



COLLECTIVE AGREEMENT

BETWEEN

**THE CORPORATION OF LOYALIST TOWNSHIP
(hereinafter called the "Employer")**

OF THE FIRST PART

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 2150
(hereinafter called the "Union")**

OF THE SECOND PART

JANUARY 1, 2025 - DECEMBER 31, 2027

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ARTICLE 1 - PURPOSE

- 1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Employer and its employees and to provide machinery for the prompt and equitable disposition of grievances and to maintain and establish wages, hours of work and other working conditions as herein provided.

ARTICLE 2 - EMPLOYER-EMPLOYEES' RESPONSIBILITIES

- 2.01 It is recognized that the Employer and employees provide services for the safety, health, comfort and general welfare of the citizens.

ARTICLE 3 - SCOPE

- 3.01 The Employer recognizes the Canadian Union of Public Employees and Its Local 2150 as the bargaining agent of all employees of The Corporation of Loyalist Township, save and except supervisor/operators, department heads, persons above the rank of supervisor/operator and department head, ferry service employees, Deputy Fire Chief, Fire Prevention Officer, volunteer fire fighters, Executive Assistant position(s), Assistant Township Engineer, Project Coordinator, Utilities Compliance Officer, Recreation Program Coordinator, Aquatics Program Coordinator, Marketing and Customer Relations Coordinator, Recreation Programmer, Senior Financial Analyst, Construction Supervisor, Information and Technology Manager, Chief Building Official, Human Resources Manager, Payroll/Benefit Coordinator, and persons regularly employed for twenty-four (24) hours per week or less, and students employed during the vacation period.
- 3.02 No member, as defined in Article 3.01, shall be required or permitted to make a written or verbal Agreement with the Employer or its representatives which may conflict with the terms of this Collective Agreement.

ARTICLE 4 - MANAGEMENT RIGHTS

- 4.01 The Union acknowledges that it is the exclusive function of the Corporation:
- (a) To maintain order, discipline and efficiency.
 - (b) To hire, discharge for just cause, classify, transfer, promote, or discipline employees for just cause.
 - (c) To organize and direct in all respects the services provided for the purpose and without restricting the generality of the foregoing to determine:
 - (i) The machines, tools, equipment and materials to be used in any operation or series of operations.

- 4.01 (c) (ii) The nature of the work to be done and the methods of performing the said work.
- (iii) The time schedules of operations.

The Corporation agrees that these management functions shall be executed in a manner consistent with the general purpose and intent of this Agreement and subject to the right of an employee to lodge a grievance as set forth herein.

ARTICLE 5 - TEMPORARY EMPLOYEES

- 5.01 The Union agrees that the Employer may have to hire temporary employees from time to time. Temporary employees shall be defined as employees hired for a specific period of time to work on fixed-term projects, subsidized or other short-term programs. Should the Employer hire temporary employees, the following shall apply.
1. The employee hired on a temporary basis shall sign an agreement with the Employer specifying the estimated length of employment in accordance with the following. A copy of the Agreement shall be sent to the Secretary of the Union.
 2. Temporary employees' employment shall not exceed twelve (12) months, with the option to extend for another six (6) months, with the mutual agreement of the parties, save and except when replacing a full-time employee who is absent on an approved leave or in the case of subsidized programs where the term of employment is defined by the funding provider offering the program.
 3. The hiring of temporary employees shall not cause the lay-off of any of the regular employees nor shall it be used to circumvent the replacement of a regular employee.
 4. Temporary employees who are retained as regular employees and who complete their probationary period as a regular employee, shall have their seniority and vacation service dated back to the employee's most recent date of hiring as a full time employee. Any service time worked in a temporary capacity, and which the supervisor agrees is substantially the same position as the employee's new permanent position, shall be counted towards the probationary period for such new position.
 5. Temporary employees shall be paid in accordance with Schedule "A" of this Agreement. When employees are hired whose position is not covered by Schedule "A" the Employer shall establish the rate to be paid and it shall be subject to approval by the Union.
 6. The Employer will provide eligible temporary employees fifty percent (50%) of the boot allowance in Article 25.01 as reimbursement per year towards the cost of C.S.A. approved safety boots upon provision of a receipt of purchase to the Employer.

- 5.01 7. The Employer will provide eligible temporary employees with half of the clothing allowance in Article 25.01 (b)(i) and (ii) for their respective position. Temporary employees must return the items listed in 25.01 (a) at the conclusion of their temporary employment.
8. Temporary employees will be provided with one (1) day of Personal Paid Leave which can be used as an unspecified personal leave of absence, for each six (6) month period of employment. Employees may elect to take such time in hourly blocks. This personal leave has no cash value at the end of the temporary employment.
9. Temporary employees shall be fully covered by the terms of this Agreement with the exception of the following Articles: 14 (Seniority), 16 (Lay-off and Recall), 20 (Vacations), 21 (Sick Leave), 22 (Leave of Absence), 23 (Benefits) and 25 (Clothing and Boot Allowance). Temporary employees shall be entitled to vacation pay, maternity and parental leave in accordance with the Employment Standards Act.

ARTICLE 6 - NO DISCRIMINATION

- 6.01 The Employer and the Union agree that there shall be no discrimination, intimidation, restraint or coercion exercised or practiced by either party with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, classification, discharge, or otherwise by reason of age, race, creed, colour, sex, national ancestry or place or origin, marital status, family status, sexual orientation, gender identity or gender expression, or any other protected ground under the Ontario Human Rights Code as amended, nor by reason of their membership or activity or lack of activity in the Union.
- 6.02 The Union agrees that there will be no Union activities on the premises of the Employer, except where permitted by the Employer.

ARTICLE 7 - UNION SECURITY

- 7.01 The Employer shall deduct bi-weekly from every employee as defined in Article 3.01, Union dues levied in accordance with the Union's By-Laws.
- 7.02 All employees who are now members of the Union shall remain members of the Union as a condition of continued employment. All new employees who join the Union shall remain members of the Union as a condition of continuing employment.
- 7.03 Deductions shall be made from each payroll of each month and shall be forwarded to the Treasurer of the Union not later than the 15th day of the following month, accompanied by a list of the names, addresses and classifications of employees from whose wages the deductions have been made.

- 7.04 The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect.
- 7.05 The Union shall indemnify and save the Employer harmless with respect to all dues so deducted and remitted.
- 7.06 All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Chief Administrative Officer and the Secretary of the Union or the National Representative with copies to the President of the Union.
- 7.07 At the same time the Income Tax (T-4) slips are made available, the Employer shall type on the T-4 slip the amount of Union dues paid by such employee in the previous year.

ARTICLE 8 – LABOUR/MANAGEMENT COMMITTEE

It is the expressed intent of the parties that a Labour/Management Committee be established.

Two (2) representatives of each party shall meet at regular intervals or at the initiative of either party and not less than once (1) per year at a mutually agreeable date, time and place.

All time spent by bargaining unit representatives attending such meetings will be considered time worked but will not be considered in the calculation of any overtime premium.

The Committee shall concern itself with general matters, i.e.

- Activities to improve relations between the Employer and the Union;
- Reviewing suggestions from the Employer, the Union or employees, questions of working conditions, workload and service (but not grievance);
- Attempting to correct conditions causing grievances and misunderstandings.

The Committee shall not have the power to add, amend, delete or change any part of the Collective Agreement.

Each party shall notify the other of the proposed agenda items in writing one (1) week in advance of the meeting.

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over the meetings. Minutes of the meetings shall be taken by a person selected by Management and the Union on an alternating basis. The minutes shall reflect the discussion that took place on every agenda item, as well as the resolutions agreed to on each agenda item.

Article 8 Continued

The minutes of the meeting shall be vetted and approved by the Union and Management representatives prior to distribution within one (1) month of the meeting. Copies of the minutes will be distributed to each Steward and member of the Labour/Management Committee and will be posted on the bulletin boards at each work location.

No employee shall act in the capacity of committee members as referred to in this Article until they have successfully completed their probationary period.

ARTICLE 9 - REPRESENTATION

- 9.01 The Employer shall recognize a Union Negotiating Committee consisting of the President and five (5) employees.
- 9.02 The Employer agrees to Union Representation of not more than two (2) employees in addition to the grievor, one of whom shall be the "Steward" involved with the grievance process up to and including arbitration.
- 9.03 The Union shall keep the Employer notified in writing of the names of its current members of the Grievance Committee, Negotiating Committee, Stewards and the Union Officers.
- 9.04 Employees on any of the Committees listed herein shall suffer no loss of wages when meeting with the Employer during their regular working hours. This includes time spent at grievance hearings, and in informal discussions with an employee or the Employer prior to a grievance being filed. Union representatives recognize that they are employed by the Employer and will not leave their work during working hours except to perform their duties under this Agreement. Union representatives shall notify and obtain permission from their immediate supervisor prior to leaving their work for union business. The union representative shall inform the supervisor that they are required for union business, including the location and the estimated duration of the leave if known. Such representatives shall also confirm with their supervisor when they return from leave and resume their normal duties. In turn, it is acknowledged that permission for this type of leave will not be unreasonably denied. Further, should a Union representative be required to attend on behalf of a member or themselves, the employer will give as much notice as possible. The employer will also provide the Union Representative with the opportunity to meet privately with the member prior to the employer meeting if requested.
- 9.05 At all meetings with the Employer, the Committees may be accompanied by a Representative of the Canadian Union of Public Employees.

9.06 The following Departments or Divisions covered by each Steward shall be:

- One (1) Steward for Recreation, Parks, and Facilities
- One (1) Steward for Office and Clerical
- One (1) Steward for Utilities
- One (1) Steward for Public Works
- One (1) Steward for Technical staff

One of the above Stewards shall be the Chief Steward.

ARTICLE 10 - GRIEVANCE PROCEDURE

10.01 Should any difference arise between the Employer and an employee or the Union as to the interpretation, application or alleged violation of the provisions of this Agreement, they shall be taken up in the following manner with the understanding (where applicable) the employee shall discuss the grievance verbally with their Supervisor to see if it can be explained or adjusted. Failing settlement at this stage or if the employee or the Union feels they would like to submit the grievance at Step 1, then the following shall apply.

STEP 1

An employee or the Union having a grievance shall submit the grievance in writing to their Manager or their designate signed by the employee (with a representative of the Union if the employee so desires) to determine whether it can be resolved. Such shall be submitted within seven (7) working days from the time the grievance occurred or seven (7) working days from the time the employee should have known of the event upon which the grievance was based.

The Manager or their designate shall either schedule a grievance meeting or reply to the grievance in writing within seven (7) working days after receiving the grievance. Should a meeting be held, the Manager or their designate will respond in writing within seven (7) working days following the grievance meeting.

STEP 2

If the Manager or their designates reply to the grievance is not satisfactory, the grievance in writing may then be submitted to the Chief Administrative Officer or their designate within five (5) working days from the supervisor's reply being received. The Chief Administrative Office or their designate shall schedule a grievance meeting or reply to the grievance within seven (7) working days after receiving the grievance. Should a meeting be held, the Chief Administrative Officer or their designate shall give their reply in writing to the employee and the Union representative not later than ten (10) working days following the grievance meeting.

10.01 Step 2 Continued

The Grievance Committee of the Employer shall render their decision in writing to the employee and the Union Committee not later than ten (10) working days following the presentation of the grievance. If a satisfactory settlement is not reached at Step 2, then the dispute may be submitted to arbitration covered under Article 11 of this Agreement within twenty (20) working days following receipt of the reply from the Employer's Grievance Committee.

10.02 A written grievance shall contain a clear and concise statement concerning the complaint, the persons involved, the date on which the alleged grievance occurred, and the relief sought.

10.03 Where no written answer has been given within the time limits specified, the grievance shall be submitted to the next step of the foregoing procedure, including arbitration.

10.04 Replies to grievances stating reasons shall be in writing at all stages.

10.05 Any mutually agreeable changes to this Collective Agreement shall form part of this Collective Agreement.

10.06 Group Grievance

Where a number of employees have identical grievances and each employee would be entitled to grieve separately they will present a group grievance in writing signed by each employee who is grieving and by the Union, to the supervisor or designate within seven (7) working days from the time the grievance occurred or seven (7) working days from the time the employee should have known of the event upon which the grievance was based. The grievance shall be treated as being initiated at Step 1 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

10.07 Policy Grievance

A complaint or grievance arising directly between the Employer and the Union concerning the interpretation, application, or alleged violation of the Agreement shall be originated at Step 2 within ten (10) working days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee which such employee could themselves institute and the regular grievance procedure shall not be thereby bypassed.

ARTICLE 11 - ARBITRATION

11.01 Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request is received within twenty (20) working days after the decision under Step 2 is given, the grievance shall be deemed to have been abandoned.

11.01 Continued

When either party requests that any matter be submitted to arbitration, the provisions of the Labour Relations Act shall apply.

Either party may notify the other of its desire to proceed to grievance mediation. Attendance at the grievance mediation and choice of Mediator shall only be through mutual agreement. The parties shall jointly share the expense of mediation.

11.02 The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the parties to this Agreement.

ARTICLE 12 - NO STRIKE NO LOCKOUT

12.01 The Union agrees that during the term of this Agreement there shall be no strikes. The Employer agrees that there shall be no lockout during the term of this Agreement.

ARTICLE 13 – DISCIPLINE, SUSPENSION AND DISCHARGE

13.01 A claim by an employee who has completed their probationary period that they have been unjustly discharged shall be treated as a grievance if a written statement of such grievance is lodged with the Employer at Step 2 within ten (10) calendar days after the discharge is affected. Such grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) confirming the Employer's action in dismissing the employee;
- (b) reinstating the employee with payment to them for such time lost due to the discharge at their regular rate of pay for their normally scheduled work for such period less any amounts of money earned while gainfully employed;
- (c) by any other arrangement which may be deemed just and equitable.

13.02 Any employee who has completed the probationary period may be dismissed but only for just cause. When an employee is disciplined, discharged or suspended, they shall be given the reason in the presence of the Steward or another member of the Union executive. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such discharge or suspension.

13.03 The record of an employee shall not be used against them at any time in the following instances:

- (a) When two (2) years have elapsed since a suspension, provided there has been no recurrence of a similar and/or other infraction.
- (b) When two (2) years have elapsed since the issuance of a letter of reprimand provided there has been no recurrence of a similar and/or other infraction.

- 13.03 (c) When two (2) years have elapsed since the issuance of a non-disciplinary coaching letter provided there has been no reoccurrence of a similar and/or other infraction.

ARTICLE 14 - SENIORITY

- 14.01 Seniority is defined as the length of service in the bargaining unit defined in Article 3.01. Seniority shall operate on a bargaining unit wide basis.
- 14.02 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. In January of each year, an up-to-date seniority list shall be sent to the Union and posted on all appropriate bulletin boards at the main work locations where union employees are employed.
- 14.03 (a) A newly hired employee shall be on probation for a period of six (6) months from the date of hiring. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement with the exception of dismissal.
- (b) The Employer shall make each new employee aware of the employee's responsibilities and duties prior to the employee commencing work.
- (c) The employee's immediate supervisor shall evaluate each probationary employee, at the least, at the mid point of the probation period and shall advise the employee of any performance concerns or areas that require improvement.
- (d) After completion of the probationary period, seniority shall be effective from the most recent date of employment. The Employer, with the consent of the Union, may extend the probationary period of employees to a period of up to a further three (3) months.
- (e) The release or discharge of a probationary employee during the probationary period shall be at the sole discretion of the Employer.
- (f) In the case of probationary employees in positions that, during their probationary period, require mandatory training exceeding five (5) days, the probationary period will be extended for an amount of time equivalent to the length of the mandatory training.
- (g) During the six (6) month probationary period for all external hires, the employee's performance will be evaluated at three (3) months and near the completion of the six (6) months.

14.04 An employee shall lose all seniority and shall be deemed terminated if they:

- (a) voluntarily leave the employ of the Employer;
- (b) are discharged and is not reinstated through the grievance or arbitration procedure;
- (c) are laid off for a period of more than two (2) years;
- (d) are absent from work without permission for three (3) consecutive working days unless an explanation satisfactory to the Employer is given by the employee;
- (e) fail to return to work within seven (7) calendar days after being recalled from lay-off by notice sent by registered mail unless an explanation satisfactory to the Employer is given by the employee;
- (f) are absent from work for a period of two (2) years after the exhaustion of the short-term disability period due to illness or disability;
- (g) are absent from work for a period of two (2) years due to injury covered by the Workplace Safety & Insurance Board.

14.05 Employees that have been terminated as a result of Article 14.04 f) and g) shall be provided extended health & dental benefit continuation for a period of twelve (12) months from the date of termination.

14.06 It shall be the responsibility of the employee to keep the Employer informed of their current address and telephone number.

ARTICLE 15 - JOB POSTING

15.01 When a new position or vacancy occurs, it shall be distributed through corporate communication channels and placed at main work locations. Such posting shall contain the nature of the position and the qualifications required.

15.02 In deciding which applicant, if any, shall fill the vacancy, the following shall apply:

- (a) seniority; and
- (b) having the required qualifications.

15.03 In the event an employee is transferred or promoted within the bargaining unit, they shall retain and continue to accumulate their seniority and full benefits entitlement. The employee will be given the opportunity of fulfilling the duties of the new position during a period which may not exceed three (3) months. During this period the employee can ascertain whether the work of the position is suitable to them. Likewise, the Employer can determine if the employee is capable of performing the work of the position. The Employer shall confirm the employee in the position on or before the expiry of three (3) months, or if an employee fails to meet the requirements for the job, or if the employee deems the job not suitable at any time during the three (3) month period, they will be returned to their former position. Any other employees promoted or transferred because of this rearrangement of positions shall also be returned to their former position. In the case of a position within the bargaining unit, should the employee be returned to their former position, the Employer may appoint one of the applicants from the initial posting or, if no suitable applicant remains, may hire from external sources.

In the event an employee is promoted outside the bargaining unit, they shall retain but not accumulate their seniority for a period not to exceed six (6) months. If during this period, the employee is returned to the bargaining unit, they will be returned to their former position. Any other employees promoted or transferred because of this rearrangement of positions shall also be returned to their former position.

15.04 The Union shall be notified of all appointments, hirings, lay-offs, transfers, recalls and terminations of employment within the bargaining unit.

ARTICLE 16 - LAY-OFF AND RECALL

16.01 a) Employees who receive notice of layoff may, prior to the effective date of layoff either accept the layoff or bump another employee who has lesser seniority, on the condition that the employee is willing and qualified to perform the available work at the applicable job rate. Seniority rights for bumping purposes shall be exercised in a lateral or downward manner. It is understood, however, that probationary and temporary employees shall be laid off first where appropriate.

b) The employer will provide a list of positions that the affected employee can bump into, and that employee shall have seven (7) calendar days to make their decision. Should other employees affected by bumping also be eligible to bump, they shall have seven (7) calendar days to make their decision.

c) When recalling, employee's seniority shall govern providing the remaining employees have the ability to perform the work available.

16.02 No new employees shall be hired until those laid off have been given an opportunity of recall.

- 16.03 If an employee is transferred to a position outside the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit but shall not accumulate any further seniority. If such an employee is later returned to the bargaining unit, they shall resume accumulation of seniority held from the date of their return.
- 16.04 The Employer shall notify employees who are to be laid off a minimum of three (3) months prior to the effective date of lay-off. If the employee has not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available.

ARTICLE 17 - HOURS OF WORK

Hours of work shall apply as follows:

17.01 Public Works Employees

- (a) Except as otherwise provided, the hours of work shall be eight (8) hours per day, Monday through Friday, starting at 8:00 a.m. until 4:30 p.m. with a one-half (1/2) hour unpaid lunch break and two (2) fifteen (15) minute break periods allowed each day, one in the forenoon and one in the afternoon. The Employer reserves the right to alter the normal start and end times for operational requirements, including winter snow removal and sanding. The Employer reserves the right to assign employees to a Winter Night Patrol Schedule in order to maintain staffing requirements.
- (b) During the winter control period, as defined by the Employer, employees may be assigned to either Crew A or B. During this period, as required by the Employer, each crew may be scheduled hours of work that differ from the normal hours of work stipulated in Article 17.01(a). Such employees also may be designated as an On-Call crew for either Saturday or Sunday and may be designated to be available for work outside their normal hours of work. Employees who work outside their scheduled hours of work will be compensated shift premium in accordance with Article 17.08. When the employee has worked eight (8) hours when called to work and work outside their scheduled hours, the employee may be required to quit work for the day without working their full scheduled hours.
- (c) Depending upon operational needs and the driving hours restrictions from the Highway Traffic Act, the rotation may be adjusted.
- (d) As required by the Employer, individual operators may be designated as an On-Call Crew for either Saturday or Sunday.

17.01 Continued

- (e) For the On-Call employees, it is understood that the individuals' on-call will respond to telephone calls and any other electronic device within fifteen (15) minutes and will report to the County Road 6 Garage or Amherst Island Garage as applicable within one (1) hour of receiving notification. It is understood that in return for On-Call pay provided in Article 17.01 (f), reporting for work when called is mandatory. Employees may submit a request to be taken off On-Call for a specific date during the winter control. Advance requests shall be made thirty (30) days in advance and granted based on seniority. Should requests be submitted fewer than thirty (30) days in advance, they will be considered on a first come first served basis. Approval of these requests will be based on operational requirements and are subject to supervisor approval. With the exception of approved vacation periods, no employee shall be approved for more than one (1) request to be taken off On-Call per month.
- (f) Employees on-call shall receive a daily flat rate of thirty-two dollars (\$32.00) for each day the employee is required to be on-call. A day shall be defined as a 24-hour period from midnight to midnight. Employees placed on call for less than twelve (12) hours to cover either the hours directly prior to their shift or the hours after their shift shall receive half the daily flat rate.

17.02 Utilities Operators

Except as otherwise provided, the Employer and CUPE Local 2150 recognize the need to provide seven (7) day coverage for the Water and Sewer services in Loyalist Township.

Workers will be placed on a rotating schedule and the hours of work shall be eight (8) hours per day, with eight (8) hours of work scheduled between 7:00 a.m. and 7:00 p.m. with a one-half (½) hour unpaid lunch break and two (2) fifteen (15) minute break periods allowed each day, one in the forenoon and one in the afternoon. When a worker is scheduled to work Saturday and/or Sunday, the worker will be provided with two (2) consecutive scheduled day(s) off. When the worker is assigned to work on a statutory holiday, Article 19.04 will apply.

Workers will be placed on a schedule on a rotating basis to provide on-call service on evenings, weekends and statutory holidays. The on-call rate, paid for all hours on call, shall be two dollars and twenty-five cents (\$2.25) per hour, applicable for hours that fall outside of a scheduled shift.

For the on-call employees, it is understood that the individuals on call will respond to pagers, telephone calls and any other electronic device, within fifteen (15) minutes and, if required, attend site facilities within one (1) hour of receiving initial alarm or notification of a problem condition. If the employee on-call is able to correct the problem, they are expected to do so. If the employee feels that they are not capable of correcting the problem, they will be required to obtain assistance in a manner approved by the Supervisor/Operator or senior management.

17.02 Continued

The Employer will provide a list of managers who will be available for assistance for each employees who is on the rotating on-call shift.

Overall Responsible Operator (ORO) Coverage

As required, Operators, who are deemed by the Supervisor to be qualified to act as ORO, will provide ORO coverage on a voluntary basis. Compensation at the rate of \$3.50 per hour will be paid for all hours scheduled as the ORO outside the normal working hours.

17.03 Facility Operator

Except as otherwise provided, employees will be placed on a rotating schedule using averaging of hours to meet the operational needs. The hours of work will average forty (40) hours per week, and the hours to be worked in each day may vary. The hours of work include one-half (1/2) hour paid break and two (2) fifteen minute paid breaks. Employees who are scheduled to work outside of the normal hours of 7:00 a.m. to 7:00 p.m. will be compensated with a shift premium in accordance with Article 17.08.

As required by the employer, employees may be designated as on-call. For the on-call employees, it is understood that the individuals on-call will respond to telephone calls and any other electronic device within fifteen (15) minutes and will report to the workplace within one (1) hour of receiving notification.

Employees on call shall receive a daily flat rate of thirty-two dollars (\$32.00), for each day the employee is required to be on call. A day shall be defined as a twenty-four (24) hour period from midnight to midnight. Employees placed on call for less than twelve (12) hours to cover either the hours directly prior to their shift or the hours after their shift shall receive half the daily flat rate. It is understood that in return for on-call pay, reporting work when called is mandatory.

17.04 Office, Clerical and Technical Staff

Except as otherwise provided for summer hours (Article 17.09) and flex time Schedule ('D'), the hours of work shall be Monday to Friday, seven (7) hours per day, starting at 8:30 a.m. to 4:30 p.m., with a one (1) hour unpaid lunch break, scheduled between 12:00 noon and 2:00 p.m., with two (2) fifteen (15) minute break periods allowed each day, one in the forenoon and one in the afternoon.

As required by the employer, technical employees may be designated as on-call. For the on-call employees, it is understood that the individuals on-call will respond to telephone calls and any other electronic device within fifteen (15) minutes and will report to the workplace within one (1) hour of receiving notification. Employee's on on-call shall receive a daily flat rate of thirty-two dollars (\$32.00) per day for each day the employee is required to be on-call. A day shall be defined as a twenty-four (24) hour period from midnight to midnight. Employees placed on call for less than twelve (12) hours to cover either the hours directly prior to their shift or the hours after their shift shall receive half the daily flat rate. It is understood that in return for on-call pay, reporting for work when called is mandatory.

17.05 Facilities Maintenance Employees

Employees will be scheduled based on the operational needs and work required to be completed prior to or after business hours.

The hours of work will average forty (40) hours per week between the hours of 7:00 a.m. and 7:00 p.m.

The hours of work include one-half (1/2) hour unpaid lunch break, with two (2) fifteen (15) minute break periods allowed each day.

When an employee is scheduled to work Saturday and/or Sunday, the employee will be provided with two (2) consecutive scheduled day(s) off. Employees who are scheduled to work outside of the normal hours of 7:00 a.m. to 7:00 p.m. will be compensated with a shift premium in accordance with Article 17.08.

As required by the employer, employees may be designated as on-call. For the on-call employees, it is understood that the individuals on-call will respond to telephone calls and any other electronic device within fifteen (15) minutes and will report to the workplace within one (1) hour of receiving notification. Employees on-call shall receive a daily flat rate of thirty-two dollars (\$32.00), per day for each day the employee is required to be on-call. A day shall be defined as a twenty-hour (24) hour period from midnight to midnight. Employees placed on call for less than twelve (12) hours to cover either the hours directly prior to their shift or the hours after their shift shall receive half the daily flat rate. It is understood that in return for on-call pay, reporting for work when called is mandatory.

17.06 Parks and Sports Fields Employees

(a) Except as otherwise provided, the hours of work shall be eight (8) hours per day, Monday through Friday, starting at 8:00 a.m. until 4:30 p.m. with a one-half (1/2) hour unpaid lunch break and two (2) fifteen (15) minute break periods allowed each day, one in the forenoon and one in the afternoon.

(b) During the winter control period, as defined by the Employer, employees may be assigned to winter control duties and they shall follow the hours of work, on-call and all other conditions as defined for Public Works in Article 17.01.

(c) Employees on-call shall receive a daily flat rate of thirty-two dollars (\$32.00) per day for each day the employee is required to be on-call. A day shall be defined as a 24-hour period from midnight to midnight. Employees placed on call for less than twelve (12) hours to cover either the hours directly prior to their shift or the hours after their shift shall receive half the daily flat rate. It is understood that in return for on-call pay, reporting to work when called is mandatory.

17.07 Any employee transferred to a different job in the municipality shall work the hours of work or in accordance with the schedule of work for that job.

- 17.08 (a) Employees in all departments who work a shift schedule in accordance with the terms of this agreement shall be paid a shift premium of two dollars (\$2.00) per hour over and above their regular hourly rate for all hours worked on Saturday or Sunday and for weekday hours outside of normal daytime hours.
- (b) Shift premiums do not apply for hours worked on a statutory holiday.
- (c) Employees working overtime shall be paid in accordance with Article 18.

17.09 Summer Hours

Office, Clerical and Technical Staff

May to August:

During the period commencing the Monday before the first Friday in May and concluding the Friday before Labour Day, employees shall work seven and three-quarters (7 $\frac{3}{4}$) hours per day, Monday to Thursday inclusive, from 8:15 a.m. to 4:30 p.m., with a one-half ($\frac{1}{2}$) hour unpaid lunch break, and four (4) hours on Friday from 8:15 a.m. to 12:15 p.m.

Utilities Operations and Parks and Sports Fields Employees

During the period commencing the Monday before the first Friday in May, and concluding the first week of September each year, employees shall work nine (9) hours, Monday to Thursday, from 7:00 a.m. to 4:30 p.m., with a one-half ($\frac{1}{2}$) hour unpaid lunch break, and four (4) hours on Friday from 7:00 a.m. to 11:00 a.m.

All employees shall receive their regular straight time weekly pay while working summer hours.

- 17.10 The parties agree that the Employer will create work schedules based on operational requirements and in accordance with the following:
1. Such work schedules will be posted four (4) weeks in advance covering a four (4) week period.
 2. There will be no split shifts.
 3. Seventy-two (72) hours' notice to the employee will be given for an employer initiated change to the employee's scheduled shift (this does not include on-call, call-ins and overtime). If the employer is unable to give seventy-two (72) hours' notice of a change to an employee's scheduled shift, the employer will pay the employee one and one-half times (1 $\frac{1}{2}$ X) their regular rate of pay for each hour worked on those scheduled shifts where less than seventy-two (72) hours' notice was given.

ARTICLE 18 - OVERTIME

- 18.01 Authorized work performed in excess of the employee's scheduled work day shall be paid at the rate of time and one-half (1½x) the employee's regular straight time hourly rates.
- 18.02 All staff who may perform work on a Sunday shall be paid at the rate of one and one-half times (1½X) the employee's regular straight time rate and shift premium of two dollars (\$2.00) per hour worked except Utilities staff and Facility Operators who work Sundays as part of their schedule will be paid at their regular rates of pay and shift premium of two dollars (\$2.00) per hour.
- 18.03 Work performed on a paid holiday shall be paid at the rate of two times (2 X) the employee's regular straight time rate.
- 18.04 An employee who is called back to work after having completed their scheduled shift shall be paid for a minimum of three (3) hours at overtime rates. Attendance at scheduled Township meetings with a minimum of twelve (12) hours notice is not considered to be a call-back and actual time worked will be compensated at overtime rates for a minimum of two (2) hours.

For the purposes of interpreting this Article 18.05, for the Utilities Division, if during a call back to work, an employee receives an unrelated call-in after thirty (30) minutes of the sign-out time, as verified by the Employer's alarm company's log time, the employee will be entitled to treat that call as a second call-back and shall receive three (3) hours pay at overtime rates.

- 18.05 Overtime, and call back time shall, within practical limits, be divided equally among employees who are willing and are experienced and qualified to perform the available work. Where the Employer requires more employees than those are willing, experienced and qualified to perform the available work, the Employer will assign overtime in reverse order of seniority. All employees have a right to refuse to work overtime, except as follows:
- a) In emergencies or situations relating to resident safety determined by the Employer; or
 - b) To meet the requirements of contractors working on Township Infrastructure; or
 - c) When on-call

Technical staff who occupy single incumbent classifications will not be required to be on call for more than seven (7) days per calendar month.

18.06 When an employee works overtime, they shall be entitled to the following:

1. The employee shall be paid at the appropriate overtime rates, or
2.
 - (i) The employee shall be allowed to save their overtime to be used at a later date as time off in lieu of overtime pay, it being understood that overtime rates that apply shall be converted to straight time hours.
 - (ii) The employee can use a maximum of up to three (3) weeks (105 hours/120 hours) of time off in lieu per calendar year. Once an employee has used three (3) weeks in a calendar year, there will be no further use of time off in lieu. This does not include if an employee chooses to have banked time paid out.
 - (iii) The total accumulation of banked overtime shall not exceed three (3) weeks [one hundred and five (105) hours for Office, Clerical and Technical staff and one hundred and twenty (120) hours for other workers].
 - (iv) When an employee is requesting time off in lieu of overtime worked, the actual time off shall be by mutual agreement between the employee and their supervisor.
 - (v) The maximum accumulated hours that may be carried forward beyond the calendar year, including those allowed in Article 20.06, shall not exceed seventy (70) hours for Office, Clerical and Technical staff and eighty (80) hours for other workers.
 - (vi) For the purpose of clarity, conversion of overtime payment to time off would be as follows: an employee working four (4) hours on a Sunday would be paid either four (4) hours' pay at time and one-half (1½) or place six (6) hours into their overtime bank.

18.07 Rest Periods

It is understood that at times, Emergency situations arise in the Utilities Division involving a treatment facility or the collection or distribution systems. These emergencies may involve extended periods of work by one or more operators, beyond the end of the scheduled work day, until the issue has been either resolved or brought to a safe temporary resolution. Any operator who works an extended period due to an emergency, as deemed by the Employer, will be permitted a rest period of eight (8) continuous hours. When required to report to work for two (2) or more call-ins between 11:00 p.m. and 3:00 a.m., employees will be permitted a rest period until 12:00 p.m. When such overtime extends beyond 3:00 a.m., the rest period permitted shall be for the remainder of the work day or eight (8) hours, whichever is greater. Should the rest period fall during the employee's regular working hours, the employee shall be paid at the applicable straight time rate for those hours.

18.08 Meal Allowance

When an employee has worked four (4) hours or more of unscheduled, employer required overtime in a workday, they shall be provided a meal allowance in the amount of fifteen dollars (\$15.00). When a meal is provided by the employer during an eligible overtime period, the employee will not be entitled to a meal allowance. The meal allowance as approved by the supervisor, will be reimbursed on the employee's pay for the relevant pay period.

ARTICLE 19 - PAID HOLIDAYS

19.01 Employees shall be entitled to the following holidays with pay:

New Year's Day	Labour Day
Family Day	Thanksgiving
Good Friday	One half (½) day on the last working day before Christmas Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	One half (½) day on the last working day before New Year's Day
Civic Holiday in August	

- i) In recognition of the National Day for Truth and Reconciliation, one (1) extra Paid Holiday shall be added to the above list which shall be a float day. The float day can be taken by employees during the calendar year on a date which is mutually agreeable between the employee and the employer, based on operational requirements. Should the Employer be required to observe the National Day for Truth and Reconciliation as a result of legislation, it is understood that it shall replace the extra paid holiday (float day) so that the Employers obligation to provide the number of paid holidays as noted above remains unchanged. There is no carryover or pay out of the float day.

19.02 i) When any of the above holidays fall on a Saturday or Sunday, the Employer, with two (2) weeks' notice, shall declare either the preceding Friday or the following Monday (or the following Monday and Tuesday when Christmas Day and Boxing Day fall on Saturday and Sunday) as the holiday(s).

- ii) The above substitution of statutory holidays will not apply to shift employees in the Arena, Utilities on call operators and Winter Night Patrol.

19.03 Holiday pay shall be computed on the basis of the number of hours the employee would otherwise work had there been no holiday, at their regular straight time rate of pay.

- 19.04 i) Any employees required to work on a holiday shall be paid for all work performed on such holiday at double their regular straight time rate of pay for all hours worked in addition to their pay at their regular rate. At the employee's option, the double time bonus earned may be banked or paid as per Article 18.06. When the employee chooses the time off in lieu option, the time off shall be scheduled by mutual agreement between the employee and the employer contingent upon operational requirements.
 - ii) Employees required to work on Christmas Day that are entitled to a substitute holiday as declared by the Employer, shall be paid for all work performed on Christmas Day at double their regular straight time rate of pay for all hours worked. Employees required to work on the substitute holiday for Christmas Day will be paid time and one half (1½) for all hours worked in addition to their pay at their regular rate (statutory holiday pay).
- 19.05 When a paid holiday falls on an employee's regularly scheduled day off, the employee shall receive one (1) day's pay as payment for the holiday. At the employee's option, the paid holiday time in excess of their pensionable hours may be added to a statutory holiday bank. Any unused balance in the statutory holiday bank will be paid out on the pay that includes December 31st at the December 31st rate of pay.

ARTICLE 20 - VACATIONS

20.01 Employees shall be entitled to the following annual vacation with pay based on their seniority date.

No vacation credits will be earned in any month in which the employee is absent without pay by the Employer for more than ten (10) continuous working days in that month.

Less than one (1) year	One (1) working day for each month up to a maximum of ten (10) working days <u>Effective January 1, 2026:</u> One and one quarter (1¼) working days for each month up to a maximum of fifteen (15) working days
One (1) year or more	Two (2) weeks <u>Effective January 1, 2026:</u> Three (3) weeks
In the calendar year of the seventh (7 th) anniversary and each year thereafter	Four (4) weeks
In the calendar year of the fifteenth (15 th) anniversary and each year thereafter	Five (5) weeks

<u>Effective January 1, 2026:</u> In the calendar year of the fourteenth (14 th) anniversary and each year thereafter	
In the calendar year of the twenty-second (22 nd) anniversary and each year thereafter	Six (6) weeks
<u>Effective January 1, 2026:</u> In the calendar year of the thirtieth (30 th) anniversary and each year thereafter	One (1) additional day of vacation to a maximum of five (5) additional days

20.02 A Vacation Entitlement Roster, indicating the vacation entitlement for all employees, will be posted on bulletin boards not later than February 15th of each year and will be on a departmental basis.

20.03 The Employer will allow employees to exercise their choice in selecting their vacation period in accordance with departmental seniority. By March 1st of each year, employees must indicate first, second and third choice of vacation periods for each week or period of vacation.

This selection is subject to the right of the Employer to require employees to select vacation periods that do not interfere with the overall efficiency of the Department. The final vacation schedule will be approved by the Employer and posted in the department no later than March 31st and will only be amended by mutual agreement of the employee and the Employer.

Notwithstanding paragraph 1 above, an employee who wishes to take vacation during the period from January 1 to May 15th in any calendar year, shall provide the Employer with as much written notice as possible. The Employer shall provide a response within one (1) week of the request being received. It is understood that the Employer is not required to approve a vacation request if it will interfere with the overall efficiency of the department. Vacation requests during this period will be approved on a first request basis.

20.04 Vacation pay shall be at the rate effective immediately prior to the vacation period.

20.05 No employee shall be required to work during their scheduled vacation period.

20.06 Annual vacations shall normally be taken in the calendar year of any given year, but employees shall be allowed to carry over a maximum of seventy (70) hours vacation for office, clerical and technical staff and eighty (80) hours for other employees, including the time accumulated in Article 18.06.2.

- 20.07 Upon termination of employment or if an employee transfers to part-time employment during the calendar year, the above schedule shall be pro-rated. In such circumstances, an employee will be responsible for payment of vacation taken but not earned, based on the above pro-ration. It is agreed that any payment for vacation taken over and above the pro-rated entitlement will be deducted from the employees final pay. An employee terminating their employment at any time in a vacation year, before the employee has had their vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation.

ARTICLE 21 - SICK LEAVE

- 21.01 Employees shall receive sick pay at full salary or wage rate for time lost owing to illness, exposure to a contagious disease for which the employee has been quarantined by the Medical Officer of Health, or injury to the full extent of their sick pay credits, except where an award is made under the Workplace Safety and Insurance Act.
- 21.02 An employee who is absent for more than three (3) consecutive working days upon request shall furnish a certificate from a duly qualified medical practitioner within seven (7) days from the commencement of such absence, stating the nature and probable duration of the illness and the first and most recent dates of their attendance upon the employee in connection with such illness.
- 21.03 An employee who is absent for more than one (1) month must furnish immediately following each such period of absence a certificate from their physician stating the nature of their illness, the latest date of their attendance on the employee, and the probable date on which the employee will return to duty.
- 21.04 The cost of medical notes required by the Employer under Articles 21.02 and 21.03 will be reimbursed to the employee up to seventy-five (\$75.00) upon provision of a receipt.
- 21.05 The Corporation shall have the right at any time, with appropriate notice, to require that an employee who is absent on account of sickness or accident be examined and reported upon by a physician to be designated and paid for by the Employer.
- 21.06 An employee who is given leave of absence without pay, excluding statutory leaves for a period exceeding four (4) weeks shall not receive sick pay credits for the period of such absence but shall retain their accumulated credits.
- 21.07 An employee who resigns or leaves the Corporation's service or is discharged for just cause and who is later re-employed shall be considered a new employee and shall not be entitled to any credits accumulated prior to them leaving the service. An employee who is laid off and recalled within twelve (12) months shall not lose their accumulated sick leave or credits except for the actual months laid off.

- 21.08 Effective January 1 in each calendar year, employees shall be credited with ten (10) days sick leave. For employees who are employed during the twelve (12) month period (January 1 to December 31), their entitlement shall be pro-rated. For employees who sever employment or who are absent without pay by the employer over ten (10) continuous days in any calendar month during the twelve (12) month period (January 1 to December 31), their entitlement shall be pro-rated.
- 21.09 On the pay in January which contains the pay of December 31st each year, each employee shall be entitled to be paid in cash for one-half (½) of their unused sick leave at the December 31st rate of pay. In the event an employee takes sick leave after receiving this payment, it is agreed that the resulting overpayment will be deducted from the employee's next available pay. Unused sick leave pay-out will be reduced in proportion to the period of time an employee was off work on Long Term Disability. Sick leave credits to not accumulate from one year to the next.
- 21.10 In the event that:
- i. an employee has already used five (5) days of the annual sick leave to bridge to Short Term Disability,
 - ii. incurs another illness that qualifies the employee for Short Term Disability, and
 - iii. the employee has insufficient sick leave benefit to bridge to Short Term Disability,
- then the Employer shall grant up to an additional five (5) days sick leave to provide the bridge to Short Term Disability benefits.
- 21.11 Personal Paid Leave – Effective January 1 each calendar year, each employee shall be allowed to use three (3) days sick leave from Article 21.08 as an unspecified personal leave of absence. It is further agreed that employees may elect to take such time in hourly blocks.

ARTICLE 22 - LEAVE OF ABSENCE

- 22.01 (a) The Employer may, in its discretion, grant a leave of absence without pay and without loss of seniority to an employee for any reason, which is regarded by the Employer as legitimate and acceptable. All requests for such leave shall be in writing along with the reasons for the leave providing adequate details as far in advance as practicable for the Employer to make an informed decision and the Employer agrees to respond to the request in writing for such leave as soon as practicable. A leave of absence shall not be taken without first obtaining the formal approval of the Employer.

22.01 (b) For any periods of leave of absence for personal reasons in excess of one (1) month, the employee is responsible for paying both the Employer and employee share of the benefit premiums that will be billed on a monthly basis. Payment for such premiums shall be made to the Employer in advance by post-dated cheques. Arrears of benefits in excess of three (3) months during a leave of absence period will result in benefits being terminated. Any payment the Employer makes with respect to these arrears shall be deducted from the employee's pay. Benefits will only be reinstated upon return to work, but may require an employee to undergo a waiting period before resumed participation in the benefit plan.

22.02 An employee shall be granted a maximum of five (5) consecutive day's leave of absence without loss of salary or wages in the case of the death of a parent, spouse, child, step-child, brother or sister.

An employee shall be granted a maximum of three (3) work day's leave of absence without loss of salary or wages in the case of the death of a grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parent or grandchild, step-brother or step-sister, son-in-law, daughter-in-law.

An Employee shall be granted one (1) day bereavement leave without loss of regular earnings in the case of the death of an aunt or uncle to attend the funeral or memorial service (or equivalent).

22.03 The Employer shall grant leave of absence without pay and without loss of seniority upon written request by the Union at least two (2) weeks prior to the start of such leave to not more than one (1) employee at any one time to attend Union Conventions. The Employer agrees to grant leave of absence to a second employee if request is made by the two (2) employee's at the same time. The Employer agrees to confirm or deny the request for such leave of absence for the second employee within five (5) calendar days of receipt of the request. The cumulative total leave of absence shall not exceed fifteen (15) working days in any calendar year.

All employees who attend union educational sessions, conferences, or conventions during their normal hours of work shall be paid regular wages to attend and indicate such hours on their timesheet using the applicable pay code and cost centre and the employer shall invoice the costs of wages and benefits to the union and the union shall reimburse the employer.

22.04 The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court. The Employer shall pay such an employee the difference between their normal earnings per day and the payment they received for jury service or court witness for each day served, excluding payment for travelling, meals or other expenses, providing the employee reports for work on any days or half days they are not required as a juror or required to remain in the court room. The employee will present proof of service and the amount of pay received.

22.05 Pregnancy and Parental Leave

All references to Pregnancy and Parental Leave are governed by the definitions, eligibility periods, qualifying periods and entitlements referred to in the Employment Standards Act, R.S.O., 2000, as amended.

Employees who qualify for maternity benefits under the Employment Insurance Act shall be eligible for a supplementary maternity benefit for a maximum of fifteen (15) weeks equal to the difference between benefits payable under the Employment Insurance Act and ninety-three percent (93%) of the employee's regular pay.

Employees who qualify for Pregnancy Leave (pregnant employees, up to seventeen (17) weeks' leave) in accordance with the Employment Standards Act must comply with the notice requirements specified in the Act with respect to starting a Pregnancy Leave period (two (2) weeks' written notice before starting the leave period, unless unable to do so under the circumstances), ending a Pregnancy Leave period if other than seventeen (17) weeks from the date of starting Pregnancy Leave (two (2) weeks' written notice before return to work or resignation).

Employees who qualify for Parental benefits under the Employment Insurance Act shall be eligible for a supplementary parental benefit for a maximum of up to thirty-five (35) weeks' leave or thirty-seven (37) weeks if the employee has not taken Pregnancy Leave, equal to the difference between benefits payable under the Employment Insurance Act and ninety-three percent (93%) of the employee's regular pay.

In the event that the employee chooses extended benefits through E.I., the top up will be reduced proportionally, with the general intent that there is no additional cost to the Employer.

Employees who qualify for Parental Leave either sixty-one (61) weeks (for a parent who has used Pregnancy Leave) or sixty-three (63) weeks, depending on the case and in accordance with the Employment Standards Act must comply with the notice requirements specified in the Act with respect to starting a Parental Leave period (two (2) weeks' written notice before starting the leave period, unless unable to do so under the circumstances), ending a Parental Leave period if other than either sixty-one (61) weeks (for a parent who has used Pregnancy Leave) or sixty-three (63) weeks, depending on the case, (two (2) weeks' written notice before return to work or resignation).

In accordance with the Employment Standards Act, employees on pregnancy and/or parental leaves have the right:

- to return to the same or a comparable job upon return to work, being paid at least as much as they were earning before the leave;
- to continue in benefit plans paid by the Employer; and
- to earn vacation credits and seniority while on leave.

22.06 Non-Birth Parent Leave

Upon the birth or adoption of a child, a non-birth parent shall be entitled to up to three (3) days without loss of pay within six (6) weeks of the birth of the employee's child, or the coming of the child into the care, custody, and control of a parent for the first time. Such requests shall be made as far in advance as possible. For clarity, this provision is available to any non-birth parent regardless of gender. If an employee elects to take this leave and subsequently elects to take parental leave, this leave would be converted using leave from other remaining entitlements or converted to unpaid time if no entitlements are available.

22.07 No employee shall lose the right to accumulate seniority, save and except in the case of leaves of absence in excess of thirty (30) days, aside from those stipulated by law (i.e. Pregnancy and Parental Leave).

22.08 Approved Leave of Absence During Vacation

Where an employee qualifies for sick leave as a result of a serious illness, bereavement or any other approved paid leave during the employee's period of vacation, deduction shall be made from such sick leave, bereavement or other approved paid leave credits, but there shall be no deduction from vacation leave for such absence. The period of vacation so displaced shall be reinstated for use at a later date in such a manner as to not interfere with the efficient operation of the Department. A medical certificate by a qualified medical practitioner attesting to the seriousness of the illness and obtained at the time of illness, or proof of bereavement, will be required immediately upon the time of the employee's return to work.

ARTICLE 23 – BENEFITS

23.01 The Employer agrees to pay one hundred per cent (100%) of the premiums for the following plans:

1) Extended Health Care

One hundred percent (100%) of all eligible expenses for semi-private hospital and one hundred percent (100%) of all prescription drugs and all other eligible expenses [including four hundred dollars (\$400.00) vision care benefit every 2 (two) years (every 12 months for dependents under 18) and hearing aids to a maximum of one thousand dollars (\$1,000.) every five (5) years].

Effective January 1, 2026 – five hundred dollars (\$500.00) vision care benefit every two (2) years (every twelve (12) months for dependents under eighteen (18)).

Vision care benefit includes Laser Eye Surgery to Vision maximum in plan and Lifetime maximum of one thousand dollars (\$1,000.).

23.01 1) Continued

The Employer agrees to contribute a maximum of one hundred and twenty-five dollars (\$125.00) every consecutive twenty-four (24) months for eye examinations.

Orthotics – to a maximum of four hundred and fifty dollars (\$450.) every two (2) years; orthopaedic shoes and orthopaedic modifications to shoes, limited to one (1) pair per year, to a maximum of one thousand dollars (\$1,000.).

Psychologist/Psychotherapy – one thousand dollars (\$1,000.00) per year.

- 2) **Life Insurance & Accidental Death & Dismemberment** Three (3) times salary to a maximum of three hundred and fifty thousand dollars (\$350,000.00).
- 3) **Dependent Group Insurance** Twenty thousand dollars (\$20,000.) for spouse.
Ten thousand dollars (\$10,000.) for each child.
- 4) **Weekly Indemnity** Sixty-six and two-thirds (66-2/3%) of salary to a maximum weekly benefit of one thousand dollars (\$1,000.).
- 5) **Dental** One hundred percent (100%) Basic & Preventative to a maximum of one thousand, five hundred dollars (\$1,500.) annual cost per person.

Fifty percent (50%) Major Restorative to a maximum of one thousand, five hundred dollars (\$1,500.) annual cost per person.

Fifty percent (50%) Orthodontia to a maximum of two thousand dollars (\$2,000.) lifetime cost per person.
Effective January 1, 2026 – to a maximum of three thousand dollars (\$3,000.00).
- 6) Effective January 1, 2000, employees who retire early (before 65 and qualify for an unreduced early retirement pension in accordance with OMERS regulations or for those not enrolled in OMERS that have the sum of service and age required by OMERS for early retirement) and who take a retirement pension shall, upon request, be provided with Extended Health Care Coverage [orthotics, drugs, semi-private hospital, vision care, hearing aids, private limited nursing to ten thousand dollars (\$10,000) per lifetime] except for out-of-country coverage, and be provided with Dental Coverage, within the limitations of the insurance provider, up to the age of 65. The Employer agrees to pay fifty percent (50%) of the cost of the program.

23.02 Long Term Disability

The employee agrees to pay one hundred percent (100%) of the Long Term Disability Plan – sixty-six and two-thirds (66-2/3) of salary to a maximum monthly benefit of four thousand dollars (\$4,000). Employees on LTD continue to be covered by the relevant benefit plans contained in this Article 23, fully paid by the Employer.

23.03 OMERS/R.R.S.P.

The Employer agrees to provide the Ontario Municipal Employees Retirement System (OMERS) pension plan. All employees hired after January 1998 are obligated to become members of the OMERS pension plan. For those employees participating in a group R.R.S.P. at January 1, 1998 in lieu of the OMERS plan, the Employer will continue to contribute to a group R.R.S.P. an amount matching the employee's contribution up to a maximum of six percent (6%) of the regular wages.

23.04 Eligibility for benefits referred to in Article 23.01 shall be restricted to full time employees and those covered by Article 23.01 6) and shall be subject to the terms and conditions of the policies of insurance, or conditions of the plans providing such benefits. Any dispute as to entitlement of benefits under the plans or policies of insurance provided is between the employee and the insurer or administrator of the plan. The Employer agrees to use its best efforts on behalf of the employee where there is a dispute between the insurer, or administrator of the plan, and the employee.

23.05 Employees shall have the option to opt out of the LTD benefit six (6) months prior to age 65 or normal retirement age, assuming that this six month period equals the elimination period/qualifying period applicable to the LTD benefits under the terms of the contract.

23.06 Change of Carrier

It is understood that the Employer may at any time substitute another carrier for any benefit provided the benefits conferred thereby are not decreased.

Employees will be given adequate notice regarding the change in carrier.

23.07 A copy of all current master policies of the benefits pertaining to the bargaining unit shall be provided to the Union.

23.08 The Employer will provide a 100% discount for a recreation centre family membership and the employee and their immediate family shall receive the full benefits associated with a membership.

ARTICLE 24 - WAGES, SALARIES AND CLASSIFICATIONS

24.01 The Employer agrees to pay the wages and salaries as set out in Schedule "A" attached hereto and forming part of this Agreement.

All employees shall be paid every two (2) weeks.

All employees shall be provided with an itemized statement.

24.02 Whenever the Employer changes the duties and responsibilities of a job or the incumbent(s) feel that the duties and responsibilities of a job have significantly changed, or that the job description does not reflect the duties and responsibilities of the job or should the Employer create any new position within the jurisdiction of the bargaining unit the parties Pay Equity Maintenance Terms of Reference will apply. Any resulting rate adjustment shall become retroactive to the time the new or changed classification was first filled by the employee.

24.03 Each employee shall be classified in accordance with Schedule "A" and the rate of pay for that classification shall be a minimum rate of pay paid to that employee for the term of this Agreement, provided that any employee may be reclassified by virtue of their voluntary movement to a different classification than set out for them in Schedule "A".

24.04 Acting Pay

An employee who is temporarily assigned by the Employer to perform the major duties of a higher classification for one (1) or more days shall receive the rate of the higher classification.

24.05 An employee who is temporarily assigned to work in a lower classification shall suffer no loss of wages.

ARTICLE 25 – CLOTHING AND BOOT ALLOWANCE

25.01 The Employer shall issue clothing as outlined below and personal protective equipment to all employees if required for the execution of their job duties.

Employees are required to wear the clothing and personal protective equipment provided under the terms of this agreement while on duty. Outdoor clothing will be safety striped or safety coloured as necessary.

- (a) to be provided as required by the Employer:
 - (i) personal protective equipment (PPE), e.g., gloves, hip boots, hard hats, etc.
 - (ii) one rain coat
 - (iii) one parka
 - (iv) one lightweight jacket
 - (v) coveralls/overalls (cleaned by the Employer)

25.01 (a) Continued

To be provided as required by the Employer and cleaned by the employee:

Building Inspector(s)

- (i) Work shirt(s)
- (ii) Work pants

Engineering Technician and Environmental Technician

- (i) Work shirt(s)
- (ii) Work pants

(b) to be provided annually and cleaned by employee:

- (i) Clothing – Facility Operators, Public Works, Parks and Sports Fields and Facilities

- (1) work shirts – four
- (2) work pants – four
- (3) safety striped T-shirts – two

- (ii) Clothing – Utilities Division (excluding the Compliance and Training Technician)

- (1) work shirts – seven
- (2) work pants – seven
- (3) T-shirts – two

The Employer agrees to provide one on-site facility for the laundering of clothing for Utilities' employees and at the regular work location of full-time firefighters.

(c) Safety Boot Allowance:

The Employer agrees to give each outside employee, the Building Inspectors, Engineering Technician, Environmental Technician, two hundred and fifty (\$250.00) per year towards the cost of C.S.A. approved safety boots. Payment shall be made on or about March 1st of each year.

New employees who start after March 1st will receive a prorated amount based on their start date.

All other employees who require safety boots for the execution of their job duties shall receive a two hundred and fifty (\$250.00) dollar reimbursement against the receipt of purchase of safety boots as required, but to a maximum of once per three (3) years.

- (d) The Employer agrees to reimburse employees 50% of the maximum purchase price of four hundred (\$400.00) dollars every two (2) years, as authorized by the supervisor for positions requiring prescription safety glasses as personal protective equipment.

- 25.01 (e) Winter clothing will be provided by October 1st and summer clothing shall be provided by May 1st of each year.
- (f) Employees must wear safety boots acceptable to the Employer and in accordance with the Occupational Health and Safety Act.

ARTICLE 26 - GENERAL

26.01 Tools

The Employer agrees to continue to supply all tools needed by employees to perform their duties including the mechanical tools. Tools supplied by the Employer remain the property of the Employer and cannot be removed from the workplace.

26.02 First Aid Kits

First aid kits shall be supplied by the Employer to each mobile unit and in all other appropriate locations as deemed suitable and necessary by the Employer.

26.03 Posting Notice

The Employer agrees to allow the Union to post on existing Bulletin Boards, notice of Union meetings.

26.04 Accommodation and Lockers

The Employer agrees to provide proper accommodation, including individual lockers, for employees to have their meals and store and change their clothes.

26.05 Provision of Vehicles

As a general practice, no employee shall be required to use a personal vehicle for Township business. However, in the event that the use of a personal vehicle is required and the supervisor and employee agree, as per kilometre rate will be paid in accordance with the approved Township policy.

- 26.06 The Municipal Corporation shall indemnify an employee of the Corporation, a former employee of the Corporation, their heirs and legal representatives for legal expenses in respect to a civil proceeding by a third party arising out of an accident involving the use of a Municipal vehicle by such employee in their capacity as or by reason of being or having been an employee of the Corporation, if they acted honestly and in good faith, to the extent that such legal cost and expenses are not assumed, paid or reimbursed under any provision of the Corporation's insurance for the benefit and protection of such person against any liability incurred by them.

26.07 Township Vehicle – Utilities

The employee scheduled for a weekend shift or on-call shall be permitted to take a township vehicle home.

26.08 Correspondence

All official correspondence arising out of this Collective Agreement, or incidental thereto, shall pass from the Employer to the President, Recording Secretary, and the Steward involved.

26.09 Inclement Weather

When ordinary work cannot reasonably be continued during working hours by reason of inclement weather, the Employer shall provide indoor work for outside crews and refusal of such inside work shall result in lay-off for the remainder of the shift without pay.

26.10 Lay-Off Protection

The Employer agrees that no employee shall be laid off due to contracting out of work presently performed by members of the bargaining unit.

26.11 Unsafe Work

No employee will be disciplined for refusal to work on a job which is unsafe.

26.12 Medicals

Job related medical examinations required at the request of the Employer shall be taken on the Employer's time and at the expense of the Employer. Medical examinations required as a result of LTD are at the expense of the employer.

26.13 Licenses

With the exception of an employee's own class "G" driver's license, the Employer shall reimburse employees for the upgrade and renewal of licenses and endorsements that are required in the performance of their duties. Such reimbursement shall be pre-approved by the employer in writing and payable upon the receipt of documentation indicating the licence qualifications have been met. Licence upgrades not pre-approved by the Employer in writing are not eligible for reimbursement. The employer will compensate the employee wages for a maximum of two (2) attempts of licence upgrades.

It is the employee's responsibility once required licence or endorsement is obtained that they must be maintained in good standing. If for any reason the required licence or endorsement becomes invalid the employee will notify the employer immediately.

Where the employer is required to provide mandatory training the employer may, at its sole discretion, provide training that will assist the employee in obtaining, upgrading, and renewing licensing.

26.14 Training

Where the Employer requires an employee to attend a training program, the Employer will pay the cost of course fees, examination fees and travel costs pursuant to the Employer's policy.

26.15 Health and Safety

The parties recognize their mutual obligation and agree to abide by the *Occupational Health and Safety Act* and its regulations. In order to prevent injury and illness, the Employer and the Union agree that they mutually desire to maintain standards of safety and health in the workplace.

26.16 Harassment in the Workplace

The parties agree that harassment in the workplace, as defined by the Ontario *Human Rights Code* and the Employer's *Harassment in the Workplace Policy*, is contrary to the values established by the *Code* and the Employer's *Policy*, and is unacceptable.

26.17 Restructuring/Reorganization

Should the employer become aware that restructuring or reorganization of the Corporation will need to occur that affects members of the bargaining unit, they shall meet with the Union as soon as practicable to inform of the potential impact of on the bargaining unit.

26.18 Technological Change/Shift

Should there be an introduction of new equipment or technology and advanced training is necessary to meet the technological changes, the Employer will provide such training for affected employees. In the event an employee fails to meet the required standards within a period of three (3) months, the employee shall be given layoff notice and may exercise their rights in accordance with Article 16.

ARTICLE 27 – TERM OF AGREEMENT**27.01 Term of Agreement**

This Collective Agreement shall be in effect until December 31, 2027 and shall continue in force from year to year thereafter unless either party gives notice to the other party hereto of a desire to terminate or amend this Agreement. Such notice shall be given in writing by the party giving notice not earlier than one hundred and twenty (120) days and at least thirty (30) days before the expiry date of this Agreement or any subsequent anniversary date of which this Agreement remains in force.

27.02 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

27.03 Either party desiring to propose changes to this Agreement shall, between the period of thirty (30) days and one hundred and twenty (120) days prior to the termination date, give notice in writing to the other party of the changes proposed. Within fifteen (15) working days of receipt of such notice by one party, the other party is required to enter into negotiations for a new Agreement.

27.04 The wages shown in Schedule "A" shall apply until December 31, 2027

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne K. M. ...
Transport Clerk

[Signature]

FOR THE UNION:

[Signature]

[Signature]

[Signature]

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[Signature]
[Signature]

SCHEDULE "A" – WAGES

Classification	2025 4%	2026 3%	2027 3%
PUBLIC WORKS			
Mechanic II	\$39.38	\$40.56	\$41.78
Mechanic I	\$37.00	\$38.11	\$39.26
Public Works Operator	\$31.87	\$32.82	\$33.81
Lead Hand	\$34.47	\$35.50	\$36.56
Technician/Operator III	\$42.89	\$44.18	\$45.50
Technician/Operator II	\$38.81	\$39.98	\$41.18
Technician/Operator I	\$32.94	\$33.92	\$34.94
OFFICE/CLERICAL/TECHNICAL			
Building Inspector/By-Law Enforcement II	\$42.89	\$44.18	\$45.50
Building Inspector/By-Law Enforcement I	\$38.81	\$39.98	\$41.18
Building Inspector Intern	\$32.94	\$33.92	\$34.94
Development Services Analyst (Qualified Under OBC)	\$34.90	\$35.95	\$37.03
Development Services Analyst	\$31.87	\$32.82	\$33.81
Engineering Technician III	\$42.89	\$44.18	\$45.50
Engineering Technician II	\$38.81	\$39.98	\$41.18
Engineering Technician I	\$32.94	\$33.92	\$34.94
Environmental Technician III	\$42.89	\$44.18	\$45.50
Environmental Technician II	\$38.81	\$39.98	\$41.18
Environmental Technician I	\$32.94	\$33.92	\$34.94
GIS Technician III	\$38.63	\$39.78	\$40.98
GIS Technician II	\$36.19	\$37.28	\$38.40
GIS Technician I	\$31.87	\$32.82	\$33.81
Planning Technician	\$34.43	\$35.47	\$36.53
Approvals Planner II	\$42.89	\$44.18	\$45.50
Approvals Planner I	\$38.81	\$39.98	\$41.18
Planning Assistant	\$32.95	\$33.94	\$34.95
IT Support Analyst	\$36.19	\$37.28	\$38.40
IT Support Clerk	\$31.87	\$32.82	\$33.81
Accounting Clerk	\$32.94	\$33.92	\$34.94
Property Tax & Assessment Clerk	\$35.74	\$36.82	\$37.92
Operations Clerk CCS	\$31.87	\$32.82	\$33.81
Operations Clerk - Utilities	\$31.87	\$32.82	\$33.81
Administrative Assistant - Development Services	\$31.87	\$32.82	\$33.81
Administrative Assistant - Economic Growth & Community Development Services	\$31.87	\$32.82	\$33.81

Classification	2025 4%	2026 3%	2027 3%
Administrative Assistant - Corporate Services	\$31.87	\$32.82	\$33.81
Recreation Clerk	\$31.87	\$32.82	\$33.81
Corporate Procurement Specialist	\$35.74	\$36.82	\$37.92
Customer Service Associate	\$28.48	\$29.33	\$30.21
Marketing & Communications Specialist	\$35.74	\$36.82	\$37.92
Compliance & Training Technician	\$34.90	\$35.95	\$37.03
RECREATION, PARKS & FACILITIES			
Facilities Maintenance Attendant	\$31.87	\$32.82	\$33.81
Facility Operator	\$31.87	\$32.82	\$33.81
Parks & Sports Fields Operator	\$31.87	\$32.82	\$33.81
Parks & Sports Fields Lead Hand	\$34.47	\$35.50	\$36.56
Horticulturalist/Operator	\$34.47	\$35.50	\$36.56
Horticulture & Parks Operator	\$31.87	\$32.82	\$33.81
UTILITIES			
Operator in Training	\$28.48	\$29.33	\$30.21
Operator 1 Obtains and maintains: Level I WWT, WWC, WT and WD	\$32.57	\$33.55	\$34.56
Operator 1.5 Obtains and maintains: Level II WT & WD and Level I WWT & WWC or; Level II WWT & WWC and Level 1 WT & WD or; Level II WD & WWC and Level I WT & WWT	\$33.69	\$34.70	\$35.74
Operator 2 Obtains and maintains: Operator 1 qualifications plus Level II WWT and Level II WT	\$34.88	\$35.93	\$37.01
Operator 3 Obtains and maintains: Level II WWT, WWC, WT and WD	\$38.42	\$39.57	\$40.76
Utilities Maintenance Technician I: Qualifications - Electrician license	\$38.63	\$39.78	\$40.98
Utilities Maintenance Technician II: Qualifications - Electrician license and Diesel Mechanic or Millwright license	\$41.00	\$42.23	\$43.49
Damage Prevention Technician/Locator	\$31.87	\$32.82	\$33.81

SCHEDULE "B" - SUMMER HOURS-PUBLIC WORKS DIVISION

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF LOYALIST TOWNSHIP

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS LOCAL 2150

During the period commencing the first Monday in April of the year and concluding the last Friday of October of the year, employees shall work a ten (10) hour day.

As assigned by management, the scheduled shifts shall be Monday to Thursday, 6:30 a.m. - 5:00 p.m., with Friday as the scheduled day off, or Tuesday to Friday, 6:30 a.m. - 5:00 p.m. with Monday as the scheduled day off.

These summer hours will be reviewed jointly by the Employer and the Union in the fall of the year. If the arrangement is found to be working satisfactorily, summer hours (Summer Hours – Public Works) will be extended for the duration of the Collective Agreement.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

FOR THE UNION:

C. [Signature]
Township Clerk

[Signature]

[Signature]

[Signature]

[Signature]

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SCHEDULE "C" - USE OF CASUAL LABOUR
IN THE PUBLIC WORKS DIVISION - AMHERST ISLAND

LETTER OF UNDERSTANDING

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

This Letter of Understanding, signed by the Employer and CUPE Local 2150, confirms agreement that the current practice of using casual employees to supplement the Public Works Division - Amherst Island will be continued.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne Lamont
Township Clerk

[Signature]

FOR THE UNION:

[Signature]

[Signature]

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SCHEDULE "D" - FLEX TIME

LETTER OF UNDERSTANDING

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

Notwithstanding Article 3.02 and Article 17, employees shall have the opportunity to flex time on an occasional basis, subject to the approval of their Supervisor. Employees shall provide a written request, in advance, for such a change in hours.

Work time shall be "flexed" during the same pay period so as to maintain their regular bi-weekly hours of pay.

This Letter of Agreement will remain in effect for the term of the Collective Agreement including any period of time the Parties are bargaining for its renewal in accordance with the Ontario Labour Relations Act.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne Lombard
Township Clerk

Aly

FOR THE UNION:

[Signature]

[Signature]

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SCHEDULE "E" – WINTER CONTROL

LETTER OF UNDERSTANDING

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

Whereas the Employer and the Union have agreed that eligible and qualified Public Works Operators and Lead Hands and Parks & Sports Fields employees who perform winter control duties will monitor winter control conditions on weekends on a rotational basis and the following conditions will apply:

1. The Lead Hand or Operator on rotation to monitor winter control conditions will be available on the designated weekend days to monitor the road conditions and to call out additional staff when needed;
2. The Lead Hand or Operator on rotation will receive three hours straight time pay each designated weekend day for monitoring road conditions and determining if a call out is required;
3. If the Lead Hand or Operator on rotation determines that the road conditions require winter control maintenance, they will report for duty at the County Road 6 Garage and call out additional staff as needed. Payment for call back hours, in accordance with Article 18.05 (Overtime), will begin at the time indicated on the time clock punch card and end when the employee 'punches out'.
4. Employees will be assigned to Saturdays, Sundays or Paid Holidays based on their weekend crew (A or B). The parameters in Appendix A will apply to switch or give away their on-call shifts.

This agreement will apply for the period from November to March winter seasons for the course of this agreement.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne Kumbal
 Township Clerk

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FOR THE UNION:

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APPENDIX "A" to SCHEDULE "E" – WINTER CONTROL

- Staff cannot give away an on-call to someone on a different crew and they cannot pick up an on-call from someone on a different crew.
- Staff are responsible for finding a replacement for their on-call scheduled day. If a replacement cannot be found, they must work the shift.
- If two (2) staff members agree to exchange a shift and the supervisors are not notified in accordance with this procedure, the person initially on the schedule is responsible for the shift it is missed.
- Supervisors must be notified by the Wednesday before the weekend for a shift change. Staff must receive confirmation in order for the switch to be approved. Once approved, the responsibility for that coverage transfers to the subsequent employee.
- Supervisors will change the posted schedule in the lunchroom; however, employees are required to confirm the change has been made on the Friday before the weekend or as soon as practical if a request is made well in advance to avoid any confusion for fellow staff who may be wondering who the on-call staff is.
- Supervisors have the right to accept or reject a shift change.
- Supervisors distribute on-call shifts equally across Paid Holidays. Staff switching shifts will not impact the on-call assignment for future years for Paid Holidays.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne K. [Signature]
 Township Clerk

[Signature]

FOR THE UNION:

[Signature]

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LETTER OF UNDERSTANDING – PAY EQUITY

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

The parties agree to engage in a process to ensure Pay Equity is maintained in accordance with the Pay Equity Act, 1990, as amended. Wage adjustments resulting from pay equity maintenance process shall be implemented once agreed upon by both parties.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anno / [Signature]
Township Clerk

[Signature]

FOR THE UNION:

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]
[Signature]

LETTER OF UNDERSTANDING – DEPUTY CHIEF BUILDING OFFICIAL

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

WHEREAS the Employer has the need to appoint a Deputy Chief Building Official, to enforce orders under the Building Code Act in the absence of the Chief Building Official (CBO);

AND WHEREAS the Employer wishes to appoint a qualified individual(s) within the Union's bargaining unit.

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Any staff member who qualifies under the Ontario Building Code and is willing to perform these duties may be designated by the CBO to act as Deputy CBO in the CBO's absence.
2. In addition to their regular hourly rate of pay as outlined in Schedule "A" of the Collective Agreement, a premium of \$3.50 per hour shall be paid to a qualified staff member when they are providing coverage as the Deputy CBO during regular hours of work.
3. The CBO, or in their absence, the management designate, shall notify the staff member of the need to provide coverage as the Deputy CBO. Advance notice will be provided where circumstances allow.
4. The responsibility to provide coverage as the Deputy CBO shall, within practical limits, be divided equally among those staff that have been designated.
5. The Deputy CBO will be responsible for duties of the CBO under the OBC.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

*Ann K...
Township Clerk*

Aly

FOR THE UNION:

[Signature]

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**LETTER OF UNDERSTANDING – FACILITY OPERATOR HOURS OF WORK
TRANSITION**

BETWEEN

CUPE LOCAL 2150

AND

THE CORPORATION OF THE LOYALIST TOWNSHIP

WHEREAS the Employer and the Union have agreed that due to the renewal of the WJ Henderson facility, which is currently under construction, there is a requirement for a transition period for Facility Operators Hours of Work;

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. That Facility Operators will be eligible for Summer Hours for 40-hour employees in accordance with Article 17.09, subject to the required notice period in Article 17.10
2. When the current renewal project advances to the commissioning and/or training period, if Facility Operators are on Summer Hours, subject to the required notice period in Article 17.10 for schedule changes, Facility Operators would revert to a rotating schedule in accordance with Article 17.03.
3. Once the commissioning and/or required training period commences Article 17.09 will no longer apply to Facility Operators.

SIGNED at Odessa this 23rd day of July, 2025.

FOR THE EMPLOYER:

Anne K. Marshall
Township Clerk

A. J.

FOR THE UNION:

[Signature]

[Signature]

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