

COLLECTIVE AGREEMENT

between

THE VILLAGE OF KASLO



and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 339



April 1, 2023 – March 31, 2027

TABLE OF CONTENTS

DEFINITIONS	1
ARTICLE 1 - UNION RECOGNITION.....	3
ARTICLE 2 - VILLAGE RIGHTS	4
ARTICLE 3 - CHECK-OFF AND UNION MEMBERSHIP	5
ARTICLE 4 - LEAVE OF ABSENCE AND TIME OFF	6
ARTICLE 5 - HOURS OF WORK	9
ARTICLE 6 - WAGES.....	11
ARTICLE 7 - OVERTIME AND CALL-OUTS	13
ARTICLE 8 - STATUTORY HOLIDAYS.....	16
ARTICLE 9 - ANNUAL VACATIONS.....	17
ARTICLE 10 - EMPLOYEE BENEFITS	19
ARTICLE 11 - SENIORITY, PROMOTION, AND LAYOFF	26
ARTICLE 12 - JOINT SAFETY COMMITTEE AND EMPLOYEE SAFETY	30
ARTICLE 13 – DISCUSSION OF DIFFERENCES	31
ARTICLE 14 - GRIEVANCE PROCEDURE.....	32
ARTICLE 15 - ARBITRATION.....	34
ARTICLE 16 - TECHNOLOGICAL CHANGE	35
ARTICLE 17 - DISCIPLINE PROCEDURES	37
ARTICLE 18 - CONTRACTING OUT	39
ARTICLE 19 - PLURAL AND FEMININE TERMS	40
ARTICLE 20 - GENERAL PROVISIONS.....	41

ARTICLE 21 - TERM OF AGREEMENT	44
APPENDIX "A".....	47
OFFICE ASSISTANT	47
OFFICE CLERK.....	48
ACCOUNTING ASSISTANT.....	49
LEGISLATIVE ASSISTANT.....	50
LEGISLATIVE CLERK.....	52
ACCOUNTS CLERK.....	54
DEPUTY TREASURER.....	55
DEPUTY CLERK.....	56
LABOURER.....	58
UTILITY OPERATOR I.....	59
UTILITY OPERATOR II.....	61
PUBLIC WORKS FOREMAN.....	63
LETTER OF UNDERSTANDING #1	65
LETTER OF UNDERSTANDING #2	66

DEFINITIONS

Running Lunch

A running lunch is a lunch to be eaten when conditions permit.

Regular Full-Time Employees

A regular full-time employee is one who works regularly scheduled full-time shifts. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement.

Regular Part-Time Employees

A regular part-time employee is one who works regularly scheduled shifts but does not work the scheduled hours of a full-time employee. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement, except as otherwise stated herein.

Casual Employees

Casual employees shall mean any employee hired on an intermittent basis.

Temporary Employees

Temporary employees shall mean any employee hired on an intermittent basis. They are hired only for positions temporarily vacant (replacing an employee on leave) or temporarily existing (for specific projects).

Co-op and Career Path Students

A co-op student is registered in a recognized cooperative education program in a participating post-secondary institution. A career path student is a student pursuing a course of studies that aligns with the Village's human resources needs. Co-op and Career Path Student employees shall receive ten (10%) percent in lieu of vacation, statutory holidays, other paid leaves, benefits and premiums. Co-op and Career Path students do not acquire seniority. The Union will be notified of all student positions and departments where they will be working with a summary of their work assignment.

The Village may hire two (2) co-op students each year, unless the parties mutually agree to hire additional co-op students. Wage rates will be set by mutual agreement depending on the position and work being performed. No bargaining unit position or bargaining unit member shall suffer a loss of pay or reduction of hours as a result of the hiring of a co-op or career path student.

Student Employees

A person who is employed for a defined period of time and is attending school, college or university and intends to return to their studies in the subsequent academic year. Student employees shall receive then (10%) percent in lieu of vacation, statutory holidays, other paid leaves, benefits and premiums. The Village may hire up to two (2) Summer Students for a maximum of a sixteen (16) week period unless the parties mutually agree to hire additional Summer Students. Primary job responsibilities will be limited to:

- Weeding
- Painting
- Mowing
- Graffiti removal
- Litter pick-up
- Operate small hand equipment and pick-up and,
- Other duties as assigned by the Public Works Foreman.

The students to work in parks, boulevards and other civic properties.

Note: Temporary, Co-Op and Career Path Students, Student Employees shall be entitled to 5 paid sick leave days per year as per the Employment Standards Act (ESA) of British Columbia.

ARTICLE 1 - UNION RECOGNITION

- 1.01 The Village recognizes the Union as the exclusive bargaining agency for purpose of conducting collective bargaining on all matters pertaining to rates of pay, hours of work, and all other working conditions, as long as the Union retains its right to conduct collective bargaining on behalf of the employees of the Village under the provisions of the Labour Relations Code.
- 1.02 The Village agrees that there shall be no intimidation or discrimination against any employee by reason of their activities as a member of the Union, and the Union agrees that there shall be no intimidation on its part against any employee of the Village.
- 1.03 The Village shall not cause or direct any lockout of employees during the life of this Agreement, and neither the Union nor any representative of the Union nor any employee shall in any way authorize, encourage, or participate in any strike, walkout, or suspension of work, or slow down, on the part of any employee or group of employees during the life of this Agreement.
- 1.04 The Village agrees that the Union shall have the right to maintain bulletin boards in the Village shop and Village Hall in a conspicuous and convenient place, provided that the use of such shall be restricted to the posting of notices regarding the business affairs, meetings, social events, and reports of the Union.
- 1.05 The Village agrees that the Union shall have the right to appoint or elect Union Stewards as required by the Union, and the Union agrees to advise the Village in writing of these appointments.
- 1.06 Labour Management Committee
- A Labour Management Committee will be formed and will meet as issues arise. The committee will have equal representation from both the Village and the Union.

ARTICLE 2 - VILLAGE RIGHTS

- 2.01 The Union recognizes the right of the Village to operate and manage the business of the Village in all respects, in accordance with its commitments and responsibilities, and to make and alter from time to time as the necessity arises, rules and regulations to be observed by the employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement. Such rules and regulations or amendments shall be communicated in writing to the Union.
- 2.02 The Village shall always have the right to hire, and subject to the provisions of this Agreement, to discipline, demote and discharge employees for just cause. The selection of supervisory staff shall be entirely a matter for the Village's decision.
- 2.03 The Village shall exercise its rights under this Agreement in a fair and equitable manner.

ARTICLE 3 - CHECK-OFF AND UNION MEMBERSHIP

- 3.01 The Village agrees to check off all Union dues, assessments and initiation fees in accordance with the provisions of the Labour Relations Code.
- 3.02 The Village shall, during the life of this Agreement, deduct as a condition of employment, a sum equivalent to dues as set by the Union from the pay due each calendar month to each employee, and remit the same to the Financial Secretary of the Union in the month following the month in which such deductions are made.
- 3.03 The Village will, at the time of making such remittances, enclose a list of such employees from whose pay cheques such deductions are made.
- 3.04 All employees of the Village, as a condition of continued employment, shall become and remain members in good standing of the Union according to the constitution and bylaws of the Union. All new employees shall, as a condition of continued employment, become and remain members in good standing in the Union within 30 days of employment.

ARTICLE 4 - LEAVE OF ABSENCE AND TIME OFF

4.01 Union Leave

The Village agrees that time spent in investigating and settling disputes involving employees by Union Stewards shall be considered as time worked, provided that the Union Stewards sign a time statement or form which sets out the purpose, and such time is recorded which time shall not exceed the total of 24 working hours in any one month. The Union shall forward to the Village a list of the names of current officers and Union Stewards.

4.02 The Village agrees to grant time off without pay during any working day to officers of the Union for Union purposes, provided that such time shall not exceed a total of 48 working hours in any one month, and provided that the officer of the Union has advised their immediate supervisor or foreman not less than 4 hours in advance. A written list of the names of such officers in the employ of the Village shall be forwarded to the Village for this purpose.

4.03 The Village agrees to grant leave of absence to Union officers without pay, for the business purposes of the Union, up to a maximum of 60 days per year, provided that at least 2 weeks notice in writing is given to the Village.

4.04 The Village agrees to grant a leave of absence to Union officers without pay, for the business purposes of the Local Union, or the Canadian Union of Public Employees, but such leave of absence granted to any employee shall not exceed a maximum period of 2 years at any one time. Applications for extension of such leave may, however, be granted by the Village upon application from the Union.

4.05 A maximum of 2 bargaining representatives in the employ of the Village shall have the privilege of attending collective bargaining meetings if held during regular working hours, without loss of remuneration. Collective bargaining, where used in this section, means the negotiation of a new Agreement, if any, to supersede this Agreement.

4.06 Compassionate Leave

In the case of the memorial services of a parent, wife, husband, partner, common-law spouse, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law an employee shall be granted leave of absence without loss of pay on the following basis:

- (a) Employees who have completed 3 months of continuous employment shall be entitled to up to 3 consecutive working days leave with pay upon the death of a member of the employee's immediate family and grandparents, and 1 working

day to attend the funeral of other blood relatives.

- b) For the purpose of this section "immediate family" means the spouse, partner, parent, child, grandchild, grandparents, father-in-law, mother-in-law, brother, sister, brother-in-law, and sister-in-law of the employee.
- c) Where such memorial services occur within the boundaries of the Regional District of Central Kootenay and Regional District of Kootenay Boundary, such leave shall be three (3) days.
- d) Where such memorial services occur outside the boundaries of the Regional District of Central Kootenay and the Regional District of Kootenay Boundary, but in the Province of BC, such leave shall be four (4) days where the employee attends the funeral.
- e) Where such memorial service occurs outside the Province of BC, such leave shall be five (5) days. Where the burial occurs outside the Province of B C, such leave shall also include two (2) days travelling time without pay.
- f) Compassionate Leave During Vacation

Should an employee qualify for compassionate leave during an approved scheduled vacation, the Employer shall credit the vacation bank for the amount of the compassionate leave as outlined in sections a), b), c), d) and e) of this clause.

4.07 Jury Duty/Witness Leave

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

4.08 Court Appearance Leave

In the event that an employee is accused of an offence which requires a court appearance, they shall be entitled to leave of absence without loss of seniority, benefits and pay. In the event that the accused employee is jailed awaiting a Court appearance, they shall be entitled to an automatic leave of absence without loss of seniority and benefits, but without pay. If the accused employee is found guilty

and sentenced to less than 2 years, at the request of the employee the Village shall grant a leave of absence, without pay, benefits or seniority, to cover the period of incarceration.

4.09 Parental/Adoption Leave

At the written request of an employee, leave of absence without pay and without loss of seniority shall be granted by the Village in accordance with the Employment Standards Act of British Columbia and, in accordance with applicable Federal regulations.

When a doctor's certificate is provided stating that a longer period of parental leave is required for health reasons, for the Employee and/or the child an extension up to a maximum of three (3) months without pay will be allowed.

The employee shall be reinstated in their former position with all benefits to which the employee would have been entitled had the leave not been taken.

4.10 General Leave

The Village may grant leaves of absence, without pay, for good and sufficient reason acceptable to the Village. Requests for such leave in excess of three (3) days shall be made in writing to the Village at least two (2) weeks in advance. An employee granted leave under this article will have the option of continuing benefit coverage by prepaying the entire costs of premiums on a monthly basis.

During such leaves seniority shall accumulate and while no vacations are payable during the leave, upon their return, the employee's absence shall count as part of their qualifying entitlement for vacation.

ARTICLE 5 - HOURS OF WORK

- 5.01 (a) The regular work week shall constitute 40 hours.
- (b) Steady day shift: Five days of 8 hours each from 7:00 a.m. to 3:30 p.m., with 1/2 hour off for lunch.
- (c) Shift work
- (i) Day Shift:
- Monday to Friday: 8 hours from 7:00 a.m. to 3:30 p.m., with 1/2 hour off for lunch.
- Weekends and statutory holidays: 8 hours from 7:00 a.m. to 3:00 p.m., with a running lunch or 8 hours from 6:00 a.m. to 2:00 p.m., with a running lunch. This employee to be determined by seniority.
- (ii) Afternoon Shift:
- 8 hours from 3:00 p.m. to 11:00 p.m., with a running lunch.
- (iii) Night Shift:
- 8 hours from 11:00 p.m. to 7:00 a.m., with a running lunch.
- (d) All employees will be granted a fifteen (15) minute rest period without loss of pay during each one-half of each shift.
- (e) Shifts shall be as per schedule, and the Village shall draw up and post a list of the employees on each shift.
- 5.02 (a) The hours of work for full-time employees in the Village Office shall be eight (8) hours per day between 8:00 a.m. to 6: 00 p.m., Monday to Friday, with one hour off for lunch. The hours will be scheduled by mutual agreement between the employee and the supervisor.
- (b) The hours of work for part-time employees shall be a maximum of eight (8) hours per day but no more than thirty (30) hours per week between 8:00 a.m. to 6: 00 p.m., Monday to Friday, in the Village Office. There will be one (1) hour off for lunch if the shift is more than five (5) hours.

5.03 The regular work week and hours of work defined in Sections 5.01 and 5.02 may be varied by mutual agreement between the Employer, supervisor, employee and Union.

5.04 Flex Day - Office Employees (8 hour day)

1. Flextime is an arrangement made between an employee and the employer to alter the normal hours of a work in a day and/or a week, for the mutual benefit of the employer and the employee. Flextime arrangements cannot compromise the Village's responsibility to provide service to the public.
2. Authorization and arrangements to accumulate flextime will be arranged between the employee and employer. Any flextime hours of work will be recorded at straight time. Every eight (8) hours accumulated is one flex day. Compensating time off shall be taken upon approval from management and at a time that is mutually agreeable to the employee and the employer.
3. Flextime shall be recorded separately from overtime. Employees cannot have more than two (2) days of flextime accumulated.
4. Under no circumstances will employees lose flextime that has been accumulated. Upon, retirement, resignation or termination, any unused flextime will be paid out. In the case of the death of an employee, their estate shall be paid any unused flextime.

ARTICLE 6 - WAGES

- 6.01 The Village shall pay basic wage rates to its employees in accordance with Schedule A which is attached hereto and which forms part of this Agreement. The Village and the Union agree, in the case of the creation of any new job, or in the case of any job which may hereafter change sufficiently to warrant reclassification, to apply the relevant base rate to such job, which shall be determined by a Job Classification Committee that shall be composed of equal representation from both the Village and the Union. In the event of the failure by either the Village or the Union to ratify the decision of the Job Classification Committee, or of the inability of the Committee to arrive at a mutually satisfactory classification or reclassification, the dispute shall then be referred to a Board of Arbitration constituted in accordance with Article 13, Section 13.03 of this Agreement.
- 6.02 Employees assigned to work on the afternoon shift shall receive in addition to their regular rate of pay a shift differential of 4% per hour. Employees assigned to work on night shift shall receive in addition to their regular rate of pay a shift differential of 4% per hour.
- 6.03 Employees working under the following circumstances shall receive, in addition to their regular base rate of pay before premiums, a differential of six percent (6%) per hour for a minimum of four (4) hours, and six percent (6%) per hour for each additional hour or portion thereof worked under any of the conditions set out in this section.
- (a) where asphalt, road oil or creosote is being used or handled;
 - (b) on garbage removal, or on cleaning sanitary or domestic sewers; or
 - (c) within any covered sanitary or storm sewer, or culvert.
- 6.04 An employee required to report for work on any given shift, if sent home by their supervisor due to adverse weather conditions, or because of the lack of available work for that shift, shall receive not less than 4 hours pay at the base rate (exclusive of differentials, excepting shift differentials) of the job at which they were last employed.
- 6.05 When an employee temporarily relieves in, or performs the principal duties of, a higher paying position they shall receive the current wage rate for that position for all hours worked in the position. When an employee is assigned in accordance with the terms of this Agreement to perform the duties of a lower paying position their wage rate shall not be reduced.

- 6.06 (a) Subject to agreement between the parties, the Village may hire students for summer employment provided all part-time employees are offered the additional hours at their regular current rate of pay.
- (b) Students hired under clause (a) shall be paid the minimum wage currently prescribed in the Employment Standards Act and Regulations, or in the project guidelines established by a funding agency, whichever is higher.
- (c) The wage rate referred to in clause (b) may be topped up by the Village to a rate not exceeding the applicable rate provided for in Schedule A to this Agreement.

ARTICLE 7 - OVERTIME AND CALL-OUTS

- 7.01 (a) All employees covered by Schedule A shall be paid at 2 times their base rate for time worked in excess of 8 hours in any one day, as applicable, or 40 hours in any one week, as applicable.
- (b) Where a change in the scheduled regular shift of an employee results in a rest period of less than 15.5 hours between the end of the last shift worked and the commencement of the first shift to be worked on the new schedule, the employee shall be paid at 2 times their base rate for the first shift worked on the new schedule.
- 7.02 An employee who is called out to work at any time other than their regular shift shall be paid for a minimum of 4 hours at the base rate for the job, or 2 times the base rate for the actual time worked, whichever is the greater amount; provided that an employee shall not be paid for more than 4 hours at the base rate where they complete more than one call-out during a single 2 hour period.
- 7.03 (a) An employee required to work more than two (2) consecutive hours concurrent to their regular shift hours on any day shall be entitled to a 1/2 hour paid meal break, and shall be entitled to a further 1/2 hour paid meal break after each additional 5 consecutive hours provided overtime is to continue. Such paid meal breaks shall be at 2 times the employee's base rate.
- (b) Where, because of an emergency or other special circumstances the Village is unable to provide a meal break as provided for in clause (a) the employee shall be paid for 1/2 hour at 2 times their base rate for each meal break not provided, in addition to pay for the hours actually worked.
- 7.04 In the event of a reduction in crew, all overtime to be worked shall be performed, whenever practicable, by laid-off employees. All such employees shall receive a minimum of 4 hours pay at the base rate for the job for such call-outs. Double time shall be paid in accordance with the provisions of Section 7.01 of this Article. An employee recalled under the provisions of this Section shall be considered as laid off at the conclusion of each working day unless otherwise advised.
- 7.05 In calculating overtime pay, applicable differentials shall be added on a straight time basis, i.e. such differentials shall not be multiplied by the overtime factor.

- 7.06 (a) Overtime pay may be paid to the employee with their pay for the period during which the overtime was worked, or may be banked and taken as time off in lieu of overtime pay at a time agreed to by the Village and the employee. The employee shall indicate to their supervisor, at the time the overtime is worked, whether they wish to receive overtime pay or wish to bank that amount to be taken as paid time off in lieu of overtime pay.
- (b) The maximum amount of overtime pay that may be banked at any time shall be one hundred and twenty (120) hours pay at the employee's current rate, and all overtime worked in excess of that amount shall be taken as overtime pay. Overtime pay may be banked at any time and shall be paid at the employee's current rate. When requested in writing by an employee, banked overtime pay, or any portion of it shall be paid to that employee with their regular pay for the pay period during which the request for pay-out was made to the Village.
- (c) Employees must use their overtime from the previous calendar year for compensating time off by December 31st of the following calendar year. As per Article 7.06 (b), cash payout must be requested at time of supervisor approval.
- (d) Employees that have approved overtime that exceeds one hundred and twenty (120) hours pay must accept cash pay-out until their banked hours go below one hundred and twenty (120) hours.

7.07 Standby

- a) i) An employee who is designated to be on standby on weekends or statutory holidays shall receive four (4) hours pay at the employee's regular rate for each twenty-four (24) hour period. Weekend standby begins at 7:00 pm Friday and ends at 7:00 am on Monday.
- ii) If an employee is called out for work while they are on standby on the weekend or on a statutory holiday they will receive pay as per article 7.02 in lieu of their standby pay except if such call-out occurs between 7:00 pm and 7:00 am which in this case they will receive pay as per article 7.02 in addition to their standby pay.
- b) i) If the standby service is require during the regular workweek the employee so designated shall receive one (1) hour per day at their regular rate of pay.

- ii) If an employee is called out for work while they are on standby during the regular workweek they will receive pay as per article 7.02 in lieu of their standby pay.
- c) Standby will be divided among willing and qualified employees, however employees on a leave of absence of any nature will not be considered for standby while they are on leave.
- d) Standby pay may be banked.
- e) The standby schedule will be determined by the CAO.

ARTICLE 8 - STATUTORY HOLIDAYS

8.01 An employee shall receive pay for all statutory holidays listed in Section 8.02 of this Article as per Employment Standards Act.

8.02 (a) The recognized statutory holidays shall be as follows:

New Years Day	Labour Day
Family Day	Truth and Reconciliation Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

and such other days as may be proclaimed as holidays by the Village of Kaslo, the Government of B.C., or the Government of Canada.

(b) When any of the above holidays falls on a Saturday and/or Sunday and is not proclaimed as being observed on some other day, the following Monday and/or Tuesday shall be deemed to be the holiday for the purpose of this Agreement.

8.03 All work performed on any holiday listed in Section 8.02 shall be paid for at 2 times the base rate received by the employee on their last regular working day previous to the holiday worked, in addition to pay for the holiday as set out in Section 8.01.

8.04 When any such holiday falls during any employee's vacation with pay, and they would have become entitled to pay for such holiday not worked had they not been on vacation, they shall receive an additional day's vacation with pay in lieu thereof.

ARTICLE 9 - ANNUAL VACATIONS

- 9.01 (a) All employees in the first year of service will be paid an additional six percent (6%) in lieu of vacation or they may choose to bank the six percent (6%) in order to facilitate a leave.
- (b) All employees with 1 year of service and up to and including 4 years of service shall be entitled to a vacation with pay of 15 working days per year.
- (c) All employees shall receive 1 additional day of vacation per year for each year of service in excess of 4 years, to a maximum of 30 working days.
- (d) All employees on their fifteenth (15th) year anniversary with the Village shall receive a one-time bonus of 5 vacation days in recognition of long service. This recognition must be used within the anniversary date of award and will not be carried forward.

9.02 Vacation entitlement shall accumulate on a monthly basis.

9.03 Vacation pay shall be calculated on the base rate for the employee's normal classification (exclusive of all differentials) that they would receive during the period of absence if they were not on vacation.

Part-time employees' vacation earned would be pro-rated based on time worked.

9.04 If an employee is on one or more periods of leave of absence which total more than 20 working days, vacation entitlement for that period shall be reduced by 1/12 for each full 20 day period that they were on leave of absence.

9.05 (a) At the employee's discretion the vacation periods set out in this Article may be split, and provided that the employee may only split their vacation 4 times in each calendar year unless otherwise agreed between the Village and the employee.

(b) Employees shall make application for vacation no later than February 28th of each year and shall be awarded on the basis of seniority within the bargaining unit. After February 28th, applications made for vacation will be considered on a first come, first serve basis.

(c) Vacation entitlement will not be allowed for less than one (1) week periods, unless otherwise mutually agreed upon by both the Village and the employee.

- 9.06 An employee may elect to carry forward fifty (50%) percent of the vacation leave they are entitled to take from the previous year. Carried forward vacation must be used by June 30th of the following calendar year or pay-out will occur.

ARTICLE 10 - EMPLOYEE BENEFITS

- 10.01 (a) Upon completion of 3 months of continuous employment, regular full-time and part-time employees shall be enrolled, if eligible, in the superannuation plan provided under the Pension (Municipal) Act.
- (b) The Village shall pay into a Registered Retirement Savings Plan designated by that employee an amount equal to the contribution that the Village would otherwise be required to make under the superannuation plan referred to in Section 10.01(a) on behalf of an employee who
- (i) has completed 3 months of continuous employment, and
 - (ii) is not eligible to be enrolled in the superannuation plan provided under the Pension (Municipal) Act.
- 10.02 (a) The Village shall contribute 100% of the actual cost of the monthly premium per permanent employee per month, for both married and single employees, covering membership in a mutually approved medical plan, including M.S.A. Extended Health Benefit Plan, provided that any change in the coverage would involve the entire group of Village employees and further provided that the monthly premiums are not out of line with the present coverage.
- (b) It is agreed that the lifetime limit for Extended Health is \$1,000,000.00.
- 10.03 (a) For the purposes of this Agreement "sick leave" means the period of time an employee is permitted to be absent from work, with or without pay, by virtue of sickness, unavoidable quarantine, or accident for which compensation is not payable under the Workers' Compensation Act.
- (b) All regular full-time and part-time employees shall receive, without loss of pay, necessary sick leave equivalent to 1.5 days for each month worked, but not exceeding 18 working days in any 1 year. Unused sick leave may be accumulated to a maximum of 130 working days.

Part-time employees shall receive pro-rated sick leave based on time worked.

- (c) The Village shall allocate 1/4 day of sick leave per employee per month to a Sick Leave Bank. The Village shall allocate a pro-rated amount based on time worked for part-time employees. A Sick Leave Bank Committee shall be established and shall consist of 1 member appointed by the Union and 1 member appointed by the Village. The Committee may authorize sick leave with pay from the Sick Leave Bank to be taken by an employee who would otherwise be entitled to paid sick leave but who has no unused sick leave, provided that no sick leave with pay may be authorized from the Sick Leave Bank to cover:
- (i) any absence of 3 days or less, or any one of the first 3 days of an absence in excess of 3 days;
 - (ii) any period of sickness which occurs during a period of authorized vacation leave;
 - (iii) any period of absence of an employee under Section 10.06; or
 - (iv) a supplement to Workers' Compensation Board benefits under Section 10.09(c).
- (d) For the purposes of this Article the balance in the Sick Leave Bank as at March 1, 1992, shall be deemed to be 180 days.

- 10.04 (a) On retirement, death, resignation, or continuous layoff exceeding 12 months, an employee, or their designated beneficiary, shall be paid accumulated unused sick leave at their current rate of pay on the following scale:
- i) after 2 years of service - 28%, and
 - ii) Existing employees as of March 1, 2017 will retain an additional 4% for the third and each subsequent full year of service to a maximum of 100% of accumulated unused sick leave after 20 years of service.
 - iii) Employees hired after March 1, 2017 will retain an additional 4% for the third and each subsequent full year of service to a maximum of fifty (50%) percent for new employees.
- (b) No portion of accumulated unused sick leave shall be paid to an employee terminated for just cause.

10.05 In the event of illness, a regular full-time or part-time employee shall receive pay for each working day or portion thereof that they are unable to work due to such illness, subject to the following conditions:

- (a) sick leave with pay shall only be granted if the employee has unused sick leave credits to cover the period of sick leave, or if additional sick leave from the Sick Leave Bank has been authorized;
- (b) pay shall be calculated on the base rate for the employee's normal classification (exclusive of all differentials) that they would receive during the period of absence if they were not on sick leave;
- (c) the employee who is sick shall make every reasonable effort to have their supervisor notified of the fact at the starting time of their shift, or as soon thereafter as possible;
- (d) the employee who is sick shall complete and submit an application for sick leave on forms provided by the Village immediately upon their return to work after the period of sick leave;
- (e) every application for more than five (5) consecutive working days of sick leave shall be accompanied by a medical doctor's certificate, and the cost of any such certificate will be borne by the Village, and
- (f) when it is necessary to schedule medical or dental appointments during an employee's normal working hours, the time required to attend such appointments may be taken as paid sick leave subject to all other provisions of this section.

10.06 Family Illness

- (a) Subject to clauses (b), (c) and (d) of this section, and provided the necessary sick leave credits are available, sick leave may be granted when an employee's absence is required to care for, or to make arrangements for the care of, a member of the employee's immediate family who is ill and requires constant care.
- (b) For the purposes of this section "immediate family" means the child, parent, spouse, partner, grandchild, grandparents, father-in-law, mother-in-law, brother, sister, brother-in-law, and sister-in-law of the employee.
- (c) In no case shall sick leave granted under this section exceed either 5 consecutive working days, or a total of fifteen (15) working days in any one calendar year.
- (d) The Village may require a report from a qualified medical doctor after three (3) days and the cost of such medical report will be borne by the Village.

- 10.07 A laid off employee who has been recalled under the provisions of Section 7.04 shall be eligible to receive paid leave provided that:
- (a) they had accumulated unused sick leave at the time they were laid off, or are allocated sick leave from the Sick Leave Bank;
 - (b) the illness occurs during their period of employment with the Village;
 - (c) they were scheduled to work on the day or days for which sick leave with pay was requested; and
 - (d) paid sick leave shall cease on the day on which the employee would otherwise again have been laid off.
- 10.08 The Village agrees that all employees shall remain insurable under the Employment Insurance Act.
- 10.09 The Village shall pay the full premium cost for group life insurance coverage in the amount of \$100,000 and accidental death and dismemberment insurance for all regular full-time and part-time employees who have completed 3 months continuous employment.
- 10.10 (a) An employee prevented from performing their regular work with the Village on account of an occupational accident that occurred in the course of their work for the Village, and that is covered by the Workers' Compensation Act, shall continue to receive the benefits set out in Section 10.10(b) in accordance with the provisions of this agreement
- (i) until the Workers' Compensation Board certifies that they are able to return to work,
 - (ii) until they are granted a permanent pension by the Workers' Compensation Board, or
 - (iii) for a maximum of 24 months,
- whichever may be sooner, provided the employee remits monthly to the Village their share of the contributions required to be made under the Pension (Municipal) Act.
- (b) The benefits referred to in Section 10.10(a) are:
- (i) long term disability insurance;

- (ii) Group Life and accidental death and dismemberment insurance;
 - (iii) coverage under the Medical Plan and Extended Health Benefits Plan;
 - (iv) coverage under the Pension (Municipal) Act of British Columbia and
- (c) An employee described in Section 10.10(a) may elect to receive from the Village the difference between the amount payable by the Workers' Compensation Board and their regular net salary during the period referred to in that section provided that
- (i) the employee's accumulated unused sick leave shall be reduced by 1/4 day for each day that the supplement is received, and
 - (ii) no employee shall continue to receive the supplement after that employee's sick leave credits have been exhausted or are insufficient to cover the amount of the supplement.
- (d) If an employee who elects to receive the supplement provided for in Article 10.10(c) wishes to continue to receive their full regular pay cheque from the Village, they shall assign their Workers' Compensation payments to the Village, and the Village shall include the amount received from the Workers' Compensation Board on the employee's income tax (T-4) form.
- 10.11 (a) All eligible employees who have completed 3 months of continuous employment shall be covered by a long term disability insurance plan, with the premium costs shared equally by the Village and the employee.
- (b) The long term disability insurance plan shall provide that, after 120 days of disability, the employee shall receive 66.7% of their monthly rate of earnings during the period of disability until age 65 as provided for in the plan.
- (c) The provisions of the long term disability insurance plan may be changed by agreement between the Union and the Village.
- 10.12 Every eligible employee shall promptly complete and submit to the Village such applications or other documents as may from time to time be required with respect to the employee benefit plans provided for in this Agreement, and the Village shall not be responsible for ensuring that an employee is covered by any such plan where that employee fails or neglects to comply with a written request to provide any application or other documentation required under any benefit plan. The cost of any documentation required under this section shall be borne by the Village.

10.13 Regular full-time and regular part-time office employees upon completion of three (3) months of continuous employment, shall be entitled to receive an allowance of one hundred and fifty (\$150.00) dollars per year on the first pay period of the year. Such payment shall be made in the first pay period following ratification of a new collective agreement for existing employees. Newly hired employees shall receive their allowance upon completion of three (3) months of continuous employment.

10.14 Vision/Dental Care

The Village will directly pay the following costs for each regular full-time or part-time employee and each of their dependent children for vision care or dental care per the Manulife Plan for Vision and Dental (Extended Health Care/Dental) provisions. Any changes to this agreement shall be negotiated and mutually agreed upon by the parties.

Vision

Five hundred dollars (\$500.00) bi-annually effective no later than January 1, 2024.

One (1) eye exam every two (2) years.

Dental

Effective January 1, 2024 the following additions will apply to the current policy:

Basic Dental – Unlimited

Orthodontics – fifty percent (50%) with a lifetime maximum of thirty-five hundred dollars (\$3500) (children only).

Eighty percent (80%) for major restorative services and dentures with a maximum of three thousand dollars (\$3000.00) per year.

10.15 The Village will continue to provide a combined extended health, dental and vision group plan subject to Union approval and fully funded by the Employer.

10.16 Domestic Violence Leave:

- a) The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.

- b) Workers experiencing domestic violence will be able to access three (3) days of paid leave (utilizing their sick leave), for attendance at medical appointments, legal proceedings, and any other necessary activities. This leave will be in conjunction with existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, upon approval. Employees that exhausted their sick leave can utilize their vacation or will be provided time off without pay.
- c) The employee and Employer will only disclose relevant information on a "need to know" basis to protect confidentiality while ensuring workplace safety.

ARTICLE 11 - SENIORITY, PROMOTION, AND LAYOFF

- 11.01 For the purposes of this Agreement 'seniority' shall be defined as length of service with the Village, and seniority shall be applied on a bargaining-unit-wide basis.
- 11.02 An employee shall not be deemed to have established seniority until they have been employed by the Village for 60 working days. Upon completion of the 60 working day probation period an employee shall be entitled to seniority rights covering all time worked by them from the day they first commenced employment with the Village.
- 11.03 The Village agrees that in making staff changes, transfers or promotions, appointment shall be made of the applicant with the greatest seniority and having the required qualifications and ability to do the job. Where more than 1 employee in the bargaining unit applies for the same position, the most senior applicant shall be awarded the position provided the employee possesses the qualifications and ability to do the job. The Village shall determine qualifications and ability in a fair and equitable manner.
- 11.04 The Village shall have the right, from time to time, to select employees who are to be given special experience or training in preparing them or trying them out as to their capabilities for other assignments with the Village, and to promote, demote, engage, retain or dispense with their services in such assignment, provided however, that upon completion or termination of such assignments, the employee concerned shall be reinstated in the job classification they would have held had they not been so chosen for the special assignment.
- 11.05 (a) Where an employee has assumed a permanent position with the Village which is outside the bargaining unit and later returns to a position within the bargaining unit, that employee's seniority shall be calculated only on the basis of the total time spent within the bargaining unit.
- (b) No employee may be temporarily assigned to a position outside the bargaining unit without their consent.
- (c) Where an employee has been temporarily assigned to a position outside the bargaining unit and they return to a position in the bargaining unit within 60 working days of the date of the temporary assignment,
- (i) the employee shall retain seniority accumulated up to the time of the temporary assignment, and shall accumulate further seniority while employed outside of the bargaining unit to a maximum of 60 working days, and

- (ii) the employee shall be returned to the position they held prior to the temporary assignment, and any employee temporarily filling that position shall be returned to their regular position in accordance with Section 11.08.
 - (d) The period of 60 working days referred to in Section 11.05(c) may be extended with the agreement of the Village, the Union, and the employee.
 - (e) The Union shall be promptly notified in writing of the temporary assignment of an employee to a position outside of the bargaining unit.
- 11.06 If there is a vacancy in a position covered by this Agreement, or if a new position is created, the Union shall be notified, and employees in order of their seniority, qualifications and ability, as determined in Section 11.03, shall have the right to apply for an opportunity to prove their ability in the vacated or new position. The parties may, by mutual agreement, agree to post the position internally and externally at the same time provided that internal applications are considered prior to any external applications.
- 11.07 A transfer from one job classification to another within the bargaining unit which involves no change in rate shall not be considered either a promotion or a demotion for the purposes of this Article.
- 11.08 Notwithstanding anything in this Article, an employee assigned to a job on a temporary basis shall be returned to their former position upon completion of the temporary assignment.
- 11.09 (a) The Village shall have the right to hire on a temporary basis any person having special skills or knowledge required for a specific assignment or job, and such an employee shall be discharged when that assignment or job is completed.
- (b) If a specific assignment or work is temporarily halted due to adverse weather conditions, lack of available material, or otherwise, the Village may retain such a person until the special assignment or job can be recommenced, so long as no regular employee is displaced. The Village shall notify the Union of any employee hired under this section and, on request, shall inform the Union of their status.
- 11.10 (a) In the event of layoff, employees shall be laid off in the reverse order of their bargaining-unit-wide seniority, and shall be recalled to work in the order of their seniority. So far as it is practicable, no new employees shall be hired until laid off employees have been recalled, except in the case of employees covered by Section 11.09.

- (b) In the event of a layoff the Village shall give 2 weeks notice, if possible, to all employees who have seniority in the bargaining unit.
 - (c) A layoff shall be defined as a reduction in the work force, or a reduction in the regular hours of work as defined in this Agreement.
- 11.11 Every laid off employee shall notify the Village of any change in their postal address, and such an employee shall be notified by the Village, either personally or by registered mail at their last know address, of the date and time on which they is to report for work. Should an employee fail to report for work within 10 days of being so notified, they shall lose the right of recall. in no case shall the Village be obliged to rehire an employee who has been laid off for a period of 12 months or longer.
- 11.12 In the event of a former employee being re-employed by the Village after having voluntarily quit, they shall be considered as having no previous seniority. Laid off employees who do not return to work upon notification by the Village under the provisions of Section 11.11 of this Article shall be considered to have voluntarily quit.
- 11.13 If an employee is brought back to work by the Village within 180 calendar days of being laid off under Section 11.10, the period of layoff shall be considered as time worked for the purpose of determining their seniority. This adjustment shall be made immediately after the employee has returned to work.
- 11.14 If an employee is absent from their job due to sickness, accident, or authorized leave of absence, they shall on their return be reinstated in the job they held prior to such absence, and during such absence their seniority shall accumulate as if they had not been absent.
- 11.15 The Village agrees where any employee is granted time off for Union business or a leave of absence for such purpose, pursuant to the provision of Article 4 of this Agreement, they shall suffer no loss of seniority as a result of such time off or leave of absence, and they shall be entitled to return to the job they held with the Village prior to being granted such leave of absence upon the expiry of the leave.
- 11.16 In the event of this country being at war, the seniority of employees enlisting in the Armed Forces shall continue on, provided that for this purpose an employee returns to their employment with the Village within a period of 6 calendar months following their discharge from the forces.
- 11.17 The Village will maintain a record showing the date upon which each employee's service commenced and terminated, and any employee may request information from the Village relative to their own seniority. On request, the President or an

authorized officer of the Union will be supplied with a copy of such record or with the necessary information relative to the seniority and rates of pay of any employee or group of employees. The Village shall notify the Union in writing of any proposed action relating to the seniority, promotion, layoff, or recall of an employee at least 3 days, if possible, prior to the occurrence.

11.18 Wherever this Agreement provides that an employee is entitled to return to, or be reinstated in, the job or position they held prior to an authorized leave of absence and the job or position has been reclassified or deleted during such period of absence, on their return the employee shall be placed in a job or position consistent with their seniority, qualifications, and ability, and shall be paid the then current wage rate for that classification.

11.19 Changes in Classification/Job Descriptions

- a) When there is a new classification or new position not covered by Schedule "A" established during the life of the Agreement, the classification and/or the rate of pay of the job in question shall be subject to negotiations between the Employer and the Union. The new rate shall become retroactive to the time the new position was filled by the employee.
- b) When the duties/responsibilities or volume of work in any classification is changed or increased, or where the Employer, representatives of the Union or an employee feels they are unfairly or incorrectly classified during the term of this Agreement, the classification and/or pay rates shall be subject to discussion/negotiation between the Employer and the Union. If the Employer and the Union are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration.
- c) A request for a job description or reclassification review may originate with the employee, the Union, or the Employer. Such requests made by the employee or Union, detailing the reasons why a change is deemed to be necessary, must be made in writing to the Employer. Copies of all requests for job description or reclassification review submitted by an employee shall be provided to the Union.

ARTICLE 12 - JOINT SAFETY COMMITTEE AND EMPLOYEE SAFETY

- 12.01 A Joint Safety Committee shall be established and maintained, with the Committee composed of 2 member appointed by the Village and 2 employee member appointed by the Union.
- 12.02 The Joint Safety Committee shall hold meetings in accordance with W.C.B. regulations.
- 12.03 Minutes of all Joint Safety Committee meetings shall be kept by one of its members, and copies of such minutes shall be provided to the Village, the Union, and the Workers' Compensation Board, and copies shall be posted on the employee bulletin boards in the Village Shop and Village Hall.
- 12.04 (a) Employees working in dirty or dangerous conditions shall be supplied with necessary safety equipment and protective clothing when required.
- (b) The term "safety equipment and protective clothing" shall be interpreted to include hard hats, high visibility vests, safety goggles, welders coats, fallers pants, rain gear (with prior approval of the Employer), coveralls, and a maximum of 4 pairs of safety gloves per employee per calendar year, but shall not be interpreted to include normal work clothing, which shall be the responsibility of the employee.
- (c) A public works employee who has completed 3 months of continuous employment and who is required to wear safety boots or shoes shall be paid by the Village a safety wear allowance of two hundred and fifty (\$250.00) dollars per year. Newly hired employees shall receive their first allowance upon completion of their probation period. Employees must submit a receipt for purchases prior to reimbursement.
- 12.05 Time spent by employees in the performance of their duties as members of the Joint Safety Committee shall be considered as time worked and payment shall be on the basis of straight time only.

ARTICLE 13 – DISCUSSION OF DIFFERENCES

13.01 Whenever the word 'days' is used in this Article it shall mean working days unless otherwise specified.

Section 1 - Committee on Labour Relations/Grievances

13.02 The Village shall appoint and maintain a committee to be called the "Committee on Labour Relation/Grievances" comprising of members of the Kaslo Village Council or its representatives. The Village shall inform the Union of the individual membership of the committee.

Section 2 - Union General Grievance Committee

13.03 The Union shall appoint and maintain a committee to be called the "General Grievance Committee" comprising of persons who are employees of the Village and/or representatives of the Canadian Union of Public Employees. The Union shall inform the Village of the individual membership of the Committee.

Section 3 - Grievance Investigations and Meetings

13.04 The Village agrees that time spent in investigating and settling disputes during working hours involving its employees by the Union Steward(s) shall be considered as time worked. The Union agrees to forward to the Village a written list of the names of such Steward(s) and of replacement thereto.

13.05 The Village agrees to grant time off with pay during any working day to Officers of the Union in order to attend meetings with representatives of management of the Village, provided that notice be given to the immediate Supervisor by the Officer(s) of the Union so requesting the time off. The Union shall supply the Village with a written list of names of its Officers for this purpose and inform the Village of any changes to this list.

13.06 In order that the work of the Village shall not be unreasonably interrupted, no Steward shall leave the job without obtaining the permission of the immediate Supervisor, which permission shall be given within an hour.

ARTICLE 14 - GRIEVANCE PROCEDURE

Section 1

14.01 In the event of an employee having a grievance, the settlement of said grievance shall be handled under the following procedures:

14.02 Stage 1

Within thirty (30) calendar days of learning of the grievance, the employee or employees concerned, with Union representation, shall endeavour to settle the grievance with the immediate Supervisor. Failing to reach a satisfactory settlement of the grievance within three (3) working days the grievance, may be referred to Stage 2.

14.03 Stage 2

The employee or employees concerned, with Union representation, shall meet with the Department Head and submit the grievance in writing. Failing to reach a satisfactory settlement of the grievance within four (4) working days the grievance may be submitted to Stage 3.

14.04 Stage 3

The employee or employees concerned, with Union representation, shall meet with the City Manager and shall submit the grievance in writing. Failing to reach a satisfactory settlement of the grievance within five (5) working days after its submission to the City Manager, the grievance may be submitted to Stage 4.

14.05 Stage 4

A meeting of the Union General Grievance Committee shall meet with a Committee on Labour Relations/Grievance within five (5) days of a written request for such a meeting. Failing to reach a satisfactory settlement of the grievance within five (5) days after such meeting, the grievance may be submitted to Stage 5.

14.06 Stage 5

The grievance shall be submitted to Arbitration and/or Mediation by notice in writing by either party.

14.07 Time Limits

Time limits may be varied only by mutual agreement between the Parties.

Section 2 - Policy Grievance

14.08 Where a grievance involves a question of general application or Policy, the Union may refer the grievance to Stage 3.

14.09 The Village shall have the right to submit any grievance regarding the interpretation or violation of this Agreement to the Union. Failing a satisfactory settlement within seven (7) working days the City may refer the grievance to Stage 4.

ARTICLE 15 - ARBITRATION

Section 1

15.01 Should the Committee on Labour Relations/Grievances and the Union General Grievance Committee fail to settle any difference, grievance or dispute whatsoever arising between the Village and the Union, or the employee(s) concerned, such difference, grievance or dispute shall be referred to a single arbitrator or mediator or a Board of Arbitration by mutual agreement.

15.02 The Board of Arbitration shall consist of three (3) members: one (1) to be selected by the Village; one (1) to be selected by the Union; and a third mutually acceptable person who shall act as Chair of the Board to be chosen by the two persons thus selected.

If the matter is referred to a single arbitrator or mediator, the selection will be by mutual agreement.

In the event that the Village and the Union are unable to agree upon the selection of the third member of the Board or a single arbitrator, the Minister of Labour shall be requested to appoint such member.

15.03 The decision of the Board of Arbitration or a single arbitrator, with respect to an interpretation or alleged violation of this Agreement, shall be final and binding upon the Parties.

15.04 Each Party will pay one hundred percent (100%) of the cost of the arbitrator appointed by such Party, and shall pay fifty percent (50%) of the cost of the Chair of the Board. In the event a single arbitrator or mediator is selected each party will pay fifty percent (50%) of the costs.

ARTICLE 16 - TECHNOLOGICAL CHANGE

16.01 Union Notification of Changes

The Village shall notify the Union 3 months prior to the introduction of any proposed technological change which will affect 2 or more employees.

16.02 Severance Pay

- (a) No regular employee shall be laid off except upon 2 weeks notice, pay included, for each year of service, with a maximum of 4 weeks, during which time they will be allowed up to 5 hours per week with pay for the purpose of job interviews.
- (b) If the employee elects to receive severance pay they shall so advise the Village, in writing, within 30 days of being notified of layoff. In accepting severance they shall lose seniority in accordance with Article 11 of this Agreement and even if re-hired by the Village at a later date, shall not again be entitled to severance pay as provided in this Article.
- (c) The severance pay payable (in addition to the Agreement provisions) to an employee pursuant to this Article shall be 1 months pay at regular rates for each 3 full years of service completed by the employee, provided however, that the severance pay shall not be less than 1 months pay or more than 3 months pay.

16.03 Training Programs

- (a) After consultation with the Union, the Village may, instead of laying off an employee because of technological change, retrain the employee for another position at the expense of the Village and for such period of time as the Village considers necessary. After the training period the employee shall have 2 months to fully adapt to the new position, and if they does not so adapt they may be dismissed by the Village.
- (b) If an employee who is displaced by technological change is retrained for or takes a position with the Village that is at a lower rate of pay than their former position, they shall be paid at the rate of pay for the new position or classification.

16.04 Layoff

An employee who was laid off 2 or more months prior to the introduction of a technological change shall be deemed not to be affected by that technological change, and shall not be entitled to any of the benefits provided for in this Article.

16.05 No New Employees

No additional employees under this Article shall be hired by the Village until the provisions of Article 16.03, clause (a) have been adhered to.

ARTICLE 17 - DISCIPLINE PROCEDURES

- 17.01 Discharge, suspension, and other disciplinary action shall be for just cause, and shall be in accordance with the provisions of this Article.
- 17.02 An employee shall have the right to have their shop steward present at any meeting with their supervisor held to discuss possible disciplinary action in relation to that employee. Where a supervisor intends to meet with an employee to discuss possible disciplinary action they shall notify the employee of the purpose of the meeting in advance, so that the employee may arrange for their shop steward to be present at the meeting. An employee may request at any time during such a meeting that further discussion be postponed until they can arrange for their shop steward to be present, provided this does not result in undue delay.
- 17.03 (a) The Village shall notify an employee of any dissatisfaction concerning their conduct or their work within 10 working days of the Village becoming aware of the action of the employee which causes such dissatisfaction. This notice shall include particulars of the situation which led to such dissatisfaction. If this procedure is not followed, such expression of dissatisfaction shall not become a part of the employee's record for use against them at any time.
- (b) A copy of every notice relating to the reprimand, suspension, demotion, or discharge of an employee shall be provided to the Union within 5 days of the disciplinary action being taken by the Village.
- (c) This section shall be applicable to any complaint or accusation which may be detrimental to an employee's advancement or standing with the Employer, whether or not it relates to their work. The employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of their record.
- (d) The record of an employee shall not be used against them at any time after 24 months following the suspension or other disciplinary action, including letters of reprimand or any adverse reports.
- 17.04 An employee shall have the right to refuse to cross a picket line of a legal strike. Refusal to cross such a picket line, or refusal to deal with any business establishment involved in a legal strike, shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action.

- 17.05 An employee who has been subject to any disciplinary action by the Village may appeal such action through the grievance procedure set out in Article 13, and the appeal of an employee considered to have been unjustly suspended or discharged shall be heard at Step 2 of that procedure.
- 17.06 If it is determined through a grievance or arbitration hearing that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in their former position, without loss of seniority, and shall be compensated for all earnings lost as a consequence of such suspension or discharge, or such other compensation as is just and equitable in the opinion of the Village and the Union, or in the opinion of a Board of Arbitration if the matter is taken to arbitration.

ARTICLE 18 - CONTRACTING OUT

18.01 The Village agrees that no bargaining unit employee (full-time or part-time) shall be laid off, terminated, or have their regular hours of work or wages affected by the Village contracting out any of its work or services. However, this provision will not protect employees against layoff if the Village has to cut back services or the number of employees due to the loss of, or decrease of, revenue beyond its control.

- 18.02 (a) The Village has the right to decide how and by whom any work will be performed, however, in order to provide job security for the members of the bargaining unit, the Village agrees that work and services normally performed by the employees shall continue to be performed by the employees.
- (b) Village equipment and employees shall be utilized to the fullest extent possible. Private equipment shall not be hired when employees and equipment are available to perform the work required by the Village.
- (c) No employees shall be laid off as a result of contracting out. The Union shall be advised of contracting out proposals. Before any work is contracted out, the Employer shall show substantial savings in the cost of the work to be contracted out.

ARTICLE 19 - PLURAL AND FEMININE TERMS

19.01 When they, them or their are used in this agreement it includes a person or persons of any gender in the singular or the plural and vice versa as the context implies.

ARTICLE 20 - GENERAL PROVISIONS

20.01 No Discrimination

The Village agrees that there shall be no intimidation or discrimination with respect to any employee in the matter of hiring, assigning wage rates, training, upgrading, promotion, discharge, or any other action by reason of age, race, creed, colour, ancestry, national origin, religion, political affiliation or activity, sexual orientation, gender, marital or parental status, handicap, or by reason of their membership or activity in the Union.

20.02 Sexual and Personal Harassment

- (a) The Village and the Union recognize the right of all employees to work in an environment free from sexual and personal harassment. Any complaint alleging sexual or personal harassment shall be treated seriously and in strict confidence, and shall be addressed through the grievance process.
- (b) Sexual harassment shall be defined as unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victim of the harassment.
- (c) Personal harassment shall be defined as repeated intentional, offensive comments or actions deliberately designed to demean and belittle an individual or cause personal humiliation.
- (d) All allegation of sexual or personal harassment may be initiated at Step 2 of the grievance procedure.

20.03 Access to Personnel Records

- (a) Upon reasonable notice, an employee shall have the right to review their personnel file and the documents therein, and to make copies of such documents in the Village office.
- (b) An employee may comment in writing on any statement or information in their personnel file, and such written comments shall be retained on the personnel file as part of that employee's record.
- (c) Prior to using any document or information on an employee's personnel file in any hearing, the Village shall provide the employee with a copy of the document or other information. No evidence from the employee's file may be introduced as evidence in any hearing of which the employee was not aware of at the time of filing.

20.04 When an employee is required or requested to up-grade their skills through an Employer approved training course and such request comes from the Employer, such employee will suffer no loss of remuneration or benefits while on such training course.

20.05 Training

(a) When the Employer requires an employee to take training to achieve or maintain a certain level of certification the Employer will cover the following costs once only:

1. Wages of the Employee if the training is taken during their regular work hours,
2. All tuition fees,
3. All course materials,
4. All travel expenses as pursuant to the Village Policy,
5. If required training is on a weekend or outside of regular hours the employee will be paid their regular workday hours as straight pay at their base rate.

(b) An employee may make an application to the Employer to take a course or other training that is job related and with the advance approval of the training or course by the Employer the employee may be reimbursed the costs of tuition, course material, travel expenses pursuant to Village policy and lost wages upon successful completion of the course. The parties would agree to the level of reimbursement prior to the Employer approving the training. If any unpaid leave of absence is granted in conjunction with this clause it would be without loss of seniority or benefits.

(c) In the event an employee leaves the employ of the Village within a designated amount of time the employee will reimburse the Village a designated amount of money for a consideration of the training expenditures made by the Employer for the employee pursuant to a) and b) in this article and subject to d) in this article. The designated amount of time and money are as follows:

Months from date of training completed	Level of Reimbursement for all Employer training costs excluding wages
0 to 6	100%
6 to 12	75%
12 to 18	50%
18 to 24	25%

(d) If the employee were required to leave the employ of the Village for reasons beyond their control, section (c) of this article would not apply. The reasons are defined as:

- i) Medical, with a certificate from a doctor
- ii) Termination by the Employer
- iii) Retirement

(e) Re-Testing for EOCP

The Employer agrees to pay the costs of examination, travel/accommodations, and wages for the purpose of rewriting the Environmental Operators Certification Program. This is for one examination, on a one time only basis.

ARTICLE 21 - TERM OF AGREEMENT

- 21.01 This Agreement shall be in effect as of the first day of April 2023 and shall remain in effect until the last day of March 2027.
- 21.02 Either party may, at any time within 4 months immediately preceding the date of expiry in Section 21.01, by written notice require the other party to commence collective bargaining.
- 21.03 Where notice is not given under Section 21.02 by either party 90 days or more prior to the expiry of this Agreement, both parties shall be deemed to have given notice under that section 90 days prior to the date of expiry.
- 21.04 Where notice has been given under Section 21.02, or has been deemed to have been given under Section 21.03, the Village and the Union shall commence to bargain collectively in good faith, and make every reasonable effort to conclude a renewal or revision of this Agreement, and during the period of collective bargaining the provisions of this Agreement shall remain in effect.


IN WITNESS WHEREOF the Parties hereto have executed this Agreement under seal the day and year first above written.


Signed on behalf of:

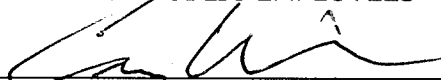
Signed on behalf of:

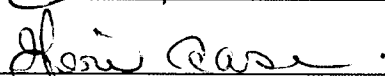
THE VILLAGE OF KASLO

LOCAL 339, OF THE CANADIAN UNION OF PUBLIC EMPLOYEES









DATE: JUNE 19, 2023

JUNE 20, 2023

SCHEDULE A

WAGE RATE PER HOUR EFFECTIVE

CLASSIFICATION	CURRENT	April-01 2023	April-01 2024	April-01 2025	April-01 2026
		\$1.65	3.0%	3.0%	2.5%
OFFICE ASSISTANT	\$27.50	\$29.15	\$30.02	\$30.93	\$31.70
OFFICE CLERK	\$29.51	\$31.16	\$32.09	\$33.06	\$33.88
ACCOUNTING ASSISTANT	\$31.05	\$32.70	\$33.68	\$34.69	\$35.56
LEGISLATIVE ASSISTANT	\$31.05	\$32.70	\$33.68	\$34.69	\$35.56
LEGISLATIVE CLERK	\$32.60	\$34.25	\$35.28	\$36.34	\$37.24
ACCOUNTS CLERK	\$32.60	\$34.25	\$35.28	\$36.34	\$37.24
DEPUTY TREASURER	\$34.05	\$35.70	\$36.77	\$37.87	\$38.82
DEPUTY CLERK	\$34.05	\$35.70	\$36.77	\$37.87	\$38.82
DEPUTY CLERK - TREASURER	\$34.63	\$36.28	\$37.37	\$38.49	\$39.45
LABOURER	\$29.51	\$31.16	\$32.09	\$33.06	\$33.88
UTILITY OPERATOR I	\$31.78	\$33.43	\$34.43	\$35.47	\$36.35
UTILITY OPERATOR II	\$34.05	\$35.70	\$36.77	\$37.87	\$38.82
PUBLIC WORKS FOREMAN	\$36.61	\$38.26	\$39.41	\$40.59	\$41.60
STUDENT	18.20	\$20.00	\$20.60	\$21.22	\$21.75

*Temporary and casuals should be paid rate for position.

NOTE: One-time signing bonus of \$500.00 per full-time employee

SCHEDULE A

Ticket Premiums -The Employer agrees to recognize the following BCEOCP Certificates, and shall pay for each valid certificate as follows:

Wastewater Treatment

Level 1 \$0.50 per hour

Level 2 \$1.00 per hour

Water Distribution

Level 1 \$0.50 per hour

Level 2 \$1.00 per hour

Water Treatment

Level 1 \$0.50 per hour

Level 2 \$1.00 per hour

Wastewater Collection Ticket

Level 1 \$0.50 per hour

Level 2 \$1.00 per hour

Note: Employees will be paid only at one level in each category.

Confined spaces

\$0.50 per hour

The following premiums shall only be paid for those hours where the ticket is required for the work performed.

Backflow Testing

\$0.50 per hour

Wildlife Danger Tree Assessor Certificate

\$0.50 per hour

Employees are responsible for ensuring that they remain in good standing with their training and tickets.

APPENDIX "A"
JOB DESCRIPTIONS

OFFICE ASSISTANT

NATURE AND SCOPE OF WORK:

The Office Assistant provides routine assistance to the general public and general administrative support to all staff.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

This position provides reception coverage.

DUTIES:

- cash receipting
- bank deposits
- accept payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception
- logistical support for meetings and events
- receives, tracks and forwards public inquiries
- prepares routine correspondence
- coordinates meetings
- maintains calendars
- updates website and social media
- books municipal facilities
- processing mail

OFFICE CLERK

NATURE AND SCOPE OF WORK:

The Office Clerk provides routine assistance to the general public and administrative support to all staff. The Office Clerk may also perform some of the duties of the Legislative Clerk and/or the Accounts Clerk.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

This position provides reception coverage.

DUTIES:

- cash receipting
- bank deposits
- accept payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception
- logistical support for meetings and events
- receives, tracks and forwards public inquiries
- prepares routine correspondence
- coordinates meetings
- maintains calendars
- updates website and social media
- books municipal facilities
- processing mail

ACCOUNTING ASSISTANT

NATURE AND SCOPE OF WORK:

The Accounting Assistant is working towards the Accounts Clerk role but is not yet competent in all aspects of the position. Requires assistance to reliably perform the duties of the Accounts Clerk to a high standard.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides reception coverage in the absence of the Office Clerk/Assistant.

DUTIES:

- accounts payable
- accounts receivable
- payroll & benefits
- taxes (calculations, collections, remittances)
- utilities - fund & usage tracking, billings
- grant expenditure tracking
- compiles statistics and prepares reports
- cash receipting
- bank deposits
- accepts payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception
- books municipal facilities
- processing mail

LEGISLATIVE ASSISTANT

NATURE AND SCOPE OF WORK:

The Legislative Assistant is working towards the Legislative Clerk role but is not yet competent in all aspects of the position. Requires assistance to reliably perform the duties of the Legislative Clerk to a high standard.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides reception coverage in the absence of the Office Clerk/Assistant.

DUTIES:

- receives, tracks and processes applications
- maintains paper and digital files
- assists with records management and retrieval
- prepares agendas and supporting materials
- takes, transcribes and edits minutes
- follows up on actions & decisions
- prepares permits & licences
- prepares a variety of documents (agendas, minutes, reports, legal agreements)
- prepares non-routine correspondence
- prepares bylaws, policies and procedures
- prepares public communications for a variety of platforms
- prepares graphic and visual aids
- accepts payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception

- logistical support for meetings and events
- receives, tracks and forwards public inquiries
- prepares routine correspondence
- coordinates meetings
- maintains calendars
- updates website and social media
- books municipal facilities
- processing mail

LEGISLATIVE CLERK

NATURE AND SCOPE OF WORK:

The Legislative Clerk performs a wide range of administrative duties across all aspects of municipal operations.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides reception coverage in the absence of the Office Clerk/Assistant.

DUTIES:

- receives, tracks and processes applications
- maintains paper and digital files
- assists with records management and retrieval
- prepares agendas and supporting materials
- takes, transcribes and edits minutes
- follows up on actions & decisions
- prepares permits & licences
- prepares a variety of documents (agendas, minutes, reports, legal agreements)
- prepares non-routine correspondence
- prepares bylaws, policies and procedures
- prepares public communications for a variety of platforms
- prepares graphic and visual aids
- accepts payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception

- logistical support for meetings and events
- receives, tracks and forwards public inquiries
- prepares routine correspondence
- coordinates meetings
- maintains calendars
- updates website and social media
- books municipal facilities
- processing mail

ACCOUNTS CLERK

NATURE AND SCOPE OF WORK:

The Accounts Clerk performs a wide range of routine activities across all aspects of municipal finance.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides reception coverage in the absence of the Office Clerk/Assistant.

DUTIES:

- accounts payable
- accounts receivable
- payroll & benefits
- taxes (calculations, collections, remittances)
- utilities - fund & usage tracking, billings
- grant expenditure tracking
- compiles statistics and prepares reports
- cash receipting
- bank deposits
- accepts payments
- places orders
- updates databases, spreadsheets & other records
- front counter & telephone reception
- books municipal facilities
- processing mail

DEPUTY TREASURER

NATURE AND SCOPE OF WORK:

The Deputy Treasurer supports the CFO in managing the municipality's finances, maintaining financial records and completing required reporting. This position performs all aspects of taxation, accounts receivable, accounts payable and payroll processes. Responsibilities may include asset management and risk management as well as investment management and procurement activities.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides coverage in the Accounts Clerk's absence. Must be able to perform the duties of the Legislative Clerk if required.

DUTIES:

- budget monitoring
- financial reporting
- performs reconciliations and resolves anomalies
- financial analysis
- accounts payable
- accounts receivable
- payroll & benefits
- taxes (calculations, collections, remittances)
- utilities - fund & usage tracking, billings
- grant expenditure tracking
- compiles statistics and prepares reports

DEPUTY CLERK

NATURE AND SCOPE OF WORK:

The Deputy Clerk supports the CO in managing the municipality's records and supporting the activities of Council. This position assembles information and coordinates communications on a wide range of municipal topics for a variety of audiences. The Deputy Clerk is responsible for administering permitting and licensing processes in accordance with existing policy.

REPORTING:

This position reports to the Corporate Officer.

COVERAGE:

Provides coverage in the Legislative Clerk's absence. Must be able to perform the duties of the Accounts Clerk if required.

DUTIES:

- prepares grant applications
- advises on procedural and technical matters
- undertakes research
- prepares reference guides, procedures & learning materials
- receives, tracks and processes applications
- maintains paper and digital files
- assists with records management and retrieval
- prepares agendas and supporting materials
- takes, transcribes and edits minutes
- follows up on actions & decisions
- prepares permits & licences
- prepares a variety of documents (agendas, minutes, reports, legal agreements)
- prepares non-routine correspondence
- prepares bylaws, policies and procedures

- prepares public communications for a variety of platforms
- prepares graphic and visual aids

LABOURER

DEFINITION:

Under supervision, performs heavy and light manual labour work requiring less than journey level skill using a variety of routine and common tools and equipment; and does related work as required. Labourer classification is assigned to all public works service and maintenance areas. Supervision is provided by Foreman or Acting Foreman.

DUTIES:

- Performs semi-skilled tasks in connection with public works maintenance.
- Performs tasks in a variety of trades not requiring journey level skills.
- Uses tools and operates equipment not requiring a lengthy learning period or complex skill.
- Perform related duties as required.

QUALIFICATIONS:

- Knowledge of common tools generally used in the building, maintenance, and construction fields.
- Ability to follow oral and written instructions.
- Ability to perform manual tasks requiring physical strength and endurance.
- Ability to establish and maintain effective working relationships with other employees and the public.

REQUIREMENTS:

- A valid Class 5 B.C. Drivers License.
- Experience in manual labour work.
- Class 5 with air endorsement.

UTILITY OPERATOR I

DEFINITION:

Perform and assist in maintenance and labour work on equipment, buildings, and grounds of all municipal infrastructures and assets. Operates all mobile equipment. Works under the supervision of the Utility Operator II and reports to Public Works Foreman or Acting Public Works Foreman and in the absence of either, to the Chief Administrative Officer.

DUTIES:

- General maintenance work in all components of the municipal public works infrastructure.
- Perform routine maintenance on equipment and tools.
- Operating equipment.
- Operation of the municipal water and sewer utilities.
- Overtime duty and call-out duty as required by the Chief Administrative Officer or by such person appointed to act on their behalf.
- Performs related duties as required.
- As directed by the Chief Administrative Officer, to perform the duties of the Public Works Foreman in their absence, in the role of Acting Public Works Foreman.

QUALIFICATIONS:

- Competence in the use of construction tools.
- Competence in the field of vehicle and equipment maintenance.
- Ability to perform manual tasks requiring physical strength and endurance.
- Ability to operate assigned equipment with skill and safety.
- Ability to work without immediate supervision in the field.
- Ability to work cooperatively with others.
- Ability to follow oral and written direction.
- Thorough knowledge or **municipal infrastructure including water and wastewater distribution and treatment.**

- Competence in the monitoring of SCADA systems and use of related computer software.
- Ability to establish and maintain effective working relationships with municipal employees, elected officials and the general public.

REQUIREMENTS:

- Knowledge of Workers' Compensation safety regulations.
- Valid B.C. Drivers License of the appropriate class.
- Valid First Aid ticket of the appropriate class.
- At least two of the following:
 - EOCP Water Distribution Level 1 certification
 - EOCP Water Treatment Level 1 certification
 - EOCP Wastewater Collection Level 1 certification
 - EOCP Wastewater Treatment Level 1 certification
- Working towards achieving further Level I and Level II certifications and maintaining their certifications through accumulation of Continuous Education Units (CEU).

EDUCATION:

High School Diploma or GED.

Three years experience in public works utility operation, construction or maintenance involving increasingly skilled operation of heavy, power-driven equipment, or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

UTILITY OPERATOR II

DEFINITION:

Perform and assist in maintenance and labour work on equipment, buildings, and grounds of all municipal infrastructures and assets. Operates all mobile equipment. May supervise the Utility Operator I and reports to Public Works Foreman or Acting Public Works Foreman and in the absence of either, to the Chief Administrative Officer.

DUTIES:

- General maintenance work in all components of the municipal public works infrastructure.
- Perform routine maintenance on equipment and tools.
- Operating equipment.
- Operation of the municipal water and sewer utilities.
- Overtime duty and call-out duty as required by the Chief Administrative Officer or by such person appointed to act on their behalf.
- Performs related duties as required.
- As directed by the Chief Administrative Officer, to perform the duties of the Public Works Foreman in their absence, in the role of Acting Public Works Foreman.

QUALIFICATIONS:

- Competence in the use of construction tools.
- Competence in the field of vehicle and equipment maintenance.
- Ability to perform manual tasks requiring physical strength and endurance.
- Ability to operate assigned equipment with skill and safety.
- Ability to work without immediate supervision in the field.
- Ability to work cooperatively with others.
- Ability to follow oral and written direction.
- Thorough knowledge or municipal infrastructure including water and wastewater distribution and treatment.

- Proficient in the monitoring of SCADA systems and use of related computer software.
- Ability to establish and maintain effective working relationships with municipal employees, elected officials and the general public.

REQUIREMENTS:

- Knowledge of Workers' Compensation safety regulations.
- Valid B.C. Drivers License of the appropriate class.
- Valid First Aid ticket of the appropriate class.
- At least two of the following:
 - EOCB Water Distribution Level II certification
 - EOCB Water Treatment Level II certification
 - EOCB Wastewater Collection Level II certification
 - EOCB Wastewater Treatment Level II certification
- Must have at least Level I in all the above, working towards achieving further Level II certifications and maintaining their certifications through accumulation of Continuous Education Units (CEU).

EDUCATION:

High School Diploma or GED.

Three years experience in public works utility operation, construction or maintenance involving increasingly skilled operation of heavy, power-driven equipment, or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

PUBLIC WORKS FOREMAN

DEFINITION:

Responsible for administrative, supervisory, and technical work directing, as well as participating in, the operations of the Municipal Public Works. Work involves the supervision of all public works employees, assisting in the preparation and administration of the municipal budget, scheduling and planning of public works activities and projects. Work is performed with considerable independence, subject to consultation, observation, reports, and results achieved. Reports to Chief Administrative Officer.

DUTIES:

- Supervises, directs, and participates in all Public Works activities.
- Supervises long and short-term program planning for Public Works.
- Working in conjunction with the Chief Administrative Officer, prepares and administers the Public Works budget.
- Advises the Chief Administrative Officer on all Public Works activities and challenges.
- Initiates and reviews project designs, and contracts for construction projects.
- Ensures implementation and compliance with Federal and Provincial regulations relative to public works for all equipment and projects and coordinates purchasing.
- Leads compliance with Worksafe BC requirements and conducts hazard assessments and departmental safety meetings on a regular basis.
- Arranges training for department staff and ensures certifications are maintained.
- Supervises and participates in the repair and maintenance of all municipal vehicles and equipment, and maintenance of all other Public Works areas of responsibility.
- Interacts with Village's consultants, contractors and suppliers of services to the department, reviewing tenders, quotations, and design documentation ensuring services are provided in accordance with the Village's objectives.
- Overtime duty and call-out duty as required by the Chief Administrative Officer or by such person appointed to act on their behalf.
- Performs related work as required.

QUALIFICATIONS:

- Extensive knowledge of the modern principles and practices of public works administration.
- Working knowledge of the principles of civil engineering as they apply to municipal infrastructure.
- Extensive knowledge of and the ability to apply the principles and practices of organization, management, and personnel and finance.
- Ability to organize, direct and coordinate the activities of Public Works.
- Ability to develop long term plans and programs and to make sound decisions on matters of operations, policy, and administrative challenges.
- Ability to establish and maintain effective working relationships with municipal employees, elected officials, and the general public.
- Knowledge of municipal bylaws and regulations relating to public works.
- Ability to perform manual tasks requiring physical strength and endurance.
- Ability to operate equipment with skill and safety.
- Competence in the use of construction tools.
- Competence in the field of vehicle and equipment maintenance.
- Thorough knowledge of Municipal infrastructure including water and wastewater distribution and treatment.

Requirements:

- A valid B.C. Drivers License of the appropriate class.
- Valid First Aid ticket of the appropriate class.
- Knowledge of Workers' Compensation safety regulations.
- EOCP Water Distribution & Wastewater Treatment Level II certification
- EOCP Wastewater Treatment & Water Collection Level II Level II certification

Education:

Post-secondary education with course work in civil engineering or related fields; five (5) years experience in municipal public works; or an equivalent combination of education and training.

LETTER OF UNDERSTANDING #1

between

THE VILLAGE OF KASLO

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 339**

RE: EOCP Qualifications

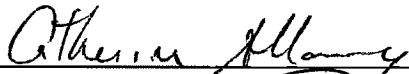
With Provincially mandated requirements for communities to be at a specific certified level in regards to EOCP qualifications the parties agree to the following:


- 1) That the minimum job description requirements of EOCP qualifications for the positions of Public Works Foreman, Utility 2 and Utility 1 respectively be waived for the present incumbents to those positions, those incumbents being Foreman Geoff Scott, Utility Operator 2 Cam Wilson and Jason Turner, and Utility Operator 1 Joerg Schrieber.
- 2) That the incumbents shall maintain any EOCP qualifications that they have and actively pursue achieving the required qualifications specified in their job descriptions. Progress must be demonstrated within 2 years.
- 3) That, upon an incumbent achieving the minimum EOCP qualifications for their job, this letter of understanding no longer applies to that incumbent.

Signed this 19 day of JUNE, 2023

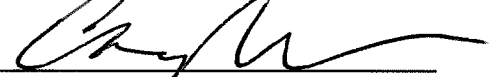
Signed on behalf of:

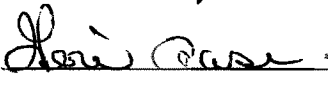
Village of Kaslo





Canadian Union of Public
Employees Local 339





LETTER OF UNDERSTANDING #2

between

THE VILLAGE OF KASLO

and

**CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL 339**

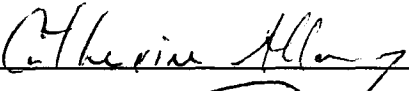
RE: Deputy Clerk-Treasurer (Stephanie Patience)


For the Deputy-Clerk Treasurer role currently filled by Stephanie Patience, the Job Description for the position shall be a combination of the role of the Deputy Clerk as well as the role of the Deputy Treasurer, at the rate of the Deputy Clerk-Treasurer.

Signed this 19 day of JUNE, 2023

Signed on behalf of:

Village of Kaslo





Canadian Union of Public
Employees, Local 339

