

AGREEMENT

Between

THE CITY OF MOOSE JAW

And

CUPE LOCAL 9

Chartered by the

CANADIAN UNION OF PUBLIC EMPLOYEES

January 1, 2023 – December 31, 2026

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THIS AGREEMENT MADE THIS 31ST DAY OF MARCH 2025.

BETWEEN:

THE MUNICIPAL CORPORATION OF
THE CITY OF MOOSE JAW

(hereinafter called the "City")
OF THE FIRST PART

– and –

CUPE LOCAL 9
OF MOOSE JAW, SASKATCHEWAN
CHARTERED BY THE CANADIAN UNION OF PUBLIC EMPLOYEES

(hereinafter called the "Union")
OF THE SECOND PART

PREAMBLE

1.01 Whereas it is the desire of both parties to this Agreement:

- (a) To maintain and improve the harmonious relations and settled conditions of employment between the employer and the union.**
- (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.**
- (c) To encourage efficiency in operation.**
- (d) To promote the morale, well-being and security of all the employees in the bargaining unit of the union.**
- (e) Both parties agree to act in a fair and reasonable manner.**

Therefore, the parties agree to the language as follows:

ARTICLE 1 -SCOPE

- (1) For the purpose of this Agreement, the expression "City employees" or "employees" shall apply to all employees employed by the City of Moose Jaw in**

the departments of **Operations**, Financial Services, **Human Resources Services**, Information Technology, **Legislative and Enforcement Services**, Planning & Development Services, and Parks and Recreation except:

City Manager

Directors

- **City Solicitor/Legislative & Enforcement Services**
- **Operations**
- **Financial Services**
- **Human Resource Services**
- **Information Technology**
- **Parks and Recreation**
- **Planning and Development**
- **Public Works and Utilities**

Administrative Assistants

- **Department of Financial Services**
- **Department of Human Resource Services**
- **Department of Public Works**

Assistant City Clerk

Assistant City Solicitor

City Clerk

City Comptroller

City Manager's Executive Assistant

City Treasurer

Deputy City Comptroller

Deputy City Treasurer

Facilities & Buildings Supervisor

Fleet Services Supervisor

Human Resources Consultant

Human Resources Advisor

Human Resources Services Clerk

Information Services Manager

Land Administrator

Legal Counsel

Manager Economic Development

Manager of Communications and Stakeholder Relations

Manager of Design and Projects

Manager of Engineering

Manager of Operations (Parks & Facilities)

Manager of Public Works and Utilities

Manager of Taxation & Assessment

Manager of Transportation and Procurement

Manager, Recreation Services

Mayor's Administrative Assistant

Parks Supervisor

Recreation Services Supervisor (Kinsmen Sportsplex)

Recreation Services Supervisor (Yara Centre)
Safety Officer
Safety Supervisor
Supervisor (Environmental Services)
Supervisor (Roadways)
Supervisor (Water and Wastewater Treatment)
Supervisor (Water and Wastewater)

ARTICLE 2 -DEFINITIONS

- (1) "Calendar year" is a period of twelve (12) consecutive months.
- (2) "Department Head" is the approving authority following the City Manager for any City department and shall be reflected in the City's organization structure, a copy of which shall be provided to the Union. They should include, as from time to time amended:
 - i) Financial Services
 - ii) Parks and Recreation
 - iii) **Operations**
 - iv) Human Resource Services
 - v) **Legislative and Enforcement Services**
 - vi) Information Technology
 - vii) Planning & Development Services

- (3) For the administration of this Collective Agreement, "Branches" of the City shall be defined as follows:

Parks and Recreation:	Recreation Services Parks Facilities & Buildings
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Operations:	Engineering Services Roadways Transit Environmental Services Water & Wastewater Water & Wastewater Treatment Fleet Services
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Finance:	Comptroller's Treasury
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Information Technology:	GIS Information Services
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Planning & Development Services:	Planning Building Inspection
Legislative and Enforcement Services:	Bylaw Enforcement Clerks Legal Services
Human Resource Services:	Payroll

- (4) “EDO” is an earned day off.
- (5) “EDO work week” means the hours of work required in each week of a three (3) week period to provide for an earned day off during each three (3) week period and are outlined in Article 7.
- (6) “Emergency circumstance” means a situation where there is imminent risk or danger to a person, property or an employer’s business that could not have been foreseen by the employer.
- (7) “Good faith” is openness, fairness, honesty; absence of ulterior motive or intention to take advantage.
- (8) “Insurance carrier” is the insurance company with whom the City has contracted to provide group life insurance benefits.
- (9) Subject to the terms and conditions of this Agreement, a “non-permanent employee” means one whose employment may involve irregular hours of duty, be employed as a casual and/or on an emergent basis during a day, week, month or year and whose services may not be required for a normal day, week, month or year.
- (10) A “permanent full-time employee” is any employee who has applied for and is appointed to a permanent position and who successfully completed a probation period.
- (11) A “permanent part-time employee” is any employee who is required on an ongoing, scheduled less than full-time basis as per their accepted letter of offer, and; has successfully completed an initial probation period and; is eligible for additional work up to and including full-time hours.
- (12) “Qualifications” means technical and educational requirement, experience, skill and ability.
- (13) “Scheduled temporary employee” is an employee who accumulates twenty-four (24) months (3770 hours and 4160 hours, for 36 ¼ hour and 40 hour employees respectively) of service with the City.

- (14) “Out-of-Scope Supervisor or designate” is any employee charged with the direct responsibility of supervising or directing the assignment or activities of an employee regularly and on an ongoing basis.
- (15) “Terminal illness” is an active disease process causing irreparable and progressive damage to the host body and from which there is no reasonable possibility of recovery as determined by the City’s insurance carrier. Treatment of a terminal illness is confined only to palliation of symptoms and alleviation of pain. Death from a terminal illness is imminent unlike a chronic illness which causes long term, usually controllable symptoms, or an acute illness from which there is hope of recovery.
- (16) “Union” is the Canadian Union of Public Employees, Local 9, as certified by the Saskatchewan Labour Relations Board.
- (17) “Term” is a **non-permanent employee** whose tenure of employment is limited to a specific period of time, not to exceed one (1) year (except in cases of Protected leaves) unless agreed by the parties, and who is hired to temporarily perform the duties of a position or assigned as a special project.
- (18) “Casual” is a **non-permanent employee** who is required to provide short-term relief of fulltime, part-time, or term employees or work that is special projects of less than thirty (30) days in nature, and who is eligible to work up to full-time regular hours. Casual employees will work the hours of the employee being replaced. **This may include scheduled shifts and call-in work.** Casual employees shall have all rights and benefits of the Collective Agreement.
- (19) “Recallable” – a **non-permanent employee who is required for specific work season or project. They are eligible for layoff and recall based on availability of work.**

ARTICLE 3 - RECOGNITION

The City agrees that employees will from time to time require leave of absence for Union business. The parties recognize that this is integral to harmonious relations and is of benefit to both parties.

3.1 Union as Sole Bargaining Agent

The City shall recognize the Union as the sole bargaining agency and representative for all employees covered by this Agreement and hereby consents and agrees to negotiate with the Union or its representatives in matters affecting wages and working conditions of its employees. The City also agrees that the Union may have the assistance of representatives of the Canadian Union of Public Employees in any negotiations or discussions between representatives of the parties hereto.

The Union shall recognize the City retains the right to manage the affairs of the City in all respects except as limited by provisions of this Collective Agreement.

3.2 No Other Agreements

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

3.3 Union Business

- (1) The City shall be informed by the Union, as soon as possible, and recognize for the purposes of negotiations, the current appointments of Union Officers, Shop Stewards and Union Representatives.
- (2) Union officials, members of the Grievance Committee and other employees shall report to their Out-of-Scope Supervisor or designate and request permission to leave their work for the purpose of attending management-employee relations meetings. They shall indicate the expected duration of the meeting and destination and report to their respective supervisors upon their return.
- (3) Union Officers and Shop Stewards shall suffer no loss of pay when attending grievance or negotiation meetings held during working hours. Not more than three (3) employees and two (2) from the same branch shall be paid by the City for attending any grievance meeting on behalf of the Union.
- (4) Where permission has been granted to representatives of the Union to leave their employment for the purpose of attending any meeting called by the City, they shall suffer no loss of pay for the time spent.

ARTICLE 4 -NO DISCRIMINATION

The City agrees that there shall be no discrimination, with respect to any employee in the matter of working conditions, age, race or perceived race, ancestry, nationality, creed, colour, national origin, political or religious affiliation, sex or marital status, sexual orientation, gender identity, place of residence, place of origin, family status, disability, nor by reason of their membership or activity in the Union, or any other prohibition of *The Saskatchewan Human Rights Code, 2018* as amended.

ARTICLE 5 - UNION SECURITY & MEMBERSHIP

5.1 Union Security

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new employee shall, within thirty (30) calendar days after the commencement of their employment, apply for and maintain membership in the Union as a condition of their employment. Any employee in this bargaining unit who is not required to apply for and maintain membership in the Union shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

5.2 Employees Failing to Become Members of the Union

It shall be the responsibility of the Union to notify the Director of Human Resource Services of any employees who have not become members of the Union in accordance with the terms of this Agreement.

5.3 Out-of-Scope Appointments

- (a) Employees who accept a temporary out-of-scope position with the City shall continue to pay union dues at the set rate for up to one (1) year for the purpose of maintaining their seniority. They shall continue to receive health and pension benefits as per this Collective Agreement, but shall have no other rights. An employee in a temporary out-of-scope position shall return to **their** former position at **their** former rate of pay upon completion of the out-of-scope assignment.
- (b) Employees who accept a permanent out-of-scope position with the City shall continue to pay union dues at the set rate for up to one (1) year solely for the purpose of maintaining their seniority. They shall have no other rights or benefits under the Collective Agreement. An employee who does not successfully complete the permanent out-of-scope probationary period shall revert to **their** former position at **their** former rate of pay.
- (c) Employees accepting a temporary or permanent out-of-scope position shall not perform work of the bargaining unit in accordance with Article 21 (1).
- (d) The City and Union may extend the above terms upon mutual agreement.

5.4 Union Bulletin Boards

The Employer will provide a union bulletin board at City Hall, City Complex, Kinsmen Sportsplex, Pla-Mor Palace and Wastewater Treatment Plant Operations

Building. These boards will be located in areas that are highly visible to the employees.

The bulletin boards will be used solely for postings by the Union. Nothing of an objectionable nature shall be posted.

ARTICLE 6 – UNION DUES DEDUCTION AND REMITTANCE

The City agrees to deduct authorized Union dues from the pay of any employee who is a member of the Union. The amounts deducted by the City shall be paid to the National Secretary-Treasurer of the Canadian Union of Public Employees within ten (10) working days following the last pay period of the previous month. Such payments shall be accompanied by a list showing all employees and deductions, a copy of which shall be sent to the Local 9 Secretary-Treasurer. The amount of union dues deducted will be included on the T-4 slips at the end of each year.

ARTICLE 7 – HOURS OF WORK

7.1 Designation

(1) Employees shall work hours of work as assigned by management and be subject to the hours of work outlined in this agreement. Designations shall be as follows:

- Office 36.25**
- Regulated 40**
- Adjustable Work Hours**
- Flexible**
- Non-EDO 40**
- Non-EDO 36.25**
- Ten-hour shifts**

(2) Hours of work designation for existing positions may be changed with sixty (60) days notice to the employee and the Union.

7.2 Hours of Work

(1) Office 36.25

(a) Employees shall work 7.8 hours per day from 8:15 a.m. to 5:00 p.m. with fifty-seven (57) minutes off for lunch; Monday through Friday with an EDO every third week.

- (b) Employees may request and the Out-of-Scope Supervisor or designate may approve flexible start and stop times and lunch breaks.

(2) Regulated 40

- (a) Employees shall work 8.6 hours per day from 7:24 a.m. to 5:00 p.m. with one (1) hour off for lunch. Days of work shall be 5 consecutive days with 2 consecutive days of rest with an EDO every third week.

- (b) Employees may request and the Out-of-Scope Supervisor or designate may approve flexible start and stop times and lunch breaks.

(3) Adjustable Work Hours

- (a) Employees shall work 8.6 hours per day with one (1) hour off for lunch. Days of work shall be 5 consecutive days with 2 consecutive days of rest and an EDO every third week.
 - (b) Scheduled hours shall remain in effect for a minimum of one (1) week.
 - (c) One (1) week's notice to the Union and the employees will be given when changing the schedule, unless unexpected, unusual or emergency circumstances arise.

(4) Flexible Work Hours

- (a) Employees shall work 109.2 hours in a three week period with one EDO, less any statutory holidays in the period.
 - (b) Daily start and stop times shall typically be from 8:15 a.m. to 5:00 p.m. with fifty-seven (57) minutes off for lunch but may be altered to meet operational requirements of the position. Any hours in excess of ten (10) in a day shall be paid in accordance with Article 8.2.

(5) Non-EDO 40

- (a) Employees shall work eight (8) hours per day, five (5) days per week, with two (2) consecutive days of rest wherever possible.

(6) Non-EDO 36.25

- (i) Employees shall work 7.25 hours per day, five (5) days per week with two (2) consecutive days of rest wherever possible and one and one-quarter (1 ¼) hours off for lunch;

(7) Ten Hour Shifts

- (i) Employees shall work ten (10) hours per day, four (4) days per week with three (3) consecutive days off.**

7.3 EDO

Employees eligible for EDOs shall be subject to the following provisions:

- (1) Employees will receive a designated day off in a three (3) week period on a rotating basis. The designated day shall proceed or follow days of rest wherever possible.**
- (2) There shall be a rotation of employees on the EDO in order to provide service to the public.**
- (3) Where any services are not provided on an EDO at present, and the City deems it appropriate to provide such service, the Department Head may, at their discretion, require the service to be provided, in which case the employees shall take their EDO on a rotation basis, an alternative day off shall be taken, and wherever possible, such alternate day off shall be a Friday.**
- (4) EDO's shall not be banked.**
- (5) When an employee requests to work on their EDO, there shall be mutual agreement between the employee and their Out-of-Scope Supervisor or designate, at the time of the request, to determine when the EDO will be taken prior to the next designated EDO.**
- (6) When an employee is required to work on their EDO and it cannot be rescheduled, they shall be paid at overtime rates.**

7.4 Non-permanent Casual

- (1) Casual staff shall work shifts as scheduled by the Out-of-Scope Supervisor or delegate.**
- (2) Casual staff shall declare their availability monthly to their Out-of-Scope Supervisor or delegate.**
- (3) Based on availability, casual staff may be scheduled for shifts in advance with one (1) week's notice.**
- (4) Where additional work arises on short notice, qualified casual staff shall be offered shifts in order of seniority.**

- (5) **If a casual employee declares their availability for on-call work and is unresponsive or declines a total of three (3) attempted call-ins within a thirty (30) day period, or if they do not work a shift within a sixty (60) day period they will be terminated.**
- (6) **Casual employees terminated in accordance with Article 7.4 (5) may request to meet with their Out-of-Scope Supervisor or designate and Human Resource Services to discuss the circumstances of their termination and request reinstatement.**

7.5 Hours of Work General

- (1) (a) **Due to the nature of the work, permanent and non-permanent positions exist which are required on a less than full-time basis. Less than full-time staff will work hours as prescribed by the City up to the maximum weekly hours of work for their position.**
- (b) Any deviations to normal working conditions for these positions, including working outside the normal hours of work as defined in this Article, require mutual agreement between the City and the Union.
- (2) The Department Head and the Union may agree that employees may work through the normal lunch break. Employees shall receive a twenty (20) minute break with no loss of pay.
- (3) The City and the Union may agree to change the normal working hours.
- (4) By mutual agreement between an employee and their department head, arrangements may be made for an employee to work outside the normal hours of work. Any such agreement shall be documented, with a copy provided to the Union.
- (5) *Additional Hours*

Employees filling a position for which the hours are scheduled and are less than full-time may request to work in other less than full-time positions **for which they are qualified** and/or be available for work of a call-in nature. Such request will be accommodated whenever possible.

7.6 On-call Work – Permanent

- (1) **Permanent employees who have agreed to remain available for work on an as required basis will have their name placed on an on-call list with the department for**

which they have elected to work. Qualifications being sufficient, employees will be called to work on the basis of seniority and will receive twelve (12) hours' notice of such call to work whenever possible.

- (2) Employees who are unresponsive or decline a total of three (3) attempted call-ins within a thirty (30) day period, will be removed from the call-in list. **Permanent** employees removed from the call-in list **may request** to meet with their Out-of-Scope Supervisor or designate and Human Resource Services to discuss the circumstances of their removal from the call-in list **and request** reinstatement.

7.7 Shift Work

- (1) Shift work may be introduced by the Department Head subject to the following conditions:
 - (a) Shift premium shall be paid to employees for **regular** hours prior to 7:24 a.m. and after 5:00 p.m. at the rate of seventy-five (75) cents per hour.
 - (b) Employees working the non-EDO work week shall receive one (1) additional hour of shift premium pay totaling seventy-five (75) cents per day.
 - (c) Shift premium shall not be paid when an employee is working outside the hours outlined in this Article at their own request **or when working overtime.**
- (2) (a) Where shift work is required to handle unexpected emergency problems that arise, the Department Head through the **Supervisor**, may institute shifts with verbal approval of the employees and the Union. Such verbal approval shall be followed by written acknowledgement from the Department Head.

7.8 On-Call Work – Non-Permanent

If a temporary employee declares their availability for on-call work and is unresponsive or declines a total of three (3) attempted call-ins within a thirty (30) day period, the temporary employee will be removed from the on-call list.

Employees removed from any call-in list would then have to meet with their Out-of-Scope Supervisor or designate and Human Resource Services to discuss the circumstances of their removal from the call-in list to arrange for their possible reinstatement.

7.9 Standby Duty

- (a) Designated standby duty shall mean a period which an employee is not on regular duty, but during which they **are required as part of their job**

duties or have volunteered to be on call and immediately available by direct telephone contact or by another method of communication as mutually agreed upon by the Employer and Employee to return to work within thirty (30) minutes or a reasonable time frame beyond the mentioned above may be acceptable.

- (b) The Out-of-Scope Supervisor or delegate shall establish a rotating schedule in a fair and equitable manner. All schedules will be posted a minimum of 14 days ahead of time.**

- (i) Where there are insufficient volunteers, qualified employees shall be scheduled to standby shift in reverse order of seniority.**

- (ii) Employees who volunteer to be on standby and are scheduled for three (3) consecutive weeks may decline participation in the standby schedule for two (2) weeks. This does not include where standby is required by (i) above or any trades as per (g) below.**

- (c) During the standby period, an employee must abstain from consuming alcohol, drugs and other substances which may impair their ability to work safely.**

- (d) Employees who are on standby on their regular days of work will receive one hour pay at their straight time wage rate for each eight (8) hour period, or portion thereof, in addition to overtime hours actually worked.**

Employees who are on standby on their regular days off shall receive one and one half hours (1 ½) hours pay at their straight time wage rate for each eight (8) hour period, or portion thereof, in addition to overtime hours actually worked.

Employees who are on standby on statutory holidays shall receive two hours pay at their straight wage rate for each eight (8) hour period, or portion thereof, in addition to overtime hours actually worked.

- (e) Notwithstanding the provisions of Article 21, where there are insufficient volunteers, it is understood and agreed that the City reserves the right to have the required work performed at the time designated by the City by utilizing contractors.**

- (f) Employees on vacation will be available to work standby only on the days and nights immediately preceding their vacation commencement date. Employees can resume standby on their next day of work following vacation.**

- (g) Employees on standby may make mutual arrangements with other qualified employees to replace them provided it is agreed to by the Employer in advance.

7.10 Rest Period

- (a) Where an employee has worked sixteen (16) hours in a twenty-four (24) hour period, the employee shall be required to take at least an eight (8) hour rest period. If any or all the eight (8) hours rest period falls within the employee's normal working day, the employee shall not be required to report for work until the end of the eight (8) hour rest period. During the eight (8) hour rest period, the employee shall suffer no loss of pay or benefits for any time not worked during the normal working day.

ARTICLE 8 – PAYMENT OF WAGES AND ALLOWANCES

8.1 Pay Periods

- (1) All monthly paid employees shall be paid on the 15th and the last day of each month. Hourly paid employees shall be paid on a semi-monthly basis, one week following the 15th and one week following the last day of the month. If the City offices are closed on any pay day, employees shall be paid on the open day next prior thereto. Wages and salary payments shall be made by direct bank deposit.
- (2) To convert the salary of a monthly paid employee to an hourly rate of pay, the following formula shall apply:

$$\frac{\text{Employee's regular annual salary}}{\text{Number of hours in employee's regular work week} \times 52}$$

eg. $\frac{\$25,000.00}{40 \text{ hours} \times 52 \text{ weeks}} = \12.02 per hour

$$\frac{\$25,000.00}{36.25 \text{ hours} \times 52 \text{ weeks}} = \$13.26 \text{ per hour}$$

Subject to 8.1(1), any employee who commences employment after the beginning of a pay period or terminates employment before the end of a pay period shall be paid for hours worked in that pay period based on the formula.

- (3) Employees working the EDO work week shall, upon termination, be paid for the actual hours worked during the last pay period. Final adjustments regarding time owed to/by the City will be reconciled at that point in time.
- (4) Temporary positions will be paid based on their actual timesheet and will not be paid in advance of their timesheet to avoid overpayments in the circumstance when

salaried or less than full-time employees are paid on anticipated hours and leave without notice.

8.2 Overtime

- (1) Employees who are required by management to work other than their normally assigned hours of duty shall be paid overtime.
 - (a) Double time for all overtime hours worked, Monday through Friday inclusive.
 - (b) Employees who are required to work on their regular days of rest shall be paid at the rate of double time for all hours worked.
 - (c) Legal holidays – regular pay plus double time.
 - (d) Employees called out for duty after or before regular working hours without prior notice shall receive a minimum of two (2) hours pay at overtime rates applicable.
 - (e) Except in the case of emergency or as required by legislation and/or insurance regulations, overtime shall be worked on a voluntary basis.
 - (f) In the event that an employee is required to appear as a witness in court on a day other than their regular assigned day of work on a matter arising out of their employment, they shall be paid overtime at the applicable rates. The employee shall submit to the Director of Financial Services of the City of Moose Jaw all witness fees received.
 - (g)
 - (i) Employees working the thirty-six and a quarter (36.25) hour EDO work week will receive overtime rates if they are required to work overtime after working seven (7) hours and forty-eight (48) minutes per day;
 - (ii) Employees working the forty (40) hour EDO work week will receive overtime rates if they are required to work overtime after eight (8) hours and thirty-six (36) minutes per day;
 - (iii) Employees required to work on their EDO shall receive another day off as mutually agreed upon between the employee and their Out-of-Scope Supervisor or designate.
 - (iv) For employees working the non-EDO work week, all hours worked in excess of eight (8) hours per day or (40) forty hours per week shall be paid for at overtime rates as provided for in this Agreement.

- (v) For Automated Sanitation Truck Drivers working the non-EDO work week, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be paid for at overtime rates as provided for in this Agreement.
- (2) Employees may elect to bank overtime for the purpose of taking time off in lieu of overtime worked to a maximum banked overtime of **\$6,000 value** at any given time. Any banked time may be taken at a time mutually agreeable between the employee and their Out-of-Scope Supervisor or designate.
 - (a) Such time off shall be granted based on double time the actual hours of overtime worked.
 - (b) **All banked overtime exceeding the \$6,000 value shall be paid out in the next pay period.**
 - (c) **Banked time off shall be paid at the employee's current base rate and deducted from their overtime bank.**
 - (d) Any request for pay in lieu of banked overtime shall be granted and paid out at the end of the next normal pay period at the rate (double time) it was earned.
 - (e) **Any request for banked time shall be given fair consideration provided such request is submitted at least two weeks in advance.**
- (3)
 - (a) Overtime shall be awarded to the senior qualified employee based on availability and response in the following order:
 - (i) Employees in the position who would normally do the work;
 - (ii) Permanent employees within the branch;
 - (iii) Non-permanent employees from (ii) above;
 - (iv) Permanent employees within the department;
 - (v) Permanent employees from other departments;
 - (vi) Non-permanent employees from other departments.
 - (b) Notwithstanding the above, overtime required immediately prior to or following normal hours of work will be completed by the employee(s) assigned to that work during normal hours.

8.3 Temporary Performance of Higher Duties (TPHD)

- (a) The temporary performance of higher duties shall be defined as the assignment of an employee by management to perform the primary responsibilities of a position **other than their regular job** having a higher maximum rate of pay.
- (b) Qualifications, being sufficient to do the work available, employees will be assigned to perform the duties in a higher paid job group based on their seniority within the division.
- (c) Any employee who is assigned to perform the duties of a job in a higher paid job group will be paid at the salary step in the assigned range, next higher to their current salary.
- (d) To be entitled to TPHD on any given day, the employee would have to be **assigned to perform the primary responsibilities of the higher paid position** and not just a portion or incidental duties of the higher paid position.
- (e) Any employee who is assigned to perform duties other than those of their regular job in the same job group or lower job group, **shall continue to be paid their regular rate of pay.**
- (f) Employees assigned to a job in a higher paid job group shall receive vacation pay **in accordance with Article 9.1.**

8.4 Remuneration (Wages)

- (1) The City hereby approves the Job Group, Job Evaluation Salary Schedules and Wage Rates as set forth in Schedule 1 of this Agreement and undertakes:
 - (a) That until otherwise agreed, Civic Employees shall be paid according to **their respective classifications as set forth in the said schedule.**
 - (b) The Department of Human Resource Services shall carry out the following functions:
 - (i) Whenever changes occur in the duties required in respect to any position, to re-evaluate the same, and when new positions are created to evaluate same, in accordance with the principles as established by the Stevenson-Kellogg Report, or any other job evaluation system to which the parties may agree, to assign salaries in conformity with the evaluations to be carried out in consultation with the Department Head concerned, and with the Union Negotiation Committee if a Union position is involved.

Effective January 1, 2026 Section (1) above will cease to be in effect and will be replaced with the following:

- (1) Job Groups shall be as determined by the Joint Job Evaluation Plan. Salary Schedules and Wages Rates shall be as set forth in Schedule I of this agreement.**
 - (a) New positions or positions whose duties have significantly changed shall have the Job Group determined by the Joint Job Evaluation Committee.**
 - (b) For new permanent employees, after completion of initial probation, and subject to the approval of the Department Head, employees shall progress to the next step in the Salary Schedule, effective the first day of the next pay period.**

Thereafter employees shall progress to the next step in twelve (12) month intervals, effective on the nearest pay period with the exception of the Max Step.

- (c) For new non-permanent employees, after completion of working hours equivalent to six (6) months (1040 hours for employees working a 40 hour work week, 942.5 hours for everyone else), and subject to the approval of the Department Head, employees shall progress to the next step in the Salary Schedule, effective the first day on the next pay period.**

Thereafter non-permanent employees shall progress to the next step after working hours equivalent to twelve (12) months (2080 hours for employees working a 40 hour work week, 1885 hours for everyone else), effective the first day on the nearest pay period with the exception of the Max Step.

- (2) The maximum rate of pay shall be achieved twelve (12) months after the second last wage or salary step, by merit only. Merit is defined as satisfactory performance when qualifications sufficient to perform all duties of the position have been obtained.**
- (3) Regular performance ratings of employees shall be carried out at least annually.**
- (4) A promoted employee shall be paid the salary range for the position to which they advanced. If an employee has performed the duties of the position to which they advanced, they shall be given credit for the service in the position towards the earning of an increment. In no event shall their rate of pay exceed the maximum in the new range.**

- (5) Effective January 1, 2014, after achieving ten (10) years of **service**, permanent employees shall receive a one (1) percent increase to their wage or salary. After achieving twenty (20) years of **service**, a permanent employee shall receive an additional one (1) percent increase to their wage or salary.

8.5 Service Pay

- (1) Upon retirement of any permanent employee from the City's service under the provision of Article 17.2 – Pension Plan, the City shall pay to the employee a Severance Gratuity, including all service, calculated according to the following schedule:
- (a) fifteen (15) cents per day for each day of service in excess of five (5) years, but not exceeding ten (10) years;
 - (b) twenty (20) cents per day for each day of service in excess of ten (10) years, but not exceeding twenty (20) years;
 - (c) twenty-five (25) cents per day for each day of service in excess of twenty (20) years, but not exceeding twenty-five (25) years;
 - (d) thirty (30) cents per day for each day of service in excess of twenty-five (25) years.
- (2) The amount payable to any employee under this Article shall not exceed \$1,500.00.

8.6 Jury Duty

If an employee is required to serve as a juror or subpoenaed in Court as a witness, they shall suffer no loss of pay, provided that any compensation received by the employee for their services shall be submitted by the employee to the Director of Financial Services of the City immediately upon receipt.

8.7 Work Interruptions

- (1) In the event of a strike, payment of benefits shall be paid by the employer for the following:
- (a) Long Term Disability, Accidental Death and Dismemberment and Life Insurance (City and Employee's share if applicable)
 - (b) Pension (City and Employees share, if applicable);
 - (c) Annual Vacation; and
 - (d) Health and Dental Benefits (City and Employee's share, if applicable)

and they shall not be pro-rated.

- (2) (a) Employees will not be required to cross any legal picket line or to handle any goods from an employer where a strike or lockout is in effect except in case of emergency involving possible property loss or matters of sanitation affecting public health.
- (b) Employees who do not cross a picket line to report to work shall not be paid.

8.8 Dirty Work Premium

- (1) (a) A dirty work premium in the amount one dollar (\$1.00) per hour, in addition to the regular rate of pay, shall be paid to employees when the work being performed requires an employee to be in direct physical contact with raw sewage, such as:
 - repair and maintenance of the underwater piping system in the lagoons
 - hydro-vac truck operations
 - cleaning out septic tanks
 - cleaning sewer blocks (including use of rotor rooter machine)
 - maintenance on channel grinder
 - using high pressure spray equipment to clean off raw sewage
 - disassembly work on pumps/valves/pipes coated in or containing raw sewage
 - working in lift station manhole or sanitary sewer manhole
 - working on lagoon ponds
 - working in small confined spaces with sewage, i.e. weirs/gates
 - direct physical contact with herbicides and pesticides
 - manual garbage pick up
 - cleaning garbage truck hoppers
 - cleaning of body fluids outside of regular cleaning duties
 - (b) The dirty work premium is not payable for work performed which is in the vicinity of sewage or for duties normally associated with the conditions found in a wastewater environment.
 - (c) The dirty work premium will only apply if the employee is not in an overtime situation.
- (2) Double time will be paid to those employees who exhume a casket and assist in the removal of the remains. This does not include marking of the new grave or the excavation of the new grave.

8.9 Recertification and License Renewal

Employees shall ensure all certifications and licenses required for their position are kept current. With the exception of drivers' licenses, employees shall be reimbursed for the

cost of any recertification fee or license renewal fee required for their current position. Employees who wish to maintain certifications or licenses not required for their position may apply to their Department Head for consideration of reimbursement.

Certifications and licenses valid for more than one (1) year, paid for by the City, will be repaid to the City on a pro-rated basis in the event of the employee leaving the City for the purposes of working for another employer.

8.10 Overpayments – Underpayments

- (a) In cases of overpayments and underpayments of monies, notice of claim shall be given within two (2) years after the date on which the alleged error occurred.
- (b) Arrangements for recovery of overpayments shall be made over a mutually agreeable time frame with the employee affected and the Union. Whenever an employee is required to repay the City, a repayment option will be negotiated with the employee and the Union to ensure the employee is not left in financial hardship. If an employee has received a payment in error, repayment of the amount shall consider the period of time for which the overpayment occurred, and be made by December 1st of the calendar year, where possible. When the employee has been advised after a pay period that an overpayment was made, full repayment will be made in the next pay period. **Exceptions may be approved by Human Resources in exceptional circumstances where financial hardship can be demonstrated by the employee.**
- (c) Underpayments to employees shall be rectified as soon as possible.

ARTICLE 9 - VACATION

9.1 Annual Vacation with Pay

- (1) All permanent employees shall receive vacation based on the following schedule, which for the purpose of calculating vacation, gives these employees an anniversary date of January 1st.
 - (a) During the first partial year of continuous service, the pro-rated amount is based on three (3) weeks vacation.
 - (b) During the first full year of continuous service and each year thereafter, three (3) weeks vacation.
 - (c) After eight (8) years of service four (4) weeks vacation.
 - (d) After sixteen (16) years of service five (5) weeks vacation.

- (e) After twenty-two (22) years of service six (6) weeks vacation.
- (f) Vacation entitlements shall be based upon the year in which their anniversary date qualifies them for 3, 4, 5 and 6 weeks.
- (g) Employees shall be paid at their regular rate of pay at the time of taking their vacation.

Effective April 1, 2025, employees will receive vacation pay on supplemental earnings (including overtime, premiums, acting pay) based on 3-4-5 or 6/52's added on to each pay cheque.

- (h) An employee who leaves the employment of the City shall have all outstanding amounts or overpayments reconciled on the last pay cheque.
- (i) An employee who retires shall be afforded one (1) additional week of paid vacation in the year in which they retire.
- (j) Employees working the EDO work week shall have their vacation leave calculated on the basis of:
 - City Hall Staff – 7.8 hours per day
 - Outside Staff 8.6 hours per day

Half days of annual vacation will be the same length, whether the time is taken in the morning or afternoon.

- (k) To determine the annual vacation time used by an employee, the number of days of vacation actually taken by the employee shall be counted as those days the employee would have actually worked.

Example: Employee on vacation would have ordinarily worked Monday to Thursday with Friday an EDO, vacation time is four (4) days.

- (l) Annual vacation shall be the entire period between the last day worked prior to commencing annual vacation and the first day of work after the annual vacation period. Employees who wish to remain available for call outs to emergency situations during their annual vacation period are required to provide written notice of availability to their Out-of-Scope Supervisor or designate.
- (2) (a) Non-permanent employees not having completed a year of service shall earn vacation according to the proportion of that year employed without a break in service.

- (b) All non-permanent employees shall have their vacation pay calculated and added on to each pay cheque.
 - (c) Non-permanent employees shall receive increased annual holidays entitlement based on accumulated service at the levels as set out under Article 9.1(c), (d) and (e).
- (3) As approved by the Department Head, annual vacation shall be taken at a time that is mutually agreeable between the Out-of-Scope Supervisor or designate and the employee. The supervisor shall notify the Department Head of the vacation schedule.
- (a) Annual vacations shall be taken in their entirety or in periods of no less than one week, except by mutual agreement between the immediate Out-of-Scope supervisor and the employee involved.
 - (b) Annual vacations shall be taken in their entirety during the vacation year.
 - (c) Notwithstanding the foregoing, 1 week of vacation may be carried over to the next year and anything greater may be approved, in writing, by the Department Head. Any vacation carried over not used the following year will be paid out.
 - (d) Employees' requests for annual vacation shall be given preference wherever possible. Any request for annual vacation shall be given fair consideration, provided such request is submitted at least four (4) weeks in advance, and shall not be unreasonably denied. The City shall provide written confirmation of such requests within two (2) weeks of submission.
 - (e) Where operational requirements do not allow for two (2) or more employees to take the same vacation period, and where a resolution cannot be reached between the employees concerned, the allocation of vacation time shall be determined by the Department Head or designate.
- (4) In the event of illness during a permanent employee's vacation, the employee may, subject to the approval of the Department Head, be allowed a deferred vacation subject to the following:
- (a) Sick leave may be substituted for holidays in exceptional circumstances if the employee can prove sickness for more than three (3) days at one time while on vacation.
 - (b) The employee shall produce a doctor's certificate substantiating the illness through the Department Head to the Director of Human Resource Services.
 - (c) Each individual case will be considered on its merits.

- (d) Unless otherwise mutually agreed, an employee will return to work at the end of their normal vacation period.
 - (e) Any vacation to which an employee would be entitled as a result of sick leave would be taken as mutually agreed between the Department Head and the employee.
 - (f) This whole sub-section is intended to cover only those exceptional cases where a person is hospitalized or under a doctor's care (does not cover minor illness such as common cold or flu).
- (5) In the event of a death and bereavement of an immediate family member as per Article 11.7 – Bereavement Leave, of the Agreement, permanent employees, while on annual vacation, may, upon approval by the Department Head, be allowed a deferred vacation equal to the time lost through the bereavement. The employee shall apply for and submit proof for the leave, through the Department Head and Director of Human Resource Services, upon returning to work from annual vacation. Any deferred vacation days granted for bereavement shall be taken at a later date, as mutually agreed by the Department Head and employee.

9.2 Legal Holidays

- (1) Employees will receive a day off with pay on the following holidays:
- (a) New Year's Day
 - (b) Family Day
 - (c) Good Friday
 - (d) Victoria Day
 - (e) Canada Day
 - (f) Saskatchewan Day
 - (g) Labour Day
 - (h) Thanksgiving Day
 - (i) Remembrance Day
 - (j) Christmas Day
 - (k) Boxing Day
 - (l) Any day proclaimed by Their Worship the Mayor as a Civic Holiday.
 - (m) **Half day** off on the last previous working day before both Christmas and New Year's Day.
 - (n) **National Day for Truth and Reconciliation**

That notwithstanding, where any of the holidays fall on an employee's normal day of rest, the next normal working day following, **or another mutually agreeable day** shall be taken as the holiday. If any two consecutive holidays fall on an employee's normal days of rest, the next two normal working days **or two mutually agreeable days** shall be taken as the holidays.

- (2) Employees working the EDO work week shall have their legal holidays calculated on the basis of:
 - City Hall Staff – 36 ¼ hours per week
 - Outside Staff 40 hours per week.
- (3) If an EDO falls on a legal holiday, the day off shall be rescheduled immediately prior to or following the holiday. If the EDO cannot be taken at that time, another day shall be determined by mutual consent between the employee and their Out-of-Scope Supervisor or designate.
- (4) Employees who are absent from work on approved leave of absence without pay for one month or more, or while on lay off for fourteen (14) or more working days, are not entitled to pay for legal holidays, as provided for in this Agreement.

ARTICLE 10 – SICK PAY AND SICK PAY BENEFITS

10.1 Duty to Accommodate

Accommodation of employees within the workplace is a shared responsibility between the Employer, the Union and the employee.

The Employer agrees to make every reasonable effort, short of undue hardship, to provide suitable modified or alternate duties to Employees who are temporarily or permanently unable to return to their duties as a consequence of an occupational or non-occupational disability. Employees are expected to comply with the established accommodation plan.

10.2 Accumulation/Usage

- (1) Permanent employees who have been in the City's service for at least six (6) months continuously, shall earn sick leave at the rate of one and one quarter (1 ¼) days per month of continuous service pro-rated on the actual number of hours worked per month. The accumulation shall not exceed fifteen (15) work days in any one (1) year of service. For the first six (6) months of employment, sick days are earned but deferred until after six (6) months.
- (2) Non-permanent employees, upon becoming scheduled or completing one (1) year of continuous service, shall start to earn sick leave at the rate of one and one quarter (1 ¼) days per month of continuous service pro-rated on the actual number of hours worked per month. Accumulation shall not exceed fifteen (15) days in any one (1) year of service.
- (3) Sick pay shall be allowed for a period of more than three (3) consecutive working days only if the employee produces a certificate signed by a duly qualified medical

practitioner certifying that the employee, by reason of illness, was unable to perform their duties during the period for which the claim is made. The employer shall reimburse to the employee the cost of such certificate. Sick pay is not allowed for absences which are a result of an injury incurred during self-employment or employment with an employer other than the City of Moose Jaw.

- (4) Payment for sick leave will only be made to employees working under Article 7.6 (1) on occasions when an employee has been scheduled and agreed to work in excess of one (1) day and works a minimum of one (1) day of the scheduled work period.
- (5)
 - (a) A deduction shall be made from accumulated sick leave of all normal work days absent for sick leave.
 - (b) Employees will accumulate to a maximum of eighty-five (85) working days.
 - (c) Days of rest accruing during the absence of any employee on sick leave shall not be deemed to be sick leave for the purpose of this Article.
 - (d) Employees who are receiving sick pay credits shall be entitled to accumulate sick days to their credit. Employees while on Long Term Disability shall not accumulate sick pay credits.
 - (e) No usage of sick credits (or accumulation) shall be allowed on an EDO unless the employee was scheduled to work on the EDO, in which case another day shall be mutually agreed upon by the employee and their Out-of-Scope Supervisor or designate as the employee's EDO.
 - (f) If employees on a graduated return-to-work (GRTW) plan are not working the requisite number of hours to be entitled to an EDO, EDOs stop during a GRTW and commence when the employee returns to full-time hours. The medical practitioner designing the GRTW plan shall dictate the work schedule of the employee.
 - (g) **For non-permanent employees, in no case, will the payment for sick time continue beyond the normal date of lay off.**
- (6) **Subject to the approval of the Out-of-scope Supervisor or delegate, an employee may be granted up to three (3) hours of sick leave to attend a medical appointment where it is not possible for the appointment to occur outside of the employee's normal working hours. Where required, additional time may be approved by the Out-of-Scope Supervisor or delegate.**

10.3 Subrogation (Repayment of Sick Leave)

If any employee is injured in an accident or becomes ill or injured in any circumstances where the employee commences any action for the recovery of lost wages and benefits against the person causing such injury, accident or illness (or their insurer) for their injury, and the employee has used their sick credits under this Article and has been paid the salary and wages from their sick pay and sick pay benefits, the employee shall reimburse the City the amount recovered for lost wages and benefits paid by the person causing the injury, accident or illness (or their insurer), and upon receipt of the payment, shall have all the sick pay credits used during the period of injury, accident or illness reinstated to their credit on a pro-rated basis.

Employees in receipt of 3rd party insurance (i.e. SGI) for a period of three (3) months continuous or longer shall receive pro-rated adjustments in the following:

- sick credits
- vacation

10.4 Retirement Benefit

Any employee who retires on the basis of age as provided for in The City of Moose Jaw Pension Plan, shall be paid a retirement gratuity (over and above any other gratuities mentioned elsewhere in this Agreement) equivalent to one (1) day's pay for each four (4) full days of sick pay benefits to their credit as of the date of retirement.

10.5 Extended Medical Absence

Any employee who is absent from work on an extended basis for medical reasons, who is not in receipt of long-term disability benefits, must continue to provide medical confirmation of their inability to perform the duties of their position. **For an absence expected to last longer than five (5) days, employees will be provided with a restrictions form for completion by their physician to determine whether the employee is capable of performing their regular or modified duties. The employee will also be required to have this form completed by the physician each time they attend for a re-assessment of their condition. Upon return of the form to the Department of Human Resource Services, a meeting will be arranged with the employee and union representative to discuss available modified duties suitable to the employee's abilities on a temporary basis. The cost of having the form completed will be borne by the City.**

If the employee is medically capable of attending to the workplace, the City will endeavour to accommodate the employee with temporary work duties subject to any restrictions identified by the employee's physician.

- (a) An employee in receipt of sick pay, who returns to duties of a lower paid position, shall continue to receive the rate of pay for their position.

- (b) An employee in receipt of sick pay, who returns to duties of a higher paid position, will be paid the rate of pay for the higher position.
- (c) An employee not in receipt of sick pay, who returns to any duties, will receive the appropriate rate of pay for the duties being performed.

10.6 Long Term Disability

- (1) Permanent employees employed with the City who are under the age of sixty-five (65) years shall be entitled to long term disability benefits after the employee has exhausted either eighty-five (85) days of the accumulated sick pay credits or in cases where an employee has not accumulated eighty-five (85) days to their sick pay credits, they shall utilize the Employment Insurance sick benefits up until and including the eighty-fifth (85th) day before being eligible for the long term disability benefits. These long-term disability benefits, including adjudication and rehabilitation services, are carried by an insurance company underwriter, policy with the benefit provider and maintained by the City.
- (2) It is the employee's responsibility to provide, at their own expense, the medical information required by the insurance company to assess and continue a claim for long term disability benefits.
- (3) The long-term disability benefit is to be seventy (70) percent of the disabled employee's rate of pay at the time long term disability commences.
- (4) The long-term disability benefit is integrated with the Canada Pension Plan and Workers' Compensation Board disability benefits. The indexing of the Canada Pension Plan and Workers' Compensation Board benefits will not reduce the benefits under the long-term disability plan.
- (5) After an employee has been on long term disability benefits for a period of twenty-four (24) months, and every twelve (12) month period thereafter, if requested by either party, the parties may meet and review the amount of disability payment being paid to the employee to determine the amount of additional income that may be required in order to maintain a fair standard of living for the employee.
- (6) For the period of twenty-four (24) months, the employee shall receive pay equal to the level of seventy (70) per cent of salary or wages, based upon the wages paid at the time long term disability commences.
- (7) If, during or at the end of the before mentioned twenty-four (24) months, the employee's medical condition is such that the employee is able to be retrained for employment whether with the City of Moose Jaw service or otherwise, the payments shall be made to the employee equivalent to the seventy (70) per cent before mentioned less any earnings of salaries or wages during the time of retraining and re-employment.

- (8) Should the illness or disability of the employee be of such a nature as to render any form of work retraining impossible, the employee shall receive seventy (70) percent of wages until the normal retirement age.
- (9) Upon returning to work after long term disability, an employee will be permitted to take leaves of absence wherever required to allow the concerned employee to bring their health to a state where they can re-enter the work force on a full time basis.
- (10) The insurance company underwriting the long-term disability insurance policy shall annually provide both parties with a financial report on the Plan and, at the request of either party, the parties shall meet to review the performance and costing of the Plan.
- (11) Employees upon qualifying for long term disability benefits through the Disability Insurance Plan shall be paid all monies owing to them for annual holidays earned to the date of qualification (i.e. both unused days in the current year plus accrued holidays to the date of qualification). The payment of holiday pay will not reduce nor delay the long-term disability benefits payable by the insurance company.

10.7 Return to Work

- (1) After an employee has been receiving Long Term Disability benefits for sixty (60) working days and it is known that the employee will not be able to return to work within at least the next sixty (60) working days, the Union and the City shall meet to review the need to fill the vacant position. Upon mutual agreement, the City shall bulletin and fill the position and any subsequent vacancies in accordance with Article 14.1 of the Collective Agreement.
- (2) If the position vacated by the disabled employee has been bulletined and filled and the disabled employee is medically able to again perform the duties of that position within two (2) years from the time the employee became disabled, the employee shall return to that position. If the position vacated by the disabled employee has been eliminated, the disabled employee shall return to an equivalent position at the rate of pay applicable to their former position.
- (3) If the disabled employee is medically able to return to work after two (2) years from the time the employee became disabled, the Union and the City shall meet with the employee to confirm the available options for the employee's return to work. Subject to medical restrictions as set out by a qualified medical practitioner, the employee will be placed into a position equivalent to the position formerly occupied. Employees will be accommodated up to the point of undue hardship. All employees affected by the return to work of a disabled employee will utilize the provisions of Article 13 – Layoffs, Bumping, Recall.

10.8 Care of Immediate Family

- (1) Where a permanent or scheduled temporary employee must **provide** for the needs of an immediate family **member** (immediate family member being mother, father, spouse, children, common-law spouse and common-law children) **or other dependent as approved by the Out-of-Scope Supervisor**, the employee shall, upon notification to the Out-of-Scope Supervisor or designate, **be entitled to use up to five (5) sick days per year, and the sick credits shall be deducted accordingly. In the absence of any remaining sick credits, the employee shall be entitled to use any vacation remaining to their credit in that year.**
- (2) In the event an employee requires additional leave than that provided for above, the leave may be granted by the City Manager or **delegate**.

ARTICLE 11 - LEAVE OF ABSENCE

11.1 Leaves of Absence

- (1) Any employee may **request a discretionary leave of absence.**
- (2) The request for a leave of absence must be submitted one (1) month in advance.
- (3) **All leaves of absence requests will be subject to the approval of the Department Head.**
- (4) Employees will be advised as to **whether the request for a leave of absence has been approved at least one (1) week prior to the date for which the leave was requested.**
- (5) Employees may not take other employment during the leave except by written permission of the City Manager **or delegate**. Failure to receive approval shall be considered a resignation from the City.
- (6) No pay in lieu of rescheduling of any days **shall be given to employees on leave of absence. They shall be deemed to have forfeited the EDO. Pay is calculated based on hours of work**
- (7) For any leave of absence without pay of one (1) continuous month or longer, the following benefits shall be pro-rated:
 - sick pay credits
 - annual holidays
 - anniversary date for probation
 - anniversary date for salary increments

- (8) Except for medical leaves of absence, no leave of absence shall extend more than one (1) year. Exceptions may be approved by the Director of Human Resources in exceptional circumstances.**

11.2 Union Business

- (1) Subject to operational requirements, in case of any member of the Union being appointed to represent the Union at conventions, conferences or executive meetings, one member per department shall be granted leave, without pay, with not less than seven (7) days prior application to their Department Head. If other Union representatives within the Department request leave of absence, without pay, it may be granted by the City Manager or delegate.**
- (2) The City will continue all wages and benefits for employees on Union Leave and on a monthly basis will provide the Union with a detailed invoice. The City shall be reimbursed by the Union on a monthly basis at the current cost to the City.**

11.3 Union Representatives

Any permanent employee who is selected for a full time position with the Union, or with which the Union is chartered and affiliated, shall upon application to their Department Head, be granted a leave of absence without pay for a period of time not exceeding one (1) year, provided two weeks' notice is given.

- (a) The leave shall be renewed each year upon application three (3) months prior to completion of the employee's leave of absence.**
- (b) No claim shall be entertained for any promotions effected during the employee's leave of absence.**
- (c) Employees on leave in excess of two (2) months, shall give a minimum of fourteen (14) days' notice, in writing to their Department Head and the Department of Human Resource Services, of their intent to return to work.**
- (d) In the event of a renewal greater than eighteen (18) months, the City shall post the vacancy on a permanent basis. Article 13.4 would apply upon the employee's return.**

11.4 Public Office

Any permanent employee who is selected to public office (other than municipal) shall be granted a leave of absence without pay. For the period of holding office, the employee shall retain their original seniority rights with no decrease in status, but without claim to any promotions effected during their absence.

11.5 Education

Educational leave is acknowledged to be of mutual benefit to employees and the employer.

- (a) If an employee requests educational leave **that is approved by the Department Head**, they may be granted the leave for a period of up to one year with no loss of seniority or benefits.
- (b) If the City requests an employee to upgrade their education, the City shall maintain all wages and benefits.
- (c)
 - (i) Educational leave that is not job related may be granted for a period of up to twelve (12) months.
 - (ii) Leaves of absence under (c) (i) will not be granted in consecutive years; however, an employee may resign from a permanent position for educational purposes and retain all seniority earned to date in order to be called for employment in a temporary position.
 - (iii) If an employee is granted educational leave that is not job related, they shall receive no remuneration, or benefits.
- (d) In the case of educational leave, employees may request special flexible working arrangements which must be mutually agreeable between the Employer and the Union.

11.6 Parenting Leave (as per *The Saskatchewan Employment Act* as from time to time amended)

Employees on any approved Parenting Leave shall **maintain** seniority during the leave.

Extensions may be granted by the City Manager or delegate.

At least fourteen (14) days' notice shall be given by the employee prior to the date upon which they will return from leave.

(1) Maternity Leave

- (a) Every employee who:
 - (i) is currently employed and has been in the employment of the City for a total of at least twenty (20) weeks in the fifty-two weeks immediately preceding the day on which the requested leave is to commence;

- (ii) submits to the City an application in writing for leave under this Article at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence the leave; and
- (iii) provides her employer with a certificate of a qualified medical practitioner certifying that she is pregnant specifying the estimated date of birth;

shall be granted maternity leave from her employment with the City.

(b) Where:

- (i) an employee has failed to comply with clause (1)(a)(ii) but is otherwise entitled to maternity leave pursuant to sub-section (a); and,
- (ii) the employee has not provided a certificate of a duly qualified medical practitioner certifying that there are bona fide medical reasons that require the employee to cease work immediately

the employee shall be granted maternity leave from her employment with the City.

Maternity leave will be for a period of up to **eighteen (18) months**.

(2) **Parental Leave**

(a) Every employee who:

- (i) is currently employed and has been in the employment of the City for a total of at least twenty (20) weeks during the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence; and
- (ii) submits to the City a written application for leave at least four (4) weeks before the day specified by the employee in the application as the day the employee intends to commence the leave;

shall be granted parental leave.

- (b) Parental leave consists of a period of not more than twelve (12) weeks to be taken in any combination during the month before or eight (8) months following the estimated date of birth or the day on which the child comes into the employee's care.

- (c) The City shall grant to an employee who fails to comply with clause (2)(a)(ii), upon application, leave for a continuous period of twelve (12) consecutive weeks, commencing on a day within three (3) weeks after the date of birth or the day on which the child comes into the employee's care.

(3) **Adoption Leave**

- (a) Every employee who:
 - (i) is currently employed and has been in the employment of the City for a total of at least twenty (20) weeks in the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence; and
 - (ii) submits to the City a written application for leave at least four (4) weeks prior to the day on which the child comes into the employee's care; and
 - (iii) is to be the primary caregiver of the adopted child during the period of the leave;

shall be granted adoption leave.

- (b) Adoption leave consists of a period of not more than eighteen (18) weeks commencing on the day the child becomes available for adoption.
- (c) Where an employee is unable to comply with clause (3)(a)(ii), the employee shall give notice to the City equivalent to the notice given to the adoptive parents by the Department of Social Services, the adoption agency or the birth parent.
- (d) Division 2, Subdivision 11 and Section 2-50 of The Saskatchewan Employment Act, with necessary changes, apply to adoption leave under this article.

11.7 Bereavement Leave

- (1) Leave of absence with full pay shall be granted to employees who suffer the loss by death of a member of their immediate family. [Immediate family being interpreted as mother, father, legal guardian, indigenous elder, brother, sister, spouse, fiancé, children, mother-in-law, father-in-law, grandchildren, grandparent of employee or spouse, common-law spouse, children of common-law spouse, and parents of common-law spouse (common-law means a minimum three (3) months co-habitation).

- (2) Where the death and burial of the relative mentioned in this Section occurs in Moose Jaw, such bereavement leave shall consist of four (4) working days or part thereof, to be taken at the time of the death, and funeral and/or interment.

Leave of absence with full pay shall be granted to employees who suffer the loss by death of an aunt, uncle, niece or nephew for up to two (2) working days, to be taken at the time of death, funeral and/or interment.

- (3) Where the burial of the relative mentioned in this Section takes place at a place other than in Moose Jaw, such bereavement leave shall consist of the days, or part thereof, mentioned above, as well as reasonable travel time, which bereavement leave and travel time together shall not exceed seven (7) days in total, inclusive of any of the employee's rest to be taken at the time of death, funeral, and/or interment.
- (4) The employee (or the employee's designate) shall notify the Department Head (or the Department Head's designate) prior to commencing bereavement leave under this Article.
- (5) Bereavement leave in the case of death of other persons or call for pallbearer duty, or additional leave beyond what it is provided above, may be granted at the discretion of the Director of Human Resource Services.

11.8 Interpersonal Violence/Sexual Violence Leave

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.

Workers subject to interpersonal violence, or sexual violence, may take up to 10 days of leave, five of which are paid, in a 52-week period. The leave can be taken intermittently or in one continuous period. Only the time away from work is considered leave time.

All personal information concerning interpersonal or sexual violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's personal file without their express written permission.

The Employer agrees that no adverse action will be taken against an employee if their attendance or performance at work suffers as a result of experiencing interpersonal or sexual violence.

ARTICLE 12 – SENIORITY

12.1 Application of Seniority

- (a) Seniority is defined as years of service in the bargaining unit.**
- (b) Seniority will be bargaining unit wide from the date of hire unless otherwise specified.** Employees employed at the date of contract signing will be ranked in order of seniority calculated on days credited for CUPE Local 9 from the date the employee last entered the service of the employer.
- (c) For the purpose of determining the seniority of two (2) or more employees who have the same bargaining unit seniority, their social insurance numbers will be used. The employee with the lowest last six (6) social insurance numbers will be considered the senior.**

12.2 Seniority

- (a)** Upon completion of the required probationary period, new permanent employees shall earn seniority from the date of hire in the permanent position.
- (b) Non-permanent employees shall acquire seniority rights only after they have completed six (6) months of service. At that time, their seniority is retro-active to the date of employment.**

12.3 Accumulation of Seniority

- (1) An employee shall maintain seniority for:**
 - (a)** consecutive time off while receiving benefits under The Workers' Compensation Act for a maximum of two (2) years;
 - (b)** maternity, parental or adoption leave, up to a maximum of eighteen (18) months as per current legislation;
 - (c)** leave granted for a union position under Article 11 Leaves of Absence, not to exceed one (1) year;
 - (d)** consecutive time off while receiving benefits under Article 10 – Sick Pay and Sick Pay Benefits respecting sick leave and long-term disability to a maximum of two (2) years;
- (2) For any leave of absence that exceeds the limits outlined in 12.3 (1), the seniority date shall be adjusted proportionate to the length that the leave exceeds the limits.**

12.4 Loss of Seniority

An employee shall lose seniority if the employee:

- (a) is discharged for just cause and is not reinstated;
- (b) resigns or retires from service with the City;
- (c) if after layoff, a permanent employee fails to report for seven (7) days after notification to the employee's address on record with the City unless the employee furnishes reasons for such failure satisfactory to the City Manager or delegate.
- (d) is not employed with the City for a period exceeding two (2) years. **The onus is on the employee to keep the City apprised of their current address and phone number by updating their profile on the City's online payroll system.**
- (e) for **term and** casual employees an interval of non-employment of greater than **ninety (90)** calendar days within the bargaining unit.

12.5 Seniority List

The City shall provide the Union with a copy of the seniority list by April 30th of each year. The seniority list will specify each employee's status, i.e. permanent or non-permanent.

ARTICLE 13 – LAYOFFS, BUMPING, RECALL

Permanent Employees

13.1 Layoffs

Layoffs shall be based upon insufficient work as determined by the Department Head. When it is necessary to reduce the number of employees in any department, permanent employees shall be laid off only after all non-permanent employees anywhere in the City service, have been laid off in positions for which the permanent employee possesses sufficient qualifications to perform the duties of the job.

- (a) In the event there is a reduction in staff involving new employees in permanent positions who have not yet acquired seniority, the employee hired into the position last shall be laid off first, providing the employee being retained has the sufficient qualifications to perform the duties of the available position.

13.2 Options on Layoff

Permanent employees who are laid off or have their positions abolished in accordance with Article 20.5 will have the right to access one (1) of the following options:

- a) Bumping rights in accordance with Article 13.4;**
- b) Resign and receive severance pay in accordance with Article 13.5.**
- c) Retire (if eligible) and receive severance pay in accordance with Article 13.5 as well as retirement benefits outlined in this agreement.**

13.3 Notice

In the event of a layoff the employer, Union and affected employees shall meet within five (5) days of the layoff notice, to discuss all options available at that time.

The employee will notify the employer, not later than ten (10) **working** days from the meeting, what options have been selected in the bumping process. The choice may not be changed following notification unless the employee applies for a position under Article 14.1 - Staffing.

13.4 Bumping

No employee may bump an employee with more seniority. Qualifications being sufficient to perform the duties of the job, a laid off or displaced permanent employee may use seniority to bump the least senior employee in the following order:

- 1st Any vacant position within the employee's job group. Where there is no vacant position, any positions encumbered by a less senior employee.**
- 2nd Any vacant position for which they have previously occupied and are currently qualified. Where there is no vacant position, any positions encumbered by a less senior employee.**
- 3rd The least senior permanent employee in a position for which the displaced employee is qualified.**
- 4th Any vacant permanent or non-permanent position approved for filling anywhere in the bargaining unit. Where there is no vacant position, any positions encumbered by a less senior employee.**

Subject to qualifications being sufficient to perform the duties of the job, any employee who bumps shall have the right to be retrained in the position into which they have bumped.

13.5 Severance

- (a) **Employees who elect to resign or retire (if eligible) with severance in accordance with Article 13.2 shall be entitled to a severance payment based on their years of service as outlined in Article 15.1.**
- (b) **Employees who elect to resign or retire with severance are not eligible for recall as outlined in Article 13.6.**

13.6 Recall

- (a) Employees laid off in accordance with Article 13.1 – Layoffs, shall be returned to work in positions for which they are qualified in order of their seniority.
- (b) The City will establish and maintain a recall list of permanent employees. The names of the laid off employees will remain on the list for a period of two (2) years. Failure to respond to recall will be considered a resignation. Employees being recalled from layoff shall be notified by registered mail addressed to the last known address of the employee concerned. It shall be the responsibility of the laid off employee to keep **their address current in Dayforce to ensure Human Resources is able to contact them.**

Non-Permanent Recallable Employees

13.7 Layoffs

- (a) Employer initiated layoffs shall be based upon insufficient work as determined by the Department Head. When it is necessary to reduce the number of non-permanent **recallable** employees in any department, the following shall apply:
 - (i) Non-permanent **recallable** employees within the Department not having attained seniority rights **shall be laid off at the discretion of the Department Head.**
 - (ii) In the event of a layoff, non-permanent **recallable** employees shall be retained within the employing department on the basis of seniority and sufficient qualifications to perform the work.
 - (iii) **At the time of layoff, employees may indicate in writing if they would like to be considered for recall opportunities outside their primary assignment.**

13.8 Recall

- (a) Non-permanent **recallable** employees shall return to work **in their primary assignment** in order of recall, based upon their seniority and sufficient qualifications for the position available. **Once recalls have been exhausted for employee's primary assignment, employees who chose to be considered for other assignments as per Article 13.7 (iii) will be recalled based upon their seniority and sufficient qualifications for the position available.**
- (b) Non-permanent **recallable** employees who are not available **for recall** or fail to provide written notification that they are available for recall shall be deemed to have resigned and shall lose their seniority unless they **request and are approved for a leave of absence (educational, medical, personal).**
- (c) Subject to **(b) above**, non-permanent **recallable** employees shall ensure they are available for employment **in their primary assignment or any other assignments indicated as per Article 13.7 (iii).**

ARTICLE 14 – STAFFING AND PROBATION

14.1 Staffing

- (a) Any full-time position filled continuously on a full time basis by a permanent or a non-permanent employee for a **period of twelve (12) consecutive months** shall be bulletined and filled as a permanent position unless the Union and City mutually agree otherwise.
- (b) All new positions and vacancies to be filled shall be posted on the bulletin boards by Human Resource Services for a period of **seven (7) working days**. The posting shall contain brief particulars of the position including rates of **pay, qualifications, and length of term (when applicable).**
- (c) If a permanent employee is the successful applicant for a **non-permanent term** vacancy, they shall return to their regular position at the completion of the **term** vacancy unless mutual agreement **has been reached** for other arrangements.
- (d) For the purpose of filling a posted position, seniority shall be calculated on bargaining unit-wide basis. Provided that the applicant has the qualifications required in the job description at the time of posting, positions shall be filled by:
 - (i) the senior qualified applicant from within the bargaining unit.

- (ii) qualified employees who have not achieved seniority as defined in Article 12.2 and Article 14.2(1).
- (iii) If there are no applicants who possess the required qualifications, the City may hire and fill the position from any source provided the applicant possesses the qualifications required in the job description.

Note: The seniority of an applicant is determined as at the date the posting closes.

Following the closing date of a posting, the Union upon request shall be provided with a list of their members who applied for the position.

14.2 Probation

(1) (a) Probation

New employees in **permanent positions** shall be on probation for a six (6) month period or the equivalent number of hours actually worked for other than full-time employees.

(b) Trial Period

Employees who have completed probation and subsequently accept another position shall be on a **trial period** in the new position for a period of three (3) months, except where the duties of the new position greatly differ in nature from the current duties, then the **trial period** shall be six (6) months.

(c) The Employer must notify the Union president or designate when extending an employee's probation or trial period.

(d) Employees on probation or trial period shall have their performance evaluated half-way through and at the end of the required period. The results of the evaluation shall be provided in writing to the employee and the Department of Human Resource Services and shall be discussed with the employee by the appropriate Out-of-Scope Supervisor or designate. Once the employee has worked beyond the initial probationary period identified in the collective agreement, they will be considered permanent employees.

(2) (a) Should the Department Head decide that a probationer or employee on a **trial period** is not qualified for the position, then the **employee** shall revert to their former position or status, and any other employees affected by such reversion shall likewise revert.

- (b) Where the employee opts to revert or is reverted during the probation or trial period, that employee shall not have the right to apply for the same position or a position requiring substantially the same qualifications for a period of twelve (12) months.
- (3) **Non-permanent employees do not have a probationary period. Time spent in a non-permanent position performing the same duties will count towards completion of probation up to a maximum of three (3) months upon movement to a permanent position, provided there is no break in service between the non-permanent and permanent assignment.**
- (4) **New non-permanent recallable employees will have their performance evaluated after three (3) months and prior to their first layoff. If they pass this assessment, they will be eligible for recall. If they do not pass, they will be terminated.**

ARTICLE 15 – RESIGNATIONS, SUSPENSIONS, DISMISSALS & TERMINATIONS

15.1 Written Notice

- (a) Employees are required to give the City of Moose Jaw two (2) weeks' written notice of their resignation.

No employee shall be laid off or terminated, except for just cause, without written notice as set out below:

Two (2) weeks written notice if the period of employment is six (6) months or more but less than three (3) years.

Four (4) weeks written notice if the period of employment is three (3) years or more but less than five (5) years.

Six (6) weeks written notice if the period of employment is five (5) years or more but less than ten (10) years.

Eight (8) weeks written notice if the period of employment is ten (10) years or more.

- (b) Non-permanent employees with three (3) continuous months of service shall be entitled to receive and obliged to give a written notice of one (1) week if the period of employment is less than one (1) year.
- (c) Dismissals for just cause shall be made without any notice.

- (d) When the services of a permanent employee are dispensed with, the Department Head shall notify the City Manager and Secretary of the Union in writing, setting forth the reasons.

15.2 Discipline

- (1) Whenever an employee is disciplined in any manner they will be informed of the nature of the misconduct, the standard of performance expected and the consequences of not meeting those standards. The written particulars of the discipline will be supplied to the Secretary of the Union.
- (2) Any employee subject to discipline shall be notified of the alleged misconduct. Except in cases where the safety of people or property are compromised or threatened, an employee shall not be held out of the service or disciplined until a **fact finding meeting** has been held.
- (3) The **fact finding meeting** will be held within ten (10) working days of Management's knowledge of the event. Timelines may be extended by mutual agreement due to extenuating circumstances. The Union shall be informed and the employee shall have the right to Union representation during the **fact finding meeting**.
- (4) The Union shall be furnished with copies of the relevant material documents **upon request**.
- (5) Neither the Union nor the employee's right to the grievance clause is restricted by any provision contained within the foregoing.

- 15.3** An employee shall have any disciplinary-related document removed from **their** personnel file after a period of thirty-six (36) months following the date of the discipline, provided that during this period no subsequent disciplinary documents are placed in the employee's file. Such prior discipline shall not be used against the employee after this thirty-six (36) month period.

ARTICLE 16 – GRIEVANCE & ARBITRATION PROCEDURES

16.1 General

A grievance shall be defined as a difference or dispute between the Employer and any employee(s) or the Union arising as a result of the appropriateness of discipline or the interpretation, application, administration or alleged violation of this Collective Agreement and its Letters of Understanding.

16.2 Pre-Grievance

Prior to the submission of a grievance at Step 1, the Union may attempt to resolve the dispute through discussion with the delegated Out-of-Scope Supervisor or designate. If the matter is not settled to the Union's satisfaction, the Union may proceed to file a grievance.

16.3 1st Step

In making application for a hearing, the Union shall outline in writing the matter grieved within fifteen (15) working days. The appropriate Department Head shall hear the Union's presentation within ten (10) working days after receipt of the grievance. The Department Head shall, within ten (10) working days following the hearing, give their report and/or decision and reasons in writing to the Union.

16.4 2nd Step

- (a) In the event the decision of the Department Head is unsatisfactory to the Union, it may appeal to the City Manager by filing the written statement of grievance as well as a copy of the decision and reasons of the Department Head. The appeal shall be filed with the City Manager within ten (10) working days following the receipt of the decision of the Department Head.
- (b) The City Manager shall hear the appeal within ten (10) working days after it has been filed with the City Manager and shall give the City Manager's decision in writing within ten (10) working days after the conclusion of the hearing.

16.5 3rd Step

If the Union is not satisfied with the decision of the City Manager, within ten (10) working days of having received the ruling, the Union may proceed directly to Arbitration or may submit the grievance for mediation to the Department of Labour. Where grievances cannot be resolved in Step 2 and the submission for mediation has not occurred, the grievance maybe referred to arbitration within thirty (30) days following receipt of the City Manager's decision at Step 2.

Where mediation has been requested by the union, but no resolution has been achieved, the grievance may be referred to the Board of Arbitration within thirty (30) days following the conclusion of mediation.

16.6 Board of Arbitration

If the Union is not satisfied with the decision of the City Manager or delegate, the Union has thirty (30) days in which it shall notify the City Manager of its intention to proceed to a Board of Arbitration.

- (a) Each party shall name one (1) nominee to the Board.
- (b) These two (2) nominees shall endeavour to agree on a Chairperson for the Board. In the event the nominees cannot agree on a Chairperson, they shall request one be appointed by the Minister of Labour Relations and Workplace Safety.
- (c) The Board shall follow commonly accepted arbitration hearing procedures and will provide an opportunity for each party to the dispute to present its case.
- (d) The Board shall confine itself to the matter grieved and shall not have any power to alter, change, or amend in any way, the provisions of this Collective Agreement.
- (e) The Board shall hold its hearings and render its decision within sixty (60) days of the last hearing date.
- (f) The majority report of the Board shall be the findings of the Board and shall be final and binding on both parties.
- (g) Each party shall pay the salary and expenses of its nominee and the salary and expenses of the Chairperson shall be borne equally by the parties.

16.7 Extended Time Limits

The time limits as set out in the various steps may be extended by mutual agreement.

ARTICLE 17 – EMPLOYEE BENEFIT PLANS

17.1 Retirements

Retirements shall be in accordance with the **City of Moose Jaw Pension Plan**.

17.2 Pension Plan

- (1) **The City of Moose Jaw Pension Plan** shall be set forth in Bylaw 5365, as is amended or substituted from time to time.
- (2) The employees shall be represented on the Pension Administration Board as provided for in The City of Moose Jaw Pension Plan.
- (3) Employees covered by this Collective Agreement shall contribute 7.5% of their remuneration, as defined in The City of Moose Jaw Pension Plan document, towards the Pension Plan. The City shall match the employee's pension contribution rate.

17.3 Vested Rights in Pension Contributions, etc. in Case of Death in Service or Incapacitation Through Ill Health

- (1) Whenever an employee dies while in the City's service, the City shall pay to the surviving spouse of the employee, or if no spouse survives, then to the Executor or Administrator of the employee's estate, the following:
 - (a) any wages or salary due;
 - (b) any holiday pay due;
 - (c) any service pay credits earned;
 - (d) any gratuity for which such employee would have been qualified under Article 10.3 – Sick Pay and Sick Pay Benefits had they attained retirement age and retired as of the date of their death.
- (2) Whenever an employee resigns for ill health or injury certified by a Medical Practitioner, to be of such nature or character as to prevent the employee from properly carrying out their duties, or where the employee is permitted to resign for any cause which, in the opinion of the City Manager or delegate, incapacitates them from properly discharging their duties, the provisions of sub-section (1) hereof shall as necessary apply, except that payments shall be made directly to the employee upon the employee's request.
- (3) Whenever an employee is terminally ill as defined in Article 2 – Definitions, the provisions of sub-section (1) shall apply and be payable to the employee upon the employee's request.
- (4) Whenever an employee is laid off, is dismissed or resigns for cause not covered by sub-section (2), the City shall only pay to the employee the items listed under clauses (1)(a) and (b).
- (5) Any Pension Plan benefits payable on or after the death of an employee shall be payable to the employee's beneficiary or their legal representative, in accordance with the provisions of The City of Moose Jaw Pension Plan.

17.4 Group Insurance

- (1) The City agrees that it will maintain its contribution as required by the Group Insurance Plan and the Accidental Death and Dismemberment Plan entered into and maintained by the City with the benefit provider and any amendments to it. The employer will pay the premiums for the first twenty-five thousand dollars (\$25,000) of coverage.

- (2) Every permanent employee shall as a condition of continued employment by the City become a member of the City's Group Insurance Plan referred to in sub-section (1) hereof, at the end of their first six (6) months of employment.
- (3) Scheduled temporary employees shall become a member of the City's Group Insurance Plan under the conditions set forth by the plan carrier.
- (4) No employee who has entered the Group Insurance Plan may withdraw without first tendering their resignation from the City's service.
- (5) Whenever an employee who has entered the Group Insurance Plan is granted leave of absence, their group insurance premium shall be continued provided the employee on leave makes formal application for its continuance indicating their willingness to reimburse the City for their share. The application must accompany the employee's request for leave of absence.
- (6) Whenever an employee is terminally ill as defined in Article 2 - Definitions, they may apply for the payout of advance benefits under the Group Insurance Plan.

17.5 Workers' Compensation In Case Of Accidents

- (1) The City agrees that whenever any employee who has been in the City's service for at least 12 weeks, not necessarily continuously, is injured during the course of duties, they shall, for the period during which they receive compensation under The Workers' Compensation Act, be entitled to receive their regular net payment of salary on the regular departmental pay days for a period of time up to two (2) full years for permanent employees and for a period of time they would have normally been employed for non-permanent employees. If an employee is entitled to receive benefits under the Canada Pension Plan prior to the end of the before mentioned two (2) year period, that employee will cease to be eligible to receive the net payment of wages/salary. The employee shall assign to the City all compensation cheques issued to them by the Workers' Compensation Board in respect to the compensable period.

The City will not pay an employee for compensation for an injury as determined by the Workers' Compensation Board occurring in an accident outside of the employ of the City. This clause shall be deemed not to apply to employees who have been placed on the Long-Term Disability Benefit Program.

- (2) (a) Any employee who is injured during the performance of their duties shall report the accident and injury immediately to their Out-of-Scope Supervisor or designate who shall ensure that the proper forms are completed and submitted to the Safety Supervisor.

- (b) Employees in receipt of Workers' Compensation Benefits for a period of three (3) months continuous or longer shall receive pro-rated adjustments in the following:

- sick credits
- vacation

- (c) It shall be the responsibility of the employee while receiving Workers' Compensation Benefits to maintain contact with the Department of Human Resource Services to provide further information as may be required from time to time, and participate in any return to work programs recommended jointly by the Workers' Compensation Board, the City and the Union.

17.6 Extended Health and Dental Plan

- (1) The City of Moose Jaw shall continue to provide a City-administered benefit plan, fully funded by the Employer. The level of benefits coverage as outlined in Canada Life Group Policy #178079 as of the date of ratification shall be maintained. No premiums or deductibles will be paid by Employees.
- (2) The Union agrees to discontinue Life and Accidental Death & Dismemberment Insurance under Group Policy #178079 on the basis that the Employer agrees to maintain and fund Life and Accidental Death & Dismemberment Insurance benefit levels as per Policy #178003 as of the date of ratification.

ARTICLE 18 – CAREER ADVANCEMENT

18.1 Job Training

- (1) The City undertakes that it will inaugurate and maintain a system of “on-the-job” training with the intent and purpose that every employee shall have the opportunity of receiving training and qualifying for promotion, in the event of a vacancy arising, to the position next senior to their own; providing that nothing herein contained shall be construed as obligating the City to furnish training for any position requiring professional qualifications.
- (2) The City will be guided by the principle of fair and equal opportunity for all, in the administration of training which are prerequisites to qualification. Employees shall be given equal access to opportunities to improve their qualifications for promotional opportunities with the City.
- (3) The City will review and at its sole discretion financially support, where operationally feasible, employees within a branch who are identified as a candidate by the City or who self-identify to the City a program of certification or training to qualify for a position within their branch.

- (4) Where employees are working the EDO work week and the scheduling of the City's training program conflicts with an employee's EDO such day off will be rescheduled to a time that is mutually agreeable between the employee and the Out-of-Scope Supervisor or designate.

ARTICLE 19 – OCCUPATIONAL HEALTH & SAFETY

19.1 OH&S Committees

- (1) The City shall observe all reasonable precautions and provide all safety devices or appliances that may be reasonably required for the protection of employees. All employees shall work in a safe manner to protect the health and safety of themselves and other workers, cooperate with the City in the prevention of accidents and make representations to the City as to prevention of accidents and incidents.
- (2) Occupational Health and Safety Committees shall be established and maintained in accordance with the terms and conditions of The Saskatchewan Employment Act.
- (3) Occupational Health & Safety Committees shall consist of an equal number of employees representing the management of the City and employees elected or appointed in accordance with the Constitution and Bylaws of the Union. The employees, as much as possible, will represent the various areas of work of the employees.
- (4) The Committees shall have a continuing concern with respect to the health and safety of the employees of the City represented. Meetings shall take place at a minimum of once quarterly and a maximum of once a month upon the unanimous decision of the Committee. The minutes of each meeting shall be distributed to the Employer, the Union and the various work areas of the employees.
- (5) The duties of the Committees and members include:
- (a) Receive, consider and resolve matters/complaints respecting the health and safety of employees, including recommendations on the personal protective equipment which is provided to employees.
 - (b) Participate in the identification and control of health and safety hazards at the places of employment.
 - (c) Cooperate with the Occupational Health & Safety Branch of the Province.
 - (d) Maintain records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee as may be contained in The Saskatchewan Employment Act.

- (e) Attend any special meetings of the Committee as called by a Co-Chair to deal with emergency concerns or refusals to work.
- (6) Members of the Occupational Health & Safety Committees shall be allowed reasonable opportunity during normal working hours without loss of pay to perform the duties required of a member of the Committee.
- (7) The Committee will not deal with matters which are or become a subject for negotiations between the Employer and the Union.

Occupational Health & Safety policies will be developed in consultation with the Occupational Health & Safety Committees.

19.2 Anti-Harassment

- (1) The City and the Union jointly affirm that every employee shall be entitled to a respectful workplace and shall encourage and promote a work environment free of discrimination, harassment, conflict, bullying and violence through awareness and education for all employees.
- (2) An employee who believes they have been harassed shall have access to the City's Anti-Harassment Policy.
- (3) The City, the employee making a harassment complaint and the Union agree that they will protect the confidentiality of all persons involved to the greatest extent possible in the circumstances.

ARTICLE 20 – TECHNOLOGICAL CHANGE

20.1 Definition

The introduction of equipment or material different from that previously used that affects one or more employees:

- (a) the introduction of equipment or material of a different nature or kind than that previously utilized.
- (b) a change in the work, undertaking or business carried on by the employer that is directly related to that equipment or material, including the removal of any part of the work, undertaking or business.

20.2 Advance Notice

When the City is considering the introduction of technological change:

- (a) the City will notify the Union as far as possible in advance of its intentions and update the information provided as new developments arise and changes are made.
- (b) the foregoing notwithstanding, the City shall provide the Union, at least ninety (90) days before the introduction of a technological change, with a detailed description of the changes it intends to implement, disclosing all foreseeable effects and repercussions on employees.

Notice mentioned in sub-section (2) shall be in writing and shall state:

- (a) the nature of the technological change.
- (b) the date upon which the employer proposes to effect the technological change.
- (c) the number and type of employees likely to be affected by the technological change;
- (d) the effects the change may be expected to have on employees' terms and conditions of employment.

20.3 Consultation

Technological change shall be introduced only after the Union and the City have consulted and have reviewed the technological change and the possible effects of the change on employees and the application of provisions of this Collective Agreement.

20.4 Arbitration

If, as it affects the technological change, the City and the Union disagree on the application of the Collective Agreement, the matter shall be referred to the arbitration procedure.

20.5 Redundancy

An employee whose job is rendered redundant and is displaced from their job as a result of the technological change is subject to lay off as provided in Article 13.

20.6 Training Benefits

Notwithstanding the above, where an employee is not displaced and where new or greater skills are required than are already possessed by affected employees using current technology, the employee shall, at the expense of the City, be given a reasonable period of time not to exceed six (6) months, during which they may perfect or acquire the skills necessitated by the technological changes.

20.7 Additional Training

Subject to the above, should the introduction of a technological change create a need for the perfection or acquisition of skills requiring a training period longer than six (6) months, the additional training time shall be provided if it is not economically prohibitive.

ARTICLE 21 – WORK OF THE BARGAINING UNIT AND CONTRACTING OUT

- (1) Civic employees whose jobs are not in the bargaining unit shall not work on any jobs included in the bargaining unit, except for purposes of instruction or in emergencies, when regular employees are not available.
- (2) The Union agrees that it is the right of the City to contract out, subject to the following:

No permanent employee shall lose their employment or suffer a loss in wages/salaries, or suffer a reduction in normal hours of work, as a result of contracting out.

ARTICLE 22 – GENERAL PROVISIONS

22.1 Time Off for Voting at Elections

The City agrees to allow each of its employees, to whom this agreement relates, such consecutive hours off for voting at Municipal, Provincial and Federal Elections as may be required under the Statutes pertaining thereto, without deduction from pay.

22.2 Inclement Weather

- (1) As per the guidelines as established by The Occupational Health and Safety Regulations, as from time to time amended, whenever ordinary maintenance or construction work cannot reasonably be continued during regular working hours by reason of inclement weather conditions, the City shall either provide indoor work for outside crews, or allow them to stand by inside. No loss of pay shall result.
- (2) Nothing in sub-section (1) shall apply to work of an emergency nature.
- (3) Non-permanent employees will be notified in advance, whenever possible, not to report to work during inclement weather conditions. If an employee is not notified, or if it is necessary to cease work after the start of a shift, they will be sent home and paid wages for the actual time worked or three (3) hours at their regular wage, whichever is the greater amount, and in no case less than that provided under *The Saskatchewan Employment Act*.

22.3 Clothing and Personal Protective Equipment

Any City required uniforms, PPE and special clothing will be supplied, without cost to the employees, and replaced as needed based on condition, or wear and tear, such as the following:

- (a) **Suitable uniforms, consisting of:**
jacket, trousers (3), shirt (5) and cap to the Water Meter Reader.
the above uniform to the Meter Installer, Meter Shop Supervisor and Assistant Meter Mechanic.
- (b) Coveralls, including insulated coveralls, as required by their work.
- (b) Gloves to all employees as required by their work.
- (d) Up to three (3) new bathing suits per year to lifeguards to be replaced as required.
- (e) **Boot Allowance**

The City agrees to pay a \$190.00 allowance (upon receipt of employees' proof of purchase) per year for safety boots to all permanent employees required to wear safety boots on a daily basis and to Street Painting and Asphalt Crew labourers who are assigned to the crew for a duration of one (1) week of accumulated service. Payment of boot allowance will be provided by separate cheque.

It is recognized that **non-permanent** employees or permanent employees required to wear safety boots on a casual basis will not require new safety boots on an annual basis. The City agrees to pay a \$100.00 allowance on the recommendation of their Out-of-Scope Supervisor or designate and upon receipt of employee proof of purchase to these employees. Payment of boot allowance will be provided by separate cheque.

If the allowance is not used, the full amount may be carried over into the next calendar year to a maximum total amount of \$380.00 for permanent staff and \$200.00 for non-permanent staff or permanent employees required to wear safety boots on a casual basis.

22.4 Operator's License Policy

- (1) Where an employee's assigned duties require them to have a driver's license, or they are required to operate City equipment as part of their duties, and:
 - (a) the employee's license has been suspended by the Highway Traffic Board;
or

- (b) the employee has been prohibited from driving by any court of competent jurisdiction; or
- (c) the employee, because of their driving record, are unable to be included in the City's public liability insurance policy relating to the operation of City vehicles and equipment;

the employee shall not drive or operate any City vehicles or equipment during the suspension or prohibition.

- (2) If an employee is prohibited from operating City vehicles or equipment, pursuant to Article 22.4:
 - (a) The employee may be suspended for the period during which they are unable to operate the City vehicle or equipment. If another job exists in a different classification which does not include the operation of City vehicles or equipment, the employee may be temporarily transferred to it.
 - (b) If the employee is suspended in excess of 182 days, and is not employed in a vacancy which exists in a different classification for which the employee is qualified which does not involve the operation of City vehicles or equipment, and which the vacancy is being staffed, the employee may be dismissed.
- (3) When an employee is assessed a surcharge under the City's public liability insurance policy, that employee is responsible for making arrangements to pay the surcharge in order to continue operating any City equipment or vehicles. The employee will immediately make arrangements through the Department of Human Resource Services to have the amount of the surcharge deducted from payroll. Any payment arrangement which requires more than one (1) month for total payment will be at the discretion of the City.

22.5 Minutes of Council

A copy of the minutes of City Council meetings may be obtained by the Union from the City Clerk upon request.

22.6 Meal Allowance

Employees required to work twelve (12) continuous hours or more in one (1) day shall receive a meal allowance of \$15.00.

22.7 Use of Private Vehicles for Transporting Hazardous Materials

Employees shall not use private vehicles for the transportation of hazardous materials or materials that may damage the vehicle.

22.8 Interpretation of the Agreement

The City Manager, on behalf of the City, shall interpret this Agreement, act in good faith and shall not evade or alter any of its provisions or its intent. The Union may request and shall receive the City's interpretations of any articles contained herein.

ARTICLE 23 – DURATION OF AGREEMENT

- (1) This Agreement shall be effective from January 1, 2023, and shall remain in force until and including December 31, 2026. Thereafter, the parties will adhere fully to the terms of the Agreement and it shall continue in force and effect from year to year, subject to the provisions of sub-section 23 (2) until a new Agreement is struck.
- (2) Either party may, not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the expiry date of this Agreement, including the expiry date of any extension hereof, give notice in writing to the other Party to terminate the same, or to negotiate revisions. Subject to the provisions of The Saskatchewan Employment Act, and any amendments thereto, the parties shall bargain collectively to renew or revise this Agreement or negotiate a new Agreement.

SIGNING PAGE

IN WITNESS WHEREOF each of the Parties hereto has caused these presents to be executed in its Corporate name and its Corporate Seal to be affixed under the hands of its proper officers in that behalf, the day and date first above written.

Dated at Moose Jaw, Saskatchewan this 31st day of March 2025.

CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

Per: [Signature]
President

Per: [Signature]
Negotiation Committee Member

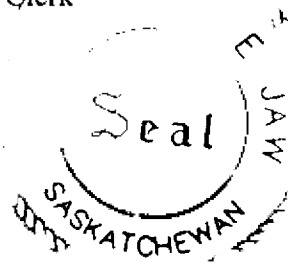
Per: [Signature]
Negotiation Committee Member

Per: [Signature]
Negotiation Committee Member

THE CITY OF MOOSE JAW

Per: [Signature]
Mayor

Per: [Signature]
City Clerk



CANADIAN UNION OF PUBLIC EMPLOYEES

Per: [Signature]
Representative

SCHEDULE I - SALARIES

2023 Monthly Salary Schedule (36.25 Hour Week)

January 1 to December 31, 2023

2.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3230	3321	3403	3509	3592	3675
2		3321	3403	3509	3592	3675	3771
3		3403	3509	3592	3675	3771	3851
4	GIS Data Entry/Collector	3509	3592	3675	3771	3851	3945
5	Utilities Assistant	3592	3675	3771	3851	3945	4097
6	Clerk-Steno's	3675	3771	3851	3945	4097	4205
	Engineering						
	Projects						
	Parks & Recreation						
	Operations						
	Legal Assistant						
	Clerk-Steno - Committee Support						
	Customer Service Representative						
7	Payroll/Cost Clerk	3771	3851	3945	4097	4205	4295
	Utilities Clerk						
	Accounts Payable/Purchasing Clerk						
	Dispatcher - Transit						
8	Customer Service Supervisor	3851	3945	4097	4205	4295	4409
	Clerk Steno - Cemeteries						
9	Board of Revision Secretary	3945	4097	4205	4295	4409	4560
	Development & Business Licensing Coordinator						
10	CAD Technician	4097	4205	4295	4409	4560	4663
	Technician I						
	Help Desk Technician						
	Webmaster						
	GIS Technician						
	Communication/Economic Development Coordinator						
11		4205	4295	4409	4560	4663	4860
12	Taxation Officer	4295	4409	4560	4663	4860	5037
	Collections Officer						
	Assessment Co-ordinator						
	Accountant - Payroll						
	Parks Gardener						
	Bylaw Enforcement Officer						
	Assistant Building Official						
	Electronic Technician						
	Planner I						

<u>Group</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Utilities Accountant	4409	4560	4663	4860	5037	5231
	Accountant - Treasury						
	City Council Support						
	Accountant - Payables & Costing						
	Technician II						
	Recreation Program Supervisor						
	Grant Writer						
	Procurement Specialist						
14	Capital Project Coordinator	4560	4663	4860	5037	5231	5428
	Information Technology Analyst						
	Business Analyst						
	Temporary Landscape Development Technician						
15		4663	4860	5037	5231	5428	5611
16		4860	5037	5231	5428	5611	5813
17	Building Official	5037	5231	5428	5611	5813	6029
	Engineering Technologist						
	CAD Supervisor						
18		5231	5428	5611	5813	6029	6242
19		5428	5611	5813	6029	6242	6468
20	Development Planner	5611	5813	6029	6242	6468	6708
21		5813	6029	6242	6468	6708	6945
22		6029	6242	6468	6708	6945	7200
23		6242	6468	6708	6945	7200	7464
24		6468	6708	6945	7200	7464	7733
25		6708	6945	7200	7464	7733	8009
26	Information Technology Co-ordinator	6945	7200	7464	7733	8009	8312
27		7200	7464	7733	8009	8312	8611
28	GIS Supervisor	7464	7733	8009	8312	8611	8919

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

**2023 Monthly Salary Schedule (40 Hour Week)
January 1 to December 31, 2023**

2.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3299	3374	3465	3570	3654	3749
2		3374	3465	3570	3654	3749	3838
3		3465	3570	3654	3749	3838	3916
4		3570	3654	3749	3838	3916	4012
5		3654	3749	3838	3916	4012	4147
6		3749	3838	3916	4012	4147	4268
7	Accounting Clerk	3838	3916	4012	4147	4268	4350
8	Stockperson II	3916	4012	4147	4268	4350	4466
	Caretaker						
	Swimming Pool/Arena Caretaker						
	Swimming Pool Caretaker						
9	Head Caretaker/City Hall	4012	4147	4268	4350	4466	4627
	Assistant Meter Mechanic						
10	Meter Installer	4147	4268	4350	4466	4627	4732
11	Accounting Clerk/Stockperson	4268	4350	4466	4627	4732	4928
12		4350	4466	4627	4732	4928	5103
13		4466	4627	4732	4928	5103	5296
14	Storekeeper	4627	4732	4928	5103	5296	5495
15		4732	4928	5103	5296	5495	5680
16	Chief Operator - Pump Stations	4928	5103	5296	5495	5680	5873
17		5103	5296	5495	5680	5873	6096

Hourly Salary Schedule - Paid on a Monthly Basis

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
<u>Group</u>				
<u>4-A</u>	Maintenance/Relief Operator	4330	4475	4571
8-A	Operator - Pump Station	4729	4853	5036

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2023 Hourly Salary Schedule
January 1 to December 31, 2023
2.0% increase

	Cleaners	17.33		
	Temporary Labourer; Lifeguard	19.79		
	Scheduled Temp/Permanent Labourer; Lifeguard	23.91		
	Skilled Labourer; Summer Playground Co-ordinator;	24.25		
	Teen Activity Centre Supervisor			
Job Group	Position	Min	Std	Max
2-A	Truck Driver	24.36	24.49	24.98
	Parksperson I			
	Parksperson I/Arena Attendant			
	Parksperson I/Irrigation Attendant			
	Arena Attendant			
3-A	Weigh Scale Attendant	24.49	24.98	25.82
	Utility Person - Truck Driver			
	Parksperson II			
4-A	Sanitation Truck Driver	24.98	25.82	26.37
	Parksperson III			
	Tractor Operator (P&R) (40-50 HP)			
5-A	Sweeper Operator	25.82	26.37	26.83
	General Utility Person - W&W; S&R; Carpentry			
	Asphalt Distr/Street Sanding Op			
	Utility Person (P&R)			
6-A		26.37	26.83	27.29
7-A	Pipefitter	26.83	27.29	27.97
	FEL Op - S&R; S&W; P&R			
	2nd Motor Patrol Operator			
	Compactor Operator - Landfill			
	FEL/Backhoe & Impactor Operator			
	Welder II			
	Hydro-Vac Truck Operator			
	Roadways Operator			
8-A	Power Excavator Operator	27.29	27.97	29.06
	1st Motor Patrol Operator			
	Mechanic II			
	Crew Lead - Parks General			
	- Crescent Park Sportsgrounds			
9-A	Welder I	27.97	29.06	29.68
	Crew Lead - Sanitation			
	- Cemetery - Recreation - Facilities - Forestry			
	Mechanic I			
10-A		34.29	35.03	35.80
11-A	Traffic Signal Technician	35.03	35.80	36.59
12-A	Crew Lead - Fleet Services	35.80	36.59	37.36

Monthly Salary Schedule - Paid on a Hourly Basis

<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>			
3	Cashier	19.65	20.74	22.22			
4	Head Cashier	20.24	21.21	22.75			
8	Aquatic Supervisor	24.55	25.08	25.77			
		<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Crew Lead - Streets & Roads	25.77	26.71	27.31	28.42	29.43	30.57
14	Crew Lead - Water & Wastewater	26.71	27.31	28.42	29.43	30.57	31.68
	Crew Lead - Environmental Services						

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2024 Monthly Salary Schedule (36.25 Hour Week)
January 1 to December 31, 2024

3.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3327	3421	3505	3614	3700	3785
2		3421	3505	3614	3700	3785	3884
3		3505	3614	3700	3785	3884	3967
4	GIS Data Entry/Collector	3614	3700	3785	3884	3967	4063
5	Utilities Assistant	3700	3785	3884	3967	4063	4220
6	Clerk-Steno's	3785	3884	3967	4063	4220	4331
	Engineering						
	Projects						
	Parks & Recreation						
	Operations						
	Legal Assistant						
	Clerk-Steno - Committee Support						
	Customer Service Representative						
7	Payroll/Cost Clerk	3884	3967	4063	4220	4331	4424
	Utilities Clerk						
	Accounts Payable/Purchasing Clerk						
	Dispatcher - Transit						
8	Customer Service Supervisor	3967	4063	4220	4331	4424	4541
	Clerk Steno - Cemeteries						
9	Board of Revision Secretary	4063	4220	4331	4424	4541	4697
	Development & Business Licensing Coordinator						
10	CAD Technician	4220	4331	4424	4541	4697	4803
	Technician I						
	Help Desk Technician						
	Webmaster						
	GIS Technician						
	Communication/Economic Development Coordinator						
11		4331	4424	4541	4697	4803	5006
12	Taxation Officer	4424	4541	4697	4803	5006	5188
	Collections Officer						
	Assessment Co-ordinator						
	Accountant - Payroll						
	Parks Gardener						
	Bylaw Enforcement Officer						
	Assistant Building Official						
	Electronic Technician						
	Planner I						

<u>Group</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Utilities Accountant Accountant - Treasury City Council Support Accountant - Payables & Costing Technician II Recreation Program Supervisor Grant Writer Procurement Specialist	4541	4697	4803	5006	5188	5388
14	Capital Project Coordinator Information Technology Analyst Business Analyst Temporary Landscape Development Technician	4697	4803	5006	5188	5388	5591
15		4803	5006	5188	5388	5591	5779
16		5006	5188	5388	5591	5779	5987
17	Building Official Engineering Technologist CAD Supervisor	5188	5388	5591	5779	5987	6210
18		5388	5591	5779	5987	6210	6429
19		5591	5779	5987	6210	6429	6662
20	Development Planner	5779	5987	6210	6429	6662	6909
21		5987	6210	6429	6662	6909	7153
22		6210	6429	6662	6909	7153	7416
23		6429	6662	6909	7153	7416	7688
24		6662	6909	7153	7416	7688	7965
25		6909	7153	7416	7688	7965	8249
26	Information Technology Co-ordinator	7153	7416	7688	7965	8249	8561
27		7416	7688	7965	8249	8561	8869
28	GIS Supervisor	7688	7965	8249	8561	8869	9187

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2024 Monthly Salary Schedule (40 Hour Week)
January 1 to December 31, 2024

3.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3398	3475	3569	3677	3764	3861
2		3475	3569	3677	3764	3861	3953
3		3569	3677	3764	3861	3953	4033
4		3677	3764	3861	3953	4033	4132
5		3764	3861	3953	4033	4132	4271
6		3861	3953	4033	4132	4271	4396
7	Accounting Clerk	3953	4033	4132	4271	4396	4481
8	Stockperson II	4033	4132	4271	4396	4481	4600
	Caretaker						
	Swimming Pool/Arena Caretaker						
	Swimming Pool Caretaker						
9	Head Caretaker/City Hall	4132	4271	4396	4481	4600	4766
	Assistant Meter Mechanic						
10	Meter Installer	4271	4396	4481	4600	4766	4874
11	Accounting Clerk/Stockperson	4396	4481	4600	4766	4874	5076
12		4481	4600	4766	4874	5076	5256
13		4600	4766	4874	5076	5256	5455
14	Storekeeper	4766	4874	5076	5256	5455	5660
15		4874	5076	5256	5455	5660	5850
16	Chief Operator - Pump Stations	5076	5256	5455	5660	5850	6049
17		5256	5455	5660	5850	6049	6279

Hourly Salary Schedule - Paid on a Monthly Basis

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
<u>Group</u>				
4-A	Maintenance/Relief Operator	4460	4609	4708
8-A	Operator - Pump Station	4871	4999	5187

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2024 Hourly Salary Schedule
January 1 to December 31, 2024
3.0% increase

	Cleaners	17.85		
	Temporary Labourer; Lifeguard	20.38		
	Scheduled Temp/Permanent Labourer; Lifeguard	24.63		
	Skilled Labourer; Summer Playground Co-ordinator;	24.98		
	Teen Activity Centre Supervisor			
<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
2-A	Truck Driver	25.09	25.22	25.73
	Parksperson I			
	Parksperson I/Arena Attendant			
	Parksperson I/Irrigation Attendant			
	Arena Attendant			
3-A	Weigh Scale Attendant	25.22	25.73	26.59
	Utility Person - Truck Driver			
	Parksperson II			
4-A	Sanitation Truck Driver	25.73	26.59	27.16
	Parksperson III			
	Tractor Operator (P&R) (40-50 HP)			
5-A	Sweeper Operator	26.59	27.16	27.63
	General Utility Person - W&W; S&R; Carpentry			
	Asphalt Distr/Street Sanding Op			
	Utility Person (P&R)			
6-A		27.16	27.63	28.11
7-A	Pipefitter	27.63	28.11	28.81
	FEL Op - S&R; S&W; P&R			
	2nd Motor Patrol Operator			
	Compactor Operator - Landfill			
	FEL/Backhoe & Impactor Operator			
	Welder II			
	Hydro-Vac Truck Operator			
	Roadways Operator			
8-A	Power Excavator Operator	28.11	28.81	29.93
	1st Motor Patrol Operator			
	Mechanic II			
	Crew Lead - Parks General			
	- Crescent Park - Sportsgrounds			
9-A	Welder I	28.81	29.93	30.57
	Crew Lead - Sanitation			
	- Cemetery - Recreation - Facilities - Forestry			
	Mechanic I			
10-A		35.32	36.08	36.87
11-A	Traffic Signal Technician	36.08	36.87	37.69
12-A	Crew Lead - Fleet Services	36.87	37.69	38.48

Monthly Salary Schedule - Paid on a Hourly Basis

<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>			
3	Cashier	20.24	21.36	22.89			
4	Head Cashier	20.85	21.85	23.43			
8	Aquatic Supervisor	25.29	25.83	26.54			
		<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Crew Lead - Streets & Roads	26.54	27.51	28.13	29.27	30.31	31.49
14	Crew Lead - Water & Wastewater	27.51	28.13	29.27	30.31	31.49	32.63
	Crew Lead - Environmental Services						

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2025 Monthly Salary Schedule (36.25 Hour Week)
January 1 to June 30, 2025

1.5% increase

<u>Job</u> <u>Group</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
1		3377	3472	3558	3668	3756	3842
2		3472	3558	3668	3756	3842	3942
3		3558	3668	3756	3842	3942	4027
4	GIS Data Entry/Collector	3668	3756	3842	3942	4027	4124
5	Utilities Assistant	3756	3842	3942	4027	4124	4283
6	Clerk-Steno's	3842	3942	4027	4124	4283	4396
	Engineering						
	Projects						
	Parks & Recreation						
	Operations						
	Legal Assistant						
	Clerk-Steno - Committee Support						
	Customer Service Representative						
7	Payroll/Cost Clerk	3942	4027	4124	4283	4396	4490
	Utilities Clerk						
	Accounts Payable/Purchasing Clerk						
	Dispatcher - Transit						
8	Customer Service Supervisor	4027	4124	4283	4396	4490	4609
	Clerk Steno - Cemeteries						
9	Board of Revision Secretary	4124	4283	4396	4490	4609	4767
	Development & Business Licensing Coordinator						
10	CAD Technician	4283	4396	4490	4609	4767	4875
	Technician I						
	Help Desk Technician						
	Webmaster						
	GIS Technician						
	Communication/Economic Development Coordinator						
11		4396	4490	4609	4767	4875	5081
12	Taxation Officer	4490	4609	4767	4875	5081	5266
	Collections Officer						
	Assessment Co-ordinator						
	Accountant - Payroll						
	Parks Gardener						
	Bylaw Enforcement Officer						
	Assistant Building Official						
	Electronic Technician						
	Planner I						

<u>Group</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Utilities Accountant Accountant - Treasury City Council Support Accountant - Payables & Costing Technician II Recreation Program Supervisor Grant Writer Procurement Specialist	4609	4767	4875	5081	5266	5469
14	Capital Project Coordinator Information Technology Analyst Business Analyst Temporary Landscape Development Technician	4767	4875	5081	5266	5469	5675
15		4875	5081	5266	5469	5675	5866
16		5081	5266	5469	5675	5866	6077
17	Building Official Engineering Technologist CAD Supervisor	5266	5469	5675	5866	6077	6303
18		5469	5675	5866	6077	6303	6525
19		5675	5866	6077	6303	6525	6762
20	Development Planner	5866	6077	6303	6525	6762	7013
21		6077	6303	6525	6762	7013	7260
22		6303	6525	6762	7013	7260	7527
23		6525	6762	7013	7260	7527	7803
24		6762	7013	7260	7527	7803	8084
25		7013	7260	7527	7803	8084	8373
26	Information Technology Co-ordinator	7260	7527	7803	8084	8373	8689
27		7527	7803	8084	8373	8689	9002
28	GIS Supervisor	7803	8084	8373	8689	9002	9325

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2025 Monthly Salary Schedule (40 Hour Week)
January 1 to June 30, 2025

1.5% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3449	3527	3623	3732	3820	3919
2		3527	3623	3732	3820	3919	4012
3		3623	3732	3820	3919	4012	4093
4		3732	3820	3919	4012	4093	4194
5		3820	3919	4012	4093	4194	4335
6		3919	4012	4093	4194	4335	4462
7	Accounting Clerk	4012	4093	4194	4335	4462	4548
8	Stockperson II	4093	4194	4335	4462	4548	4669
	Caretaker						
	Swimming Pool/Arena Caretaker						
	Swimming Pool Caretaker						
9	Head Caretaker/City Hall	4194	4335	4462	4548	4669	4837
	Assistant Meter Mechanic						
10	Meter Installer	4335	4462	4548	4669	4837	4947
11	Accounting Clerk/Stockperson	4462	4548	4669	4837	4947	5152
12		4548	4669	4837	4947	5152	5335
13		4669	4837	4947	5152	5335	5537
14	Storekeeper	4837	4947	5152	5335	5537	5745
15		4947	5152	5335	5537	5745	5938
16	Chief Operator - Pump Stations	5152	5335	5537	5745	5938	6140
17		5335	5537	5745	5938	6140	6373

Hourly Salary Schedule - Paid on a Monthly Basis

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
<u>Group</u>				
<u>4-A</u>	Maintenance/Relief Operator	4527	4678	4779
8-A	Operator - Pump Station	4944	5074	5265

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2025 Hourly Salary Schedule

January 1 to June 30, 2025

1.5% increase

	Cleaners	18.12		
	Temporary Labourer; Lifeguard	20.69		
	Scheduled Temp/Permanent Labourer; Lifeguard	25.00		
	Skilled Labourer; Summer Playground Co-ordinator;	25.35		
	Teen Activity Centre Supervisor			
<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
2-A	Truck Driver	25.47	25.60	26.12
	Parksperson I			
	Parksperson I/Arena Attendant			
	Parksperson I/Irrigation Attendant			
	Arena Attendant			
3-A	Weigh Scale Attendant	25.60	26.12	26.99
	Utility Person - Truck Driver			
	Parksperson II			
4-A	Sanitation Truck Driver	26.12	26.99	27.57
	Parksperson III			
	Tractor Operator (P&R) (40-50 HP)			
5-A	Sweeper Operator	26.99	27.57	28.04
	General Utility Person - W&W; S&R; Carpentry			
	Asphalt Distr/Street Sanding Op			
	Utility Person (P&R)			
6-A		27.57	28.04	28.53
7-A	Pipefitter	28.04	28.53	29.24
	FEL Op - S&R; S&W; P&R			
	2nd Motor Patrol Operator			
	Compactor Operator - Landfill			
	FEL/Backhoe & Impactor Operator			
	Welder II			
	Hydro-Vac Truck Operator			
	Roadways Operator			
8-A	Power Excavator Operator	28.53	29.24	30.38
	1st Motor Patrol Operator			
	Mechanic II			
	Crew Lead - Parks General			
	- Crescent Park - Sportsgrounds			
9-A	Welder I	29.24	30.38	31.03
	Crew Lead - Sanitation			
	- Cemetery - Recreation - Facilities - Forestry			
	Mechanic I			
10-A		35.85	36.62	37.42
11-A	Traffic Signal Technician	36.62	37.42	38.26
12-A	Crew Lead - Fleet Services	37.42	38.26	39.06

Monthly Salary Schedule - Paid on a Hourly Basis

<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
3	Cashier	20.54	21.68	23.23
4	Head Cashier	21.16	22.18	23.78
8	Aquatic Supervisor	25.67	26.22	26.94

		<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Crew Lead - Streets & Roads	26.94	27.92	28.55	29.71	30.76	31.96
14	Crew Lead - Water & Wastewater	27.92	28.55	29.71	30.76	31.96	33.12
	Crew Lead - Environmental Services						

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2025 Monthly Salary Schedule (36.25 Hour Week)
July 1 to December 31, 2025

1.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3411	3507	3594	3705	3794	3880
2		3507	3594	3705	3794	3880	3981
3		3594	3705	3794	3880	3981	4067
4	GIS Data Entry/Collector	3705	3794	3880	3981	4067	4165
5	Utilities Assistant	3794	3880	3981	4067	4165	4326
6	Clerk-Steno's	3880	3981	4067	4165	4326	4440
	Engineering						
	Projects						
	Parks & Recreation						
	Operations						
	Legal Assistant						
	Clerk-Steno - Committee Support						
	Customer Service Representative						
7	Payroll/Cost Clerk	3981	4067	4165	4326	4440	4535
	Utilities Clerk						
	Accounts Payable/Purchasing Clerk						
	Dispatcher - Transit						
8	Customer Service Supervisor	4067	4165	4326	4440	4535	4655
	Clerk Steno - Cemeteries						
9	Board of Revision Secretary	4165	4326	4440	4535	4655	4815
	Development & Business Licensing Coordinator						
10	CAD Technician	4326	4440	4535	4655	4815	4924
	Technician I						
	Help Desk Technician						
	Webmaster						
	GIS Technician						
	Communication/Economic Development Coordinator						
11		4440	4535	4655	4815	4924	5132
12	Taxation Officer	4535	4655	4815	4924	5132	5319
	Collections Officer						
	Assessment Co-ordinator						
	Accountant Payroll						
	Parks Gardener						
	Bylaw Enforcement Officer						
	Assistant Building Official						
	Electronic Technician						
	Planner I						

<u>Group</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Utilities Accountant	4655	4815	4924	5132	5319	5524
	Accountant - Treasury						
	City Council Support						
	Accountant - Payables & Costing						
	Technician II						
	Recreation Program Supervisor						
	Grant Writer						
	Procurement Specialist						
14	Capital Project Coordinator	4815	4924	5132	5319	5524	5732
	Information Technology Analyst						
	Business Analyst						
	Temporary Landscape Development Technician						
15		4924	5132	5319	5524	5732	5925
16		5132	5319	5524	5732	5925	6138
17	Building Official	5319	5524	5732	5925	6138	6366
	Engineering Technologist						
	CAD Supervisor						
18		5524	5732	5925	6138	6366	6590
19		5732	5925	6138	6366	6590	6830
20	Development Planner	5925	6138	6366	6590	6830	7083
21		6138	6366	6590	6830	7083	7333
22		6366	6590	6830	7083	7333	7602
23		6590	6830	7083	7333	7602	7881
24		6830	7083	7333	7602	7881	8165
25		7083	7333	7602	7881	8165	8457
26	Information Technology Co-ordinator	7333	7602	7881	8165	8457	8776
27		7602	7881	8165	8457	8776	9092
28	GIS Supervisor	7881	8165	8457	8776	9092	9418

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2025 Monthly Salary Schedule (40 Hour Week)

July 1 to December 30, 2025

1.0% increase

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
<u>Group</u>							
1		3483	3562	3659	3769	3858	3958
2		3562	3659	3769	3858	3958	4052
3		3659	3769	3858	3958	4052	4134
4		3769	3858	3958	4052	4134	4236
5		3858	3958	4052	4134	4236	4378
6		3958	4052	4134	4236	4378	4507
7	Accounting Clerk	4052	4134	4236	4378	4507	4593
8	Stockperson II	4134	4236	4378	4507	4593	4716
	Caretaker						
	Swimming Pool/Arena Caretaker						
	Swimming Pool Caretaker						
9	Head Caretaker/City Hall	4236	4378	4507	4593	4716	4885
	Assistant Meter Mechanic						
10	Meter Installer	4378	4507	4593	4716	4885	4996
11	Accounting Clerk/Stockperson	4507	4593	4716	4885	4996	5204
12		4593	4716	4885	4996	5204	5388
13		4716	4885	4996	5204	5388	5592
14	Storekeeper	4885	4996	5204	5388	5592	5802
15		4996	5204	5388	5592	5802	5997
16	Chief Operator - Pump Stations	5204	5388	5592	5802	5997	6201
17		5388	5592	5802	5997	6201	6437

Hourly Salary Schedule - Paid on a Monthly Basis

<u>Job</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
<u>Group</u>				
4-A	Maintenance/Relief Operator	4572	4725	4827
8-A	Operator - Pump Station	4993	5125	5318

NOTE: Pursuant to Section 8.4 Remuneration (Wages) a 1% or 2% increase in wages may be applicable based on years of service.

**2025 Hourly Salary Schedule
July 1 to December 31, 2025**

1.0% increase

	Cleaners	18.30		
	Temporary Labourer; Lifeguard	20.90		
	Scheduled Temp/Permanent Labourer; Lifeguard	25.25		
	Skilled Labourer; Summer Playground Co-ordinator;	25.60		
	Teen Activity Centre Supervisor			
<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
2-A	Truck Driver	25.72	25.86	26.38
	Parksperson I			
	Parksperson I/Arena Attendant			
	Parksperson I/Irrigation Attendant			
	Arena Attendant			
3-A	Weigh Scale Attendant	25.86	26.38	27.26
	Utility Person - Truck Driver			
	Parksperson II			
4-A	Sanitation Truck Driver	26.38	27.26	27.85
	Parksperson III			
	Tractor Operator (P&R) (40-50 HP)			
5-A	Sweeper Operator	27.26	27.85	28.32
	General Utility Person - W&W; S&R; Carpentry			
	Asphalt Distr/Street Sanding Op			
	Utility Person (P&R)			
6-A		27.85	28.32	28.82
7-A	Pipefitter	28.32	28.82	29.53
	FEL Op - S&R; S&W; P&R			
	2nd Motor Patrol Operator			
	Compactor Operator - Landfill			
	FEL/Backhoe & Impactor Operator			
	Welder II			
	Hydro-Vac Truck Operator			
	Roadways Operator			
8-A	Power Excavator Operator	28.82	29.53	30.68
	1st Motor Patrol Operator			
	Mechanic II			
	Crew Lead - Parks General			
	- Crescent Park - Sportsgrounds			
9-A	Welder I	29.53	30.68	31.34
	Crew Lead - Sanitation			
	- Cemetery - Recreation - Facilities - Forestry			
	Mechanic I			
10-A		36.21	36.99	37.79
11-A	Traffic Signal Technician	36.99	37.79	38.64
12-A	Crew Lead - Fleet Services	37.79	38.64	39.45

Monthly Salary Schedule - Paid on a Hourly Basis

<u>Job Group</u>	<u>Position</u>	<u>Min</u>	<u>Std</u>	<u>Max</u>
3	Cashier	20.75	21.90	23.46
4	Head Cashier	21.37	22.40	24.02
8	Aquatic Supervisor	25.93	26.48	27.21

		<u>Min</u>	<u>2nd</u>	<u>Std</u>	<u>4th</u>	<u>5th</u>	<u>Max</u>
13	Crew Lead - Streets & Roads	27.21	28.20	28.84	30.01	31.07	32.28
14	Crew Lead - Water & Wastewater	28.20	28.84	30.01	31.07	32.28	33.45
	Crew Lead - Environmental Services						

NOTE: Pursuant to Section 8.4 Remuneration (Wages), a 1% or 2% increase in wages may be applicable based on years of service.

2026 Salary Schedule

January 1, 2026 to December 31, 2026

Job Group	Min	2nd	3rd	4th	Max
1	\$ 18.45	\$ 18.84	\$ 19.23	\$ 19.61	\$ 20.00
2	\$ 23.14	\$ 23.69	\$ 24.23	\$ 24.78	\$ 25.32
3	\$ 23.92	\$ 24.60	\$ 25.27	\$ 25.95	\$ 26.62
4	\$ 24.70	\$ 25.51	\$ 26.31	\$ 27.12	\$ 27.92
5	\$ 25.74	\$ 26.61	\$ 27.48	\$ 28.35	\$ 29.22
6	\$ 26.26	\$ 27.33	\$ 28.39	\$ 29.46	\$ 30.52
7	\$ 26.83	\$ 28.08	\$ 29.33	\$ 30.57	\$ 31.82
8	\$ 27.52	\$ 28.92	\$ 30.32	\$ 31.72	\$ 33.12
9	\$ 28.60	\$ 30.06	\$ 31.51	\$ 32.97	\$ 34.42
10	\$ 29.68	\$ 31.19	\$ 32.70	\$ 34.21	\$ 35.72
11	\$ 31.20	\$ 32.79	\$ 34.37	\$ 35.96	\$ 37.54
12	\$ 32.72	\$ 34.38	\$ 36.04	\$ 37.70	\$ 39.36
13	\$ 34.23	\$ 35.97	\$ 37.71	\$ 39.44	\$ 41.18

Recreation

Job Group	Min	2nd	3rd	4th	Max
1	\$ 18.45	\$ 18.84	\$ 19.23	\$ 19.61	\$ 20.00
2	\$ 18.87	\$ 19.51	\$ 20.15	\$ 20.78	\$ 21.42
3	\$ 19.86	\$ 20.58	\$ 21.30	\$ 22.02	\$ 22.74
4	\$ 21.48	\$ 22.31	\$ 23.14	\$ 23.97	\$ 24.80
5	\$ 23.66	\$ 24.47	\$ 25.27	\$ 26.08	\$ 26.88
6	\$ 24.42	\$ 25.36	\$ 26.30	\$ 27.24	\$ 28.18
7	\$ 25.55	\$ 26.53	\$ 27.51	\$ 28.50	\$ 29.48
8	\$ 26.68	\$ 27.70	\$ 28.73	\$ 29.75	\$ 30.78
9	\$ 27.81	\$ 28.88	\$ 29.94	\$ 31.01	\$ 32.08
10	\$ 28.94	\$ 30.05	\$ 31.16	\$ 32.27	\$ 33.38
11	\$ 30.07	\$ 31.22	\$ 32.37	\$ 33.53	\$ 34.68
12	\$ 31.20	\$ 32.40	\$ 33.59	\$ 34.79	\$ 35.98
13	\$ 32.33	\$ 33.57	\$ 34.81	\$ 36.04	\$ 37.28

JJEC Job Groups

***Listing as of February 20, 2025. Position levels subject to change through the JJE process**

Job Group 1

- Cleaner

Job Group 2

- Labourer

Job Group 3

- AsphaltDist/Street Sanding Operator
- Parksperson I
- Playground Leader (*recreation*)

- Skilled Labourer - S&R/Sanitation
- Sweeper Operator
- Truck Driver - W&W

Job Group 4

- Cashier (*recreation*)
- FEL Operator - Environmental Services
- FEL Operator - P&R
- Sanitation Truck Driver

- Stockperson II
- Summer Coop Student Finance
- Utility Person - Truck Driver

Job Group 5

- Assistant Meter Mechanic
- Compactor Operator
- Labourer - WW
- Lifeguard/Instructor (*recreation*)

- Maintenance Worker/Relief Operator
- Parks Person II
- Weigh Scale Attendant

Job Group 6

- Accounts Payable/Purchasing Clerk
- Capital Projects - Student
- Cashier/Lifeguard/Instructor (*recreation*)
- Clerk-Steno - Engineering
- Clerk-Steno - Parks & Recreation
- Clerk-Steno - Projects
- Customer Service Representative

- General Utility Worker - S&R
- General Utility Worker 2
- Head Cashier (Yara) (*recreation*)
- Parks Person III/Building Operator
- Payroll/Cost Clerk
- Water Meter Installer
- Youth Activity Supervisor (*recreation*)

Job Group 7

- Accounting Clerk
- Building Operator
- Clerk-Steno - Operations
- Communications/Economic Development Officer
- Dispatcher - Transit
- GIS Technician
- Head Guard/Cashier/Lifeguard/Instructor (*recreation*)

- Help Desk Technician
- Parks Person III
- Power Excavator Operator
- Roadways Operator
- Skilled Labourer - W&W
- Summer Program Coordinator (*recreation*)
- Treasury Revenue Assistant

Job Group 8

- Assessment Co-ordinator
- Clerk Steno Cemeteries
- Clerk-Steno - Committee Support
- Crew Lead - Crescent Park
- Crew Lead - Irrigation/Parks General
- Crew Lead - Parks General - Seasonal
- Crew Lead - Sportsgrounds

- Development and Business License Coordinator
- General Utility Person - W&W
- Legal Assistant
- Technician I
- Utility Person/Arena Engineer

Job Group 9

- Accountant - Payables & Costing
- Accountant - Payroll
- Bylaw Enforcement Officer
- CAD Technician
- City Council Support
- Crew Lead - Cemetery
- Crew Lead - Facilities
- Head Guard/Pool Manager (*recreation*)

Job Group 10

- Accountant - Treasury
- Assistant Building Official
- Business Analyst
- Capital Project Coordinator
- Crew Lead - Forestry
- Crew Lead - Roadways
- Customer Service Supervisor
- Grant Writer

Job Group 11

- CAD Supervisor
- Development Planner
- Electronic Technician

Job Group 12

- City Horticulturalist
- Crew Lead - Environmental Services
- Crew Lead - Fleet Services
- Crew Lead - Sanitation

Job Group 13

- Building Official
- Chief Operator - Pump Stations

- Mechanic I
- Pipefitter
- Planner I
- Taxation Officer
- Technician II
- Utilities Clerk
- Webmaster

- Hydro-Vac Truck Operator
- Information Technology Analyst
- Operator - Pump Station
- Procurement Specialist
- Recreation Program Supervisor - Parks & Rec
- Recreation Program Supervisor - Yara
- Utilities Accountant

- Engineering Technologist
- Storekeeper

- Crew Lead - Water & Wastewater
- GIS Supervisor
- Senior Information Technology Analyst

LETTER OF UNDERSTANDING – #2013-02

BETWEEN

THE CITY OF MOOSE JAW

AND

CUPE LOCAL 9

(ORIGINALLY SIGNED: JULY 10, 2013)

RE: Student Work Placements

The City of Moose Jaw and CUPE Local 9 recognize that providing student work placements is a benefit to the student, the Corporation and the educational institutions. It is understood that the objective of student work placements differ depending on the institution coordinating the placement. However, a student work placement, in general, will provide an opportunity for:

- (i) participants to explore a job area in which they are interested;
- (ii) development of specific job skills and personal management skills; and
- (iii) career enhancement through occupational experience, knowledge and networking.

For the purpose of providing student work placements with the City of Moose Jaw, the Parties agree to the following:

- 1. No more than two (2) students from each program of study will be hired in any year.
- 2. The maximum duration of a student work placement is eight (8) months.
- 2. The student work placement participant shall have access to an appropriate supervisor at all times.
- 3. The student work placement will not:
 - result in the layoff of any temporary or permanent employee;
 - affect the hiring practices of temporary or permanent employees.

All employees who work in the Department, Division or Facility, as the case may be, will be informed of the purpose and duration of the student work placement.

- 4. CUPE Local 9 shall be notified at least seven (7) working days in advance of any student work placement occurring. The notification will include the following:

- duration of the placement;
- Department, Division or Facility where the participant will be placed;
- sponsoring institution;
- purpose of the placement;
- title of the position in which the student is placed and the rate of pay (if applicable).

Upon mutual agreement between the Parties, the above provisions may be varied on a case by case basis.

This Letter of Understanding becomes effective upon the date of signing by the Parties and will remain in force and effect until either Party serves the other with thirty (30) calendar days' written notice to terminate the provisions contained herein. Such notice shall contain a full explanation of the reasons for termination.

Dated at Moose Jaw, Saskatchewan this 31 th day of March 2025.

CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

THE CITY OF MOOSE JAW

Per: [Signature]
President

Per: [Signature]
Mayor

Per: [Signature]
Negotiation Committee Member

Per: [Signature]
City Clerk

Per: [Signature]
Negotiation Committee Member

Per: [Signature]
Negotiation Committee Member



LETTER OF UNDERSTANDING – #2013-03

BETWEEN

THE CITY OF MOOSE JAW

AND

CUPE LOCAL 9

(ORIGINALLY SIGNED: JULY 10, 2013)

RE: Lifeguard and Instructor Training

The City of Moose Jaw and CUPE Local 9 agree that Aquatics is challenged to recruit suitable Daytime Lifeguards and Swimming Instructors. In support of this The City of Moose Jaw will provide the requisite training to suitable volunteer candidates interested in future employment as Daytime Lifeguards and Swimming Instructors. It is recognized that:

- i) The City of Moose Jaw shall endeavour to support the candidate with all available means, by offering a secure, supportive environment to learn in, ensuring quality and integrity of the training programs, and in providing a work term following the completion of the training program.
- ii) A Vulnerable Sector Criminal Records Check (CRC) must be completed prior to entering the program, at the candidate's cost.
- iii) Voluntary termination of the training program by the candidate prior to completing all courses and a six-month work term beginning the commencement date of employment will result in the candidate making immediate payment to the City of Moose Jaw for the course repayment costs.
- iv) The City of Moose Jaw reserves the right to terminate a candidate from either the training program or the work term for any breach of contract or inability to complete the program to the national program or industry standards.

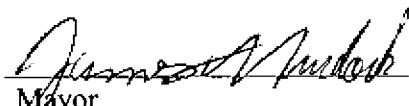
This Letter of Understanding becomes effective upon the date of signing by the Parties and will remain in force and effect continuing for the term of this Collective Agreement, and subject to review at the next session of collective bargaining.

Dated at Moose Jaw, Saskatchewan this 31th day of March 2025.

CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

Per: 
President

THE CITY OF MOOSE JAW

Per: 
Mayor

Per: Breg Abell
Negotiation Committee Member

Per: [Signature]
City Clerk

Per: [Signature]
Negotiation Committee Member

Per: [Signature]
Negotiation Committee Member



LETTER OF UNDERSTANDING #2020-01

BETWEEN

CITY OF MOOSE JAW

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 9

(ORIGINALLY SIGNED: SEPTEMBER 24, 2020)

RE: Implementation of New Joint Job Evaluation Plan

The parties agree to the following provisions of the Letter of Understanding regarding the review of implementation Issues of a new Joint Job Evaluation Plan as set out below:

The Parties agree to the principles of Equal Pay for Work of Equal Value and will not knowingly undermine the Joint Job Evaluation Plan.

The parties shall within one hundred and twenty (120) days following the signing of this agreement establish a Joint Job Evaluation Committee consisting of three (3) members from the employer and three (3) members from the Union with one alternate each. This Joint Job Evaluation Committee shall have equal representation and participation from both parties.

1. Purpose of the Committee

The committee shall have the authority:

- a) To determine the initial allocation process and procedure in order to commence and complete the Job Evaluation Program.
- b) To perform the duties as outlined in the process and procedures to complete the program.
- c) To develop a Weighted Point Job Evaluation Manual and determine the factors to be used.
- d) To evaluate the jobs/positions using the Job Evaluation Manual as developed.
- e) Implement the maintenance procedure for the plan.
- f) To modify part or all of the Job Evaluation Manual as necessary, or review new manuals, procedures or methods.
- g) To make recommendations regarding implementation of the plan.
- h) To make recommendations such as changes to the plan, maintenance procedures, or related policies.

2. Documents for the Committee

The committee shall be supplied with all job documentation, existing job descriptions, job specifications, ratings and evaluation results.

3. Disagreement Regarding Job Evaluation

In the event the committee is unable to reach agreement on any matter relating to the interpretation, application or administration of the Joint Job Evaluation Program, the co-chairpersons of the committee shall request, within ten (10) working days, that each party designate an advisor to meet with the committee and attempt to assist in reaching a decision.

If, after meeting with the two (2) advisors appointed, the committee remains unable to agree upon the matter in dispute, the co-chairpersons shall advise, in writing, the Union and the Employer of this fact, within fifteen (15) working days. Either party may, by written notice to the other party, refer the dispute to a single arbitrator who shall be selected by agreement of the parties.

The power of the arbitrator shall be limited to the matters in dispute as submitted. The decision shall be final and binding on the parties. The documentation on the matters in dispute shall be exchanged prior to the arbitration. The arbitrator's fees and expenses shall be shared equally between both parties.

4. Arbitration Procedures

- i. The Employer and the Union shall be in attendance at the Arbitration Hearing. The Arbitrator shall have the right to request additional information and to summon other parties as deemed necessary.
- ii. The documentation provided to the arbitrator shall be restricted to Job Evaluation documents, such as job description, job specifications, appeal forms, the Job Evaluation Manual or other pertinent documents as required.
- iii. The Arbitrator's decision shall be directed to the co-chairpersons of the Joint Job Evaluation Committee who in turn shall inform the Employer and the Union.

5. Attendance at Meetings

The Employer shall release without loss of pay or benefits or seniority, the representatives named by the Union to attend sessions of the Joint Job Evaluation Committee.

6. Job Evaluation Consultants

Nothing in this agreement shall be interpreted as barring either party to this agreement to the Joint Job Evaluation Committee from engaging a consultant/advisor. They shall function as consultants/ advisors with voice but no vote but shall not sit as members of the Joint Committee. The Joint Job Evaluation Committee shall continue the Job Evaluation Plan to completion if the consultant(s) advisor(s) are released or unable to continue to engage.

7. Terms of Reference

In accordance with Article 1 e), the Committee shall be responsible for implementing the agreed to Terms of Reference in order to assure future maintenance of the plan. The Terms of Reference shall be attached to and form part of the collective agreement.

8. Implementation

The date of implementation of the Joint Job Evaluation Plan shall be negotiated between the parties and is subject to ratification by both parties.

9. No Reduction In Wages

Employees whose wage rate exceeds the maximum of their new range shall maintain their current rate of pay. Employees would not be eligible for future increases until they are within their range.

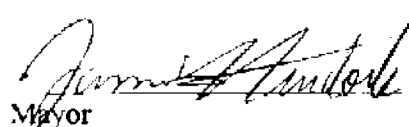
Should the qualification(s) change on the City of Moose Jaw Job Description during the allocation process, current employees will not be impacted in their existing position.

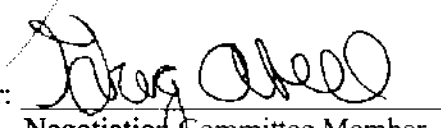
Dated at Moose Jaw, Saskatchewan this 31th day of March 2025.


CUPE LOCAL 9 OF
Moose Jaw, Saskatchewan

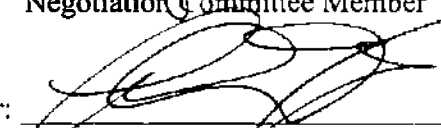
THE CITY OF MOOSE JAW

Per: 
President

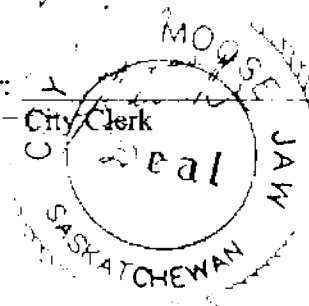
Per: 
Mayor

Per: 
Negotiation Committee Member

Per: 
City Clerk

Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member



LETTER OF UNDERSTANDING 2025-01

BETWEEN

THE CITY OF MOOSE JAW

AND

CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 9

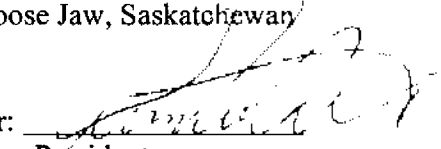
RE: VACATION PAY – NON-PERMANENT EMPLOYEES

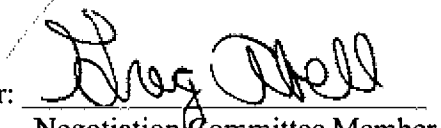
The parties agree that the following employees may continue to accrue vacation entitlements as long as they remain scheduled temporary employees.

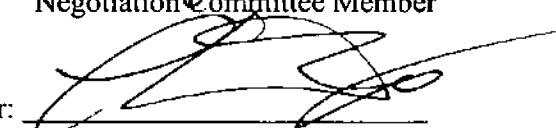
- Keisha Abbott
- Adam Chartier
- Tyson McFarlane

Dated at Moose Jaw, Saskatchewan this 31st day of March 2025.

CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

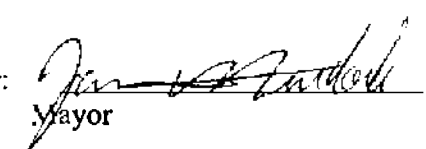
Per: 
President

Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member

THE CITY OF MOOSE JAW

Per: 
Mayor

Per: 
City Clerk



LETTER OF UNDERSTANDING #2025-02

BETWEEN

THE CITY OF MOOSE JAW

AND

CUPE LOCAL 9

RE: Implementation of Joint Job Evaluation (JJE)

The parties agree to the following regarding the implementation of the Joint Job Evaluation (JJE) Framework effective January 1, 2026.

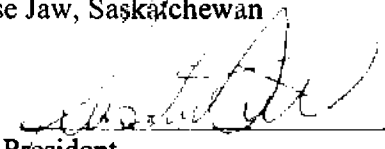
Existing permanent employees who have successfully completed a merit review and been placed at the maximum salary step prior to January 1, 2026, and are subsequently placed in a salary step below the maximum at the implementation of JJE are not required to complete another merit review when they become eligible in the new wage scale.

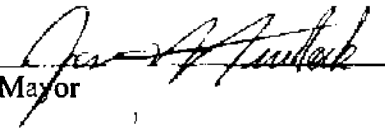
This applies only to the position and duties for which the merit review was conducted. If the employee moves to a different job they will be required to complete a merit review in accordance with Article 8.4 (2).

Dated at Moose Jaw, Saskatchewan this 31st day of March 2025.

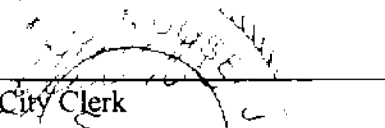
CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

THE CITY OF MOOSE JAW


Per: 
President

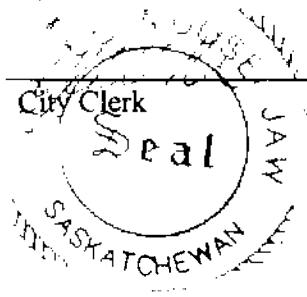
Per: 
Mayor

Per: 
Negotiation Committee Member

Per: 
City Clerk

Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member



LETTER OF UNDERSTANDING #2025-03

BETWEEN

THE CITY OF MOOSE JAW

AND

CUPE LOCAL 9

RE: Market Value Adjustments (MVAs)

The parties agree to the following regarding MVAs:

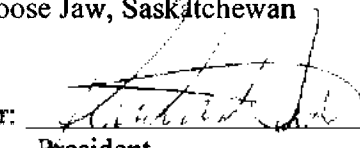
No later than sixty (60) days following the signing of the current Collective Agreement, the Employer will conduct a review of all existing MVAs and determine any adjustments to rates effective July 1, 2025. These amended rates will be communicated to the Union.

There will be no decrease in total wages to positions with an approved MVA as a result of the review.

Thereafter, any new MVAs or changes to existing MVA rates will require Union approval.

Dated at Moose Jaw, Saskatchewan this 31th day of March 2025.

CUPE LOCAL 9 of
Moose Jaw, Saskatchewan

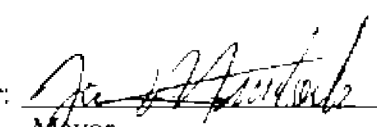
Per: 
President

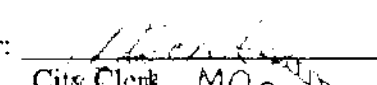
Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member

Per: 
Negotiation Committee Member

THE CITY OF MOOSE JAW

Per: 
Mayor

Per: 
City Clerk



**JOB EVALUATION TERMS OF
REFERENCE**

between

City of Moose Jaw

and

CANADIAN UNION OF PUBLIC EMPLOYEES

and its

LOCAL #9

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ARTICLE 1 – PURPOSE

- 1.1 To carry out a Joint Gender-Neutral Job Evaluation Program in accordance with the general objectives and principles set out in this agreement pertaining to a Joint Gender-Neutral Job Evaluation Program between CUPE Local 9 and the City of Moose Jaw.
- 1.2 To jointly implement a single gender-neutral job evaluation plan to achieve Equal Pay for Work of Equal Value for all jobs within CUPE Local 9. The plan will include these four main factors:
- Skill
 - Effort
 - Responsibility
 - Working Conditions

ARTICLE 2 – DEFINITIONS

The following definitions are to apply to the terms used herein:

Collective agreement	The collective agreement currently in effect between the employer and CUPE Local 9.
Degree level	The actual measurement level within each subfactor.
Factors	The four major criteria used to measure jobs are skill, effort, responsibility and working conditions.
Gender-neutral	Any practice or program which does not discriminate on the basis of gender identity.
Incumbent	An employee assigned to a job.
Job	Is made up of a collection of duties and responsibilities.
Job description	The tool used to collect and record job data which forms part of the job related documents.
Job evaluation	A process which measures the value of jobs in relation to each other; this value is expressed in points.
Job evaluation plan	A measuring tool used to rate jobs. It contains subfactor definitions with corresponding degree levels and notes to raters.

Joint job evaluation committee	The committee is made up of equal representatives from union and management and is responsible for the implementation of the job evaluation program.
New job	A job which is added to the workforce that is sufficiently different from work currently being performed in the workplace that it cannot be assigned to an existing job.
Points	The numerical expression assigned to each degree level within each subfactor.
Position	Is a collection of duties and responsibilities assigned to one person.
Rating	The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.
Rating sheet	Records the facts and rationale for the degree levels assigned to each subfactor for each job.
Subfactors	Are components of the four major factors.
Task	A unit of work activity which forms part of a duty; one of the operations that constitute a logical and necessary step in the performance of a duty.
Total points	The sum of all points allocated to each job for all subfactors determined in accordance with the job evaluation plan.

ARTICLE 3 – THE JOINT JOB EVALUATION COMMITTEE (J.J.E.C.)

- 3.1** The J.J.E.C. shall have equal representation and participation from the parties, consisting of 3 representatives from the employer and 3 representatives from the local union.
- 3.2** The employer and the union shall each designate one of its representatives to act as co-chairperson. The co-chairpersons are responsible for:
- a) The chairing of committee meetings;
 - b) The scheduling of regular committee meetings which includes notification of appropriate supervisors for committee members' attendance;
 - c) Establishing the priority of matters to be acted upon by the committee.

- 3.3 Committee members shall be excused from rating their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a conflict of interest situation.
- 3.4 Each party may appoint two alternate representatives to serve as replacement for absent members. Alternate members shall have the right to vote only when replacing a regular committee member who is absent or unable to attend due to conflict of interest. One alternate member is encouraged to attend all meetings and only one alternate member receives leave with pay to attend.
- 3.5 The Union committee members and any alternates appointed by the Union shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the committee.
- 3.6 Routine business decisions of the committee shall be made by consensus. Job rating decisions shall require a unanimous decision of the full committee and shall be final and binding on the parties, subject to the appeal procedure set out in Article 7.
- 3.7 The committee shall meet as necessary at a mutually agreed upon time and place. Each member shall receive notice along with the agenda for the meeting at least forty-eight (48) hours before the meeting. Either party may call a meeting by giving written notice.
- 3.8 Either party to the agreement may engage advisors to assist its representatives on the J.J.E.C. Any such advisor shall be entitled to voice but not to vote and shall not be considered to be a member of the committee.

ARTICLE 4 – MANDATE OF THE J.J.E.C.

- 4.1 The J.J.E.C. shall implement and maintain the CUPE Gender-Neutral Job Evaluation Program by:
- a) Evaluating existing jobs using the job evaluation plan;
 - b) Maintaining the integrity of the program;
 - c) Recommending to the parties changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time.
 - d) Recording the results and rationale on the rating sheet and complete the appropriate decision forms as determined by Human Resources. Copies of the decision form will be provided to the incumbent(s), manager and Human Resources.

ARTICLE 5 - JOB ANALYSIS PROCEDURE FOR INITIAL ALLOCATION OF JOBS

- 5.1 The following general procedure shall be used to rate jobs:

Step 1

A Job Description shall be completed by the incumbent(s) and the manager. The completed questionnaire shall be submitted to the J.J.E.C.

Step 2

The job shall be rated, based on the job description, in accordance with the job evaluation plan. The committee shall also use information obtained from the completed description, interviews with the incumbent(s) and/or manager and, if required, visits to the workplace.

Step 3

Decisions will be communicated to the incumbent, manager and human resources using the appropriate decision form.

5.2 In the application of the job evaluation plan, the following general rules shall apply:

- a) It is the content of the job, and not the performance of the incumbent(s) that is being rated;
- b) Jobs are evaluated without regard to existing wage rates;
- c) Jobs are placed at the appropriate degree level in each subfactor by comparing the specific requirements of the job to the subfactor definition and the description of each degree level;
- d) The job analysis and rating of each job shall be relative to and consistent with the job descriptions and ratings of all other jobs rated under the plan;
- e) No interpolation of subfactor degrees (i.e. mid-points) is permitted;

ARTICLE 6 – MAINTAINING THE JOB EVALUATION PROGRAM

6.1 Job Evaluation Procedure for Existing Jobs

Where the duties of a position have changed significantly the incumbent or the manager may request a review of the position. The following procedures shall be followed:

- a) The incumbent(s) or the manager may request a job evaluation review by completing an updated job description and submitting it to the J.J.E.C.

- b) Upon receipt of the completed job description, J.J.E.C. will determine by consensus if there has been significant change in the job duties since it was last reviewed. If there has not been significant change, no review will be conducted.
- c) J.J.E.C shall review the job description. Where further information is required, interviews shall be held with incumbents and/or manager and/or visits to the workplace.
- d) The committee shall rate each subfactor of the job, and to establish a new rating and advise the incumbent(s), manager and Human Resources of its decision. The rating of the job shall determine the pay grade for the job.

6.2 Job Evaluation Procedure for New Jobs

When a new position is created the manager will complete a job description and submit it to Human Resources for review.

The following procedures shall be followed:

- a) The manager shall complete a job description and submit it to Human Resources.
- b) Human Resources shall review the job description. Where further information is required, interviews shall be held with the manager.
- c) Human Resources shall rate each subfactor of the job, and to establish a rating and advise the union co-chair of J.J.E.C of its decision.
- d) The union co-chair will have up to 5 working days from time of receipt of a rating decision from Human Resources to challenge the result and request a review by J.J.E.C. If the no challenge is received in writing the decision will be communicated by Human Resources to the manager.
- e) If a challenge is received, J.J.E.C. shall meet and review the position in accordance with the process set out in Article 6.1.
- f) All new jobs will be reviewed by the co-chairs of the J.J.E.C. 6 months after the position has been filled. If the co-chairs disagree the entire J.J.E.C. will review the job rating.

ARTICLE 7 –APPEAL PROCEDURE

- 7.1** Within twenty-one (21) calendar days of receipt of a classification decision the following procedure shall apply:

- a) The incumbent(s) or the Out of Scope supervisor may appeal the job rating by completing and submitting the appeal form stating the reason(s) for disagreeing with the rating of the job.
- b) The J.J.E.C. shall consider the reconsideration request and make a decision which shall be final and binding upon the parties and all employees affected.
- c) The committee shall inform both the incumbent(s) and the manager of its decision using the appeal decision form.

ARTICLE 8 – SETTLEMENT OF DISAGREEMENTS WITHIN THE J.J.E.C.

- 8.1** In the event the J.J.E.C. is unable to reach agreement on any matter relating to the interpretation, application or administration of the Joint Job Evaluation Program, the co-chairpersons of the committee shall request, within ten (10) working days, that each party designate an advisor to meet with the committee and attempt to assist in reaching a decision.
- 8.2** If, after meeting with the two (2) advisors appointed pursuant to Article 8.1, the committee remains unable to agree upon the matter in dispute, the co-chairpersons shall advise, in writing, the union and the employer of this fact, within fifteen (15) working days.
- 8.3** Either party may, by written notice to the other party, refer the dispute to a single arbitrator who shall be selected by agreement of the parties. If the parties are unable to agree, either party may request the Minister of Labour to appoint an arbitrator.
- 8.4** The arbitrator shall decide the matter upon which the J.J.E.C. has been unable to agree and his/her decision shall be final and binding on the J.J.E.C., the employer, the union and all affected employees. The arbitrator shall be bound by these Terms of Reference and the Job Evaluation Plan and shall not have the power to modify or amend any of their provisions. The jurisdiction of the arbitrator shall be limited to the matter in dispute, as submitted by the parties.
- 8.5** The employer and the union shall be the parties to the arbitration hearing and shall have the right to present evidence and argument concerning the matter in dispute. The arbitrator shall have the powers of an arbitrator appointed pursuant to the collective agreement and, in addition, shall have the authority to require the parties to present additional information and to require other person(s) to present evidence, as deemed necessary by the arbitrator.
- 8.6** The arbitrator's fees and expenses shall be borne equally between the parties.
- 8.7** The time limits contained in this article may be extended by mutual agreement of the parties.

ARTICLE 9 - APPLYING THE RATING TO THE SALARY RANGES

9.1 Job ratings serve to:

- a) group jobs having relatively equivalent point values (this is commonly referred to as banding);
- b) provide the basis upon which wage rate relationships between jobs are established;
- c) measure changes in job content;
- d) assign jobs to their proper pay grade in the salary schedule.

9.2 The total point allocation shall be used to determine the salary range for the jobs based upon the following template:

<u>Pay Grade</u>	<u>Point Range</u>
1	_____ - _____
2	_____ - _____
3	_____ - _____
4	_____ - _____

ARTICLE 10- CONCLUSION AND IMPLEMENTATION

10.1 The J.J.E.C. shall report its recommendations to the parties for ratification.

10.2 The Terms of Reference and the Gender-Neutral Job Evaluation Plan shall be deemed to be included in the collective agreement, effective the date of signing of these Terms of Reference.

FOR THE UNION	FOR THE EMPLOYER
Date:	Date: