

COLLECTIVE AGREEMENT

The Corporation of the Town of Renfrew

and

The Canadian Union of Public Employees

and its Local 121

2020 – 2024



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ARTICLE 1: PURPOSE

- 1.01 The purpose of this Agreement is to promote harmonious relations between the Employer and the employees, to provide an orderly procedure for the prompt and equitable disposition of complaints and grievances which may arise from time to time, to ensure the efficiency of operations and the quality of work and service and to promote the morale, well being and security of all employees in the bargaining unit.

ARTICLE 2: DEFINITION OF EMPLOYEES

- 2.01 The term “employees” as used in this Agreement shall refer only to those employees covered by “Article 3 - Recognition”.
- 2.02 A “Regular” employee is one who is defined by Articles 2.03 and 2.04.
- 2.03 A “Regular Full Time” employee is one who works more than thirty (30) hours per week on a regularly scheduled basis, and has successfully completed the probationary period.
- 2.04 A “Regular Part Time” employee is one who works thirty (30) hours or less per week on a regularly scheduled basis, and who has successfully completed the probationary period.
- 2.05 A “term” employee is one who is employed for fewer than six (6) months in any one calendar year. An extension of up to an additional three (3) months may be agreed between parties. Term employees are covered by Articles 10 – Hours of Work and Overtime and 12 – Rates of Pay, and are otherwise excluded from the terms of this Agreement.
- 2.06 A “Casual” employee is one who is not scheduled to work on a regular basis, but who works to cover the shifts of Regular Full Time and Regular Part Time employees when no other Part Time employee is available. Casual employees are covered by Articles 10 - Hours of Work and Overtime, and 12 - Rates of Pay, and are otherwise excluded from the terms of this Agreement.
- 2.07 A “temporary” employee is one who is hired to replace an employee within the bargaining unit on an approved leave of absence, absence due to WSIB disability, short term disability or long term disability. The release or discharge of such temporary employee shall not be subject of a grievance or arbitration.

Temporary employees shall be covered by all articles of the Collective Agreement, save and except:

- Leaves of Absence
- Short Term Disability
- Long Term Disability
- Health Benefit Plans (EHC, Dental, etc.)
- Pension Plan

2.08 A “Grant” employee is one who is employed on a grant program with partial subsidy from another level of government for a period in excess of four (4) weeks. Grant employees shall not replace or perform the work of a member of the bargaining unit. Grant employees shall not be employed for a period in excess of twenty-six (26) weeks without the permission of the Union.

2.09 A “Probationary” employee is one who is serving a probationary period in accordance with Article 6 of this Agreement.

2.10 It is understood that regular full-time and part-time employees, where eligible, will be given the opportunity to work all available, non-overtime hours within the work group before a casual employee is called in to work.

2.11 The Parties agree that this Collective Agreement shall be gender neutral.

2.12 The term “qualified medical practitioner” means a medical doctor, specialist, surgeon, or a nurse practitioner.

ARTICLE 3: RECOGNITION AND UNION SECURITY

3.01 The Employer recognizes the Canadian Union of Public Employees and its Local 121 as the sole and exclusive bargaining agent for:

- a) Clerical and technical employees, except supervisory personnel, department heads, the Office Coordinator (Development and Works), the Administrative Assistant (Recreation), the Deputy Clerk, the Revenue/Compensation Clerk, students with the exception of students employed in a customer service representative position.
- b) Employees assigned to the Development and Works Department, except students; and

- c) Employees assigned to the Parks and Recreation Department except students and those excluded by the Ontario Labour Relations Board Certificate dated June 11, 1975.

3.02 a) UNION SECURITY

All employees of the Employer, except grant employees as defined, shall, as a condition of continued employment, become and remain members in good standing 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 in good standing of the Union within thirty (30) days of employment. The Employer shall deduct from every employee any dues, initiation fees, or assessments levied by the Union on its members.

b) DEDUCTIONS

Deductions shall be made from the bi-weekly payroll and shall be forwarded to the National Secretary-Treasurer of the Canadian Union of Public Employees, by no later than the 15th day of the month following, accompanied by a list of the names, addresses and phone numbers of all employees from whose wages deductions have been made. This list will also include the names and addresses of the employees terminated during that month. A copy of this list shall also be forwarded to the Secretary of the Local Union. The amount of Union dues so deducted shall be shown on each employee's income tax (T4) slip.

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

3.04 The Employer and the Union agree to observe and be bound by the *Employment Standards Act, 2000*, unless otherwise provided, and the *Ontario Labour Relations Act*, the *Ontario Occupational Health and Safety Act*, the *Ontario Human Rights Code* and regulations made pursuant thereto.

ARTICLE 4: UNION REPRESENTATION

- 4.01 The Employer acknowledges the right of the Union to appoint or otherwise select one or more members of a grievance committee. Members of the grievance committee will suffer no loss of pay, benefits or seniority while acting in their official capacity.
- 4.02 The Union acknowledges that a member of the grievance committee has regular duties to perform on behalf of the Employer, therefore, wherever possible, the committee member shall conduct their activities outside regular working hours. It is agreed that employees having grievances shall not discuss said grievance with the committee member during working hours, except in a case where an employee needs immediate assistance.
- 4.03 In such a case neither the employee nor the committee member shall leave their regular duties without first obtaining permission to do so from their immediate supervisor. It is understood that the taking of such time away from regular duties shall be kept to a minimum and that permission will not, therefore, unreasonably be withheld. Committee members shall return to their regular duties as expeditiously as possible.
- 4.04 The Employer acknowledges the right of the Union to appoint or otherwise select a negotiating committee, comprised of up to three (3) members of the Local. It shall be the negotiating committee's function to meet with the Employer to negotiate the renewal of this Agreement. Members of the negotiating committee will suffer no loss of pay, benefits or seniority when negotiating with the Employer.
- 4.05 The Union shall notify the Employer in writing of the names of the members of the grievance committee and the members of the negotiating committee. The Employer shall not be required to recognize any committee member until such notification has been received.
- 4.06 It is understood and agreed that Union officials will suffer no loss of pay, benefits or seniority when engaged in discussion with the Employer as provided for in this Agreement.
- 4.07 The Union agrees that there shall be no solicitation of members or other Union activities at the premises or work locations of the Employer during working hours except as permitted by this Agreement. It is understood and agreed that there shall be no meetings of the Union or its members on the premises or at the work locations of the Employer at any time without the prior approval of the Employer.

- 4.08 A request by a C.U.P.E. National Representative or Legal Counsel of the Union for access during working hours to the Employer's premises for the purpose of consulting with a Union member with regard to Union matters shall not be denied. Such consultations shall be in a place designated by the Employer and time in excess of thirty (30) minutes will not be on Employer's time.
- 4.09 An employee shall have the right to access and review their personnel file upon 24 hours notice. The time and the duration shall be mutually agreed upon. An employee shall have the right to make copies of any material contained in their personnel file. The cost of photocopying shall be borne by the employee at the worksite rate.
- 4.10 Upon notification to the Employer and subject to operational requirements, an employee elected or appointed to represent the Union at Union functions shall be allowed a leave of absence with pay and benefits and without loss of seniority. The Union shall reimburse the Employer for receipt of such pay.

ARTICLE 5: EMPLOYER/EMPLOYEE RESPONSIBILITIES

5.01 Its recognized that the Employer and the employees provide services for the safety, health, comfort and general welfare of the citizens. Therefore, the employees must be prepared, at all hours of the day or night, to assist in providing the many services.

5.02 **MANAGEMENT RIGHTS**

The Union acknowledges that it is the exclusive function of the Employer, subject to the terms of this Agreement, to:

- (a) maintain order, discipline and efficiency.
- (b) hire, discharge, direct, classify, transfer, promote, demote, and suspend or otherwise discipline any employee, provided that a claim of discriminatory promotion, demotion or transfer, or a claim that an employee has been discharged or disciplined without just cause may be the subject of a grievance in accordance with Article 8 - Grievance Procedure.
- (c) generally, to manage the operation and undertakings of the Corporation and, without restricting the generality of the foregoing, to select, install and require the operation of any equipment, plant and machinery, which the Corporation in its discretion considers desirable for the efficient or economical carrying out of the operations and undertakings of the Corporation.

5.03 WRITTEN DISCIPLINE IN PRIVATE

When it becomes necessary to issue discipline to an employee, such discipline will be issued in a private place and the supervisor shall have the right to be accompanied by another supervisor and the employee shall be accompanied by a representative of the Union.

5.04 CLEARING OF FILE

Disciplinary warnings and suspensions without pay shall be removed from the personnel file after a period of twenty-four (24) months provided that there has been no other disciplinary action during the twenty-four (24) month period. The twenty-four (24) month period shall be extended by the length of any absence from work in excess of one (1) month.

ARTICLE 6: PROBATIONARY PERIOD

6.01 Full-time and part-time employees shall serve a probationary period of six (6) months.

It is specifically understood and agreed that a probationary employee is serving a probationary period of employment and may be disciplined or discharged at the discretion of the Employer. It is also specifically understood and agreed that such discretion will not be exercised in a discriminatory manner.

6.02 On successful completion of the probationary period, full-time and part-time employees shall become regular employees and their seniority shall be retroactive to their last date of hire and adjusted to reflect any prior period of term employment.

6.03 In the event of a job posting as provided in clause 7.07, the promoted employee shall serve a trial period of three (3) months and at any time during the trial period the employee may choose or the Employer may chooses to end the trial period and return the employee to their previous position and any other individual impacted by the job posting shall return to their former position.

6.04 In the event of a promotion to a position outside of the bargaining unit the promoted employee shall serve a trial period of three (3) months and otherwise the provisions of clause 6.03 shall apply. This trial period may be extended an additional three (3) months on the agreement of the Parties.

6.05 In the event of a reversion under clauses 6.03 or 6.04, the employee displaced by the reverting employee shall be returned to their former position, and so on as may be required so that no regular employee suffers loss of seniority.

ARTICLE 7: SENIORITY

- 7.01 Seniority shall be bargaining unit wide and shall be based on length of service in the bargaining unit since the last date of hire but adjusted to recognize any periods of absence during which seniority was maintained but did not accrue.
- 7.02 Employees other than regular full time, who may accrue seniority, shall do so on the basis of their paid hours.
- 7.03 Seniority shall be used in determining priority for promotions, transfers, lay-offs, reduction of the work force and recall from lay-off subject to the terms set out below.
- 7.04 The Employer shall maintain seniority lists:
- a) for regular full-time employees, showing the date upon which each employee's service is deemed to have commenced, in accordance with clause 7.01; and
 - b) for all other employees, showing the accumulated hours for which the employee has been paid, in accordance with clause 7.01
- 7.05 A regular employee shall cease to be an employee and shall lose their seniority if:
- a) they resigns for any reason and does not retract their resignation within forty-eight (48) hours;
 - b) they retire;
 - c) they are discharged for just cause and not reinstated;
 - d) they are laid off for a period in excess of twelve (12) months;
 - e) they are absent from work due to accident or illness and has been in receipt of Income Protection Plan Benefits for a period in excess of one hundred twenty-one (121) weeks from the last full day worked;
 - f) they fail to return to work within ten (10) working days following lay-off and after the posting of notice by registered mail to the employee's last known address unless through sickness or other just cause. It is the responsibility of the employee to inform the Employer of their current address and telephone.
 - g) they are absent from work in excess of two (2) working days without the Employer's permission unless such permission could not reasonably be obtained.
- 7.06 **ASSIGNMENT OF WORK**
- In the case of employees normally assigned to the town garage, work will be assigned to employees who normally perform the work in the various positions in accordance with the requirements of the work. In the event that additional employees are temporarily required in a higher position, employees who are available for work will

be assigned the work in accordance with their seniority provided that they possess the necessary qualifications and ability.

7.07 POSTING AND FILLING OF VACANCIES

When a vacancy occurs that the Employer chooses to fill, or a new position is created inside the bargaining unit, the Employer shall notify the Union in writing and post the notice of the position in the Employer's offices and shops and on all bulletin boards for a minimum of fourteen (14) calendar days in order that all members will know about the position and be able to make written application therefor. Both parties recognize:

- a) the principle of promotion within the service of the Employer; and
- b) that job opportunity should increase in proportion to length of service.

In selecting a candidate to fill a vacancy or a new position in the bargaining unit, the appointment shall be made of the applicant with the required qualifications and having the greatest seniority. Where an appointment is made from within the bargaining unit, it shall be made within twenty (20) working days of the termination date of the posting. It is understood and agreed that the Employer may advertise the vacant position externally at the same time as the internal posting in order to expedite the filling of the vacancy. Also, if it has been determined by the Union and the Employer that there are no internal candidates with the required qualifications for the posting, that the fourteen (14) calendar days may be waived upon mutual agreement of the parties in order to expedite the filling of the vacancy.

7.08 Probationary employees, casual employees, term employees, temporary employees, and grant employees shall accumulate no seniority, nor shall they exercise any seniority rights during the period of such probationary, casual, term, temporary or grant employment.

7.09 LAY-OFF AND RECALL

(a) A "lay-off" is defined as a reduction in the work force or a reduction in the regular hours of work as defined in this Agreement.

(b) Regular full-time and regular part-time employees are entitled to fifteen (15) working days notice of lay-off, or equivalent pay in lieu of notice, unless greater protection is provided under the *Employment Standards Act*, 2000 as amended.

(c) Term, casual, temporary, grant and probationary employees are not covered by Article 7.09 b) but are covered by Article 3.04.

- (d) Employees shall be laid off in the reverse order of their seniority; an employee in receipt of notice of lay-off may “bump” an employee having less seniority provided that the employee exercising this right is qualified to perform the work of the employee with less seniority. Employees are not permitted to “bump up” into a higher-rated classification in a lay-off or recall from lay-off.
- (e) When employees are recalled, they shall be recalled in order of seniority provided they are qualified to perform the available work.
- (f) No new employees will be hired until those laid off are given an opportunity of recall as provided in this Agreement.
- (g) A grievance regarding improper lay-off or recall may be commenced at Step 2 of the Grievance Procedure.

ARTICLE 8: GRIEVANCE PROCEDURE

- 8.01 It is the mutual desire of the Parties hereto that complaints be adjusted as quickly as possible and it is understood that an employee may present an oral complaint to their immediate supervisor, or their designate, at any time without having to proceed to the Grievance Procedure herein.
- 8.02 A grievance is defined as a difference arising out of the interpretation, application, administration or alleged violation of this Agreement. The complaint of a grant, temporary or term employee that they have been disciplined or discharged without just cause shall not be the subject of a grievance.
- 8.03 It is understood that an employee has no grievance until they have first given their immediate supervisor an opportunity to adjust their complaint. In order to be considered a grievance, such discussion must take place within five (5) working days after the circumstances giving rise to the complaint first occurred or originated, or they ought reasonably to have been aware of the circumstance giving rise to the complaint. The Supervisor shall communicate a reply to the complainant within five (5) working days. If such complaint is not settled to the satisfaction of the employee concerned, the complainant may file a written grievance in the following manner:

Step 1 (Immediate Supervisor or Designate)

The employee, accompanied by a member of the grievance committee, shall submit a signed, dated, written statement of the grievance (on a form provided by the Union) to

their immediate supervisor or designate within ten (10) working days after the circumstances giving rise to the complaint first occurred or originated or the grievor ought reasonably to have been aware of the circumstances giving rise to the grievance. The nature of the grievance, the article of the Agreement that has allegedly been violated and the relief or the remedy sought must be clearly set out in the grievance. The employee, accompanied by a member of the grievance committee, and the immediate supervisor or designate shall meet within five (5) working days of the receipt of the written grievance to discuss and resolve the grievance. The immediate supervisor or designate shall deliver their decision in writing within five (5) working days of the meeting. Failing settlement, then:

Step 2 (Department Head or Designate)

Within ten (10) working days of the reply provided for at Step 1, the employee may present the written grievance to the Department Head or designate, who shall meet with the employee and the member of the grievance committee within ten (10) working days to discuss and resolve the grievance. The Department Head, or their designate, shall give their decision in writing and within ten (10) working days of the meeting. Failing settlement, then:

Step 3 (Committee of Council or Designate)

Within ten (10) working days of the reply provided for at Step 2, the employee may present the written grievance to the Clerk for consideration by a committee of Council or designate. If the employee so wishes they may present their grievance, accompanied by a member of the grievance committee, to a meeting of a committee of Council or designate to be held within ten (10) working days of the presentation of the grievance to the Clerk, in order to discuss and resolve the grievance. The Clerk shall give the decision of the committee of Council or designate in writing and within fifteen (15) working days of the presentation of the grievance to the Clerk.

- 8.04 If the final settlement of the grievance is not reached at Step 3, then the grievance may be referred in writing by either Party to arbitration as provided in Article 9 - Arbitration, at any time within fifteen (15) working days after the final decision is given at Step 3.
- 8.05 An employee, other than a probationary, term, temporary or casual employee, claiming that they have been disciplined or discharged without just cause, may file a grievance at Step 2 of the Grievance Procedure, provided that such grievance is lodged with the Clerk within fifteen (15) working days of the discipline or discharge.

8.06 POLICY GRIEVANCE

- (a) Either party may file a policy grievance within ten (10) working days of the date on which the occurrence, or the event on which the grievance is based, might reasonably have been expected to have come to the attention of the Party.
 - (b) A policy grievance is defined as a grievance by either the Union or the Employer arising out of the interpretation, administration, or alleged violation of any of the terms of this Agreement but excluding subject matter which may be presented by an employee as an individual grievance.
 - (c) A Union policy grievance shall be filed at Step 2 of the Grievance Procedure.
 - (d) An Employer policy grievance shall be filed with the President of the Union Local.
 - (e) The Parties shall meet to discuss and resolve the grievance within five (5) working days and the respondent Party shall reply in writing within five (5) working days of the meeting. Failing settlement, a policy grievance may be submitted to arbitration as provided in Article 8.04.
- 8.07 At any stage of the Grievance Procedure, either Party may have the assistance of a representative, legal or otherwise.

ARTICLE 9: ARBITRATION

- 9.01 When either Party requests that a grievance be submitted to arbitration, the request shall be made by Registered Mail addressed to the other Party to the Agreement, indicating the name and address of its appointee to an Arbitration Board. Within ten (10) working days thereafter, the other Party shall answer by Registered Mail indicating the name and address of its appointee to the Arbitration Board. The two appointees shall then meet to select an impartial Chairperson.
- 9.02 If the Party receiving the notice fails to appoint a Board Member, or if the two appointees fail to agree upon a Chairperson, the appointment shall be made by the Minister of Labour upon the request of either Party.
- 9.03 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the grievance or the Collective Agreement.
- 9.04 The Arbitration Board shall determine its own procedure, but shall give full opportunity to all Parties to present evidence and make representations.
- 9.05 The decision of the Board of Arbitration, including any decision as to whether the matter is arbitrable, shall be final and binding upon the Parties and upon any employee

affected by it. The majority decision shall be accepted as the decision of the Board and in the absence of a majority decision, the decision of the Chairperson shall be accepted as the decision of the Board.

9.06 A Board of Arbitration shall not have the jurisdiction to amend, alter, modify, or add to any of the provisions of this Agreement, nor to substitute any new provisions in lieu thereof, nor to give any decision inconsistent with the terms and provisions of this Agreement. Further, a Board of Arbitration is not authorized to deal with any matter not covered by this Agreement, nor arising outside the terms of this Agreement.

9.07 Each Party shall pay:

- (a) the fees and expenses of the arbitrator it appoints, and
- (b) one-half of the fees and expenses of the Chairperson.

9.08 Should the Parties disagree as to the meaning of the Board's decision, either Party may forthwith request that the Board reconvene to clarify its decision.

9.09 Subject to the mutual agreement of the Parties, the above arbitration provisions may be amended to provide for a sole arbitrator.

ARTICLE 10: HOURS OF WORK AND OVERTIME

10.01 A work week shall be defined as the normal hours of work in a one week period in accordance with Article 10.02.

10.02 The normal hours of work shall be as follows:

- a) For Development & Works employees and Parks & Recreation employees, except for employees working at the landfill, the normal hours of work shall be eighty (80) hours over a two week period, on a flexible basis, commencing 12:01 a.m. Sunday and ceasing at 11:59 p.m. Saturday, in accordance with established pay periods. Landfill employees' normal hours of work shall be Tuesday, Wednesday, Thursday and Saturday from 7:30 a.m. to 4:30 p.m., except during the Summer modified schedule.
- b) For all clerical and office employees, the normal hours of work shall be seventy (70) hours over a two week period, on a flexible basis, commencing 12:01 a.m. Sunday and ceasing at 11:59 p.m. Saturday, in accordance with established pay periods.

- c) For regular part-time employees, the normal hours of work shall be assigned by the Employer to not normally exceed thirty (30) hours per week.
 - d) For term employees, hours of work shall generally be identified on the planned work schedule however, may vary due to management's requirements.
 - e) An employee assigned to another Department will work the hours of the applicable Department.
- 10.03 Employees required to work in excess of eighty-eight (88) hours bi-weekly shall be paid at one and one-half times ($1\frac{1}{2}$ x) their normal rate of pay for each hour or part thereof so worked. Clerical and office employees required to work in excess of seventy-eight (78) hours bi-weekly shall be paid at one and one-half times ($1\frac{1}{2}$ x) their normal rate of pay for each hour or part thereof so worked.
- 10.04 All full time employees shall be allowed two (2) non-consecutive fifteen (15) minute rest periods and an unpaid lunch break of no less than thirty (30) minutes and no greater than sixty (60) minutes in duration during each work period.
- 10.05 i) An employee who is required for stand-by shall be paid the following amount per week: \$320.00
- ii) If called out, the stand-by employee shall be entitled to payment in accordance with clause 10.03 or accumulation in accordance with clause 10.10. The Employer will provide the stand-by employee with a communication device. All employees will be placed on the stand-by rotation. When mutually agreed by all parties, an employee may switch their stand-by rotation with another employee who is willing to accept the switch. When an employee is in possession of a communication device, they shall be permitted to bank all hours on a call-out. If a second employee is called out, they will also be permitted to bank all hours on the call-out. All call-outs shall be a minimum of three (3) hours.
- 10.06 Any employee called back to work after eighty-eight (88) hours have been accumulated in a pay period will be credited for a minimum of three (3) hours increased by one and one-half times ($1\frac{1}{2}$ x) in accordance with Article 10.03.
- 10.07 When available, inside work will be provided for all employees if, in the opinion of the head of the department it is not reasonable to work outside because of wet, stormy or extremely cold weather. When the head of the department is not available their designate will decide whether these conditions exist.

10.08 Employees sent home because no such inside work is available shall be paid one (1) full hour for each hour or part thereof during which they have been available for work, prior to having been sent home.

10.09 OVERTIME BANK

- a) An employee may accumulate (bank) hours worked in excess of normal hours to the extent the employee desires. The employee may utilize up to a total (maximum) of one hundred and twenty (120) hours as time off. Eighty (80) hours may be taken off at any time and an additional forty (40) hours may be taken off between 15 March and 15 May and/or 15 October and 15 December in any one calendar year subject to seven days notice to and approval by the immediate supervisor. The employee may either bank or be paid for their hours worked in excess of normal hours worked in each pay period. The employee will not request both in any one pay period. The employee must reduce this accumulation of hours worked to zero by way of payment by the end of the first (1st) pay period ending in December of each year.
- b) Time off granted under this article will not incur overtime.
- c) Any banked time accumulated after the end of the first (1st) pay period ending in December to 31 December shall be carried over into the next year.
- d) Balances of banked over-time will be provided to employees on their bi-weekly pay stub.

ARTICLE 11: LEAVE

11.01 PREGNANCY AND PARENTAL LEAVE

All employees, shall be entitled to pregnancy and parental leave in accordance with the qualifying terms and conditions of the *Employment Standards Act*, 2000 S.O. 2000 C.41 as amended.

11.02 BEREAVEMENT LEAVE

- a) An employee shall be entitled to five (5) working days leave of absence without loss of normal pay, benefits or seniority at the time of a death or to attend the funeral, memorial service or internment if held at a later date, for an employee's father, step father, mother, step mother, spouse (as per *Ontario Family Law Act*), son, stepson, daughter and stepdaughter.
- b) An employee shall be entitled to three (3) working days leave of absence without

loss of normal pay, benefits or seniority at the time of a death or to attend the funeral, memorial service or internment if held at a later date, for an employee's brother, sister, father-in-law, mother-in-law, grandparent, grandchild or other relative living with the employee.

- c) An employee shall be entitled to one (1) working day leave of absence without loss of normal pay, benefits or seniority at the time of death or to attend the funeral, memorial service or internment if held at a later date, for an employee's aunt, uncle, brother-in-law, sister-in-law, son-in-law, daughter-in-law or spouse's grandparent.

11.03 COURT OR JURY LEAVE

An employee, other than a grant employee, shall be granted leave of absence without loss of normal pay, benefits or seniority in order to serve as a juror or witness in any court, and shall remit to the Employer all sums received from the court for jury or witness pay or fees exclusive of any allowance received for travelling, meals or other expenses.

11.04 GENERAL LEAVE

- a) An employee, other than a grant or temporary employee, may be granted leave of absence without pay or benefits or loss of seniority for such period as may be agreed upon between the employee and the Employer.
- b) An employee, other than a grant employee, may be granted leave of absence without loss of benefits or seniority for such period as may be agreed upon between the employee and Employer. Remuneration for this period shall be derived from hours accumulated in accordance with Article 10.10.

11.05 ANNUAL LEAVE

Regular employees who will have completed the following full years of service during the calendar year shall be granted annual leave with normal pay, benefits and seniority in accordance with the work week as defined in article 10:

< than three (3) years' service	Two (2) work weeks
Three (3) years < ten (10) years' service	Three (3) work weeks
Ten (10) years < seventeen (17) years' service	Four (4) work weeks
Seventeen (17) years < twenty-seven years' service	Five (5) work weeks
Twenty-seven (27) years < twenty-eight (28) years' service	Five (5) work weeks plus one (1) day

Twenty-eight (28) years < twenty-nine (29) years' service	Five (5) work weeks plus two (2) days
Twenty-nine (29) years < thirty (30) years' service	Five (5) work weeks plus three (3) days
Thirty (30) years' service or more	Six (6) work weeks

An employee with less than one (1) year of service who has completed the probationary period during the calendar year shall be granted annual leave with normal pay, benefits and seniority at the rate of one (1) normal working day for each full month of employment to a maximum of two (2) work weeks.

Payment in lieu of annual leave may be mutually agreed upon between the employee and the Employer. One (1) work week of annual leave may be carried over to the following year upon mutual agreement by the employee and the Employer.

11.06 The scheduling of annual leave shall be in accordance with the following:

- a) Annual leave may be taken any time during the calendar year subject to the ability of the Employer to maintain a qualified work force.
- b) An employee shall be entitled to take up to three (3) work weeks of their annual leave entitlement at any one time.
- c) Application for annual leave shall be made by February 1st each year on a form provided by the Employer. Seniority shall govern should a conflict exist due to annual leave requests.
- d) The annual leave schedule shall be posted by March 15th and shall not be altered without the consent of each employee whose annual leave schedule would change as a result of such alteration.

11.07 PAID HOLIDAYS

- a) Employees shall be granted the following Paid Holidays with pay, except as provided in Article 13.01 (g) (ii):

New Year's Day	Family Day	Good Friday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	National Day for Truth & Reconciliation

- b) And also any other day or days proclaimed by the Government of Canada or the Government of the Province of Ontario or by the Council of the Town of Renfrew, and should any days be proclaimed it is agreed that the Employer shall consult with

the Union regarding available options to address the new Paid Holiday. However, the total number of paid holidays shall be maintained at twelve (12).

- c) Any Paid Holiday falling on a Saturday or a Sunday shall be observed on the next following Monday.
 - d) Employees required to work on December 25th shall be paid at two times (2x) their normal rate of pay for each hour or part thereof so worked. Employees required to work on any other Paid Holiday shall be paid at one and one-half times (1½ x) their normal rate of pay for each hour or part thereof so worked. In addition, such employees shall receive normal holiday pay or (at the employee's election) another day off with pay at a time mutually agreed between the employee and the Employer.
 - e) When Christmas falls on a Saturday or a Sunday, Christmas shall be observed on the next following Monday and Boxing Day shall be observed on the next following Tuesday.
 - f) In addition, employees shall be granted three (3) floating holidays.
 - g) No employee shall be paid for any Paid Holiday:
 - i) unless they worked their last regularly scheduled work day preceding and their next regularly scheduled work day following the Paid Holiday; or
 - ii) if they are off work due to suspension, leave of absence, pregnancy leave, jury leave, or Worker's Compensation; or
 - iii) if they have agreed to work on a Paid Holiday and, without reasonable cause fails to report and perform their normal duties.
 - h) Where a Paid Holiday falls within an employee's scheduled vacation, they shall receive an additional day with pay to be taken at a time mutually agreed between the Employer and the employee.
 - i) If any of the Paid Holidays fall on an employee's scheduled day off, the employee shall be entitled to a day off with pay at a time mutually agreed to by the employee's Department Head. Any banked days must be used by December 1st. Any banked time accumulated after the end of the first (1st) pay period ending in December to 31 December shall be carried over into the next year.
- 11.08 The following additional times shall be observed as Paid Holidays for full-time employees:
- a) All full-time employees shall be granted one half (1/2) day leave without loss of normal pay, benefits or seniority, on the last normal working day immediately

preceding Christmas Day and one half (1/2) days on the last normal working day immediately preceding New Year's Day.

- b) A part-time or term employee shall be paid for these days in the same manner that they are paid for statutory holidays.

11.09 OTHER LEAVE WHILE ON ANNUAL LEAVE

When an employee qualifies for Short-term Income Replacement benefits, parental, compassionate, or court leave or any other approved leave while on annual leave, the relevant clauses governing such other leave shall apply and such other leave shall not be deducted from the employee's annual leave entitlement. The period of annual leave displaced by such other leave may be taken in accordance with the provisions governing annual leave. The Employer will endeavor to permit the taking of such displaced leave during the vacation period.

ARTICLE 12: RATES OF PAY

- 12.01 a) (i) Effective on the first pay period beginning in each calendar year, the hourly rates for employees, shall be outlined in Appendix A – Wage Rate Grid for the years 2020, 2021, 2022, 2023 and 2024.

- (ii) Increases to the salary schedule shall be retroactive to January 1, 2020. Where employees either have left the employ of the Employer and/or have entered into the employ of the Employer between January 1, 2020 and December 31, 2021, they shall be entitled to the prorated amount of such payments.

The Employer will endeavor to provide all retroactivity within thirty (30) days of receiving written notice of ratification. If the retro is not paid within forty-five (45) days, then thereafter interest will be paid.

All retroactivity will be paid to employees by direct deposit and retroactivity pay will itemized their pay stub.

All former employees shall be sent notice by the Employer at their last known address and will have thirty (30) calendar days from the date the notice is sent to claim retroactive payments. The Union shall receive a copy of all notices sent to former employees.

- 12.02 Grant employees shall receive such rate of pay as the grant requires.

12.03 When a new classification within the bargaining unit is established by the Employer, the Employer shall determine the rate of pay for such new classification. Once the rate is determined, and then within seven (7) days, the Employer shall advise the Union of the rate.

If the Union disagrees with the rate, it shall have the right to request a meeting with the Employer. At such meeting, the Parties will review the rate; the Employer's rationale for establishing the rate, and the reasons the Union disagrees with the rate. If the Parties reach agreement, the agreement is effective as of the date on which the Employer gave the Union notice of the new rate.

When the Employer makes a substantial change in the job content of an existing classification which in reality causes such classification to become a new classification, the Employer agrees to meet with the Union if requested to permit the Union to make representation with respect to the appropriate rate of pay.

If the Parties are unable to reach an agreement, either Party may refer the dispute to arbitration, as provided in this Agreement, provided the referral is made fifteen (15) days of the meeting.

Any decision by a Board of Arbitration, or Arbitrator as the case may be, shall be based on the relationship established by comparison with the rates for other classifications in the bargaining unit having regard to the requirements of such classifications.

Any change awarded as a result of arbitration shall be retroactive only to the date on which the Employer gave the Union notice of the new rate.

12.04 When a regular full-time or part-time employee is designated by the Employer to relieve in a higher paying position within the bargaining unit, they shall receive the rate of pay in the higher paid position.

ARTICLE 13: HEALTH AND WELFARE BENEFITS

13.01 INCOME PROTECTION PLAN

a) SHORT TERM INCOME REPLACEMENT BENEFITS

All full-time employees who are unable to perform their duties due to a non-occupational illness or injury shall be entitled to Short-term Income Replacement Benefits, calculated on the employee's normal rate of pay, in accordance with the following schedule:

<u>Length of Service</u>	<u>100% Salary (weeks)</u>	<u>75% Salary (weeks)</u>
6 months - 12 months	3	14
1 year - 2 years	4	13
2 years -3 years	5	12
3 years-4 years	6	11
4 years-5 years	7	10
5 years-6 years	8	9
6 years -7 years	9	8
7 years-8 years	11	6
8 years-9 years	13	4
9 years-10 years	15	2
10 years or more	17	0

b) MAXIMUM BENEFIT

- (i) Each employee's entitlement regarding the number of weeks at 100% of salary will be calculated based on the employee's length of service with the Employer, which will be updated on the first of January each year. Each employee's allotment of 100% weeks will be automatically renewed on the first normal working day in January, providing the employee is working on that day. Employees in receipt of Short-term or Long-term Income Replacement benefits on the first normal working day in January will receive their new allotment of 100% weeks when they have returned to work on a full-time basis for one full work week.
- (ii) Successive absences from work due to the same illness or injury will be considered as the same period of disability unless separated by two (2) consecutive full work weeks.
- (iii) After exhausting the 17 week provision in 13:01 (b) (i) and (ii) the employee shall apply for sick leave benefits under the Employment Insurance program.

These benefits will cease no later than the end of the 32nd week from the last full day worked at which time the employee shall be covered in accordance with article 13:01 (f). The Employer will assist the employee in applying for Employment Insurance and will maintain the employee's weekly rate of pay for the two week waiting period if applicable. The weekly rate of pay for the waiting period shall be the rate paid for the week immediately proceeding.

c) Part-time employees who have completed six (6) months of service and who are unable to perform their duties due to a non-occupational illness or injury shall be entitled to Short-term Income Replacement benefits at the rate of 100% of their normal rate of pay. Such benefits shall be prorated based on the regular part-time work schedule. Such benefits, in hours, are earned based on the average hours per shift worked each month. Credited hours will be accumulated (banked) as they are earned and reduced as they are used. Such "banked" hours are available only to provide income replacement in the event of a non-occupational illness or injury arising during the term of such part-time employment.

d) TOP -UP

(i) Full-time employees may elect to apply any remaining days of annual leave or banked time in order to "top-up" benefits in accordance with this section.

(ii) Benefits "topped-up" in this manner shall not exceed 100% of the employee's normal rate of pay and annual leave or banked time so applied will be deducted from the employee's unused entitlement to such leave in the same proportion as it is used to provide for such "topping-up".

(iii) Employees wishing to elect such "top-up" must notify the Department Head, or their designate, in writing, and at the time of the initial application for benefits as provided.

e) BENEFIT CLAIM FORMS AND CERTIFICATION

Benefit claim forms and certifications required to claim Short-term Income Replacement benefits shall be submitted to the head of the department to which the employee is assigned, or their designate, and shall be to the satisfaction of the Treasurer.

(i) Employees who are entitled to Short-term Income Replacement benefits may obtain such benefits on the production of a Short-term Income Replacement Benefit claim form.

(ii) As of January 1, 2022, full-time employees shall be entitled to use a maximum of five (5) paid personal/uncertified sick leave days per year to attend to preventative health care needs, health-related appointments, unforeseen health-related emergencies that affect the employee's immediate family members or for personal illness. For part-time employees, such benefits shall be prorated based on the regular part-time work schedule. There is no carry-forward of these days. An employee may utilize up to two (2) consecutive working days without a certificate from a qualified medical practitioner provided that the total number of days does not exceed five (5) in any one (1) calendar year. Employees who are ill for more than two (2) consecutive days may file a claim for Short Term Income Replacement Benefits in accordance with Article 13.01(a). If an employee files a Short Term Income Replacement Benefit claim form from a qualified medical practitioner, these days will be treated as certified days.

*Note: For clarity, appointments with qualified medical practitioners or any other appointments do not qualify for certified paid sick leave. If employees have utilized their (5) paid personal/uncertified sick leave days, then they may utilize any accrued banked time, vacation or floating holidays.

- (iii) An employee who is absent for more than two (2) consecutive working days must file a Short-term Income Replacement Benefit form certified by a qualified medical practitioner.
- (iv) If the absence is expected to exceed five (5) working days, the employee is required to file a Medical Certificate of Disability (MCD) form completed by a qualified medical practitioner within ten (10) working days of the commencement of the absence.
- (v) If it appears to the Employer that an employee is making too frequent application for Short-term Income Replacement benefits, or if the Employer questions the accuracy or adequacy of the certificate filed, the matter may be referred to a specialist medical practitioner of the employee's choice for investigation and report.
- (vi) The Employer will reimburse the employee for costs assessed by a medical practitioner for the provision of medical certificates and/or benefit claim forms required for employment purposes.

f) LONG TERM INCOME REPLACEMENT BENEFITS

The Employer will maintain a Long Term Disability Insurance Benefit providing 60% of normal monthly earnings on behalf of all full-time employees who have completed six (6) full months of service and who are unable to perform their duties as the result of a non-occupational illness or injury. As of 01 July 2002, the premium for this L.T.D. benefit will be paid by the employee by way of payroll deductions on a bi-weekly basis. Please refer to your employee booklet for complete details. Upon request by the Local a copy of the current master policy will be provided upon receipt from the carrier.

g) SENIORITY AND CONTINUITY OF EMPLOYMENT

- (i) Employees in receipt of Short-term Income Replacement benefits shall continue to be employees of the Employer and shall continue to accumulate seniority and receive health and welfare benefits in accordance with the terms of this Agreement.
- (ii) Employees in receipt of Long-term Income Replacement benefits shall continue to be employees of the Employer for a period of one hundred twenty-one (121) weeks from the last full day worked and shall retain, but not accumulate seniority for this period. Employees in receipt of L.T.D. will have annual leave earned during the year prorated downward according to the amount of the year on L.T.D. Employees shall not receive compensation for Statutory Holidays while in receipt of L.T.D. The Employer will maintain life insurance, and extended health coverage for such employees in accordance with the provisions of this Agreement for the first sixty-nine (69) weeks of this period.
- (iii) An employee who makes application for Long Term Disability Insurance benefits which application is denied, or an employee in receipt of Long Term Disability Insurance benefits, which benefits are discontinued, must forthwith make himself available for work. Notwithstanding Clause 7.06(e), an employee who fails to make himself available for work within two (2) working days following the denial or discontinuation of benefits shall cease to be an employee of the Employer effective the date of such denial or discontinuation.

(iv) An employee returning to work after a period of being in receipt of Long Term Income Replacement benefits shall be returned to their former position, in accordance with the seniority provisions of this Agreement, if they are medically fit to fully perform the duties of that position. In the event that they are not medically fit to fully perform the duties of that position, the Employer will endeavor to provide light duties or other alternate employment which the employee is medically fit to perform. The employee will be offered such light duties or alternate employment as may be available in accordance with the seniority provisions of this Agreement.

13.02 The Employer will maintain on behalf of all full-time employees who have completed six (6) full months of service, insurance or other indemnification plans, which provide the following benefits.

(a) EXTENDED HEALTH CARE

The Employer will provide benefits as presently provided in the Employer's standard extended health care group insurance policy and as detailed in the employee's benefit description booklet. In addition, the Employer will maintain a vision care supplement, to a maximum of three hundred and fifty dollars (\$350) per family member in a two year period, toward the cost of prescription eye wear and/or eye examination for the employee and eligible dependents. A drug card will be provided to each employee as identified in Article 13.02

(b) DENTAL CARE

The Employer will provide a dental plan equivalent to a Manulife Level 1 – Basic Services with no riders at current Ontario Dental Association rates.

13.03 The Employer will maintain on behalf of all full-time employees who have completed six (6) full months of service, insurance or other indemnification plans which provide the following welfare benefits:

(a) LIFE INSURANCE

Group life insurance, which provides a death benefit of two (2) times the employee's normal annual earnings and which includes an accidental death and dismemberment rider as detailed in the employee's benefit description booklet.

(b) DEPENDENT LIFE INSURANCE

The Employer will provide dependent life insurance coverage for each employee which provides a dependent death benefit as follows:

Spouse	\$10,000
Children	\$ 5,000

- 13.04 The Employer will bear the full cost of providing the benefits detailed in clauses 13.01 (a), 13.01 (c), 13.02 and 13.03.
- 13.05 Commencing on the completion of six (6) full months of service, the Employer will pay to each part-time employee a sum equal to fifteen percent (15%) of their normal pay in lieu of health and welfare benefits as provided in clauses 13.02 and 13.03 and paragraph 13.07 or, based on the employee's eligibility and election to join the Ontario Municipal Employees Retirement System (OMERS), a sum equal to ten percent (10%) of their normal pay in lieu of health and welfare benefits as provided in clauses 13.02 and 13.03.
- 13.06 The Parties acknowledge that the carrier, if any, of insurance or other indemnification plans as may be required under this article is at the sole discretion of the Employer, so long as the benefits provided are identical or superior to those currently in effect.
- 13.07 On behalf of all full-time and eligible part-time employees, the Employer and each such employee will contribute to the Ontario Municipal Employees Retirement System (OMERS) pension plan in accordance with the relevant laws and regulations of the Province of Ontario in order to provide a "Basic Plan" pension.
- 13.08 The parties acknowledge that the premiums and benefits provided under this article are subject to the applicable laws of Canada and of the Province of Ontario.
- 13.09 In the event that a full-time employee who has completed six (6) full months of service is granted parental leave as provided in clause 11.01, the Employer will continue to provide for the duration of such parental leave health and welfare benefits as provided in clauses 13.02 (a) and (b), and 13.03 as long as the employee continues to pay LTD premiums by way of post-dated cheques. If any cheque is returned not-sufficient funds, benefits shall cease.
- 13.10 **EMPLOYEE RECOGNITION PROGRAM**
- The Employer agrees to continue coverage of benefits to retired full-time employees based on the formula listed below to age 65. To be eligible for these benefits, employees must apply for and meet OMERS pension plan conditions and qualifications. Benefits shall be extended health coverage, dental care and \$25,000 life insurance as defined under the Collective Agreement. The employees shall pay their premium contributions

by way of post-dated cheques. If any cheque is returned not-sufficient funds, benefits shall cease.

30 years of service with the Town of Renfrew:	100% paid by Employer
25 years of service with the Town of Renfrew:	75% paid by Employer – 25% paid by employee
20 years of service with the Town of Renfrew:	50% paid by Employer – 50% paid by employee

13.11 Upon the request of either Party, the Parties will meet at a mutually convenient time to discuss the employee/Employer benefit program.

13.12 STATUTORY BENEFITS

The Employer and each employee will contribute to the following benefit plans in accordance with the relevant laws of the Canada and of the Province of Ontario, as may be amended from time to time and in accordance with the regulations as may be made pursuant to such laws:

- Canada Pension Plan
- Employment Insurance
- Workplace Safety & Insurance Board

ARTICLE 14: MISCELLANEOUS

14.01 a) The Employer shall provide up to fifteen dollars (\$15.00) for the purchase of a hot meal for an employee who has worked two (2) or more hours prior to or immediately following a scheduled eight (8) hour shift. This provision does not apply to employees who work a regularly scheduled shift of ten (10) hours or more.

b) Employees required to travel outside the municipality will be compensated in accordance with the municipality's travel policy.

14.02 First aid kits shall be supplied and maintained by the Employer in such locations, including in mobile units, as to be easily accessible to all employees.

14.03 The Employer agrees not to lay off present members of the bargaining unit as of 01 January 1998, nor shall they suffer any loss of remuneration, benefits, rights and/or privileges as a result of contracting out.

14.04 DRIVER'S LICENCE REQUIRED

- a) (i) Regular full-time and part-time employees, other than such employees occupying office and clerical positions and employees who are assigned to the Parks and Recreation Department, must possess an Ontario Class "D(Z)" driver's licence.
- (ii) Employees assigned to the Parks and Recreation Department, must possess an Ontario Class "G" driver's licence.
- b) (i) If an employee who is required to have a driver's licence has their driver's licence suspended, the Employer will endeavor to assign the employee to a position which does not require possession of a driver's licence for the term of such suspension and in accordance with the seniority and pay provisions of this Agreement.
- (ii) It is explicitly agreed that the Employer will so endeavor only with respect to the first such suspension occurring during the term of the employee's employment with the Employer.
- (iii) It is further explicitly agreed that the Employer will not place an employee in a position all of the duties of which they are not able to fully discharge.
- (iv) It is finally explicitly agreed that the Employer will not create a position for the employee to so accommodate the employee.
- (v) If the Employer is unable to assign the employee to such a position which does not require the possession of a driver's licence, the employee will be placed on leave of absence without pay or benefits and without loss or accumulation of seniority for a period of up to one year.
- (vi) Notwithstanding 14.04(b)(ii) above, an employee to whom section 14.04 (a) applies whose driver's licence has been suspended and reinstated and whose driver's licence is suspended for a second or more time, shall be treated for the purposes of this article as if it were the first such suspension if five (5) full years have elapsed between the date on which the driver's licence was reinstated and the date on which the charge was laid which results in the second or subsequent licence suspension.
- (vii) It is agreed each employee shall have responsibility to obtain and maintain the Class of Driver's Licence which will permit the employee to undertake duties as stated in the employee's job classification. The employee is

required to notify the Corporation immediately upon any change lessening the employee's class of Driver's Licence.

The Corporation shall pay one hundred percent (100%) of the total cost of a medical examination required to maintain a DZ license that is required by the Employer and the Ministry of Transportation for renewal of a DZ license. This is effective date of ratification of this Collective Agreement. To qualify for this payment, the employee must present a receipt to the Corporation from a physician or nurse practitioner.

14.05 TOOLS, EQUIPMENT AND WORK CLOTHES

a) The Employer will provide and maintain all tools and equipment necessary to carry out the work of the Employer. Employees shall use such tools and equipment only for the work of the Employer and shall treat such tools and equipment with reasonable care.

b) The Employer will provide each employee with gloves as required.

c) In December of each year each regular full-time employee, except clerical and office employees, will receive a credit of six hundred and forty dollars (\$640.00) to be used toward the purchase of safety equipment including safety shoes or boots, and other work clothing from the selections provided by the Town. Employees commencing employment during the year will be provided with such safety clothing as necessary and as determined by the Supervisor.

Regular part-time employees, except clerical and office employees, will receive a prorated amount based on hours worked in the previous year in order to make their selections of work clothing that is ordered by the Town for their staff. All inside workers shall be provided with safety equipment as and when required.

14.06 THIRD PARTY LIABILITY

The Corporation shall indemnify and save harmless all employees from any and all third party claims arising from the employees' discharge of their official duties as employees of the Corporation save and except to the extent of the employee's negligence. The Corporation shall defend any civil action, which may arise under this article.

14.07 KILOMETERAGE ALLOWANCE

The Employer agrees to compensate an employee using their personal vehicle on behalf of the Corporation, in accordance with the policy of Council, and as amended from time to time.

ARTICLE 15: TERM

15.01 This Agreement shall come into force and effect on January 1, 2020, and shall remain in force and effect until December 31, 2024, and unless either Party gives to the other Party written notice by Registered Mail of the termination, or of a desire to negotiate the amendment or modification of this Agreement as hereinafter provided, for a further year without change, and so on from year to year thereafter.

15.02 Notice of the termination of this Agreement may be provided by either Party to the other Party but not more than ninety (90) days and not fewer than sixty (60) days prior to the termination date.

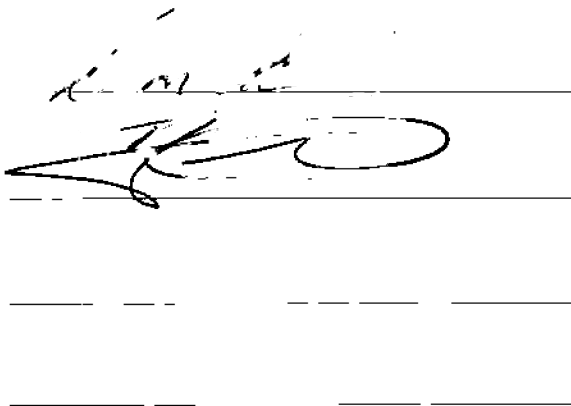
15.03 Notice of a desire to negotiate the amendment or modification of this Agreement may be provided by either Party to the other Party within ninety (90) days prior to the termination date.

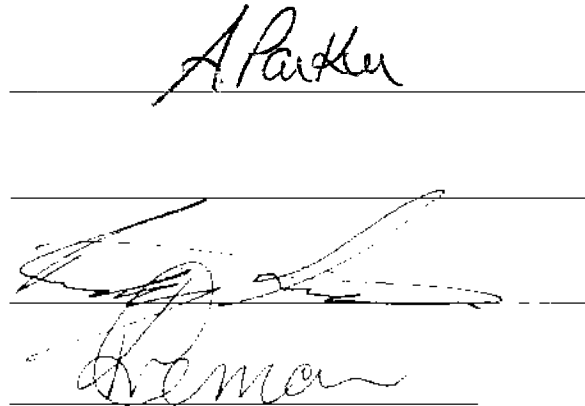
15.04 Either Party, upon receipt of notice as provided in this article, shall meet with the other Party within such reasonable time as may be agreed for the purposes of negotiating a successor agreement and shall bargain in good faith and both Parties shall submit proposed amendments or modifications in writing at the first such meeting.

Signed in Renfrew this 2nd day of February, 2022.

For the Employer

For the Union





**TOWN OF RENFREW
CUPE Local 121
SENIORITY SCHEDULE
October 16, 2021**

	Date of Hire dd-mm-yyyy	Adjusted Date of Hire dd-mm-yyyy
Full-time:		
McLACHLAN, Barry	20-10-2003	20-10-2003
BREEN, Mark	11-06-2007	13-06-2007
BARR, Mitchell	20/12/2007	01-01-2008
CLEMON, Karen	17-03-2008	17-03-2008
NADOBNY, Jeff	13-12-2010	21-01-2011
SMITH, Randy	04-04-2014	16-08-2014
VALLIQUETTE, Matthew	24-08-2015	27-08-2015
POWELL, Scott	24-08-2015	24-08-2015
FORTIER, Michael	14/09/2015	14-09-2015
WALLACE, Steve	09-01-2017	09-01-2017
SPARLING, Nick	12-06-2017	23-11-2017
CROZIER, Kevin	22/10/2018	23-12-2018
MCMULLIN, Robert	27/12/2018	27/12/2018
DODD, Barry	15-01-2018	20-03-2019
MAILLEE, Amelie	14-03-2019	24-06-2019
WHALEN, Rory	16-12-2019	05-04-2020
LACOURSE, Cheryl	11-01-2021	11-01-2021
Part-Time:		
	Date of Hire	Hours
MCINTYRE, Bonnie	09-01-2019	1,313.40
HACKBARTH, Theresa	16-09-2019	912.43
SCULLY, Kylie	09-07-2021	256.46

APPENDIX A
WAGE RATE GRIDS
CUPE LOCAL121
Effective January 1, 2020
**** Rates adjusted by 1.50% (retroactively)**

Classification	Part-time, Casual, Term Temporary	Full-time			
		Step 1 Start	Step 2 6 Months	Step 3 12 Months	Step 4 24 Months
Customer Service Representative	\$20.23				
Maintenance/Labourer/Janitor, Scale Attendant	\$21.40	\$24.07	\$24.87	\$25.68	\$26.75
Machine Operator/Operator In Training	\$23.19	\$26.09	\$26.96	\$27.83	\$28.99
Skilled Operator/WS Technician Level 1	\$23.95	\$26.95	\$27.85	\$28.74	\$29.94
Finance Clerk, Mechanic, WS and WQ Technician Level 2	\$24.85	\$27.95	\$28.88	\$29.82	\$31.06
Lead Hand		\$30.48	\$31.50	\$32.52	\$33.87

NOTE

* Landfill Machine Operator is paid as a Machine Operator

* Machine Operator (MO) is paid for the operation of trucks, trackless and attached equipment and includes Playground Inspection.

* Skilled Operator (SO) is paid for the operation of a backhoe, loader, sweeper and ice resurfacers and includes Recreation Staff welding.

WAGE RATE GRIDS

CUPE LOCAL121

Effective January 1, 2021

** Rates adjusted by 1.50% (retroactively)

Classification	Part-time, Casual, Term Temporary	Full-time			
		Step 1	Step 2	Step 3	Step 4
		Start	6 Months	12 Months	24 Months
Customer Service Representative	\$20.53				
Maintenance/Labourer/Janitor, Scale Attendant	\$21.72	\$24.43	\$25.25	\$26.06	\$27.15
Machine Operator/Operator In Training	\$23.54	\$26.48	\$27.36	\$28.25	\$29.42
Skilled Operator/WS Technician Level 1	\$24.31	\$27.35	\$28.26	\$29.18	\$30.39
Finance Clerk, Mechanic, WS and WQ Technician Level 2	\$25.22	\$28.37	\$29.32	\$30.26	\$31.52
Lead Hand		\$30.94	\$31.97	\$33.00	\$34.38

NOTE

* Landfill Machine Operator is paid as a Machine Operator

* Machine Operator (MO) is paid for the operation of trucks, trackless and attached equipment and includes Playground Inspection.

* Skilled Operator (SO) is paid for the operation of a backhoe, loader, sweeper and ice resurfacers and includes Recreation Staff welding.

WAGE RATE GRIDS
CUPE LOCAL121
Effective January 1, 2022
**** Rates adjusted by 1.75%**

Classification	Part-time, Casual, Term Temporary	Full-time			
		Step 1	Step 2	Step 3	Step 4
		Start	6 Months	12 Months	24 Months
Customer Service Representative	\$20.89				
Maintenance/Labourer/Janitor, Scale Attendant	\$22.10	\$24.86	\$25.69	\$26.52	\$27.62
Machine Operator/Operator In Training	\$23.95	\$26.94	\$27.84	\$28.74	\$29.94
Skilled Operator/WS Technician Level 1	\$24.74	\$27.83	\$28.76	\$29.69	\$30.92
Finance Clerk, Mechanic, WS and WQ Technician Level 2	\$25.66	\$28.87	\$29.83	\$30.79	\$32.08
Lead Hand		\$31.48	\$32.53	\$33.58	\$34.98

NOTE

* Landfill Machine Operator is paid as a Machine Operator

* Machine Operator (MO) is paid for the operation of trucks, trackless and attached equipment and includes Playground Inspection.

* Skilled Operator (SO) is paid for the operation of a backhoe, loader, sweeper and ice resurfacers and includes Recreation Staff welding.

WAGE RATE GRIDS
CUPE LOCAL121
Effective January 1, 2023
**** Rates adjusted by 2%**

Classification	Part-time, Casual, Term Temporary	Full-time			
		Step 1	Step 2	Step 3	Step 4
		Start	6 Months	12 Months	24 Months
Customer Service Representative	\$21.31				
Maintenance/Labourer/Janitor, Scale Attendant	\$22.54	\$25.36	\$26.20	\$27.05	\$28.17
Machine Operator/Operator In Training	\$24.43	\$27.48	\$28.40	\$29.32	\$30.54
Skilled Operator/WS Technician Level 1	\$25.23	\$28.39	\$29.33	\$30.28	\$31.54
Finance Clerk, Mechanic, WS and WQ Technician Level 2	\$26.17	\$29.45	\$30.43	\$31.41	\$32.72
Lead Hand		\$32.11	\$33.18	\$34.25	\$35.68

NOTE

* Landfill Machine Operator is paid as a Machine Operator

* Machine Operator (MO) is paid for the operation of trucks, trackless and attached equipment and includes Playground Inspection.

* Skilled Operator (SO) is paid for the operation of a backhoe, loader, sweeper and ice resurfacer and includes Recreation Staff welding.

WAGE RATE GRIDS
CUPE LOCAL121
Effective January 1, 2024
**** Rates adjusted by 2%**

Classification	Part-time, Casual, Term Temporary	Full-time			
		Step 1	Step 2	Step 3	Step 4
		Start	6 Months	12 Months	24 Months
Customer Service Representative	\$21.73				
Maintenance/Labourer/Janitor, Scale Attendant	\$22.98	\$25.85	\$26.72	\$27.58	\$28.73
Machine Operator/Operator In Training	\$24.91	\$28.02	\$28.96	\$29.89	\$31.14
Skilled Operator/WS Technician Level 1	\$25.73	\$28.94	\$29.91	\$30.87	\$32.16
Finance Clerk, Mechanic, WS and WQ Technician Level 2	\$26.69	\$30.02	\$31.02	\$32.03	\$33.36
Lead Hand		\$32.74	\$33.83	\$34.92	\$36.38

NOTE

* Landfill Machine Operator is paid as a Machine Operator

* Machine Operator (MO) is paid for the operation of trucks, trackless and attached equipment and includes Playground Inspection.

* Skilled Operator (SO) is paid for the operation of a backhoe, loader, sweeper and ice resurfacer and includes Recreation Staff welding.