

COLLECTIVE AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWN OF CALEDON
(hereinafter referred to as “the Employer”)

- and -

CANADIAN UNION OF PUBLIC EMPLOYEES and its Local 966
(hereinafter referred to as “the Union”)

April 1, 2023

To

March 31, 2027

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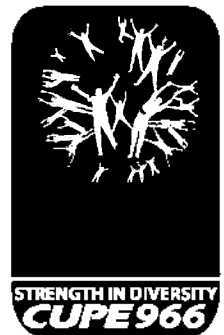


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ARTICLE 1 – PURPOSE

- 1.01 The purpose of this Agreement is to provide orderly collective bargaining relations between the Employer and its employees covered by this Agreement through the Union, to secure prompt and fair disposition of grievances, to secure the efficient operation of the Employer's business without interruption or interference with work and to provide fair wages, hours and working conditions for the employees. It is recognized by this Agreement to be the desire of the Employer, the Union and the employees to co-operate fully, individually and collectively for the advancement of the said conditions.

ARTICLE 2 – SCOPE AND RECOGNITION

- 2.01 The Agreement shall apply to all employees in the bargaining unit defined in the Certificate issued by the *Ontario Labour Relations Board* on the 6th day of February, 1980, that is, all employees of The Corporation of the Town of Caledon, in the Town of Caledon, Ontario save and except supervisors, managers, persons above the rank of supervisor or manager, office, clerical and technical staff, persons employed for not more than twenty-four hours (24) per week and students employed during the school vacation period.
- 2.02 The Employer recognizes the Union as the sole collective bargaining agent for all employees of the Employer in the bargaining unit defined above.
- 2.03 No Employee shall be required or permitted to make any written or verbal agreement with the Employer or their representatives, which may conflict with the terms of this Collective Agreement. No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization from the Union.

2.04 Definition

Bargaining Unit – Means the bargaining unit as described in Article 2.01.

Bargaining Unit Member or Employee – Means an individual that is employed by the Employer as described in Article 2.01.

Location – Reference to “location” in the job posting may be to a specific location or can be indicated as the various facility locations within the Town.

Shift – Reference to “shift” in the job posting may be specific shift or can be indicated as “rotating” shift or variable hours.

The Union – The Union shall mean the Canadian Union of Public Employees and it's Local 966 inclusive of 966.07 and its members.

All employees are classified as follows:

- a) Permanent Full-Time – Employees engaged for an indefinite period of time and working such hours as constitute a full work week set for the Department.
- b) Permanent Part-Time – Employees engaged for an indefinite period of time and working such regular hours as constitute less than a full work week set for the Department.
- c) Temporary Full-Time – Employees engaged for a definite period of time not to exceed seven (7) months within Public Works and Parks and nine (9) months within Community Facilities and working such regular hours as constitute a full work week set for the Department.
- d) Temporary Part-Time – Employees engaged for a definite period of time not to exceed seven (7) months and working such regular hours as constitute less than a full work week set for the Department.
- e) Casual – Employees working at irregular times on call-in as required.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.01 The Union recognizes and acknowledges that the management of the Employer and its facilities and direction of the working forces are fixed exclusively in the Employer and without limiting the generality of the foregoing the Union acknowledges that it is the exclusive function of the Employer to:
- a) Maintain order, discipline and efficiency and in connection therewith to make, alter and enforce from time to time rules and regulations, policies and practices to be observed by its employees, discipline or discharge employees, provided that an employee with seniority shall not be disciplined or discharged without just cause;
 - b) Select, hire, transfer, assign to shifts, promote, demote, classify, lay-off, recall or retire employees, select employees for positions excluded from the bargaining unit;
 - c) Establish and administer tests for the purpose of assisting the Employer in determining an employee's qualifications, and require medical examinations;
 - d) Determine the location of operations, and their expansion or their curtailment, the direction of working forces, the sub-contracting of work, the schedules of operations, the number of shifts; determine the methods and processes to be employed, job content, quality and quantity standards, the establishment of work or job assignments; change, combine or abolish job classifications; determine the qualifications of an employee to perform any particular job; the nature of tools, equipment and machinery used and to use new or improved methods, machinery and equipment, change or discontinue existing tools, equipment, machinery, methods or processes; decide on the

number of employees needed by the employer at any time, the number of hours to be worked, starting and quitting times, when overtime shall be worked and request employees to work overtime, the determination of financial policies, including general accounting procedures and relations with the public;

e) Have the sole and exclusive jurisdiction over all operations, buildings, machinery, equipment and employees.

3.02 The Employer agrees that it will not exercise its functions in a manner inconsistent with the provisions of this Agreement and the express provisions of this Agreement constitute the only limitations upon the Employer's rights. The Employer further agrees that they shall exercise its rights in a fair, good faith and reasonable manner.

ARTICLE 4 – UNION SECURITY

4.01 The parties hereto mutually agree that all employees of the Employer covered by this Agreement shall, as a condition of continuing employment, become and remain members in good standing of the Union, according to the Constitution and By-Laws of the Union. As a condition of employment, all new employees covered by this Agreement shall become and remain members in good standing of the Union according to the Constitution and By-Laws of the Union.

4.02 The parties hereto agree that no employee shall in any manner be discriminated against or coerced, restrained or influenced on account of membership or non-membership in any labour organization or by leave of any activity or lack of activity in any labour organization.

4.03 a) The union will not work nor; will any employee engage in Union activities during working hours or hold meetings at any time on the premises of the Employer without the permission of the Employer. Such requests will not be unreasonably denied.

b) Where meeting space is available on the Employer's premises, the Employer shall provide such meeting space to the Union to be used for Union business free of charge.

4.04 During the term of this Agreement, the Employer agrees to deduct regular monthly Union dues, or a sum equivalent to the regular months Union dues, as certified by the Union to be currently in effect according to the Constitution of the Union, from the wages of each employee on each pay day and to remit the amount so deducted to the Financial Secretary of the Canadian Union of Public Employees.

4.05 As a condition of their continued employment, all employees shall upon their date of hire be required to execute and deliver to the Employer an

authorization for deduction of their regular monthly Union dues or a sum equivalent to the regular monthly Union dues paid by members, as the case may be.

- 4.06 The Employer agrees to include on an employee's T-4 slip for income tax purposes, the total Union dues paid for the year excluding any initiation fees.
- 4.07 A Union official shall be given the opportunity to meet with a new employee within thirty (30) days of hire, during normal working hours for a period of up to 15 minutes, provided that such meeting does not interfere with either employee's work. The Employer will provide the Unit Vice-President a monthly list of names and work locations of the new hires.
- 4.08 The Employer will provide to the Local Recording Secretary a contact list in January and July of all Employees in the bargaining unit. The list will include each person's first and last name, job title/classification, home mailing address, emailing address (if available), home and cellular telephone number/s (if available) in an excel spreadsheet.
- 4.09 The Union shall have the right at any time to have the assistance of representatives at the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Subject to Article 6.05, such representative(s) advisor(s) shall have access to the Employer's premises in order to deal with any matters arising out of this Collective Agreement.

ARTICLE 5 – NO STRIKES OR LOCK-OUTS

- 5.01 In view of the orderly procedure established by this Agreement for the settlement of disputes and the handling of grievances, the Union agrees that, during the lifetime of this Agreement, there will be no strike, slowdown or stoppage of or interference with work, either complete or partial, and the Employer agrees that there will be no lock-out of employees. The words "strike" and "lockout" shall be defined in the Ontario Labour Relations Act, 1995, S.O. 1995, c.1, Sch. A, as amended.

ARTICLE 6 – REPRESENTATION

- 6.01 A total maximum of seven (7) stewards, shall be elected, from the employees who have completed a minimum of one (1) year of seniority, to represent the employees. One shall be the Chief Steward, one Steward (1) from Parks, two (2) from Community Facilities, and two (2) from Roads, one (1) from Mechanics. In addition to Stewards, one (1) Unit Vice-President shall also be elected from the employees with at least one (1) year of seniority. As per the terms and conditions stated in this Agreement, the Employer shall extend

acknowledgement to the Stewards and the Unit Vice President upon their appointment. To this end, it is required that the Union inform the Employer in writing of the names of the elected Stewards and Unit Vice President.

- 6.02 The Unit Vice President, Chief Steward, or Steward may investigate and process grievances in accordance with the Grievance procedure set out in this Agreement.
- 6.03 At any further negotiations for the renewal of this Agreement, the bargaining unit will be represented by the elected Negotiating Committee. The Negotiating Committee will consist of one (1) person from Parks, one (1) from Community Facilities and one (1) from Roads, one (1) Mechanic, equalling four (4), the Unit vice-president of the bargaining unit and the Union's representatives only.
- 6.04 The Unit Vice President, Chief Steward, or Steward shall not leave their regular duties to investigate or process any grievances or to negotiate with the Employer without first obtaining the permission of their Supervisor and the Supervisor of any employee to who they wish to speak, provided that such permission shall not be unreasonably withheld. It is understood that Chief Steward, Unit Vice President and or stewards, will not absent themselves from their regular duties unreasonably.
- 6.05 The Union Representatives will not enter the premises of the Employer without obtaining the prior consent of the Employer.
- 6.06 The parties shall both participate in a Labour Management Committee consisting of the Unit Vice-President of the Local and the Union's Stewards Committee to a maximum of four (4) attendees at any given meeting and four (4) representatives of the Employer. This Committee shall meet once every three (3) months or more frequently if mutually agreed. It shall deal with matters of mutual concern to the Union and the Employer with a view to maintaining good labour relations, communications and working relations. The Employer shall endeavour to produce and circulate minutes of each meeting within fourteen (14) calendar days of the meeting. The CUPE National Servicing Representative or designate shall also attend the Labour Management Committee meetings.
- 6.07 In the Labour Management Committee Meetings, an Employer representative and a Union Representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.
- 6.08 Labour Management Committee services as a forum to review and discuss possible solutions to operational issues affecting the Union members, with an intent of improving labour-management relations and communications between the bargaining unit representatives and the Town.

- 6.09 All correspondence arising out of this Agreement or incidental thereto shall pass to and from the Employer and the Unit Vice President and shall be copied to the Recording Secretary of Local 966.

ARTICLE 7 – NO DISCRIMINATION

- 7.01 There shall be no discrimination, intimidation, or coercion by the Employer or the Union or its members against any employee on the grounds of race, creed colour, sex, national origin, religion, ancestry, gender, marital status, disability as disability is defined in the HRTO Code, or age or any other grounds prohibited by the Ontario Human Rights Act as amended from time to time.

The Employer, the Union and its members are committed to the principles and provisions of the Occupational Health and Safety Act and to an environment free from workplace harassment, bullying, and violence.

ARTICLE 8 – GRIEVANCE PROCEDURE

- 8.01 The purpose of this Article is to establish a procedure for the settlement of grievances. A grievance shall be defined as a concern or complaint regarding meaning, interpretation, application, administration, or alleged violation of this Agreement.

- 8.02 Individual Grievance

If an employee has a complaint or concern, the employee and or Steward, Chief Steward and or Unit Vice President shall discuss it with their immediate supervisor within five (5) working days after the circumstances first occurred or took place and not thereafter. In extenuating circumstances, the employee and or Steward, Chief Steward and or Unit Vice President may have the discussion with the supervisor. The immediate supervisor shall state their decision verbally within five (5) working days following the discussion.

Step 1

Should the employee be dissatisfied with the immediate supervisor's response, a written grievance may be filed within five (5) working days of receiving the immediate supervisor's response, by submitting it to the Manager of the respective division.

The grievance shall be in written format, on the form supplied by the Union, and shall specify the article(s) and subsection(s) of the Agreement of which a violation is alleged, contain a precise statement of facts relied upon and indicate the relief sought.

Within seven (7) working days of receiving the grievance, the Manager and a Town/management representative shall meet with the employee and their Union steward or designate to discuss the grievance. The Manager shall respond to the grievance in writing within seven (7) working days following the meeting.

Step 2

If no settlement is reached at Step 1, the Union may refer the grievance to Step 2, by notifying the Director of the Department or their designate within seven (7) working days of receipt of reply of the Manager.

Within seven (7) working days of the Union's referral, the Director of the Department or their designate and any other Town/management representative will meet with the employee and the Union steward or designate to discuss the grievance. The Director of the Department or their designate shall respond to the grievance in writing within seven (7) working days following the meeting.

Step 3

If no settlement is reached at Step 2 the Union may refer the grievance to Step 3, by notifying the Chief Human Resources Officer within ten (10) working days of receipt of reply of the Director of the Department or their designate. In that case, the employee and the Chief Steward or their designate and representatives of management, including the Chief Human Resources Officer or designate, shall meet within ten (10) working days of the Union's referral to Step 3. The Unit Vice-president will be present at the Step 3 meeting. The Union's National Representative may also be in attendance at this meeting.

If the grievance is not settled within a further ten (10) working days, it may be referred to arbitration as hereinafter outlined.

8.03

Policy Grievance

A policy grievance shall be defined as a concern or complaint regarding meaning, interpretation, application, administration, or alleged violation of this Agreement.

The Union or the Employer may initiate a grievance beginning at Step 2 of the Grievance Procedure. Such grievance shall be filed within ten (10) working days of the incident giving rise to the complaint and be in the form prescribed in Step 1. Any such grievance may be referred to arbitration under Article 10 by either the Union in the case of a Union grievance or the Employer in the case of an Employer grievance. The Union may not institute a grievance directly affecting an employee or employees which such

employee or employees could themselves institute and the regular Grievance Procedure shall not thereby be by-passed.

- 8.04 Any complaint or grievance which is not commenced or processed through the next stage of the Grievance or Arbitration Procedures within the time specified shall be deemed to have been dropped. However, time limits specified in the Grievance Procedure may be extended by mutual agreement in writing between the Employer and the Union.
- 8.05 Employees who are covered by this Agreement shall be required to follow the procedures laid down in Article 8.02 and no employee shall appeal directly to any Councillor or Official of the Employer regarding any grievances or operational concerns, provided that it is understood that the Union shall have the right to make presentations on operational matters to the Town's Council with advance notice to the Town's administration and in accordance with the Council's established procedures.
- 8.06 Group Grievance
- Either party to this agreement shall have the right to file a grievance with the other party concerning the application, interpretation, administration, or alleged violation of this Agreement which concerns all or a group of employees. For the purposes of this Article a group shall mean three (3) or more employees.
- 8.07 Where a number of employees have the same grievance, and each employee would be entitled to grieve separately they may present a group grievance and such written grievance shall be originated under step 2 within ten (10) business days after the circumstances giving rise to the grievance have occurred. Furthermore, for the purpose of this Article a group shall mean three (3) or more employees.

ARTICLE 9 – DISCHARGE & SUSPENSION CASES

- 9.01 An employee shall have the right, upon request, to have their steward present at or available for any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. An employee who is discharged shall be given a reasonable opportunity to interview their steward before leaving the Employer's premises.
- 9.02 An employee with seniority who is discharged or suspended for more than three (3) working days may file a grievance at Step 3 of the Grievance Procedure within three (3) working days after such discharge or suspension. An employee suspended for three (3) working days or less shall take up their grievance at Step 1.

- 9.03 Where a grievance which is filed under Article 9.02 is not settled and duly comes before an Arbitration Board, the Board may make a ruling, subject to this Article and to Article 10:
- a) Confirming the Employer's action;
 - b) Reinstating the employee with compensation for regular time lost (except for the amount of any remuneration or compensation the employee has received from any other source pending the disposition of their case); or
 - c) Disposing of the grievance in any other manner which may be just and equitable.

ARTICLE 10 – ARBITRATION

- 10.01 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either party may, after exhausting any Grievance Procedure established by this Agreement, notify the other in writing of its desire to submit the difference or allegation to arbitration. The notice shall be delivered to the other party within ten (10) working days of the reply under Step 3.
- 10.02 The party advancing the grievance to arbitration shall provide the names of three possible Arbitrators to the other party, one of whom shall act as a single Arbitrator. Within ten (10) working days of receipt of such communication, the other party shall respond by accepting one of the arbitrators so mentioned or indicating the names of other possible arbitrators. If the parties are unable to agree on the selection of an Arbitrator, they shall be able to request to have an arbitrator appointed in accordance with the Labour Relations Act, 1995.
- 10.03 The Arbitrator shall hear and determine the grievance referred to them and shall issue a decision. The decision shall be final and binding upon the parties and upon any employee affected by it.
- 10.04 Each of the parties hereto will jointly share the expenses of the Arbitrator.
- 10.05 The Arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify or amend any part of this Agreement.
- 10.06 If both parties mutually agree in writing, a grievance may be referred to a three-person board of arbitration, and the foregoing paragraphs of this Article shall apply with necessary modification. In such cases, the party proposing this option shall notify the other in writing of its desire to submit the difference or allegation to an arbitration board rather than a sole arbitrator. The notice shall contain the name of that party's nominee to the board and shall be

delivered to the other within five (5) working days of the reply under Step 3. The recipient party shall, within five (5) working days, advise the other of whether it agrees to appoint an arbitration board, and if so, name its nominee to the board. Both nominees shall then confer to agree upon the appointment of a chair, and failing agreement the Minister of Labour shall be asked to appoint the chair. If the recipient of the notice does not agree to appoint a nominee to a board within the stipulated time, the normal process outlined in the foregoing paragraphs of this Article shall apply.

10.07 If both parties mutually agree in writing, a grievance may be referred to a grievance mediator prior to any referral to arbitration or pending an arbitration hearing. In such cases the parties will jointly share the expenses of the grievance mediator and each party will bear their own expenses. If a settlement is not reached with the assistance of a grievance mediator, all discussions at mediation shall be without prejudice to the position of either party in any future arbitration proceedings. It is understood that this clause shall not prevent the parties from agreeing to appoint a person who will act as both mediator/arbitrator.

10.08 Both parties hereby confirm their commitment to using the procedures described above as expeditiously as possible and the parties will therefore endeavour to use this procedure before resorting to Section 49 of the *Labour Relations Act*.

ARTICLE 11 – SENIORITY

11.01 Newly hired permanent employees shall serve a probationary period of one hundred and twenty (120) calendar days within a twelve (12) month period and shall have no seniority rights during this period. Upon completion of the probationary period, a new permanent employee shall have their seniority dated back one hundred and twenty (120) calendar days. During the probationary period an employee shall be considered as being employed on a trial basis and may be discharged at the discretion of the Employer provided that such discretion is not exercised in an arbitrary or discriminatory manner. The probationary period may be extended up to an additional sixty (60) days upon written agreement between the Employer and the Union.

If the Employer discharges an employee during the probationary period, the Employer will inform the Union and may provide the rationale to the Union of such discharge.

11.02 Seniority shall mean an employee's length of continuous service with the Employer. A permanent employee shall maintain and accumulate seniority under the following conditions:

- a) While the employee is actively at work for the Employer after the employee has completed their probationary period as set out in Article 11.01 above;

- b) During any period when the employee is prevented from performing their work for the Employer by reason of injury arising out of and in the course of their employment for the Employer and for which the employee is receiving compensation under the provisions of the Workplace Safety and Insurance Act, subject to Article 11.05;
 - c) During any absence due to illness, lay-off or leave approved by the Employer.
- 11.03 Seniority lists, including the full name of each employee in chronological order (with the highest seniority at the top) will be supplied to the Union and posted on the bulletin board on January 1st and July 1st of each year of this Agreement.
- 11.04 Seniority once established for an employee shall be forfeited and the employee's employment shall be deemed to be terminated under the following conditions:
- a) If the employee voluntarily quits;
 - b) If the employee retires;
 - c) If the employee is discharge for any cause and not reinstated through the grievance or arbitration procedure;
 - d) If the employee fails to report for duty after a lay-off or leave of absence in accordance with the provisions of this Agreement;
 - e) If twelve (12) months have elapsed from the day of lay-off; or
If the employee is absent from work for more than three (3) scheduled working days without notifying the Employer, unless a satisfactory explanation is provided to the Employer.
- 11.05 When recalling an employee after lay-off, the employee shall be notified by registered mail and allowed ten (10) working days to report for work and, in the meantime, if any employee is recalled and is not immediately available for work, other employees in seniority standing shall be recalled but shall be temporarily employed until the senior employee reports within the ten (10) working day period as outlined. An employee to whom a registered letter is sent in accordance with this Article must contact the Employer within two (2) working days of the notice of return to work if the employee wishes the Employer to hold the job open for them for the full ten (10) working day period. It shall be the employee's responsibility to keep the Employer notified as to any change of their address or telephone number so that they will be up to date.
- 11.06 Employees promoted to supervisor positions or positions not covered by this Agreement will retain their seniority after promotion but shall not accumulate

further seniority unless and until the employee is transferred back into the bargaining unit.

- 11.07 Temporary or casual employees are hired at the sole discretion of the Employer, acquire no seniority rights and are subject to dismissal at any time.
- 11.08 If two or more employees commence work on the same day, the tie breaker shall be names chosen from a draw conducted by the Union. The Union will advise the Town of the results of the draw within ten (10) working days of the day the employees commence work. Any issues regarding the draw or as a result of the draw shall not be the subject of a grievance.

ARTICLE 12 – JOB POSTING

- 12.01 When an employment opportunity in the bargaining unit becomes available for more than six (6) months the Employer will post a notice of the vacancy for a period of seven (7) working days on the union bulletin board. The notice will specify the position, duties of the position, the shift, location, and qualifications required. An employee who wishes to be considered for the position so posted shall signify their desire by making formal application on-line in accordance with the provisions of the posting.

Within a period of five (5) working days following the date that they were notified of not being awarded the position, unsuccessful candidates may request interview feedback from the People Services Department. If such a request is made, People Services will endeavour to meet within ten (10) working days.

- 12.02 In filling any posted vacancy under this Article, the Employer will consider the requirements and efficiency of operations, the knowledge, training, skill, and ability to perform the normal required work and where these are relatively equal, bargaining unit seniority shall govern. If the job is not filled as a result of the posting or if no suitable applications are received, the Employer reserves the right to hire. However, in no case will an outside applicant for any vacancy within the bargaining unit be interviewed until the applications of all internal applicants have been considered.
- 12.03
- a) The vacancy resulting from the placing of the successful applicant in the position so posted will also be posted.
 - b) Should the successful applicant for such vacancy be unsatisfactory or be unable or unwilling to perform the duties of the new job classification within thirty (30) days of starting the job, the employee shall be returned to their former job without further posting. In filling such a vacancy without a further posting, the Employer will consider the other original applicants for the vacancy. Any other employee promoted or transferred

because of the rearrangement of positions shall be returned to their former position and wage, without loss of seniority.

12.04 Any employee who has successfully bid under this Article shall not be entitled to bid on a posted job for six (6) months from the date of their successful bid except in the case of a bid on a posted job in a higher paid job classification.

12.05 Any job which is vacant because of illness, accident, vacation, leave of absence, temporary transfers or temporary promotions, and temporary vacancies and jobs which become vacant while employees are on lay-off shall not be deemed to be vacant for the purpose of this Article.

ARTICLE 13 – LAYOFF AND RECALL

13.01 Layoff Notice

In the event the Town will provide Employees with seven (7) calendar days' notice.

Notice of any layoff will be in writing, with a copy to the Union. Employees who are permanently laid off and subsequently recalled within eighteen (18) months will be credited with previous seniority.

13.02 Layoff Procedure

- a) In the event of a layoff, in order of lowest seniority, temporary employees within the classification shall be laid off first, followed by permanent employees on probation within the classification, followed by permanent employees who have passed probation within the classification. The affected employees will be laid off in reverse order of their seniority.
- b) A permanent layoff is any layoff greater than thirteen (13) weeks duration. When permanent layoffs occur, the Employee(s) occupying the position(s) affected will have the right to:
 - i. accept the layoff and be placed on the recall list for a duration of eighteen (18) months or;
 - ii. be entitled to exercise their seniority to bump a less senior Employee in a lower or identical paying classification providing that they have the qualifications, ability and skills to perform the work of the position they chose to bump into without training other than orientation or;
 - iii. accept the layoff and waive their right to recall and accept severance of at two (2) weeks regular salary per year of service to a maximum of fifty two (52) weeks. These amounts are inclusive of any entitlements on layoff under the *Employment Standard Act, 2000*.

- iv. for the purposes of the operation of clause (b) ii), laid off temporary employees shall not have the right to displace permanent employees.

13.03 **Benefits While on Layoff**

In the event of a permanent layoff, the Employer shall continue payment of benefits for a maximum period of one (1) month following the date the employee is placed on permanent layoff.

13.04 **Recall Procedure**

When recalling an employee after lay-off, the employee shall be notified by registered mail and email (where the employee has provided an email address to the employer) and allowed ten (10) working days to report for work and, in the meantime, if any employee is recalled and is not immediately available for work, other employees in seniority standing shall be recalled but shall be temporarily employed until the senior employee reports within the ten (10) day working period as outlined. An employee whom a registered letter or email is sent in accordance with this Article must contact the Employer within three (3) working days of the notice of return to work if the employee wishes the Employer to hold the job open for them for the full ten (10) day working period. It shall be the employee's responsibility to keep the Employer notified as to any change in their home address, email address, or telephone number so that the employer will be up to date.

Employees will be recalled in the order of their seniority providing they are qualified to do the work. No new Employee will be hired until those laid off have been given an opportunity for reemployment. Employees will not lose recall rights if they refuse a temporary position of two weeks or less duration.

13.05 **Grievance on Layoffs and Recalls**

Grievances concerning layoffs and recalls shall be initiated at Step 3 of the grievance procedure.

ARTICLE 14 – LEAVE OF ABSENCE

14.01 The Employer may grant a leave of absence of up to three (3) months without pay to employees for legitimate personal reasons, including illness and accidents. The employee must renew such a leave of absence at the end of each three (3) month period. Leave of absence shall not be granted to an employee for the purpose of working elsewhere.

14.02 Any leave of absence granted by the Employer shall be in writing and shall set out the length of leave of absence granted, the purpose of the leave and the terms, if any, on which it is granted.

14.03 Up to one (1) employee at any one time shall be granted leave of absence without pay and without loss of seniority for a period of up to two (2) years if the employee is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, provided the Union notifies the Employer at least thirty (30) days in advance of the date upon which the leave is to start. Regular straight time wages and benefits will be maintained by the Employer and reimbursed in full by the Union for the period of the term of the position. A separate agreement will be entered into by the Employer and the Union, specifying the applicable amounts, for each such leave.

14.04 Up to two (2) employees at any one time may be granted short-term leaves of absence without pay and without loss of seniority or benefits for the purpose of attending functions of the Union, such as conventions or Local 966 Executive Board Meetings. The Union shall request such leave of absence a reasonable period in advance. The granting of such leaves shall be subject to the requirements and efficiency of the Employer's operations, but permission shall not be unreasonably denied. Such leaves shall not accumulate to more than forty (40) personal days in any calendar year. In any calendar year in which negotiations for the renewal of this Agreement occur, the above noted days will not be calculated as part of the leave allotment and will be a separate and distinct entitlement.

14.05 Training Leave

When the Employer requires an employee to take a specific course of study, the Employer shall:

- a) Pay the employee at their regular straight-time hourly rate for all regular time lost while attending such course;
- b) Pay all necessary costs incurred by the employee including tuition fees and approved travel, meal and accommodation expenses relating thereto.

14.06 Education Leave

- a) A permanent full-time employee may be eligible to take up to one (1) year educational leave without pay and benefits, providing the request is made in writing as soon as possible, but no less than two (2) months before effective date of the proposed leave, and shall be subject to the efficient operation of the employer. The Employer's consent to such request will not be unreasonably withheld. Any seniority that has been accumulated as at the date of the commencement of the leave will be retained for one (1) year.
- b) Upon return from an education leave, the employee shall be reinstated in their former position.

14.07 Compassionate Care Leave

Employees who require a leave of absence for compassionate care leave purposes, as defined under the *Employment Standards Act*, shall be governed by the Act.

14.08 Pregnancy and Parental Leave

Employees who require a leave of absence for pregnancy and parental care leave purposes, as defined under the *Employment Standards Act*, shall by the Act.

ARTICLE 15 – HOURS OF WORK & OVERTIME

- 15.01
- a) The regular work week for Fleet shall consist of forty (40) hours worked, between Monday and Friday inclusive.
 - b) The regular work week for Roads Employees shall consist of forty (40) hours worked with two consecutively scheduled days off.
 - c) The regular work week for Parks and Community Facilities employees shall consist of forty (40) hours worked.

- 15.02
- a) The Employer does not guarantee to provide work for an employee for regularly assigned hours or for any other hours.
 - b) The Employer shall consult with the Local Union with respect to changes in the normal work schedule.

15.03 Overtime

- a) Time and one-half an employee's straight time hourly rate shall be paid for all hours worked in excess of forty (40) straight-time hours or after the employee's regularly scheduled daily hours of work (i.e. depending on the employee's regularly scheduled weekly hours or daily hours on the day in question) up to a maximum of thirteen (13) hours. Overtime hours worked pursuant to this Article in excess of thirteen (13) hours in the week shall be paid at the rate of two (2) times an employee's straight time hourly rate.
- b) Compensating time off in lieu of overtime pay will be granted up to a maximum of eighty (80) hours per calendar year and will be calculated at the applicable overtime rate of time and one half or double time, as the case may be. Compensating time off in lieu of overtime may be taken with the approval of the appropriate supervisor, provided that such time off does not interfere with the Employer's operating requirements. There shall be no carry over of such accumulation from year to year. If, in the judgement of the supervisor, the granting of compensating time off will interfere with the Employer's operating requirements and the employee is

unable to take the time off during the calendar year, the employee shall be required to accept payment at the appropriate overtime rate instead of the compensating time off. Employees must take their full earned vacation entitlement prior to being given approval to take compensating time off in lieu of overtime pay.

- c) Any commercial operator who has reached the maximum hours for Commercial Vehicle Operators under the Highway Traffic Act and must accordingly miss regularly scheduled hours, may use their vacation time or compensating lieu time accumulated under article 15.03 in order to keep whole their wages for the week. In the event such lieu time is used, the employee shall be allowed to replenish their accumulated lieu time by working further overtime later in the calendar year. This shall be an exception to the general rules under Article 15.03 (b).

15.04 No more than one (1) premium rate shall apply in respect to any hours worked at premium rates. Hours worked at premium rates under Article 17 shall not be included in the calculation of hours worked for the purpose of accumulating the thirteen (13) hours referred to under Article 15.03, however a paid holiday shall be deemed to count as the number of regularly scheduled hours that day (regardless of the amount of time actually worked on that day) for the purpose of eligibility for weekly overtime. There shall be no pyramiding of premiums.

15.05 Stand-By Pay

- a)
 - (i) Stand-by pay is allowance paid to an employee who is assigned
 - (ii) Employees required to be available to work on stand-by and who are provided a communication device for this purpose, shall be paid a stand-by allowance of one (1) regular straight time days' pay for each full work week (Monday to Friday inclusive) when they are required to be on stand-by and wear a communication device.
- b) Two (2) hours at regular straight time pay shall be paid for each Friday evening. A further three (3) hours at regular straight time pay shall be paid for each Saturday, Sunday or Paid Holiday when the employee is not scheduled to work, when they are required to be on stand-by and wear a communication device. These hours shall not be included in the calculation of hours worked for the purpose of calculating entitlement to overtime premiums. There shall be no pyramiding of stand-by pay relating to provisions of article 15.05(a).
- c) Employees receiving such stand-by pay on Friday evening, Saturday, Sunday or Paid Holiday when they are not scheduled to work shall not be entitled to call-back pay under Article 15.07 for the first two hours of any call-back, after which Article 15.03 shall apply in respect of further hours worked.

15.06 Meal Allowances

If an employee works four (4) or more hours of overtime following a regularly scheduled work day, the employee shall be paid fifteen dollars (\$15.00) as a meal allowance.

15.07 Call Back

- (a) If an employee is called back to work after having left the Employer's premises after completion of their regular scheduled shift, the employee shall receive a minimum of two (2) hours pay at their applicable overtime rate. This provision shall not be applicable to overtime hours worked in conjunction with an employee's regular scheduled shift and there shall be no duplication of this premium and any other premium provided for in this Agreement. Call back pay under this Article shall not be paid to an employee receiving stand-by pay for a Friday evening, Saturday, Sunday or Paid Holiday, for the first two hours of any call-back, after which Article 15.03 shall apply in respect of further hours worked. On Monday through Thursday, call-back pay under this Article is payable in addition to the weekly stand-by pay.
- (b) Such call-back opportunities shall be distributed equitably among those employees having the present skills and ability to perform the required tasks. There shall be a list for each yard or facility consisting of employees that wish to be included on the list. Employees on each list will be called in rotation, starting with the most senior employee on the list. Employees must immediately advise whether they are available when called. In the event of an error by management, an employee who misses a call back opportunity shall be paid in accordance with Article 15.07.
- (c) During winter operations within the Public Works Department, if the need is identified to call back employees to work overtime, subject to seniority provisions and legislative compliance, dayshift employees will be contacted between the hours of 3:30 am and 3:30 pm and afternoon/night shift employees will be contacted between the hours of 3:30 pm and 3:30 am. Employees who are called back must report to work within the requested timeframe to satisfy operational requirements. This provision will apply for the entire week, Monday to Sunday (inclusive).

15.08 Shift Premium

- a) Shift premiums shall not be included in the calculation of overtime premiums and there shall be no shift premium where any other premium applies.
- b) A shift premium of two dollars (\$2.00) per hour shall be paid for all hours worked on a regular scheduled shift in the case of Roads, Parks, and Community Facilities employees, after 5:00 p.m. and before 5:00 a.m.

- c) A shift premium of two dollars (\$2.00) per hour shall be paid for all hours worked on a regular scheduled shift in the case of Roads, Park, and Community Facilities employees for hours worked on a Saturday or Sunday.

ARTICLE 16 - VACATIONS

16.01 An employee who on their anniversary date of employment has:

- a) One (1) year or more of continuous service but less than three (3) years of continuous service with the Employer shall receive two (2) weeks' vacation per year with pay equal to four percent (4%) of the amount of the employee's total wages in the previous year;
- b) Three (3) years of more of continuous service but less than seven (7) years of continuous service with the Employer shall receive three (3) weeks' vacation per year with pay equal to six percent (6%) of the amount of the employee's total wages in the previous year;
- c) Seven (7) years or more of continuous service but less than fifteen (15) years of continuous service with the Employer shall receive four (4) weeks' vacation per year with pay equal to eight percent (8%) of the amount of the employee's total wages in the previous year;
- d) Fifteen (15) years or more but less than twenty-five (25) years of continuous service with the Employer shall receive five (5) weeks' vacation per year with pay equal to ten percent (10%) of the amount of the employee's total wages in the previous year; and
- e) Twenty-five (25) years or more of continuous service with the Employer shall receive six (6) weeks' vacation per year with pay equal to twelve (12%) of the amount of the employee's total wages in the previous year.
- f) Employees will be eligible to receive one (1) additional day of vacation for each year following twenty-five (25) years of service to a maximum of one (1) additional week of vacation (5 days).

16.02 Vacations are not cumulative and must be taken within the calendar year, unless otherwise authorized by the Chief Administrative Officer, on the recommendation of the Department Head.

- 16.03
- a) Employees will be requested to express their preference for vacation by the end of January. Employees with the greatest seniority in the yard or facility in question will have first choice of vacation dates provided their request is submitted by the end of January.
 - b) Vacation schedules shall be posted prior to end of February.
 - c) Employees not submitting a vacation request by the end of January may submit a late request. Late requests will be considered on a first come, first served basis in keeping with staffing requirements.

- 16.04 Total wages do not include the previous year's vacation pay.
- 16.05 Notwithstanding Article 16.01(a), in the first year of employment an employee may take the first week of earned vacation after six (6) months of continuous service with pay equal to 2% of the amount of the employee's predicted earning for the first year of employment.
- 16.06 Where a Community Facilities Employee requests five (5) or more consecutive days of vacation, the Employer will make efforts to schedule an employee's regular days off for the week preceding vacation immediately before the commencement of their vacation unless the Employee requests otherwise.

ARTICLE 17 – HOLIDAYS

- 17.01 a) The following paid holidays shall be recognized, as well as any additional Holiday which is declared by Council, or days celebrated in lieu thereof, regardless of the day on which is falls:

New Years Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	2 Floating Holidays

Employees will be provided with (2) Floating Holidays. And one of those will be in lieu of National Day of Truth and Reconciliation.

*A Floating holiday is to be scheduled by the Employer having regard for the date requested by the employee and the supervisor's judgement regarding operational considerations. Such approval shall not be unreasonably denied.

- b) Subject to paragraph (c), holiday pay shall be calculated on the basis of the employee's straight time hourly rate multiplied by the employee's normal, daily, straight-time hours of work.
- c) In the case of Roads employees who are scheduled on a four (4) day work week, where the holiday falls on the employee's scheduled day off between Monday to Friday inclusive and the Employer decides not to substitute another work day for that employee's holiday, the Employer shall pay the employee holiday pay equal to eight (8) hours' pay at the employee's straight time hourly rate, in addition to the employee's regular pay for the week. The Employer shall give the affected employee at least six (6) calendar days' notice prior to the holiday in question.
- 17.02 An employee will be paid for a holiday proved the employee:

- a) Works their last full scheduled shift before and their first full scheduled shift after such holiday and works on such holiday if the employee is scheduled to work, unless the employee is excused by the Employer;
- b) Is on the active payroll of the Employer and not on leave of absence, sick leave, Workers' Compensation or lay-off.

17.03 If an employee works on any of the said holidays, the employee shall be paid for all hours worked on the holiday at double time their straight time hourly rate of pay in addition to their holiday pay as herein provided for.

17.04 If any of the above holidays fall or are observed during an employee's vacation, the employee shall be entitled to an extra day's pay at their straight time hourly rate of pay multiplied by the employee's normal, daily, straight-time hours of work, or the employee shall be entitled to an extra day's vacation with pay, as mutually agreed.

17.05 The Employer shall make reasonable efforts to endeavour to schedule employees who are scheduled on a four (4) day work week, in such a manner as to equitably distribute the occasions when a paid holiday falls on the employees' scheduled day off as provided for under Article 17.01 (c).

ARTICLE 18 – BEREAVEMENT LEAVE

18.01 a) The Employer shall pay an employee up to five (5) days' pay at the employee's straight hourly rate for all regular time lost in the event of the death of the employee's spouse, common-law partner, child, step-child, parent, sibling, step-sibling, step-parent, parent-in-law, up to three (3) days' pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the employee's child-in-law; sibling-in-law, grandchild; and up to one day's pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the employee's grandparent, aunt, uncle, niece, nephew, first cousin.

b) The Employer shall pay an employee one day's pay at the employee's straight time hourly rate for all regular lost time for the purpose of attending a funeral as a Pallbearer.

c) In order for an employee to qualify for payment under this Article, they may be required by the Employer to provide satisfactory proof of death.

18.02 Employees shall not be paid pursuant to this Article for Saturdays, Sundays, Paid Holidays, while on leave of absence, or for any other period during which they would not have worked. Employees shall be paid pursuant to this Article in the event the days in question fall during the employee's vacation and the employee would otherwise be eligible for bereavement leave under section 18.01, in which case the employee will be credited with the same number of vacation days to be used at another time.

ARTICLE 19 – JURY DUTY

- 19.01 An employee who is selected for service as a juror or is required by subpoena to appear in court as a crown witness will be compensated for loss of pay from their regularly scheduled shift due to such jury service or appearance in court. Such compensation will be based on their regular scheduled hours at their straight time hourly rate less the fee received for their service as a juror or witness. However, should the employee present themselves for selection as a juror and not be selected or appear as a witness and be released, then the employee is required to return to the workplace to complete his/her remaining normally scheduled workday.
- 19.02 In order for an employee to qualify for payment under this Article, the employee must:
- a) Inform their supervisor within twenty-four (24) hours of their selection for service as a juror or witness;
 - b) If released from service as a juror or witness and four (4) hours or more remain in the employee's regularly scheduled hours, the employee must return to the workplace to complete their remaining normally scheduled work day;
 - c) Provide a written statement to the Employer indicating the date of their service as a juror or witness, the time so spent and the fee received for their services as a juror or witness; and;
 - d) Have completed three (3) months of continuous service with the Employer.

ARTICLE 20 – HEALTH AND SAFETY, RETURN TO WORK AND ACCOMMODATION

- 20.01 The parties recognize an employee's right to working conditions which show respect for the employee's health, safety, and physical well-being. The Town and the Union recognize that the maintenance and development of the employee's general well-being constitutes a common objective. The Town and the Union agree to cooperate in the promotion of safe working habits and conditions.

It is understood that the Town has the primary responsibility for ensuring that safe conditions prevail within the workplace, to take appropriate and effective measures, both preventative and corrective, to protect the health and safety of employees.

It is the joint responsibility of the Town, the employees, and the Union to maintain a safe and healthy work environment.

To that end, all agree to comply with all applicable municipal and provincial health and safety legislation, regulations, and policies.

Further, the Town shall take steps to prevent workplace violence and harassment, including providing training to employees and supervisors as required by the Occupational Health and Safety Act safety legislation, regulations, and policies.

Further, the Town shall take steps to prevent workplace violence and harassment, including providing training to employees and supervisors as required by the Occupational Health and Safety Act.

20.02 Return to Work & Accommodation

This will confirm that it is the Employer's intention to make its best efforts to find alternate (e.g. light duty) work for a person who has a disability as defined under the Ontario Human Rights Code.

At recent collective bargaining, the parties agreed that their current practice regarding the re-integration of workers who require an accommodation will continue for the life of the new collective agreement.

20.03 There shall be a Joint Modified Work Committee, consisting of a representative of the Union, a representative of the non-union employees and one or two representatives of management. The Committee shall make every effort to work by consensus and the mandate of the Committee shall be as follows:

- a) To review requests of employees to perform modified work, i.e., the modification of the normal job expectations; and
- b) To recommend to the Employer and the Union, if applicable, what accommodations might be reasonable and necessary in order to fulfil their respective legal obligations, and the duration of such accommodations (it being understood that modifications to job requirements should generally be temporary, or in any event, as short as possible).
- c) Where an employee has concerns or questions about offered alternative or modified duties the employee may contact their union representative or the HR Department.

20.04 The parties agree that the Joint Modified Work Committee will meet within (60) days of the ratification of this Collective Agreement to discuss the process to be applied by the Committee.

ARTICLE 21 - BENEFITS

21.01 Retirement

Each permanent full-time employee in the bargaining unit shall, as a condition of employment, join the Ontario Municipal Employees Retirement Plan (OMERS).

21.02 Health and Welfare Benefits

The Employer shall pay on behalf of each employee, who is not on leave of absence or lay-off, fifty percent (50%) of the premium cost of the Ontario Municipal Employees Retirement System Plan (OMERS).

21.03 Extended Health Care Plan

The Employer shall pay on behalf of each employee, who is not on leave of absence or lay-off, one hundred percent (100%) of the premium cost of the Life Insurance Plan and the Extended Health Care Plan including vision coverage up to five hundred dollars (\$500.00) effective 30 days following ratification, and up to five hundred and fifty dollars (\$550.00), effective April 1, 2022, over a twenty-four (24) month period. Vision coverage may be applied to corrective laser surgery in the year of the surgery.

The corporation agrees to reimburse the cost of drugs which legally requires a prescription plus any life sustaining drugs. Eligible drugs must have a drug identification number (DIN), be prescribed by a physician, dentist, or nurse practitioner, and dispensed by a pharmacy. It is understood that drug formulary is managed by the insurance provider. Reimbursement is based on 100% of the lowest priced generic equivalent of the drug less a \$2.00 deductible per prescription. Brand name drugs are available for reimbursement when no generic equivalent is available or a demonstrated adverse reaction exists.

Professional paramedical services provided by licensed practitioners for coverage up to seven hundred dollars (\$700.00) for each distinct entitlement per year per individual effective April 1, 2023.

Mental Health Benefit which includes Psychologist, Registered Social Worker, Psychotherapist for combined coverage up to nine hundred dollars (\$900.00) to be used between entitlements.

21.04 Dental Plan

The Employer shall pay on behalf of each employee who has completed three (3) months of continuous service with the Employer, and who is not on leave of absence or lay-off, one hundred percent (100%) of the premium cost of a Dental Plan with benefits equivalent to Blue Cross #9 based on the following schedule:

As the previous year's Ontario Dental Association fee schedule for each year of the collective agreement effective April 1, 2020.

21.05 The Employer shall pay on behalf of each employee who is not on leave of absence or lay-off; one hundred percent (100%) of the premium cost for the provision of major restoration coverage (crowns, bridges, dentures) at 50% reimbursement level to an annual maximum of two thousand dollars (\$2,000) per year per insured individual effective April 1, 2020.

Orthodontia - Two thousand dollars (\$2,000.00) lifetime maximum for dependent children effective April 1, 2023.

21.06 The Employer will have the right to select the carrier of its choice in respect of any of the above benefits provided that in the event that any carrier is changed an equivalent level of benefits will be maintained.

In any case of a change of carrier, the Employer shall advise the Union in advance of the change.

21.07 All of the benefits mentioned in this Article shall be more particularly described and set forth in the respective plan documents or policies of insurance. It shall be the obligation of the employee to resolve any dispute concerning payment of benefits under any plan or policy directly with the insurer or, in case of a plan that is not an insurance plan, the Plan Administrator (including any appeal procedures provided for by the Plan). However, the Employer will use its best efforts to adjust and settle any such dispute. In the case of an uninsured plan in respect of which the employee has the right to pursue a grievance, the Plan Administrator's decision may be overturned if it is made in a manner which is arbitrary or in bad faith.

21.08 Employees who retire from the Employer with an unreduced pension (i.e. having achieved the "Ninety Factor" under OMERS) may elect to continue to participate in any of the aforesaid fringe benefit plans in which the employee is enrolled at the time of retirement, until the individual reaches the age of sixty-five (65). Such participation is contingent on the individual paying the full cost of the premiums.

21.09 The Employer agrees to provide an Employee Assistance Program (EAP) to employees in the bargaining unit, subject to mutual agreement with the Union on the selection of the provider.

21.10 Temporary Full-Time Employees Benefits:

a) The following clothing will be provided to each Temporary Full-Time employee per season:

Public Works:	One (1) Winter Coverall and One (1) Winter Coat (Class 3 High Visibility)
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Parks: Two (2) Shirts and Two (2) Pants

Community Facilities: Two (2) Shirts and Two (2) Pants

All clothing is deemed to be the property of Town of Caledon. Upon leaving, the employee may be required to return clothing to the Town of Caledon.

- b) Temporary Full-time (TFT) employees are eligible to enroll in the Ontario Municipal Employee Retirement System (OMERS) if they meet all criteria and conditions as set out by OMERS in each of the two (2) immediate preceding calendar years. Assuming that the employee enrolls in the plan, the Town will contribute accordingly.
- c) Effective in the 2nd consecutive year of their temporary full-time employment, the employee will be eligible to one (1) floater day. Effective in the 3rd consecutive year of their temporary full-time employment and going forward, the employee will be eligible to two (2) floater days. Floater day(s) may be taken with the approval of the appropriate supervisor. If the floater day(s) is not taken, it will be paid out at the end of the temporary employment period on an annual basis.

21.11 Benefits for Employees Over 65

The Employer and the Union agree that it is necessary to balance the interests of employees who continue working beyond age 65, with the interests of the Employer to control benefit costs and the interests of other members of the bargaining unit to have a fair allocation of the Employer's benefit expenditures. The parties recognize that employees who reach age 65 have the option to retire with an OMERS pension. Therefore, notwithstanding anything to the contrary in this Article or Article 23, once an employee turns 65, they will be entitled to the following benefits:

- a) Extended Health Care: to continue as per Article 21.03.
- b) Dental Care: to continue as per Article 21.04 and 21.05.
- c) Short Term Disability Plan: to continue as per Article 23.01 and the plan.
- d) Long Term Disability: coverage will cease at 65.
- e) Life Insurance: one-time annual earnings after reaching age 65 and until reaching age 70.
- f) Accidental Death and Dismemberment (AD&D): Coverage equal to one-time annual earnings.

ARTICLE 22 – ELIGIBILITY FOR BENEFITS

22.01 Permanent full-time employees are eligible for the following benefits:

- Paid holidays
- Vacations
- Short term and long term disability benefits provided in Article 23
- Health and welfare benefits provided in Article 21
- Bereavement Leave
- Jury duty

22.02 Permanent part-time employees are eligible for the following benefits: paid holidays; vacation; jury duty; bereavement and sick leave. The above benefits will be provided on a pro-rated basis.

22.03 Temporary, Irregular and Casual employees do not qualify for any benefits outlined in this Agreement with the following exceptions:

- a) Vacation Pay, in accordance with *The Employment Standards Act and Regulations*, will be paid with each payroll cheque;
- b) Holiday pay, in accordance with the *Employment Standards Act*.

ARTICLE 23 – SHORT TERM AND LONG TERM DISABILITY BENEFITS

23.01 Short Term Disability Plan

- a) The Employer shall provide a Short-Term Disability Plan for permanent employees covered by this Agreement who have completed three (3) months of continuous service and are not on leave of absence or lay-off, in accordance with the Plan in effect for all of its permanent employees. The costs of this Plan shall be borne entirely by the Employer. The Plan shall provide benefits in accordance with its terms for the first fifteen (15) weeks of an absence due to illness or non-occupational accident.
- b) The said Short Term Disability Plan or policy shall provide that permanent full-time employees who have completed three (3) months of continuous service with the Employer and are not on leave of absence or lay-off, shall receive their regular straight time pay for incidental absences due to illness of three (3) days or less duration, provided that the employee may be required to verify illness to the satisfaction of the Employer.
- c) Where there is a third-party Administrator of the Short Term Disability Plan, the Administrator's decision as to whether the medical evidence provided in support of a claim is satisfactory to substantiate it, shall be final and binding and shall not be subject to grievance or arbitration unless the decision is made in a manner that is arbitrary or in bad faith.

23.02 Long Term Disability Plan

The Employer shall pay on behalf of each employee who has completed three (3) months of continuous service with Employer and is not on leave of absence or lay-off, one hundred (100%) percent of the premium cost of a Long-Term Disability Plan. The Plan shall provide benefits for qualifying absences which exceed one hundred and five (105) days, at the rate of seventy five percent (75%) of regular straight time earnings, to a maximum of seven thousand dollars (\$7,000.00) per month.

23.03 All of the benefits mentioned in this Article shall be more particularly described and set forth in the respective plan documents or policies of insurance. It shall be the obligation of the employee to resolve any dispute concerning payment of insured benefits under any plan or policy directly with the insurer. However, the Employer will use its best efforts to adjust and settle any such dispute.

23.04 The Employer shall register these Short Term and Long-Term Disability Plans with the Unemployment Insurance Commission and having regard for the contributions made by the Employer towards the premium cost of these plans, it shall utilize all Unemployment Insurance rebates to offset the costs of these plans.

23.05 In the event that an employee is unable to report for work at their normal starting time, the employee shall advise their immediate supervisor prior to the beginning of the assigned shift giving reasons for their inability to report and provide an estimate of the period of time during which the employee will be absent from work. An employee returning to work following an absence shall advise their immediate supervisor of the date of their return to work at the earliest possible time and not later than the day prior to their return.

ARTICLE 24 – JOB CLASSIFICATION AND RATES OF PAY

24.01 The job classifications and rates of pay shall be as set forth in Schedule “A” attached hereto and forming part of this Agreement.

24.02 The Employer shall give the Union advance notice of any decision to abolish or combine job classifications.

ARTICLE 25 – GENERAL

25.01 During work time, an employee shall have the right at any time to have access to and review their personnel file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record. A written warning shall be deleted from an employee's disciplinary record after twenty-four (24) months if the employee has no other discipline on their record at that time.

25.02 The Employer agrees that it will continue its present practice of permitting employees to eat a meal while working overtime with no reduction of pay.

- 25.03
- a) The Employer shall allocate a credit of five hundred and twenty-five dollars (\$525.00) per year, towards the cost of Employer-approved uniforms and CSA approved footwear for permanent full-time employees as per the Town procedure for purchasing work wear from the approved vendor. In addition, coveralls will be provided as required.
 - b) The Employer shall contribute one hundred dollars (\$100.00) towards the cost of Employer approved uniforms and CSA approved footwear for each temporary full-time employee who has worked for the Employer for ninety (90) continuous calendar days, upon presentation of a valid receipt.

25.04 Contract Tendering

- a) The Employer will provide the Local Union with a copy of any public call for tenders, together with the specifications relating thereto, which relates to work which has been done regularly by bargaining unit members. The Local Union will have the ability to review such tender calls and specifications and, where feasible, to make a proposal to the Employer's representative who is responsible for the tender, as to how the work might be done cost-effectively by the Employer's employees. Any such Union proposal shall be submitted by the deadline set for other bidders and shall include a detailed costing of the Union's proposal. Where such a proposal is submitted by the Local Union, it shall be reviewed by the Employer together with the other bids received from contractors. It is understood and agreed that the Employer may consider both quantitative and qualitative factors in reaching its decisions regarding such proposals and bids.

The Employer will give all reasonable consideration to continue employment of permanent full-time employees where tendering out could impact staffing levels.

- b) Within 60 days of the ratification of this collective agreement, the Employer representative from which each division will meet with a representative from the Local Union from the same division to discuss third party contractors in each division performing bargaining unit work that falls below the threshold for formal tendering.

The Local Union will have the ability to consider this work and, where feasible, to make a proposal as to how the work might be done cost-effectively by the Employer's employees.

25.05 Bulletin Boards

The Union shall have the use of a bulletin board in each of the Employer's locations to which bargaining unit members regularly report for the purpose of posting notices relating to the Union's legitimate business. Such notices must be approved by the Employer prior to their being posted. Such approval shall not be unreasonably denied.

25.06 Copies of the Agreement

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and their rights and obligations under it. For this reason, the Employer shall print, at their own costs, sufficient copies of the agreement in booklet form within thirty (30) days of signing.

25.07 Job Description

The Employer will review and update job descriptions, where applicable, for positions currently occupied within the bargaining unit and will provide these to the union. The target completion date for this review is within three (3) months of the ratification of this agreement.

25.08 Retroactive Payments

Retroactive Payments will be implemented as follows:

Retroactive for all regular hours worked and overtime hours worked since April 1, 2023, will be paid as per the provisions of this agreement.

Any increases/changes in premium payments, benefits, paid leaves, and any other wage related benefits will be effective upon ratification of the collective agreement (by both CUPE and Town of Caledon Council), unless otherwise stipulated in the agreement.

Retroactive wage increases and wage adjustments will be made to all employees who are active on payroll on the date the ratification of the collective agreement and all employees who have retired between April 1, 2023, and the date of ratification of the collective agreement.

25.09 Transfers Between Facilities and Yards

Employees in Community Facilities and Yards, who are transferred for an extended period, will be given four (4) weeks' notice, in writing, prior to transfer.

Extended period is defined as eight (8) weeks or more.

25.10 Training Opportunities

Both parties recognize the principle of promotion within the service of the Employer. It is recognized that individual training opportunities should be discussed during the performance review process. The Parties further agree that the Labour Management Meeting is a venue to discuss opportunities for training.

25.11 Inclement Weather

During inclement weather, Community Facilities operations work may be carried on as designated by the Supervisor. If a decision is made to close a community facility and permanent full-time operations staff are sent home, it will be without a loss of pay to the employee. A permanent full-time facility operations employee will not be required to use accumulated time in lieu, personal leave and or vacation time if they are sent home on shift. The Corporate Procedure on Inclement Weather will be in effect for staff unable to report to work.

25.12 Expression of Interest

When the Employer requires an Expression of Interest Assignment the process will contain the nature of the work assignment, the number of employees required, the qualifications, and the closing date for applications. Employees interested in any of these assignments will submit an Expression of Interest Application Form to the appropriate person as indicated on the posting by the closing date and a list will be available to the Union.

ARTICLE 26 – TERM OF AGREEMENT

26.01 This Agreement shall commence on the 1st day of April 2023 and end on the 31st day of March 2027 and shall continue from year to year thereafter unless either party gives notice in writing to the other not less than thirty (30) days nor more than ninety (90) days prior to the expiry date hereof of that party's intention to terminate this Agreement or to negotiate revisions thereto.

ARTICLE 27 - AMALGAMATIONS

27.01 In the event that the Town of Caledon restructures, reorganizes, merges, amalgamates, or combines any of its operations or functions with any other Municipality, the Town of Caledon shall either independently or in cooperation with the subsequent employer make efforts to ensure that:

- a) Bargaining Unit Employees that are retained through the reorganization, merger or amalgamation shall be credited with all seniority rights with the new Employer.

- b) All service credits relating to vacation with pay, and other benefits shall be recognized by the new Employer.
- c) Wage rates with the new Employer shall be at least equal to those contained in this Collective Agreement.
- d) It will keep the President informed of the status of the discussions involving the above items.

The foregoing is subject to the applicable provisions of any Provincial Legislation.

THIS AGREEMENT executed at the Town of Caledon, this 30th day of November, 2024.

THE CORPORATION OF THE TOWN OF CALEDON

CANADIAN UNION OF PUBLIC EMPLOYEES and its Local 966

Annette Groves
Annette Groves (Dec 7, 2024 12:22 EST)

Annette Groves
Mayor

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 09:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 14:42 EST)

Tarnvir Grewal
Chief Human Resources Officer

Cam Richardson
Cam Richardson (Oct 31, 2024 12:16 EDT)

Cam Richardson
Unit Vice President, CUPE Local 966

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:48 EST)

Nathan Hyde
Chief Administrative Officer

C. Batten
C. Batten (Nov 1, 2024 11:39 AM)

Cameron Batten
Bargaining Committee Member

Temitope Banjo
Temitope Banjo (Nov 28, 2024 14:49 EST)

Temitope Banjo
Manager, People Services

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:09 EDT)

Danny Pereira
Bargaining Committee Member

Jermaine Johnson
Jermaine Johnson (Nov 18, 2024 08:56 EST)

Jermaine Johnson
Bargaining Committee Member

SCHEDULE (A)
JOB CLASSIFICATION AND RATES OF PAY CUPE LOCAL 966

a) Road Employees

CLASSIFICATION	Effective April 1, 2023	Effective April 1, 2024	Effective April 1, 2025	Effective April 1, 2026
Roads Lead Hand, Traffic Technician Lead Hand	\$ 35.14	\$ 36.54	\$ 37.54	\$ 38.57
Traffic Technician	\$ 32.56	\$ 33.88	\$ 34.81	\$ 35.77
Operator 2	\$ 32.56	\$ 33.88	\$ 34.81	\$ 35.77
Operator 1	\$ 30.37	\$ 31.62	\$ 32.49	\$ 33.38
Labourer 2, Probationary Operator	\$ 28.43	\$ 29.61	\$ 30.42	\$31.26
Fleet Service Technician Lead Hand	\$ 41.51	\$ 43.12	\$ 44.31	\$ 45.53
Fleet Service Technician 2	\$ 38.92	\$ 40.44	\$ 41.55	\$ 42.69
Fleet Service Technician 1	\$ 35.05	\$ 36.45	\$ 37.45	\$ 38.48
Fleet Service Assistant	\$ 31.02	\$ 32.29	\$ 33.18	\$ 34.09

Notes:

- (i) A Fleet Service Technician 2 who is certified as a qualified mechanic for fire emergency vehicles shall receive a premium of \$1.25 per hour for each hour worked on such vehicles, as approved by the supervisor.
- (ii) An Employee will be paid the Operator 2 rate when driving a Town vehicle on a public highway that requires a Class A license to operate.
- (iii) When a medical is required for a specific license, which is required for one's work, the employer will reimburse the employee upon presentation of a receipt.

b) Parks and Community Facilities Employees

CLASSIFICATION	Effective April 1, 2023	Effective April 1, 2024	Effective April 1, 2025	Effective April 1, 2026
Parks Lead Hand	\$ 35.14	\$ 36.54	\$ 37.54	\$ 38.57
Parks Maintenance	\$ 30.00	\$ 31.23	\$ 32.09	\$ 32.97
Arborist/Labourer	\$ 32.56	\$ 33.88	\$ 34.81	\$ 35.77
Facility Lead Hand	\$ 35.97	\$ 37.40	\$ 38.43	\$ 39.49
Facility Maintenance II	\$ 33.43	\$ 34.77	\$ 35.73	\$ 36.71
Facility Maintenance I	\$ 30.00	\$ 31.23	\$ 32.09	\$ 32.97
Custodian III	\$ 27.14	\$ 28.28	\$ 29.06	\$ 29.86
<u>Temporary/Part-time Staff</u>				
Maintenance T.F.T.	\$ 25.52	\$ 26.61	\$ 27.34	\$ 28.09

Notes:

1. It is understood that employees are not required to perform work during an unpaid lunch.
2. An employee will be paid the Operator 2 rate when driving a Town vehicle on a public highway that requires a Class A license to operate.
3. When a medical is required for a specific license, which is required for one's work, the employer will reimburse the employee upon presentation of a receipt.
4. Playground Construction: When a Parks Maintenance worker does playground construction work, he shall receive a premium of \$1.25 per hour for each hour worked, as approved by the supervisor.
5. When an employee who is licensed for weed spraying work performs such work, it is understood that they shall be paid at the rate of the Operator 2 classification plus twenty-five cents (\$0.25) per hour. Such person shall be provided with all legally required safety equipment for the purpose of performing such work.

LETTER OF UNDERSTANDING #1

Between

The Town of Caledon

And

The Canadian Union of Public Employees and it's Local 966 Unit 7

Mechanics' Tools and Licenses

The Town will continue its current practice regarding mechanics' tools and licenses for the duration of the collective agreement, unless otherwise mutually agreed to between the Town and the Union.

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

**THE CORPORATION OF THE TOWN
OF CALEDON**

**CANADIAN UNION OF PUBLIC
EMPLOYEES and its Local 966**

Annette Groves
Annette Groves (Nov 2, 2024 12:22 EST)

Annette Groves
Mayor

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 11:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 14:42 EST)

Tarnvir Grewal
Chief Human Resources Officer

Cam Richardson
Cam Richardson (Nov 1, 2024 11:18 EDT)

Cam Richardson
Unit Vice President, CUPE Local 966

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:11 EST)

Nathan Hyde
Chief Administrative Officer

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)

Cameron Batten
Bargaining Committee Member

Temi Banjo
Temi Banjo (Nov 28, 2024 14:40 EST)

Temitope Banjo
Manager, People Services

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:00 EDT)

Danny Pereira
Bargaining Committee Member

Jermaine Johnson
Jermaine Johnson (Nov 18, 2024 08:56 EST)

Jermaine Johnson
Bargaining Committee Member

LETTER OF UNDERSTANDING #2

Between

The Town of Caledon

And

The Canadian Union of Public Employees and its Local 966 Unit 7

Facility Operations Scheduling Committee

The Recreation Facility Joint Scheduling Committee shall continue for the term of this collective agreement. The parties agree that the Committee shall meet within thirty (30) days of ratification of this collective agreement. The Committee will be comprised of two members each from Management and Union members. Meetings and their frequency will be scheduled at the request of either the Union or the Employer. The Committee shall review and discuss schedules, schedule changes and schedule-related operational needs of the organization, and the importance of work-life balance for all employees as it relates to scheduling. The Union shall be permitted to provide feedback, and recommendations about schedules and schedule changes which may or may not include suggestions for pilot scheduling programs. The Employer agrees to discuss feedback and recommendations brought forward by the Union members with the Committee.

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

THE CORPORATION OF THE TOWN OF CALEDON

Annette Groves
Annette Groves (Dec 2, 2024 12:22 EST)

Annette Groves
Mayor

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 14:42 EST)

Tarnvir Grewal
Chief Human Resources Officer

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:48 EST)

Nathan Hyde
Chief Administrative Officer

Temi Banjo
Temi Banjo (Nov 28, 2024 14:40 EST)

Temitope Banjo
Manager, People Services

CANADIAN UNION OF PUBLIC EMPLOYEES and its Local 966

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 09:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

Cam Richardson
Cam Richardson (Oct 31, 2024 12:1 EDT)

Cam Richardson
Unit Vice President, CUPE Local 966

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)


Cameron Batten
Bargaining Committee Member

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:09 EDT)

Danny Pereira
Bargaining Committee Member


Jermaine Johnson #Nc 18, 2024 08:56 EST

Jermaine Johnson
Bargaining Committee Member

LETTER OF UNDERSTANDING #3

Between

The Town of Caledon

And

The Canadian Union of Public Employees and its Local 966 Unit 7

Onboarding Training

Both parties agree that employees who are required to complete onboarding training prior to starting work with the Town will be provided with four (4) hours allotted time in lieu at straight time or four (4) hours pay at straight time. It is understood that this benefit will only be provided if employees complete the required onboarding training prior to their start date. Employees who do not complete the required onboarding will not be entitled to any pay or time in lieu.

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

THE CORPORATION OF THE TOWN OF CALEDON

CANADIAN UNION OF PUBLIC EMPLOYEES and its Local 966

Annette Groves
Annette Groves (Dec 2, 2024 12:22 EST)

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 2, 2024 11:51 EST)

Annette Groves
Mayor

Noelle Racicot-Kelly
CUPE National Representative

Tarnvir Grewal
Tarnvir Grewal (Nov 2, 2024 14:42 EST)

C. Richardson
Cam Richardson (Oct 31, 2024 12:16 EDT)

Tarnvir Grewal
Chief Human Resources Officer

Cam Richardson
Unit Vice President, CUPE Local 966

Nathan Hyde
Nathan Hyde (Nov 2, 2024 14:49 EST)

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)

Nathan Hyde
Chief Administrative Officer

Cameron Batten
Bargaining Committee Member

Temitope Banjo
Temitope Banjo (Nov 18, 2024 14:41 EST)

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Temitope Banjo
Manager, People Services

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:01 EDT)

Danny Pereira
Bargaining Committee Member

Jermaine Johnson
Jermaine Johnson (Nov 16, 2024 08:56 EST)

Jermaine Johnson
Bargaining Committee Member

LETTER OF UNDERSTANDING #4

Between

The Town of Caledon

And

The Canadian Union of Public Employees and it's Local 966 Unit 7

Hours of Work for Road Employees

The Employer currently does not have any alternate shifts outside of Monday to Friday for roads employees. The parties agree that if the Employer introduces an alternate shift outside of Monday to Friday, the shift will be offered to the most senior qualified employee(s). If no senior qualified employee(s) volunteers to work the shift, it shall be assigned to the least senior qualified employee.

The Employer agrees that it will meet with the Union to discuss the introduction of any such alternate shift prior to introducing such an alternative shift.

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

**THE CORPORATION OF THE TOWN OF
CALEDON**

Annette Groves
Annette Groves (Dec 2, 2024 12:22 EST)

Annette Groves
Mayor

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 11:14 EST)

Tarnvir Grewal
Chief Human Resources Officer

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:48 EST)

Nathan Hyde
Chief Administrative Officer

Temitope Banjo
Temitope Banjo (Nov 28, 2024 14:40 EST)

Temitope Banjo
Manager, People Services

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its Local 966**

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 1:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

Cam Richardson
Cam Richardson (Oct 31, 2024 12:16 EDT)

Cam Richardson
Unit Vice President, CUPE Local 966

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)


Cameron Batten
Bargaining Committee Member

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:09 EDT)

Danny Pereira
Bargaining Committee Member


Jermaine Johnson (No. 18, 2024 03:56 EST)

Jermaine Johnson
Bargaining Committee Member

LETTER OF UNDERSTANDING #5

Between

The Town of Caledon

And

The Canadian Union of Public Employees and its Local 966 Unit 7

Emergency Vehicle Servicing Technician Training

The parties recognize the value and importance of establishing specialized training and certifications for mechanics including but not limited to training for Servicing and Maintenance of Emergency Vehicles.

The Town shall consider requests to cover the cost of any Emergency Vehicle Servicing Technician training for any Mechanic who expresses an interest in becoming a certified Emergency Vehicle Technician, were it does not contradict in accordance with the terms of the Town's Education Assistance & Professional Development Procedure.

Such requests shall not be unreasonably denied.

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

**THE CORPORATION OF THE TOWN OF
CALEDON**

Annette Groves
Annette Groves (Dec 2, 2024 12:22 EST)

Annette Groves
Mayor

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 14:42 EST)

Tarnvir Grewal
Chief Human Resources Officer

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:48 EST)

Nathan Hyde
Chief Administrative Officer

Temi Banjo
Temi Banjo (Nov 28, 2024 14:40 EST)

Temitope Banjo
Manager, People Services

**CANADIAN UNION OF PUBLIC
EMPLOYEES and its Local 966**

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 09:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

Cam Richardson
Cam Richardson (Oct 31, 2024 12:10 EDT)

Cam Richardson
Unit Vice President, CUPE Local 966

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)


Cameron Batten
Bargaining Committee Member

Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member

Danny Pereira
Danny Pereira (Nov 2, 2024 18:05 EDT)

Danny Pereira
Bargaining Committee Member


Jermaine Johnson (Nov 18, 2024 08:56 EST)

Jermaine Johnson
Bargaining Member

LETTER OF UNDERSTANDING #6

Between

The Town of Caledon

And

The Canadian Union of Public Employees and its Local 966 Unit 7

Joint Job Evaluation

For the life of this contract, in matters of the Town of Caledon, the Employer and the Union will meet to discuss the implementation and maintenance of a JJE Process. To this end, the Employer and the Union shall meet within nine (9) months after ratification of this Collective Agreement and continue to determine the method to assess the Terms of Reference. The Terms of Reference will include the following:

1. Purpose
2. Definitions
3. The Joint Job Evaluation (JJE)
4. Committee Mandate of the JJE
5. Job Analysis Procedures and Ratings/Evaluation of New and Revised Jobs
6. Maintaining the JJE Process
7. JJE Appeal Process
8. Action when Evaluations Change
9. Settlement of Disagreements

IN WITNESS HEREOF, each of the parties has caused this Letter to be signed by its duly authorized representatives this 30th day of November, 2024.

**THE CORPORATION OF THE TOWN OF
CALEDON**

Annette Groves
Annette Groves (Dec 2, 2024 12:22 EST)

Annette Groves
Mayor

Tarnvir Grewal
Tarnvir Grewal (Nov 28, 2024 14:42 EST)

Tarnvir Grewal
Chief Human Resources Officer

Nathan Hyde
Nathan Hyde (Nov 28, 2024 14:48 EST)

Nathan Hyde
Chief Administrative Officer

Temí Banjo
Temí Banjo (Nov 28, 2024 14:40 EST)

Temitope Banjo
Manager, People Services

**CANADIAN UNION OF PUBLIC EMPLOYEES
and its Local 966**

Noelle Racicot-Kelly
Noelle Racicot-Kelly (Nov 1, 2024 09:46 EDT)

Noelle Racicot-Kelly
CUPE National Representative

C.R.
Cam Richardson (Oct 31, 2024 12:16 EDT)


Cam Richardson
Unit Vice President, CUPE Local 966

C. Batten
C. Batten (Nov 1, 2024 11:18 EDT)

Cameron Batten
Bargaining Committee Member


Damian Greene
Damian Greene (Nov 1, 2024 12:25 EDT)

Damian Greene
Bargaining Committee Member



Danny Pereira (Nov 2, 2024 18:09 EDT)

Danny Pereira
Bargaining Committee Member



Jermaine Johnson (Nov 18, 2024 08:56 EST)

Jermaine Johnson
Bargaining Member