlier date. She may change to a later date by giving two (2) weeks notice before the leave was to begin.

If pregnancy-related complications force the employee to stop work before she has arranged her pregnancy leave, she has two (2) weeks from that date to give the Employer written notice, with a medical certificate confirming the circumstances and the expected or actual date of birth.

A pregnancy leave will normally end seventeen (17) weeks after it begins but if the mother suffers a still-birth or miscarriage or the child dies while the mother is still on her pregnancy leave, the pregnancy leave will end six (6) weeks after the date of the still-birth, miscarriage or birth or seventeen (17) weeks after the pregnancy leave commenced, whichever is later.

If the Employee has been on her pregnancy leave for seventeen (17) weeks but the child has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth.

If an employee on pregnancy leave wishes to change the date of return to work to an earlier date, she must give her Employer four (4) weeks written notice of the date on which she intends to return.

If an employee wishes to change the date of return to a later date (but subject to the rules concerning the maximum length of leave), she must give the Employer four (4) weeks written notice before the date the leave was to end.

APPENDIX A

EMPLOYMENT STANDARDS ACT PREGNANCY/PARENTAL LEAVE

PARENTAL LEAVE

An employee who is a parent and has been employed with his or her Employer for a least thirteen (13) weeks before the birth of a child, or thirteen (13) weeks before the child came into a parent's custody, care and control for the first time, is entitled to a thirty-five (35) weeks unpaid parental leave, if the employee took pregnancy leave and thirty-seven (37) weeks unpaid parental leave otherwise

An employee may begin parental leave no later than fifty-two (52) weeks after the birth or after the child first comes into the employee's custody, care and control for the first time.

Both parents will be eligible to take a parental leave and each parent is eligible to take eighteen (18) weeks. A "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with the parent of the child and who intends to treat the child as his or her own.

For a natural mother, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care and control of a person.

An employee who is entitled to a parental leave is required to give the Employer two (2) weeks written notice prior to the commencement of the leave. If he or she does not specify when the leave will end, it will be assumed that he or she wishes to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks notice before the earlier date, or to a later date by giving two (2) weeks notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the Employer written notice of his or her intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, he or she must give the Employer four (4) weeks written notice of the date on which he or she intends to return.

If an employee wishes to change the date of return to work to a later date (but subject to the maximum length of leave) the employee must give the Employer four (4) weeks written notice before the date the leave was to end.

APPENDIX A

FAMILY MEDICAL LEAVE

Family Medical Leave is unpaid, job-protected time off work for up to eight (8) weeks in a 26-week period.

This leave may be taken to care for and support a family member who has a serious medical condition with a significant risk of dying within a period of twenty-six (26) weeks. This family member may be your spouse, parent, child or child of your spouse.

The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

You are entitled to a Family Medical Leave whether you are a full-time, part-time, permanent or contract employee.

If two or more employees qualify to take the leave to care for the same person, the eight (8) weeks must be shared.

Notifying your employer

You must inform your employer in writing that you will be taking Family Medical Leave before it begins, or as soon as you can.

NOTE: The eight (8) weeks of a Family Medical Leave do not have to be taken at the same time.

APPENDIX B

BRANTFORD PUBLIC LIBRARY

APRIL 1, 2015 TO MARCH 31, 2016 SALARY SCALE

		RATE AFTER 350 Hrs
ADMINISTRATIVE PAGE	\$ 12.794	
ADULT PAGE	11.681	
JUNIOR PAGE ¹	10.570	10.847

APRIL 1, 2016 TO MARCH 31, 2017 SALARY SCALE

		RATE AFTER 350 Hrs
ADMINISTRATIVE PAGE	\$ 12.922	
ADULT PAGE	11.798	
JUNIOR PAGE ¹	10.676	10.955

APRIL 1, 2017 TO MARCH 31, 2018 SALARY SCALE

		RATE AFTER 350 Hrs
ADMINISTRATIVE PAGE	\$ 13.116	
ADULT PAGE	11.975	
JUNIOR PAGE ¹	10.836	11.119

Note 1: A Junior Page over the age of Eighteen (18) will be paid according to Ontario's Minimum Wage if the General Minimum wage is greater than her applicable wage in the grid.

**APPENDIX B
(CON'T)**

BRANTFORD PUBLIC LIBRARY

APRIL 1, 2018 TO MARCH 31, 2019 SALARY SCALE

		RATE AFTER 350 Hrs
ADMINISTRATIVE PAGE	\$ 13.346	
ADULT PAGE	12.185	
JUNIOR PAGE ¹	11.026	11.314

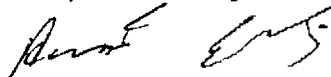
Note 1: A Junior Page over the age of Eighteen (18) will be paid according to Ontario's Minimum Wage if the General Minimum wage is greater than her applicable wage in the grid.

In Witness thereof each of the Parties has caused this Agreement to
be signed by their duly authorized officials or representatives as
of the 9th day of March, 2017.

For Canadian Union of Public
Employees and its Local 181
Brantford Public Library Unit

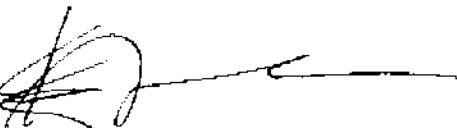
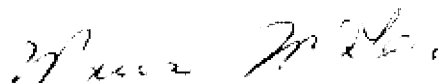
For the City of Brantford
Brantford Public Library Board

Chairperson, Negotiating Committee



K. Cuperthwaite
Negotiating Committee

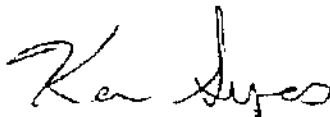
Board Chair,
Brantford Public Library



CEO/Chief Librarian &
Secretary-Treasurer of the
Brantford Public Library Board



Negotiating Committee



Manager - Business Services
Brantford Public Library

H. Grassick
CUPE National Representative



Office Administrator



BRANTFORD PUBLIC LIBRARY

March 8, 2017

Ms. Heather Grassick
Canadian Union of Public Employees
#204 - 1120 Victoria Street North
Kitchener, ON N2B 3T2

Re: Collective Agreement for Local 181
Brantford Public Library

The following clause renews our Letter of Intent for November 11, 1992, which states:

1. **Posted Shifts**

Any changes in posted shifts initiated by the employee and approved by the manager shall not result in overtime.

The following clauses (2) renew our Letter of Intent for June 15, 1988 which states:

1. **Christmas Hours**

As per the negotiations for the part-time contract, I wish to indicate to you that the decision made on Christmas Hours will apply to all staff, full and part-time. As we agreed to in the full-time negotiations these hours have been discussed at the Labour-Management Liaison Committee and staff have been asked for input.

The following clauses (2) renew our Letter of Intent for October 2002 negotiations:

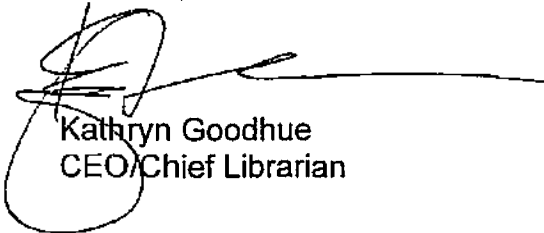
1. **Negotiations**

Subject to operational requirements, the Employer will give consideration to rescheduling hours on that day in order to avoid the requirement to return to work after 5:00 p.m. on a day when bargaining occurs.

2. **Holiday Pay for Part-time**

The employer will determine to pay the higher amount of the two calculations methods for Holiday Pay to part-time staff. Effective September 4, 2001, the calculation for Holiday pay is one-twentieth of the earnings (excluding overtime and premium pay) and the vacation pay of the previous 4 workweeks. The preceding method used to calculate holiday pay did not consider vacation pay on the previous 4 workweeks, but did considered a vacation period during the preceding period as earnings for the purposes of public holiday calculation.

Sincerely,



Kathryn Goodhue
CEO/Chief Librarian

**Letter of Understanding
between the
Corporation of the City of Brantford
and the
Canadian Union of Public Employees and its Local 181-
Brantford Public Library Page Unit**

It is agreed between the parties that the objective is to complete job evaluation and achieve Pay Equity Maintenance within two (2) years from the date of ratification.

Dated this 16 day of March, 2017


The Brantford Public Library Board



Kathryn Goodhue
Chief Executive Officer/Chief Librarian

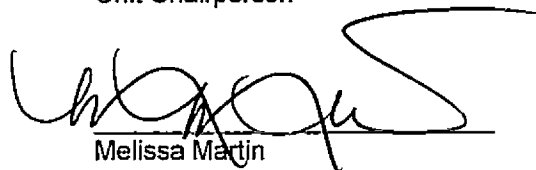

Ken Symons
Manager - Business Services

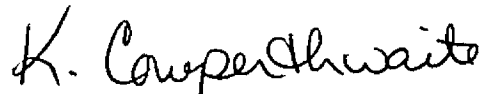

Judy Geerts
Office Administrator

**CUPE Local 181 Brantford Public Library
Part-time Unit**


Heather Grassick
CUPE National Representative


Annemiek Gowling
Unit Chairperson


Melissa Martin
Union Steward



INDEX

Adoption Leave - see Pregnancy/Parental Leave		
Agreement, Changes	Article 8.09	Page 9
Agreement, Conflict with	Article 3.02	Page 4
Agreement, Distribution	Article 18.08	Page 24
Agreement, Duration of	Article 21.01	Page 27
Agreement, Validity	Article 18.03	Page 23
Arbitration	Article 9	Page 10
Arbitration, Sole Arbitrator	Article 9.04	Page 11
Arbitration Board, Composition of	Article 9.01	Page 10
Arbitration Board, Costs of	Article 9.02	Page 10
Arbitration Board, Limitations on	Article 9.03	Page 11
Arbitration, Exceptions to Agreement Assignment	Article 9.04	Page 11
Bargaining Unit, Composition of	Article 3	Page 4
Bargaining Unit - Exclusion from	Article 3.01	Page 4
Benefits - see Clothing allowance Group Insurance and Drug Plan Pension Plan Vision Plan		
Bereavement Leave	Article 16.09	Page 21

Board – see Arbitration Board Library Board Agenda		
Breaks – see Rest periods		
Bulletin Boards	Article 18.01	Page 22
Call-In	Article 13.04	Page 18
Car Allowance - see Mileage Allowance		
Complaints - see Grievance Procedure, Complaint Stage		
Contracting Out	Article 11.05	Page 15
Correspondence	Article 6.01	Page 6
Courses - see Education		
Court Witness	Article 16.02	Page 20
Death - see Bereavement Leave		
Dental Appointments	Article 20.03	Page 26
Dental Plan	Article 20.03	Page 26
Discipline	Article 8.10	Page 10
Discrimination	Article 4.01	Page 5
Doctor`s Certificate	Article 17.03	Page 22

Drug Plan	Article 20.03	Page 26
Dues	Article 5.01 Article 5.02	Page 5 Page 5
Education	Article 18.10	Page 25
Education - see also Training		
Employee, Injured - see Handicapped Worker		
Employer Health Tax	Article 20.01	Page 25
Eye Glasses – see Vision Plan		
Family Medical Leave	Appendix A	Page 29
Grievance Committee	Article 7.01(c)	Page 6
Grievance, Definition	Article 8.01	Page 7
Grievance, Group – see Group Grievance		
Grievance Initiation	Article 8.05	Page 8
Grievance, Intent to Resolve	Article 8.04	Page 8
Grievance, Permission to Leave Work	Article 8.08	Page 9
Grievance, Policy – see Policy Grievance		
Grievance Procedure	Article 7.01 Article 7.02 Article 8	Page 6-7 Page 7 Page 7-10
Grievance Procedure, Complaint Stage	Article 8.03	Page 8

Grievance, Time Limits	Article 8.02	Page 7
Group Grievance	Article 8.07	Page 9
Group Insurance	Article 20.03	Page 26
Health and Safety Committee	Article 18.09	Page 24
Health Insurance Plan – see Employer Health Tax		
Holidays	Article 14	Page 18-19
Hours of Work	Article 12.01	Page 16
Hours, Travel Period	Article 12.03	Page 16
Hours, Working Beyond 9p.m.	Article 12.05	Page 17
Hours, Special Events Outside of Regular Working Hours	Article 12.06	Page 17
Illness – see Illness, Family Sick Leave Doctor's Certificate		
Illness, Family	Article 17.04	Page 22
Illness, Proof of - see Doctor's Certificate		
Job Classifications	Article 7.03	Page 7
Job Descriptions	Article 7.03	Page 7
Job Postings	Article 11.01	Page 13
Job Postings, Non-Union	Article 11.01 (e)	Page 14
Job, Union Notifications	Article 11.02	Page 14

Jury Duty	Article 16.02	Page 20
Labour Management Committee	Article 19.09	Page 26
Lay-Off/Layoff	Article 11.05 Article 11.06 Article 11.07 Article 11.09 Article 13.03	Page 15 Page 15 Page 15 Page 16 Page 18
Leave of Absence, Personal	Article 16.01	Page 20
Leave of Absence, Union	Article 16.05 Article 16.06	Page 20 Page 20
Leaves of Absence	Article 16	Page 20-21
Library Board Agenda	Article 7.04	Page 7
Library Board Meetings – see Library Board Minutes Library Board Agenda		
Library Board Minutes	Article 7.04	Page 7
Lockouts	Article 4.02	Page 5
Management Rights	Article 2	Page 3
Maternity Leave – see Pregnancy/Parental Leave		
Meetings, Attendance at	Article 7.01 (e)	Page 7
Members, Solicitation of	Article 5.03 Article 5.04	Page 5 Page 6
Membership	Article 5.05	Page 6
Mileage Allowance & Insurance	Article 18.05	Page 23

Modified Work, Duty to Accommodate	Article 11.08	Page 15
Negotiating Committee	Article 7.01 (d)	Page 7
Negotiations	Article 7.01 Article 16.03	Page 6 Page 20
Ontario Municipal Employees Retirement System (OMERS)	Article 20.02	Page 25
Overtime	Article 13.01 Article 13	Page 17 Page 17
Overtime, No Layoff	Article 13.03	Page 18
Overtime, Payment for	Article 13.02	Page 18
Overtime, Shared	Article 13.04	Page 18
Paternity Leave – see Pregnancy/Parental Leave		
Pay	Article 13.02 Article 15.01 Article 16.03 Article 16.04 Article 19.01	Page 18 Page 19 Page 20 Page 20 Page 25
Pay, Increment	Article 19.01	Page 25
Pension Plan	Article 20.02	Page 25
Personal Leave – see Leave of Absence, Personal		
Personnel Files	Article 18.06	Page 24
Policy Grievance	Article 8.06	Page 8-9
Preamble	Article 1	Page 3

Pregnancy/Parental Leave	Appendix A Article 16.07 Article 16.08	Page 27-28 Page 21 Page 21
Probation	Article 10.03 Article 10.04	Page 12 Page 12
Promotion	Article 11.03	Page 14
Recall	Article 11.06	Page 15
Rest Periods	Article 12.02	Page 16
Retirement – see Ontario Municipal Employees Retirement System (OMERS) Pension Plan		
Schedules	Article 12.01 Article 12.04	Page 16 Page 16
Schedules, Vacation	Article 15.02	Page 19
Seminars	Article 16.06	Page 20
Seniority	Article 10	Page 11-13
Seniority, Definition of	Article 10.01	Page 11
Seniority, Limitations	Article 10.04	Page 12
Seniority List	Article 10.02	Page 11
Seniority, Loss of	Article 10.05	Page 12
Seniority, Rating	Article 10.03	Page 12
Shifts – see Hours of Work		

Sick Leave	Article 17	Page 21-22
Sick Leave, Allowance	Article 17.02	Page 22
Sick Leave, Definition	Article 17.01	Page 21
Sick Leave, Records	Article 17.05	Page 22
Statutory Holidays – see Holidays		
Strikes	Article 4.02	Page 5
Temporary Worker	Article 3.03	Page 4
Training	Article 18.02	Page 23
Training Benefits	Article 18.10	Page 25
Transfers	Article 10.06 Article 11.03	Page 13 Page 14
Transportation Allowance	Article 18.11	Page 25
Union, Space Allotment	Article 4.03	Page 5
Vacancies	Article 11	Page 13
Vacation Pay	Article 15	Page 20
Vision Plan	Article 20.03	Page 26
Wages	Appendix B	Page 31
Wages, Payment of	Article 19	Page 25
Work Week – see Hours of Work		
Workshops	Article 16.06	Page 20