

# COLLECTIVE AGREEMENT

BETWEEN

THE CITY OF



AND

**CUPE·SCFP** LOCAL / LOCALE  
5500

## TRANSIT FLEET AND FACILITIES MAINTENANCE BRANCH

*Ratified by the Employer: July 6, 2022 Ratified  
by the Union: July 5, 2022*

*Term: April 1, 2021 to March 31, 2026*

*(Une version française est disponible à l'unité des relations de travail)*

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**BETWEEN**

**CITY OF OTTAWA**

Hereinafter called "the City".

**OF THE FIRST PART**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5500**

Transit Maintenance Branch and the Transit Facilities Maintenance and Capital Projects Branch hereinafter called "the Union".

**OF THE SECOND PART**

**WITNESSETH** that the parties hereto agree each with the other as follows:

**GENERAL**

**CLAUSE 1 – MANAGEMENT FUNCTIONS**

**SECTION (1)1 – GENERAL FUNCTIONS**

- (1)1.1           The Union acknowledges that it is the exclusive function of the City to:
- 1.1.1       maintain order, discipline and efficiency to make and enforce rules and regulations to be observed by employees;
  - 1.1.2       hire, discharge, classify, transfer, promote, demote, discipline, layoff and recall employees subject to the seniority provisions of this agreement, and to terminate, suspend, demote or otherwise discipline employees for just and sufficient cause, subject to the right of the employee to grieve to the extent and manner provided for herein.
- (1)1.2           Generally to manage and ensure the continuous operation of the public utilities enterprise in which the City is engaged and without restricting the generality of the foregoing, to determine the number, the location and type of equipment employed by it, the number and

location of personnel and shifts, the control of materials and parts, the method and techniques of work and schedules of work.

- (1)1.3 The decision to fill open work, temporary vacancies (except as provided under Section (3)2.9 - Temporary Appointments) and vacant positions as well as to offer overtime is a management right. The relevant provisions of the collective agreement will apply once management has decided to proceed with work coverage.

**SECTION (1)2 – METHOD OF EXERCISING FUNCTIONS**

- (1)2.1 The City agrees that these functions shall be exercised as far as possible in such a manner as to maintain good working conditions and harmonious relations with the Union.

**CLAUSE 2 - CONDITIONS**

**SECTION (2)1 – BARGAINING UNIT**

- (2)1.1 An employee for the purpose of this Agreement is an individual engaged in the classifications described in Clause (2), Section 2, Subsection 1.2 – Bargaining Unit. The classifications relate to supervisory and non-supervisory personnel engaged in the repair and maintenance of all transit and related vehicles, as well as the maintenance of Transit Facilities as will be described by Job Descriptions. When changes are made to the Job Descriptions, the City agrees to consult with the Union.
- (2)1.2 The City agrees to bargain exclusively with the Union in respect to employees of the City forming part of the Bargaining Unit so long as the Union remains the certified bargaining representative. The employees included in the Bargaining Unit are salaried employees of the Transit Maintenance Branch and Transit Facilities Maintenance and Capital Projects Branch and excludes Managers, Superintendents, office employees, and those currently represented in another Bargaining Unit. It is recognized that the list of jobs in the bargaining unit may be updated through the maintenance process provided under the Job Evaluation Plan.
- (2)1.3 No employee shall be discriminated against and jeopardized in seniority standing or opportunity for promotion or suffer any loss of employment because of membership or activity in the Union.

- (2)1.4        **The Union, its members and agents, agree not to intimidate or coerce employees into membership. The Union also agrees not to engage in other activities on City time in such a manner that will interfere with all job functions being performed.**
- (2)1.5        **The Union will furnish the City with a copy of its constitution together with a list of its officers and will notify the City promptly of any changes.**
- (2)1.6        **The City agrees to provide the Union with a bulletin board provided that use of such board shall be restricted to the posting of notices regarding the business affairs, meetings, social events of the Union and the reports of the various Committees of the Union. The Union agrees to submit copies of all materials which are to be posted or distributed on the property, other than notices of meeting, to the Manager, Litigation and Labour Relations or designate for approval before posting or distribution.**
- (2)1.7               **The City will furnish the Recording-Secretary of the Union with a list of the supervisory personnel and a complete Organization Chart in January and July each year and will indicate by job titles the authorities of each person so listed.**
- (2)1.8               **The City shall provide CUPE Local 5500 with copies of current job descriptions. The Union will also be provided with amended job descriptions as changes are made. The development of job descriptions or amendments to such as well as the rating of job descriptions (new or amended) will be done in accordance with the Joint Job Evaluation Manual of Maintenance as amended from time to time.**
- (2)1.9        **At the time employees enter the Bargaining Unit, arrangements will be made to permit them to take two (2) hours paid time off to attend a Union orientation session. The timing will be agreed to by the Union and the Employer. This will be arranged as not to interfere with training.**
- (2)1.10       **If a new job is created and falls within the scope of this agreement, the Employer will establish a rate of pay in conjunction with the Union. If the parties are unable to agree on the rate of pay, the dispute shall be submitted to binding mediation/arbitration for resolution. The new rate will become retroactive to the time the new position was created. This clause does not apply to reclassification of existing job.**
- (2)1.11        **Public Reports**

The Employer agrees that any public reports or recommendations to be made to any committee dealing with matters covered by this Agreement will be provided to the Secretary of the Union at the union office, at the same time as they are sent to members of the Committee so as to afford the Union reasonable opportunity to consider them, and if necessary, to make its views known to the Committee and City Council. The Employer also agrees to provide the Union with all reports and recommendations to be dealt with by City Council at the same time as they are sent to the members of Council. Should the Union not make its views known prior to the Committee or Council dealing with the report or recommendation, this shall not be construed as concurrence by the Union with the report or recommendation.

#### **SECTION (2)2 – CO-OPERATION**

- (2)2.1 The parties agree to co-operate fully in maintaining an efficient and uninterrupted transportation service and to further harmonious and rational labour relations.

#### **SECTION (2)3 – RENEWAL AND TERMINATION**

- (2)3.1 This Agreement shall be in effect from the 1<sup>st</sup> day of April 2021 to the 31<sup>st</sup> day of March 2026, and shall continue thereafter from year to year, provided that if either of the parties hereto desires to revise or amend this agreement with respect to a year commencing no earlier than the 1<sup>st</sup> day of April 2026, notice in writing of the proposed revisions or amendments shall be given to the other party not later than the 1<sup>st</sup> day of January 2026, or any subsequent anniversary thereof.

The parties agree that the effective date of all negotiated changes to the collective agreement will take effect on the latest date of ratification of the collective agreement unless otherwise expressly specified in the signed off language and/or memorandum of settlement.

#### **SECTION (2)4 – STRIKES AND LOCK OUTS**

- (2)4.1 In view of the previous harmonious relations between the parties, it is agreed that during the life of this Agreement, or while negotiations for renewal are in progress, there shall be no strikes, slowdowns, stoppages of work or other

interference with the operation on the part of the members of the Bargaining Unit, or any lockouts on the part of the City.

### **SECTION (2)5 – CONTRACTING OUT**

- (2)5.1 There will be no new contracting out during the term of this Agreement if such contracting out would result directly in the lay-off of any bargaining unit incumbent of the work contracted out.

### **CLAUSE 3 – EMPLOYMENT CONDITIONS**

### **SECTION (3)1 – CUPE, LOCAL 5500 WIDE SENIORITY – GENERAL PRINCIPLES**

The parties agree CUPE, Local 5500 wide seniority will apply as follows:

The City and the Union agree to recognize the CUPE, Local 5500 wide seniority principle combined with the following provisions:

- Promotions will be obtained, provided the candidate has the required knowledge, ability and qualifications to do the job. All things being equal, CUPE, Local 5500 seniority shall prevail.
- Layoffs and recalls will be done based on CUPE, Local 5500 wide seniority but with the required knowledge, ability, and qualifications to do the job.
- Overtime, vacation and statutory holidays will be booked by employees in their substantive positions and by classifications based on CUPE, Local 5500 wide seniority, or according to the provisions negotiated between the parties, such as the booking rules.
- CUPE, Local 5500 wide seniority will be used for booking purposes, by classification or bargaining unit, whichever applies currently – prior to date of signing of the new agreements.

### **SECTION (3)2 – SENIORITY AND CHANGES IN EMPLOYMENT**

#### **Seniority**

(3)2.1 Seniority shall be determined by the date of appointment to a permanent position covered by a CUPE, Local 5500 bargaining unit. The City shall provide a seniority list to the Union on or about January 31 and June 30 of each year.

A separate seniority list shall be maintained for temporary employees which will govern seniority among themselves, but which will place them behind all permanent employees in order of seniority. For clarity, seniority only accrues while in a long term temporary position or continuous temporary full-time position. Short term temporary positions do not accrue seniority.

However, when an employee becomes permanent, seniority as long term temporary or continuous temporary full-time will only count towards permanent seniority for the period where there is no break between the temporary assignment and the start of the permanent assignment. A return to short term temporary status or assignment, or position outside the bargaining unit constitutes a break for the purpose of calculating seniority as a permanent CUPE employee.

(3)2.2 When an employee from outside the CUPE, Local 5500 bargaining units has passed the preliminary examination, he or she shall be considered on probation for a period of twelve (12) months. The employee will be given a minimum of 2 performance reviews during the 12 month period. At the end of the twelve (12) month period, the employee's performance shall be reviewed and, if found satisfactory, seniority shall be established as of the date of appointment in the permanent position covered by the CUPE, Local 5500 bargaining units.

(3)2.2.2 Where two or more employees have the same amount of CUPE Local 5500 seniority and where circumstances require a tie breaker, then the following tie breakers shall be used in the order indicated:

1<sup>st</sup>: Length of service with the City of Ottawa or one or more of its predecessor employers, then

2<sup>nd</sup>: A coin toss by the President of the Local in the presence of the affected members.

(3)2.3 An employee who obtains a position and/or transfers between any of the three (3) bargaining units represented by CUPE, Local 5500 shall transfer with full seniority, and shall be subject to a trial period as per Clause (3)2.8.

### Changes in Employment

- (3)2.4            2.4.1            In case of reduction of staff, seniority shall prevail.
- 2.4.2            In the event of a position being eliminated in the Bargaining Unit, all employees shall be rebooked, if required, in accordance with bargaining unit wide seniority and the booking rules.
- (3)2.5            When an employee accepts a permanent position outside of the CUPE, Local 5500 bargaining units and subsequently seeks return to one of the CUPE, Local 5500 bargaining units:
- 2.5.1            Such employee will be treated as a non bargaining unit employee and will have to compete for a vacant position. Previous seniority will not be recognized and seniority will start to accumulate anew upon the date of return to a job in the Bargaining Unit.
- 2.5.2            if he or she requests or a return is otherwise arranged within six (6) months or less, he or she will return with the accumulated seniority he or she would have had had he or she not accepted a permanent position, providing the employee continues to pay the equivalent of union dues to the Union. It is the employee's responsibility to make arrangements directly with the Union to pay dues.
- (3)2.6            When a vacancy occurs and no qualified applicant is available, the Employer may consider the most senior applicant who does not meet the required qualifications for the position, and who will meet the requirements of the position within a six (6) month period which may be extended by mutual agreement of the parties. The employee will be given a six (6) month trial period. At the end of the trial period, the employee will be interviewed to established suitability for the position. If they are not selected as the incumbent, they will be returned to their former position with no loss of seniority.

(3)2.7            Promotions

In the case of promotion, all things being equal, seniority shall prevail.

(3)2.8            Trial Period

A successful applicant from within a CUPE, Local 5500 bargaining unit shall have a trial period of six (6) months during which the Employer will determine if the employee can satisfactorily perform the job.

Within this period, the employee may voluntarily return, or be returned by the Employer, to the position formally occupied without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned, based on the applicable provisions of their collective agreement, to his/her former position and salary.

(3)2.9            Temporary Appointments

When an employee is transferred to or accepts a temporary position within or outside the bargaining unit, seniority shall continue in the former position until the employee returns to his or her former position or the temporary position becomes permanent, providing the employee continues to pay the equivalent of union dues to the Union.

Employees appointed into temporary positions retain the right to return to their substantive position for two years or for up to three years if appointed to projects with a time-limited duration unless their position has been declared redundant.

The Employer will make every reasonable effort to backfill temporary vacancies created as a result of the employee taking on a temporary appointment into another job.

(3)2.10            The City will provide a Retirees list every January.

**SECTION (3)3 – LAY-OFF AND RECALL**

(3)3.1            For the purposes of this clause, a lay-off is a temporary or permanent cessation of work instituted by the City.

(3)3.2            The provisions of this clause do not apply to temporary or probationary employees.

(3)3.3            Where the City determines that there will be a layoff, a minimum 120 calendar days notice will be provided to the Union. During this period, the City and the Union will meet to discuss alternatives to the layoff.

- (3)3.4 The City will advise the affected employee(s) in writing, with a copy to the Union prior to a lay-off. For employees with three (3) years of service or less, such notice will be four (4) weeks. Where the lay-off is indefinite or for a period of twelve (12) weeks or greater, or where the employee has greater than three (3) years of service, the notice period shall be six (6) weeks. Such notice of lay-off will include the duration of the lay-off.
- (3)3.5 In the event of a lay-off, employees shall be laid off in the reverse order to their seniority provided the remaining employees have the required knowledge, ability and qualifications to do the work.
- (3)3.6 In the event of a lay-off, employees affected shall, where positions are available, be given the opportunity to revert to a vacant position, provided the employees affected have the required knowledge, ability and qualifications to do the work. In the event no such vacant positions are available, the employee affected shall be given an opportunity to bump employees whose positions are in another classification, either within the same bargaining unit or other CUPE, Local 5500 bargaining unit, provided the employee affected has the required knowledge, ability and qualifications to do the work of the position as determined by the Employer.
- (3)3.7 Employees who have been displaced as a result of employees exercising their seniority rights as set out in clause (3)3.6 above may exercise their seniority rights in the same manner within five (5) days after being notified by the City that they have been displaced.
- (3)3.8 If a position covered by CUPE, Local 5500 collective agreements becomes open, employees on lay-off shall be recalled in order of their CUPE, Local 5500 seniority, to their own position, or to another position provided the employee affected has the required knowledge, ability, and qualifications to do the work of the position, as determined by the Employer. The Employer's obligation to recall shall expire two (2) years from the date of the original lay-off.
- (3)3.9 When an employee is recalled to his position or to another position for which the employee has the required knowledge, ability and qualifications to do the work of the position, as determined by the Employer, and the employee refuses the position, the Employer's obligation towards this employee will be deemed to have expired.

- (3)3.10** It is the responsibility of every employee to notify the Employer promptly of any change of address, telephone number and E-mail. If an employee fails to make this notification to the Employer, the Employer shall not be responsible for the failure of notice of recall.
- (3)3.11** Employees on lay-off shall be recalled in the order of their seniority on a CUPE, Local 5500 wide basis to a position of equal to or less than that classification they occupied at the time of lay-off provided they meet the criteria outlined in article (3)1. If an employee's former position/job becomes available and if the employee has been recalled to a lower classification, such employee will be given first priority for reinstatement to that position/job.
- (3)3.12** An employee who fails to report to work after having been notified of a recall to work following a layoff shall be deemed terminated, unless the employee has a reason acceptable to the Employer.

#### **SECTION (3)4 – SEVERANCE PAY**

- (3)4.1** Should the employee not exercise his/her rights under Section (3)3, then the employee shall be entitled to the separation allowance outlined in this Collective Agreement as well as notice or pay in the lieu of notice of:
- 4.1.1** More than one (1) year, but less than three (3) years of service – two (2) months;
  - 4.1.2** More than three (3) years, but less than five (5) years of service – three (3) months;
  - 4.1.3** More than five (5) years, but less than ten (10) years of service – four and one-half (4 ½) months;
  - 4.1.4** More than ten (10) years, but less than sixteen (16) years of service – seven (7) months;
  - 4.1.5** More than sixteen (16) years, but less than twenty (20) years of service – ten (10) months;
  - 4.1.6** More than twenty (20) years of service, but less than twentyfive (25) years of service – fourteen (14) months;
  - 4.1.7** Twenty-five (25) or more years of service – eighteen (18) months.

- (3)4.2 Payment shall be made at the rate of pay the employee was earning when the position was made redundant.

**SECTION (3)5 – TECHNOLOGICAL CHANGES**

- (3)5.1 In the event that the introduction of new technology, methods of operation have the effect of requiring the lay-off of existing employee(s), the City shall endeavour to make changes in such a way that there will be the least possible hardship to employees. The City agrees to give notice to the employees and the Union at least a hundred and twenty (120) days prior to the date on which the technological change is to be effected. Either before or at the time of such notice, the parties shall meet and discuss the planned proposal prior to its introduction. The City further agrees that as far as it is reasonably practicable to do so, it will offer training opportunities to those employees displaced. In the selection of employee(s) for training as a result of displacement caused by technological changes, assignments shall be made with due regard to ability, skill and seniority and the successful completion and passing of required tests.

- (3)5.2 In the event of a position becoming surplus or redundant due to technological or organizational change, the Employer agrees to the following provisions:

5.2.1 to meet with the Union as far in advance as possible to discuss the impact of the change;

5.2.2 the provision of a training allowance to five thousand dollars (\$5,000.00) per member;

5.2.3 the provision of a résumé service;

5.2.4 the provision of one (1) month of outplacement counseling.

**SECTION (3)6 – LEAVE OF ABSENCE; MATERNITY (PREGNANCY) LEAVE;**

**SPECIAL LEAVE; PARENTAL LEAVE AND ELECTED OFFICE LEAVE**

- (3)6.1 Leave of Absence

- 6.1.1 The City may grant an employee, upon written application, one leave of absence without pay in any calendar year. In exercising its discretion, if management refuses the leave of absence, the employee

will be given the reasons for the refusal in writing. Such leave of absence shall not exceed twenty (20) working days without loss of seniority except for employees who may at the time be members of a committee, or officers of the Union or delegates to a convention of the Union. Employees with more than ten (10) years of service with the City may be granted up to forty (40) working days leave of absence without pay and without loss of seniority. If such leave of absence is granted by the City, it shall be confirmed in writing. During the first twenty (20) working days of leave of absence the employee shall be regarded as on temporary absence and various group benefits shall be continued during that period with the employee paying the required employee portion of premiums or contributions. After twenty (20) working days, all benefits participation is suspended. However, the employee may continue Life Insurance coverage by reimbursing the City the cost of these premiums. The period of absence shall not count for service for vacation, sick leave or any other entitlement. Failure of the employee to return to work by the date agreed upon when the leave of absence was granted shall be sufficient cause for termination of employment.

- 6.1.2 It is understood that leave of absence granted in accordance with (3)6.1.1 will not be considered lost time towards the attendance management program.
- 6.1.3 All employees are entitled to apply for a Leave of Absence in accordance with City of Ottawa policies.

(3)6.2 Application for Leave

Employees wishing to take Leave of Absence, Maternity (Pregnancy) Leave, Parental Leave, Elected Office Leave, Special Leave, or Bereavement Leave or apply for Sick Leave must apply through their Supervisor, in advance when appropriate, using the appropriate City of Ottawa leave application form.

(3)6.3 Maternity (Pregnancy) Leave

- 6.3.1 Employees who are pregnant are entitled to take Maternity (Pregnancy) Leave.

- 6.3.2 Maternity (Pregnancy) Leave will be granted in accordance with the Maternity Leave provisions of the Canada Labour Code, except where amended by this provision.
- 6.3.3 The employee shall give written notification to the City at least four (4) weeks in advance of the commencement of such leave. Such notification shall include the expected date of return. At such time, she shall provide the City with a certificate of a legally qualified medical practitioner stating the expected birth date of the child.
- 6.3.4 An employee wishing to alter the commencement date of Maternity (Pregnancy) Leave must confirm such request, in writing, at least four (4) weeks prior to the earlier start date, or if a later commencement date is required at least four (4) weeks prior to the original planned leave date.
- 6.3.5 During the Employment Insurance waiting period and the fifteen (15) weeks that the employee is eligible for Employment Insurance Maternity (Pregnancy) Leave benefits, an employee who is on Maternity (Pregnancy) Leave, who has completed six (6) months continuous service on the date on which the leave began and who has applied for and is in receipt of Employment Insurance Benefits, pursuant to the Employment Insurance Act, shall receive payments from the Supplementary Employment Benefit Fund to bring her combined E.I. and Supplementary Unemployment Benefit Plan (S.U.B.P.) payments to ninetythree percent (93%) of her normal pay. The "top-up" benefit will be the difference between ninety-three percent (93%) of the employee's normal weekly salary (based on eighty (80) hours biweekly) and the sum of the Employment Insurance Benefits and all other earnings. Such payment shall commence upon receipt by the City of the employee's Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance Maternity (Pregnancy) Benefits.

(3)6.4

Parental Leave

- 6.4.1 Employees who are the parent of a child following the birth of the child, the adoption of the child, or the coming of the child into the employee's custody, care and control for the first time, will be granted parental leave in accordance with the provisions of the Canada Labour Code, except where amended by this provision.

- 6.4.2** The employee shall give written notification to the City at least four (4) weeks in advance of the commencement of such leave. Such notification shall include the expected date of return.
- 6.4.3** If the child comes into the employee's custody, care and control for the first time earlier than expected, the parental leave will commence on the day he/she ceases work. The employee shall then provide written notice to the City within two weeks after commencing such leave.
- 6.4.4** An employee wishing to alter the commencement date of the leave must confirm in writing, at least four (4) weeks prior to the earlier start date, or if a later commencement date is required at least four (4) weeks prior to the original planned leave date.
- 6.4.5** The Parental Leave may only be taken during the seventyeight week (78) period beginning:
- (a) in the case of a new-born child of the employee, at the option of the employee, on the day the child is born or comes into the actual care of the employee; and
  - (b) in the case of an adoption, on the day the child comes into the actual care of the employee.
- 6.4.6** An employee who is on Parental Leave, who has completed six (6) months continuous service on the date on which the leave began and who has applied for and is in receipt of Employment Insurance Benefits, pursuant to the Employment Insurance Act, shall be paid a Supplementary Employment Benefit Fund for a maximum period of ten (10) weeks to bring his/her combined E.I. and Supplementary Unemployment Benefit Plan (S.U.B.P.) payments to ninetythree percent (93%) of his/her normal pay. The "top-up" benefit will be the difference between ninety-three percent (93%) of the employee's normal weekly salary (based on eighty (80) hours biweekly) and the sum of the Employment Insurance Benefits and all other earnings. Such payment shall commence following completion of the Employment Insurance waiting period and receipt by the City of the employee's Employment Insurance cheque stub as proof that he/she is in receipt of Employment Insurance Parental Benefits.

**(3)6.5 Benefits While on Maternity (Pregnancy) and/or Parental Leave**

**While on Maternity (Pregnancy) Leave and/or Parental Leave as provided under this Section, an employee will earn vacation leave credits and be entitled to continued coverage under all benefit plans. If the employee does not wish to continue contributions to the Pension Plan, the employee may opt out of the Plan. An employee choosing to opt out of the Pension Plan must do so in writing.**

**(3)6.6 Accumulation of Seniority While on Maternity (Pregnancy) and/or Parental Leave**

**The employee will continue to accumulate seniority while on Maternity (Pregnancy) Leave and/or Parental Leave.**

**(3)6.7 Special Leave**

**6.7.1 Special Leave from employment with full pay up to five (5) days, to a maximum of 40 hours, per year may be granted to an employee for the following reasons:**

- (a) the unexpected or sudden illness of the employee's spouse or child and/or his/her aging parent which prevents the employee from reporting to duty;**
- (b) emergency situations which prevent the employee from reporting to duty;**
- (c) the birth or adoption of a child;**

**Special Leave is to be utilized solely for the purposes as specified above. It is understood that requests will not be unreasonably refused.**

**6.7.2 To qualify for Special Leave, the employee must have:**

- (a) completed six (6) months of employment;**
- (b) notified his or her Manager or designate as soon as possible in advance of the date and time off required.**

**6.7.3 Special Leave may be taken in minimum units of one-half (1/2) hour. Time required in excess of one (1) day may be extended beyond one**

day and will be considered on an individual basis. Authorization shall be solely at the discretion of the Employer.

6.7.4 It is recognized that Special Leave is not a substitute for sick leave or other leave of absence and therefore, employees who persistently request such leave will be required to produce satisfactory evidence.

6.7.5 In the event of an emergency, the requirement for advance notice shall be waived.

(3)6.8 Professional Appointments

For professional appointments such as medical, dental, legal and optical, a maximum of two (2) hours only may be allowed.

Employees allowed time off for appointments will make up the time taken by working an equivalent amount of time outside their regular time. No overtime payments shall be made until full compensation has been made for time off.

It is understood that this time off will not be considered lost time toward the Attendance Incentive program.

(3)6.9 Elected Office Leave

An employee who is elected to a part-time civic office such as a municipal council or school board shall book work which can be carried out with the least possible interference from the duties of the elected office. The employee shall also normally give at least twentyfour (24) hours notice when it is practical to do so of any requirement to be absent from work by reason of the duties of the elected office.

**SECTION (3)7 – UNION ACTIVITIES**

(3)7.1 Union representatives may receive but not solicit employees' complaints during the working hours of the employees or union representative. With the permission of the Supervisor concerned, the Union representative may discuss such complaints or grievances of employees on the premises during City hours but only to such extent as does not neglect, retard or interfere with the work and duties of such Union officials or representatives, or with the work or duties of employees.

**(3)7.2** Any employee elected as a national representative shall upon written application to the Human Resources Department, be granted leave of absence without loss of seniority for the duration of the period he or she is so acting. Upon completion of the national representative requirements, the employee shall be reinstated in his or her former employment and seniority provided the employee is qualified, after having received the normal training required to re-enter such a position.

**(3)7.3** The City will not charge the Union for salaries of employees excused from work on Union business, when arranged in advance with the appropriate manager, where such time is one (1) day or less and when it involves joint union-management committees or government-sponsored conferences.

**(3)7.4**            Negotiation Committee

The City will pay regular wages for a normal work day for seven (7) bargaining unit representatives for the first ten (10) mutually scheduled days of negotiations between the City and Union, provided all bargaining unit certifications are negotiated at the same time. After ten (10) days of negotiations, five (5) bargaining unit members will be paid in accordance with the above.

Should the parties decide not to negotiate the collective agreement for the three (3) certifications together, the City will pay regular wages for a normal day for five (5) bargaining unit representatives for mutually scheduled days of negotiations between the City and the Union.

**(3)7.5**            Leave for Union Business - Conventions

**7.5.1**    The Employer agrees to grant a leave of absence, with pay and without loss of seniority, for up to two (2) members of the Bargaining Unit who are appointed as delegates to attend the following:

- Canadian Labour Congress;
- CUPE National Convention;
- CUPE Ontario Convention;
- Ontario Municipal Employees Coordinating Conference;
- Ontario Federation of Labour Convention;
- CUPE National Human Rights Conference;
- Canadian Health and Safety Conference,

to an annual maximum total of fifty (50) working days per calendar year.

- 7.5.2 The Union will notify the employee's manager of each delegate at least twenty (20) days prior to the date that delegates will be leaving to attend the convention. A copy of this notification will be provided by the Union to Labour Relations.

#### **SECTION (3)8 – VACANCIES/JOB POSTINGS**

- (3)8.1 Any full time post added to the establishment within the Bargaining Unit shall be posted on the appropriate City bulletin boards in a prominent place and applications shall be received.
- (3)8.2 Where a job vacancy occurs within the bargaining unit, the City shall, before filling such vacancy with a new employee, make the vacancy available to existing CUPE, Local 5500 employees, and employees on lay-off from the bargaining unit within a two (2) year period from the date of the original lay-off. It is the responsibility of the employee on lay-off to contact the City on a regular basis.
- (3)8.3 Any appointment shall be a function of Management, but the Union shall be informed of the appointment by the Human Resources Department on a monthly basis.
- (3)8.4 In order to be considered eligible, an employee must meet the minimum qualifications for a position and apply in accordance with the poster to the Human Resources Department.
- (3)8.5 If a position cannot be filled satisfactorily from existing CUPE, Local 5500 employees who apply, the City may recruit externally.

#### **SECTION (3)9 – DISCIPLINE**

- (3)9.1 The Employer shall not discipline or terminate an employee without just cause.
- (3)9.2 The Employer shall not censure any employee in public, or at any workplace or facility for alleged non-compliance of policies or procedures. Before disciplining an employee, the Employer shall carry on a full and fair investigation. Repeated violations of the rules shall be just cause for dismissal. Immediate suspension with pay pending investigation may take place if the Employer believes there is a serious danger for the Employer,

employees, property or to the general public. Employees whose work performance or behaviour is of such a standard as to warrant discipline shall be provided a notice of interview in writing. The notice shall contain specific reasons pertaining to the meeting. This notice shall also advise the employee of their right to be accompanied by a Union representative at the meeting.

**(3)9.3** The Union will be provided with a copy of notices of interview and all disciplinary letters issued to employees.

**(3)9.4** Any notice of disciplinary action which may have been placed on the personnel file of an employee shall be removed as follows, provided that no further similar disciplinary action has been recorded.

- Written warnings remain on file for 12 months
- One-day Suspensions remain on file for 18 months
- Suspensions greater than one day remain on file for 24 months

Note:

Letters of expectations are non-disciplinary, shall not be considered part of progressive discipline, and shall be removed from an employee's file after twelve (12) months provided that no further similar letter of expectation (or discipline) has been recorded.

#### **SECTION (3)10 – BEREAVEMENT LEAVE**

**(3)10.1** An employee shall be granted paid bereavement leave as follows:

**10.1.1** Upon the death of spouse, common-law spouse, child, parent, brother, sister or person standing in loco parentis, a maximum of five (5) working days including the day of the funeral;

**10.1.2** Upon the death of mother-in-law, father-in-law, a maximum of three (3) working days;

**10.1.3** Upon the death of brother-in-law, sister-in-law, grandfather or grandmother, grandchild, son-in-law or daughter-in-law of either the employee or the employee's spouse or common-law spouse, a maximum of two (2) working days;

10.1.4 When a bereavement occurs while the employee is on vacation, the vacation period will be extended by the number of days of bereavement leave that the employee would have been granted had he or she been scheduled to be at work. Under normal circumstances bereavement leave will be granted after the vacation period. However, the City reserves the right to schedule the time off at a later date.

10.1.5 The employee shall inform the employer of his/her need for bereavement leave as soon as practicable.

### **SECTION (3)11 – JURY AND WITNESS DUTY**

(3)11.1 Any employee called upon to serve on a jury, subpoenaed as a Crown witness or subpoenaed as a witness in any legal proceedings shall notify his or her department at the earliest possible moment and submit a copy of the notice of jury duty selection or subpoena before being relieved from duty, unless there is insufficient time to do so. The employee shall be allowed regular wages or hours lost less any amount received by way of fees for service on a jury or as a witness.

(3)11.2 When an employee has been called for jury selection and is not selected to serve on a jury or the jury duty has ended or when an employee has been subpoenaed as a witness and is relieved from the duty to continue attending as a witness at the proceedings, the employee must report to his or her branch and make himself or herself available for any work falling within his or her normal working hours. The onus shall be upon the employee to ascertain from the appropriate authority if his or her continued attendance is required in the event of any adjournment.

(3)11.3 When an employee who is booked to work on a shift commencing between 17:00 hours and 24:00 hours has been called for jury selection or subpoenaed as a witness, the employee will be released from duty with no loss of pay eight (8) hours prior to the specified time he or she is scheduled to appear at the Sheriff's or Court Office.

(3)11.4 (a) When an employee has been selected to serve on a jury or subpoenaed as a witness on a scheduled work day and, as confirmed in writing by an appropriate authority, spends four (4) or more hours on such service, whether or not it falls outside the employee's scheduled working

hours, the employee shall be excused from reporting to work and shall receive payment as provided in (3)11.1.

(b) When an employee spends less than 4 hours on a jury or subpoenaed as a witness, the employee will report for the remainder of their scheduled shift or for their next regularly scheduled shift if the shift starts after the completion of the jury/witness duty. The total number of hours worked and paid as jury/witness duty shall equal to the employee's normal work day.

(3)11.5 Payment shall be made to an employee who appears as a Crown witness on his or her own time if the witness duty is job related.

(3)11.6 When as a result of a job related incident, an employee is subpoenaed to appear as a Crown witness while on vacation, the employee will be reimbursed a full vacation day for each day of a scheduled court appearance.

(3)11.7 An employee who is subpoenaed in relation to participation in activities outside the City shall not be eligible for payment for time lost from work as provided in (3)11.1.

#### **SECTION (3)12 – MEAL ALLOWANCE**

(3)12.1 Employees whose work shift is extended by three (3) or more hours over their work shift shall receive a meal allowance to the value of ten (\$10.00) dollars.

#### **SECTION (3)13 – MEDICAL FITNESS**

(3)13.1 The Union recognizes the responsibility of the City to monitor the fitness to work of all its employees in the interest of their safety and the safety of the public.

(3)13.2 The City respects the confidentiality of employee medical records. Under normal circumstances, the City also recognizes the entitlement of its employees to their own choice of physician.

(3)13.3 Where the City specifies on reasonable grounds that it is of the opinion that an employee may be medically unfit to work on a regular basis, the City may require the employee to provide, at his or her own expense, a certificate of a licensed physician attesting to his or her fitness for work.

- (3)13.4 Where the City specifies on reasonable grounds that it continues to be of the opinion that an employee may be medically unfit for work or may jeopardize the safety of others, notwithstanding the delivery of the certificate, the City shall meet with the employee (and his or her Union representative, if the employee so requests) to discuss the work performance of the employee.
- (3)13.5 Following such meeting, where the City specifies on reasonable grounds that it continues to be of the opinion that an employee may be medically unfit for work, it may require the employee to provide, at the Employer's expense provided the Health Care Plan does not cover such costs, a further certificate of a licensed physician attesting to his or her fitness for his or her work, and certifying that the physician has fully informed himself or herself of the nature of such work by discussing it and the employee's medical condition with the City physician. For these purposes, it is recognized that the City has the right to send the employee to the City physician to undergo a medical assessment, for the particular problem specified on reasonable grounds, sufficient for the City physician to be able to provide the City with a medical opinion as to the employee's fitness to work.
- (3)13.6 Where the City specifies on reasonable grounds, and on the advice of the City physician, that it continues to be of the belief that an employee may be medically unfit for work, notwithstanding the provision of the certificates mentioned in Subsections (3)13.3 and (3)13.5, it may require the physicians of the employee and the City to jointly select a third physician, who shall examine the employee and provide a further certificate attesting to the fitness or unfitness of the employee for work. The certificate shall be conclusive of the issue of fitness for work. The cost of the medical exam and certificate will be paid by the Employer provided the Health Care plan does not cover such costs.

#### **SECTION (3)14 – EMPLOYEE ASSISTANCE PROGRAM**

- (3)14.1 The City's intention is to provide material assistance to employees whose work performance may be affected by an existing or oncoming medical condition. This assistance will be provided under the terms of the City's Employee Assistance Policy.

#### **SECTION (3)15 – SICK LEAVE CERTIFICATES**

- (3)15.1 Any employee returning from any absence of four (4) or more days due to illness or injury is required to produce at his or her own expense a Certificate of a

licensed physician attesting to his or her fitness for work, before resuming work. If the employee is unable to return to work after four (4) days, he or she shall submit a Certificate of a licensed physician at the first practical opportunity indicating a prognosis as to the likely date of return to work, if known. An employee returning to work after an absence of four (4) or more days must inform his or her supervisor at least eight (8) hours prior to his or her return.

- (3)15.2 An employee, must notify the Employer of an absence as soon as practicable prior to the start of their next shift. In circumstances where an employee cannot provide notice in advance, they will notify the Employer as soon as practicable.

(3)15.3 Isolation Leave

Where the Medical Officer of Health, in the area that you reside, orders an employee must be isolated from the public, the employee shall be granted leave in accordance with the provisions of the Income Protective Plan. However, the leave will not count towards the Attendance Incentive Program or the Attendance Management Program.

**SECTION (3)16 – APPLICATION FOR BENEFITS**

- (3)16.1 An employee, who wishes to apply for benefits under any of the Benefit Plans, is required to complete, or have completed, at his or her own cost, all the necessary documentation including Attending Physician's Statement, if applicable.

**SECTION (3)17 – MILEAGE**

- (3)17.1 Employees required by the Employer to use their own vehicle for City business shall be paid mileage rates as established by the City from time to time.

Employees required to attend meetings or work at a site other than their booked work site and who use their own vehicle to travel to this alternate location will be entitled to claim mileage reimbursement in accordance with the provisions of the Mileage and Parking (Local Transportation) Policy as amended from time to time.

**SECTION (3)18 – TRADE EXAMINATIONS AND "CZ" LICENCE REQUIREMENTS**

- (3)18.1 Employees who are required to take trade examinations or to maintain a "CZ" licence and who are unable to arrange the required trade examination or medical

examination outside of normal working hours or who do not have sufficient time to take a driving examination outside of working hours, shall receive up to two (2) hours pay for each such examination at their regular basic hourly rates of pay provided prior authorization has been received from the Transit Services Branch. Employees are normally expected to arrange such appointments outside of their working hours.

(3)18.2 Employees who are normally required to maintain a "CZ" licence, who may lose their "CZ" licence for medical reasons shall be accommodated up to undue hardship by allowing them to continue in their position provided their ability to perform their major job responsibilities is not impaired.

(3)18.3 The City will pay the normal fee for the medical certificate associated with the required Class "CZ" driver's licence, up to a maximum of ninety dollars (\$90.00) once every three (3) years per employee.

The City reserves the right to establish a preferred provider network for this service and to limit the rate paid for such examination to that charged under the network.

(3)18.4 The Employer will reimburse any employees whose position requires trade certification under the Ontario College of Trades up to a maximum of \$100.00 per year upon satisfactory evidence of payment.

#### **SECTION (3)19 – TUITION, SABBATICAL LEAVE AND EXAMINATION**

(3)19.1 The City's policy on Sabbatical Leave shall apply to member of CUPE, Local 5500.

The City's policy on the Tuition Support Program shall apply to members of CUPE, Local 5500.

In the event that an employee is required to write an examination during regularly scheduled working hours, the employee may then be granted a leave of absence with pay for up to eight (8) hours in a given year in order to write exams on pre-approved courses designed to upgrade employment qualifications.

#### **SECTION (3)20 – LEGAL PROTECTION**

(3)20.1 The Employer agrees to provide legal protection or reimbursement for legal costs, including judgment costs, to employees in those situations arising directly from the responsible discharge of official duties by the employee or resulting from the

carrying out of an official order or orders and provided, in any event, that the employee acted in good faith.

The City also agrees that employees shall be compensated for all required time attending such legal proceedings, including interview with City Solicitors.

#### CLAUSE 4 – PAY AND HOURS OF WORK

##### SECTION (4)1 – HOURS OF WORK

The provisions of this clause are amended by or are to be read in conjunction with Section (4)11.

(4)1.1 Forty (40) hours in each week shall constitute the normal work week. The normal working periods or shifts shall be five (5) days of eight (8) hours per day.

(4)1.2 Garage Supervision on the Weekends

1.2.1 Weekend schedules may include eight (8), ten (10) or twelve (12) hour configurations. Employees assigned to the weekend shifts will be scheduled to work two (2) weekends (including Saturday and Sunday) in a three (3) week period, with the third (3<sup>rd</sup>) weekend (Saturday and Sunday) off. The remaining hours needed to complete the work schedules are eight (8) hour shifts. It is understood that during the third (3<sup>rd</sup>) week of the schedule where employees are off on Saturday and Sunday, employees will be required to work on days other than Friday and Monday in order to complement their regular hours to a total of one hundred and twenty (120) hours for the three (3) week period.

For pay computation purposes, it is understood that one hundred and twenty (120) hours of work will be performed in a three (3) week period and will be paid at straight time rate as forty (40) hours per week for each of the three (3) weeks. Any time accumulated over the one hundred and twenty (120) hours in the three (3) week period will be paid at overtime rates.

Employees that are not on the weekend shifts structure defined above will maintain their eight (8) hour shift configuration.

1.2.2 Establishment of Schedules

It is agreed by both parties that this organization of the work is new. If issues arise the parties will meet and come to mutual agreement on the resolution of the issue.

- (4)1.3 All employees shall be available for emergency work. Employees shall be offered the work in order of seniority. If no employees accept the work a sufficient number of employees with the lowest seniority shall be required to perform the work. For the purposes of this provision, an emergency is an event which is unforeseen and which requires immediate action as defined in Clause (15).1.
- (4)1.4 If employees attend seminars, courses, etc. at the request of the City on their time off, they will be paid at the rate of time one half (1.5) if they work their own shift
- (4)1.5 1.5.1 Employees required to and attend information meetings/sessions prior to the start of or extending beyond the end of their shift, will be paid at the rate of time and one half (1.5) for that period of time before or after their booked shift.
- 1.5.2 Employees requested to and attend information meetings/sessions on their scheduled day off will be paid a minimum of two (2) hours at time and one half (1.5).
- (4)1.6 Employees shall receive notice in writing as to whether they are being requested to attend meetings, seminars, etc. under Subsections 1.4 or 1.5.
- (4)1.7 Employees shall be allowed two (2) five (5) minute wash-up periods per shift, the first one to commence five (5) minutes prior to lunch time and the second one five (5) minutes prior to the end of the shift.
- (4)1.8 Employees shall be allowed two (2) break periods of ten (10) minutes each normal shift.
- (4)1.9 Employees who are required to remain on call in their normal work area during their meal break will be entitled to one and one half times the straight time hourly rate for the meal break.

#### **SECTION (4)2 – RATES OF PAY**

(See Salary Schedule – Appendix “A”)

### **SECTION (4)3 – OVERTIME**

- (4)3.1 If and when overtime work is available, it shall be distributed on a bargaining unit wide seniority basis in accordance with the Booking Rules. Pay shall be calculated at time and one half (1.5).
- (4)3.2 An employee who has not worked all regular hours in a pay period may be denied the right to work overtime in the next pay period.
- (4)3.3 An employee shall not work, except in the case of emergency or for the garage lock up, any combination of booked work and overtime in excess of seventeen (17) hours within the twenty-four (24) hour period that begins with the start of the employee's scheduled shift or which will not allow a minimum of seven (7) hours of rest before commencing work again.
- (4)3.4 An employee who has worked the equivalent of twenty (20) hours of overtime in a pay period shall be permitted but not forced to work overtime for the remainder of that pay period, save and except emergency work.
- (4)3.5 Initiated Call Sheet

It is agreed that if a call sheet has been initiated to fill a full open shift, the call sheet will be completed. When all eligible employees have refused to work the full open shift, management will follow the applicable section of the collective agreement if it is decided to fill the open shift as a split shift. Management will not have any obligation to force employees in to fill the open shift once all employees have been offered work and refused such work.

### **SECTION (4)4 – ON-CALL STATUS**

- (4)4.1 Employees who volunteer for on-call status shall, when placed on call, keep themselves available to respond to a call to report for work either through a paging system or by telephone. They will normally be expected to report for work within an hour of being called. Employees who do not keep themselves available to respond to a call or who do not report to work within a reasonable time may be subject to discipline.
- (4)4.2 For every two (2) hours which an employee is on call, he or she shall receive fifteen (15) minutes pay at their regular rate of pay. The number of hours on call shall be reduced by the number of hours for which the employee is paid at overtime rates during the on-call period.

(4)4.3 The employees will have the option of having a City vehicle while on call-call status or using their own vehicles and being paid mileage.

(4)4.4 Call Back Outside of Schedule

Where an employee is called back to work by the Employer at any time outside the employee's normal working hours and reports back to the Employer's workplace, the employee shall be compensated at the rate of one and one-half (1 ½) hours for each hour of overtime worked, or three (3) hours pay at straight time, whichever is greater.

(4)4.5 Where an employee is called after hours and dispatches another employee to perform the work, the employee who dispatched the call shall be compensated fifteen (15) minutes pay at the employee's regular rate of pay. Employees shall receive this compensation for each separate incoming call that is dispatched.

**SECTION (4)5 – SUBSTITUTE WORK**

(4)5.1 An employee who is required to substitute for another employee in a higher paid job classification within the bargaining unit shall, when qualified for the substitute work, receive the higher rate of pay for all hours worked.

**SECTION (4)6 – PREMIUMS**

(4)6.1 Shift Premium

Employees will be paid a shift premium of \$1.00 per hour for all regularly scheduled hours worked between 16:00 and 08:00, exclusive of overtime.

(4)6.2 Training Premium

An employee who is assigned to provide training, mentoring or coaching to employees new to their position and students on an educational placement, shall receive a premium of one dollar and fifty cents (\$1.50) per hour for all hours performing this function in addition to his normal rate and any other premiums.

**SECTION (4)7 – SUNDAY WORK**

(4)7.1 Rates of pay for work performed on Sundays shall be time and one quarter (1 1/4) of the employee's job classification rates.

## **SECTION (4)8 – GENERAL AND DESIGNATED HOLIDAYS**

**(4)8.1**           The following are general statutory holidays:

New Year's Day  
Good Friday  
Victoria Day  
Canada Day  
Labour Day  
National Day for Truth and Reconciliation  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

**(4)8.2**           The following are designated holidays:

Civic Holiday  
Easter Monday

**(4)8.3**           The holidays listed in (4)8.1 and (4)8.2 above may be celebrated on dates coincident with their celebration in the Federal Public Service.

**(4)8.4**           An employee whose work schedule requires him or her to work on any of the holidays listed in (4)8.1 and (4)8.2 above shall be compensated for time worked on such days by a normal day's pay plus pay equal to one and one-half (1.5) times the employee's basic hourly rate of pay for all hours worked.

**(4)8.5**           If an employee does not work on one of the holidays listed in (4)8.1 and (4)8.2 above because the day falls on the employee's scheduled day off, the employee shall be paid a normal day's pay.

**(4)8.6**           If an employee whose scheduled day off falls on one of the holidays listed in (4)8.1 and (4)8.2 above is required to work, the employee shall receive, in addition to a normal day's pay, pay in an amount equal to one and one-half times (1.5) the employee's basic hourly rate of pay for all hours worked.

**(4)8.7**           Notwithstanding the above provisions, in respect to an employee who does not work on a holiday, such employee shall not be entitled to receive pay for the holiday if:

**8.7.1**           the employee received IPP, WSIB or LTD payments for the holiday;

- 8.7.2 the employee had not received wages for work performed for at least fifteen (15) days during the thirty (30) calendar days immediately preceding a holiday unless the employee had returned to work and had been in receipt of IPP, WSIB or LTD payments;
- 8.7.3 there is any period in which the employee is not receiving regular wages.

#### **SECTION (4)9 – BANKING HOLIDAYS**

- (4)9.1 An employee may elect to bank as lieu days up to five (5) general or designated holidays annually to be taken as time off provided the banking of such lieu days does not interfere with the normal work schedule.
- (4)9.2 An employee may elect to bank lieu days only when a general or designated holiday falls within his or her period of annual vacation or on the employee's regular day off, whether working or not, to a maximum of eight (8) hours. The banked days shall be taken at the discretion of the employee but with the approval of the Management Representative.

#### **SECTION (4)10 – BOOKING RULES**

##### **(4)10.1 EMPLOYEES ELIGIBLE FOR BOOKING**

The Employer agrees that all employees in the bargaining unit shall book their work in accordance with seniority.

Employees who are absent from a booking due to an approved leave (except as outlined below) are required to inform the Booking Officer of their desired booking preferences before the booking commences in order to select work. If the employee submitted preferences and returns to work with more than six (6) weeks remaining in the booking then he or she will return to their selected work. If the employee did not submit preferences, or returns with less than six (6) weeks remaining in the booking, the employee will be placed into an available shift. If any temporary employee was brought up to cover the leave, the employee will be returned to his or her substantive position.

Employees who are absent on short term sick leave without a confirmed return to work date, on long term disability or on WSIB are permitted to book work at a general booking under the following conditions:

- They submit to the Employer an acceptable medical certificate prior to the date of a booking, and,
- The medical certificate provides a date for return to full duties that is at least six (6) weeks before the end of the booking.

Employees that do not submit their medical certificate prior to the booking or where the return to work date is unknown or less than six (6) weeks from the end of the booking return to spare and book by seniority.

(4)10.2            **BOOKING DATES**

Bookings shall be conducted twice a year during February and September.

(4)10.3            **GENERAL BOOKINGS**

The general booking shall contain the daily work shifts for the Garage Supervisors, Service Supervisors, Bodyshop Supervisors, Service Coordinators and the Job Planners, and shall include statutory holidays and annual vacations. The Employer agrees to submit the work shift boards for the general booking to the Union Committee two (2) weeks prior to being posted.

The City shall pay employees (1) hour straight time for completing each general booking on their own time.

(4)10.4            **BOOKING REPRESENTATIVES**

A booking official appointed by Management shall be in charge of all bookings. The Union will designate one or more of its representatives to attend the bookings. Employees normally do not attend the booking but are contacted by telephone while working at their current location to select shifts. If an employee is not available, by reason of vacation, sickness, WSIB, etc., they may indicate, in writing, a list of shifts, in order of preference, with the Booking Officer and Union Representative assigned to the booking. If no information is provided prior to the start of the booking then the employee shall be booked by the Management appointee and the Union representative having due regard for the employee's qualifications and seniority. The booking shall commence at the agreed upon date and time.

(4)10.5            **STATUTORY HOLIDAY BOOKING**

At Booking, all Supervisors will book the Statutory Holidays for that booking. All Supervisors will book their work by seniority and Supervisors who have already been booked the statutory holiday hours will not be offered additional work until everyone else has had an opportunity to book the statutory holiday. To maintain coverage, available Garage Supervisors must fill the open positions by seniority. For the purposes of this rule Statutory Holidays begin at 23:00 hours the night before. Statutory Holidays may be as celebrated by the Federal Government.

**(4)10.6            SPARE GARAGE SUPERVISOR**

The Spare Garage Supervisor shall at the discretion and direction of the employer cover any open shifts including the Bodyshop, by seniority.

**(4)10.7            OVERTIME – GARAGE SUPERVISOR**

The provisions of this article are amended by or are to be read in conjunction with section (4)11.

10.7.1        Employees called upon to work on their regular day off shall be paid at the rate of time and one half (1.5).

10.7.2        If a regular shift is extended, time and one half (1.5) shall be paid on those hours in excess of eight (8) hours. Replacement coverage (overtime) shall be offered to Garage Supervisors by seniority if no Spare Garage Supervisor or Weekend Garage Supervisor is available. For the period until the replacement Garage Supervisor is available (not exceeding two (2) hours), the Garage Supervisor from the preceding shift may extend his or her shift, a licensed (310T/310S) Service Supervisor may extend his or her shift, or if not available then a Relief Supervisor may be used for the same period.

10.7.3        When a regular Garage Supervisor must be replaced, and the Spare Garage Supervisor(s) (or Weekend Supervisor(s) are not already assigned as replacement(s), the work shall be offered in the following order by seniority:

- a)        A Garage Supervisor who can work the entire shift
- b)        Two (2) or more Garage Supervisors who can split the shift

- c) Garage Supervisor and Bodyshop Supervisor or Licenced (310T/310S) Service Supervisor who can split the shift (priority to the Garage Supervisor)
- d) Bodyshop Supervisor or Licenced (310T/310S) Service Supervisor who can work the entire shift
- e) Bodyshop Supervisor or Licenced (310T/310S) Service Supervisor who can split the shift
- f) Reliefs

Where the shift remains unfilled, the Garage Supervisor with the least bargaining unit seniority must accept the work.

10.7.4 A Garage Supervisor may be allowed up to one (1) hour overlap between the normal coverage being provided and any extended shift coverage.

10.7.5 A licenced (310T/310S) Service Supervisor will be allowed to work overtime and for the weekend closing of garages. The Service Supervisor will book after the regular Garage Supervisors and ahead of the Relief Supervisors.

10.7.6 The overtime booking for weekend closing of garages will take place at the regular Garage Supervisors' Booking after all regular shifts are booked and will be for the same time period as the regular Booking. An absence of the booked Garage Supervisor will be covered through the regular overtime rules if there is a minimal twenty-four (24) hours notice.

If in the event there is no lead time, the shift will be covered by shift extension or, if the person on the preceding shift declines through the overtime rules covered in Section (4)11.

The responsibility of contacting employees for replacement on this shift would be covered by the duties of a Booking Officer if there is a minimum of twenty-four (24) hours notice. If there is not this minimum notice, the responsibility will be on the supervisor receiving the call from the employee booking off.

10.7.7 An on-duty Booking Officer is responsible for contacting employees for replacement on any shift. It is understood that this responsibility begins thirty (30) minutes after the Booking Officer's shift starts and

thirty (30) minutes prior to their shift ending. Outside of this time, or when there is not a Booking Officer on duty, the responsibility for contacting employees remains with the Supervisor.

(4)10.8

**GARAGE SUPERVISOR WORK COVERAGE – NORMAL WORK WEEK**

- a) When a booked Garage Supervisor is required to be replaced for a normal work week, as determined by Management, and the Spare Garage Supervisor and the Weekend Garage Supervisor(s) scheduled to work Monday through Friday, are already assigned, the Employer will attempt to fill the shift with a Relief provided this does not generate overtime to cover the assigned Relief. For the purposes of this article, a normal work week is defined in accordance with section (4)1.1.
- b) Where (a) above is not feasible, Management may decide to cover the work as overtime in accordance with Section (4)10.7.3 above.
- c) For the purposes of calculation under this article, any statutory or designated holiday falling within the normal work week will be deemed a work day.

(4)10.9

**LONG TERM OPEN WORK – GARAGE SUPERVISOR**

When booked work is known to be open for more than fifteen (15) consecutive days or one hundred and twenty (120) hours, and is not covered by the Spare Garage Supervisor, the remaining Garage Supervisors including Weekend Garage Supervisors in their booked location by seniority shall have the option to change their work shifts and the remaining open shift may be covered in accordance with booking rules.

Weekend Garage Supervisors shall be considered to extend past the fifteen days (120 hours) in accordance with their booked weekend schedule. Management reserves the right to not extend past fifteen (15) days.

A Garage Supervisor (excluding Weekend Garage Supervisors) accepting the work may remain in this shift for the duration of the booking or until the return to work of the incumbent, whichever is earlier.

**(4)10.10**

**OVERTIME – BODYSHOP SUPERVISOR**

The provisions of this article are amended by or are to be read in conjunction with section (4)11.

**10.10.1** Employees called upon to work on their regular day off shall be paid at the rate of time and one half (1.5).

**10.10.2** If a regular shift is extended, time and one half (1.5) shall be paid on those hours in excess of eight (8) hours. Replacement coverage (overtime) shall be offered to Bodyshop Supervisors by seniority, if no Spare Garage Supervisor, or Weekend Garage Supervisor is available. For the period until the replacement Bodyshop Supervisor is available (not exceeding two (2) hours), the Bodyshop Supervisor from the preceding shift may extend his or her shift. If that Supervisor does not extend his or her shift, a Relief Supervisor may be used for the same period.

**10.10.3** When a regular Bodyshop Supervisor must be replaced, and the Spare Garage Supervisor(s), (or Weekend Garage Supervisor(s)) are not already assigned as replacement(s), the work shall be offered in the following order by seniority:

- a) A Bodyshop Supervisor who can work the entire shift
- b) Two (2) or more Bodyshop Supervisors who can split the shift
- c) Bodyshop Supervisor and a Licenced (310T/310S) Garage Supervisor who can split the shift (priority to the Bodyshop Supervisor);
- d) Bodyshop Supervisor and Licenced (310T/310S) Service Supervisor
- e) Licenced (310T/310S) Garage or Licence (310T/310S) Service Supervisor who can work the entire shift or can split the shift
- f) Reliefs

Where the shift remains unfilled, the Bodyshop Supervisor with the least bargaining unit seniority must accept the work.

10.10.4 A Bodyshop Supervisor may be allowed up to one (1) hour overlap between the normal coverage being provided and any extended shift coverage.

10.10.5 If in the event there is no lead-time, the shift will be covered by shift extension or, if the person on the preceding shift declines through the overtime rules covered in Section (4) 11

The responsibility of contacting employees for replacement on this shift would be covered by the duties of a Booking Officer if there is a minimum of twenty-four (24) hours notice. If there is not this minimum notice, the responsibility will be on the supervisor receiving the call from the employee booking off.

**(4)10.11 BODYSHOP SUPERVISOR WORK COVERAGE – NORMAL WORK WEEK**

- a) When a booked Bodyshop Supervisor is required to be replaced for a normal work week, as determined by Management, and the Spare Garage Supervisor and the Weekend Garage Supervisor(s) scheduled to work Monday through Friday, are already assigned, the Employer will attempt to fill the shift with a Relief provided this does not generate overtime to cover the assigned Relief. For the purposes of this article a normal work week is defined in accordance with section (4)1.1.
- b) Where (a) above is not feasible, Management may decide to cover the work as overtime in accordance with Section (4)10.10.3 above.
- c) For the purposes of calculation under this article, any statutory or designated holiday falling within the normal work week will be deemed a work day.

**(4)10.12 LONG TERM OPEN WORK- BODYSHOP**

When booked work is known to be open for more than fifteen (15) consecutive days or one hundred and twenty (120) hours and is not covered by the Spare Garage Supervisor, the remaining Bodyshop Supervisors in their booked location by seniority shall have the option to change their work shifts and the remaining open shift may be covered in accordance with booking rules.

After fifteen (15) working days, the Supervisor accepting the work shall remain in this shift for the duration of the booking, or until the return to work of the incumbent, whichever is earlier.

**(4)10.13                    OVERTIME – SERVICE SUPERVISOR**

The provisions of this article are amended by or are to be read in conjunction with section (4)11.

**10.13.1        Employees called upon to work on their regular day off shall be paid at the rate of time and one half (1.5).**

**10.13.2        When a Service Supervisor must be replaced, and the Spare Garage Supervisor (or Weekend Garage Supervisor) is not already assigned as replacement(s), the work shall be offered in the following order by seniority:**

- a)    A Service Supervisor who can work the entire shift
- b)    Two (2) Service Supervisors who can split the shift
- c)    A Service Supervisor and a Garage Supervisor who can Split the shift. (Priority to the Service Supervisor)
- d)    A Service Supervisor and a Bodyshop Supervisor who can split the shift
- e)    A Garage Supervisor who can work the entire shift
- f)    A Bodyshop Supervisor who can work the entire shift
- g)    Two (2) or more Garage Supervisors who can split the shift
- h)    Two (2) or more Bodyshop Supervisors who can split the shift
- i)    Reliefs

Where the shift remains unfilled, the Service Supervisor with the least bargaining unit seniority must accept the work.

**10.13.3        A Service Supervisor may be allowed up to one (1) hour overlap between the normal coverage provided and any extended shift coverage.**

**10.13.4        Shift Extension shall be deemed to be an extension of the same work normally performed during the regular duration of the position extended.**

10.13.5 Under direction from the Garage Supervisor of the shift, the Service Supervisor has the authority to issue work to the Mechanics.

(4)10.14 **SERVICE SUPERVISOR WORK COVERAGE – NORMAL WORK WEEK**

- a) When a booked Service Supervisor is required to be replaced for a normal work week, as determined by Management, and the Spare Garage Supervisor and or the Weekend Garage Supervisor(s) scheduled to work Monday through Friday, are already assigned, the Employer will attempt to fill the shift with a Relief provided this does not generate overtime to cover the assigned Relief. For the purposes of this article a normal work week is defined in accordance with section (4)1.1.
- b) Where (a) above is not feasible, Management may decide to cover the work as overtime in accordance with Section (4)10.13.2 above.
- c) For the purposes of calculation under this article, any statutory or designated holiday falling within the normal work week will be deemed a work day.

(4)10.15 **LONG TERM OPEN WORK – SERVICE SUPERVISOR**

When booked work is known to be open for more than fifteen (15) consecutive days or one hundred and twenty (120) hours and is not covered by the Spare Garage Supervisor, the remaining Service Supervisors in their booked location by seniority shall have the option to change their work shifts and the remaining open shift may be covered in accordance with booking rules.

After fifteen (15) working days, the Supervisor accepting the work shall remain in this shift for the duration of the booking, or until the return to work of the incumbent, whichever is earlier.

(4)10.16 **OVERTIME – JOB PLANNER**

The provisions of this article are amended by or are to be read in conjunction with section (4)11.

- 10.16.1 Employees called upon to work on their regular day off shall be paid at the rate of time and one half (1.5).
- 10.16.2 When a Job Planner must be replaced, and the Spare Job Planner(s) or Weekend Supervisor(s) are not already assigned as replacement(s), the work shall be offered in the following order by seniority:
- a) A Job Planner who can work the entire shift
  - b) Two (2) or more Job Planners
  - c) A Job Planner and a Service Coordinator . It is understood that a Job Planner will have priority over a Service Coordinator.
  - d) Any Fleet Maintenance Supervisor
  - e) Reliefs

Where the shift remains unfilled, the Job Planner with the least bargaining unit seniority must accept the work.

- 10.16.3 A Job Planner/Supervisor may be allowed up to one (1) hour overlap between the normal coverage provided and any extended shift coverage.
- 10.16.4 The spare Job Planner shall fall under the booking rules as described in 10.16.2 when booking on an open shift to replace a Job Planner.
- 10.16.5 Shift Extension shall be deemed to be an extension of the same work normally performed during the regular duration of the position extended.
- 10.16.6 Under direction from the Garage Supervisor of the shift, the Job Planner has the authority to issue work to the employees.

**(4)10.17**

**JOB PLANNER WORK COVERAGE – NORMAL WORK WEEK**

- a) When a booked Job Planner is required to be replaced for a normal work week, as determined by Management, and the Spare Job Planner is already assigned, the Employer will attempt to fill the shift with a Relief provided this does not generate overtime to cover the assigned Relief. For the purposes of this article a normal work week is defined in accordance with section (4)1.1.

- b) Where (a) above is not feasible, Management may decide to cover the work as overtime in accordance with Section (4)10.16.2.
- c) For the purposes of calculation under this article, any statutory or designated holiday falling within the normal work week will be deemed a work day.

**(4)10.18                    LONG TERM OPEN WORK – JOB PLANNER**

When booked work is known to be open for more than fifteen (15) consecutive days or one hundred and twenty (120) hours and is not covered by the Spare Job Planner, the remaining Job Planners in their booked location by seniority shall have the option to change their work shifts and the remaining open shift may be covered in accordance with booking rules.

After fifteen (15) working days, the Job Planner accepting the work shall remain in this shift for the duration of the booking, or until the return to work of the incumbent, whichever is earlier.

**(4)10.19                    OVERTIME – SERVICE COORDINATOR**

The provisions of this article are amended by or are to be read in conjunction with section 4(11).

10.19.1 Employees called upon to work on their regular day off shall be paid at the rate of time and one half (1.5).

10.19.2 When a Service Coordinator must be replaced, and the Spare Service Coordinator(s) or Spare Job Planner(s) or Weekend Supervisor(s) are not already assigned as replacement(s), the work shall be offered in the following order by seniority:

- a) Service Coordinator who can work the entire shift
- b) Two (2) or more Service Coordinators and/or Job Planners who can split the shift (it is understood that Service Coordinator will have priority over Job Planner)
- c) Job Planners who have completed rotational training for that position
- d) Supervisor(s)
- e) Reliefs

Where the shift remains unfilled, the Service Coordinator with the least bargaining unit seniority must accept the work.

10.19.3 A Service Coordinator may be allowed up to one (1) hour overlap between the normal coverage provided and any extended shift coverage.

10.19.4 The spare Service Coordinator shall fall under the booking rules as described in 10.16.2 when booking on an open shift to replace a Service Coordinator.

10.19.5 A Shift extension shall be deemed to be an extension of the same work normally performed during the regular duration of the position extended.

10.19.6 Under direction from the Garage Supervisor of the shift, the Service Coordinator has the authority to issue work to the employees.

**(4)10.20 SERVICE COORDINATOR WORK COVERAGE – NORMAL WORK WEEK**

10.20.1 When a booked Service Coordinator is required to be replaced for a normal work week, as determined by Management, and the Spare Service Coordinator is already assigned, the Employer will attempt to fill the shift with a Relief provided this does not generate overtime to cover the assigned Relief. For the purposes of this article a normal work week is defined in accordance with section (4)1.1.

10.20.2 Where 10.20.1 above is not feasible, Management may decide to cover the work as overtime in accordance with Section 4(10)16.2.

10.20.3 For the purposes of calculation under this article, any statutory or designated holiday falling within the normal work week will be deemed a work day

**(4)10.21 LONG TERM OPEN WORK – SERVICE COORDINATOR**

10.21.1 When booked work is known to be open for more than fifteen (15) consecutive days or one hundred and twenty (120) hours and is not covered by the Spare Service Coordinator, the remaining Service Coordinator in the unit shall have the option to change their work shifts and the remaining open shift may be covered in accordance with booking rules.

- 10.21.2 After fifteen (15) working days, the Service Coordinator accepting the work shall remain in this shift for the duration of the booking, or until the return to work of the incumbent, whichever is earlier.

(4)10.22

**VACATION**

- (a) Vacation shall be taken throughout the calendar year and the choice of vacation period shall be governed by seniority. A maximum of four (4) weeks vacation may be booked during the period June 1 to September 1. After all employees have booked their maximum vacation intended for this time period, it is then permitted for employees who wish to have more than four (4) weeks to submit their request subject to accepted booking rules.

- (b) Time Frame for Booking Vacation

At the Spring General Booking, all employees shall book their vacation for the period of the Spring Booking, unless they elect to pass their turn in accordance with (d) below.

At the Fall General Booking, all employees shall book their vacation for the period of the Fall Booking, unless they elect to pass their turn in accordance with (d) below. In any case, all employees must complete booking full vacation weeks for the current year at the Fall General Booking.

- (c) Booking Last Week of December

If January 1 is a Thursday, then Friday can be booked using part of the current year vacation allotment (even though the Friday is part of the next year). In addition, if January 1 is Wednesday, then both the Thursday and Friday can be booked using the current vacation allotment.

- (d) Passing Turn to Book Vacation

An employee can elect to pass their turn to book vacation at the general bookings, allowing the less senior employees to proceed to book vacation. If an employee elects to pass their turn, they may submit a request once all employees have had an opportunity to book vacation at the general booking. All vacation requests are subject to the employer's

approval, which will not be unreasonably withheld, and will be considered on a first-come-first-serve basis. All individual vacation days must be booked by December 1, and these individual days must be taken by the end of the calendar year. The Employer may assign vacation to ensure all vacation time is taken.

- (e) Supervisors shall book their vacations for the period of a Transit Maintenance Branch Booking. For the life of this contract the Bodyshop Supervisors, Stores Supervisor and Job Planners may book vacation on a calendar year basis.
- (f) The Service Supervisor, Bodyshop Supervisor and the Stores Supervisor may book separately and be off on vacation at the same time.
- (g) The RPAM Energy Systems Supervisor, RPAM Supervisor – Building and Outside Service and RPAM Supervisor – Building Repair and Minor Construction shall book their vacation as a separate group from within their section.

The (Finance) Store Supervisors shall book their vacation as a separate group within their section.

- (h) Technical Support and Technical Trainers book by their respective groups from within their section.
- (i) Service Coordinators book their vacations together as a group. One Service Coordinator may be off at any given time throughout the year.
- (j) The Employer will consult with the Union on the allocation and scheduling of vacation leave. The Employer shall not unreasonably change the allocation and scheduling of vacation leave.

#### **SECTION (4)11 - REQUIRED AND DISCRETIONARY OVERTIME**

**(4)11.1** The following overtime and lieu day rules apply to both required and discretionary overtime:

##### **11.1.1 Discretionary Overtime**

1.1.2 Discretionary overtime will include any overtime caused by an employee being granted a lieu day off. In addition, shifts which are due to training and meetings will be designated discretionary.

1.1.3 If an employee voluntarily accepts a discretionary overtime assignment, the overtime hours, at the option of the employee, will be paid out at straight time rates or will be placed in a lieu day bank at straight time rates.

11.1.2 When an employee works required overtime and opts for an immediate cash payment, such payment shall be calculated at the rate of time and one half (1.5) or if the employee wishes the overtime hours will be placed in a lieu day bank at time and one half (1.5).

11.1.3 Banked lieu days may be taken at a later date at the discretion of the employee provided the work can be covered at straight time rates and management approves the taking of such banked time.

11.1.4 Any overtime arising from the above provisions, statutory holiday time worked at 1.5 time, Sunday premium time, meeting and training time outside regular working hours, general or designated holiday lieu days or any other granting of lieu days which have not been booked may, at the discretion of the employee, be:

- a) paid out in cash, or
- b) placed in a lieu time bank.

11.1.5 Lieu Time Bank

During the calendar year employees will be allowed to bank in their lieu time bank all eligible time in lieu pursuant to the collective agreement (overtime, statutory holiday worked at 1.5 time, Sunday premium time, meeting and training time outside regular working hours or general or designated holiday lieu days). At the end of each calendar year, employees will be entitled to carry-over up to two hundred and fifty (250) hours into the next calendar year.

Employees who exceed the maximum allowable carry-over of 250 hours on December 31 will have the excess hours paid out automatically in February the following year, subject to the exception outlined in (4)11.1.6.

#### 11.1.6 Retirement Leave Bank

1.6.1 Retirement leave banks will be maintained for employees who were members of the bargaining unit as of August 25, 2011 and who remained members even since. Retirement leave banks will have a cap of 2080 hours. Employees who had more than 2080 hours in their retirement leave bank as of March 31, 2011 will be allowed to keep these hours in their bank. Members joining the bargaining unit after August 25, 2011 will not be entitled to a Retirement Leave bank.

Employees with retirement leave banks will have a once annual option of transferring any or all lieu time bank hours into their retirement leave bank up to the cap of 2080 hours. This election will occur once annually in January of each year. It is understood that the retirement leave bank cap cannot be exceeded. It is understood that this once annual election is the only method of putting hours into the retirement leave banks. Once an employee's retirement leave bank has reached the cap of 2080 hours no further election will be offered.

1.6.2 Lieu time placed into an employee's retirement leave bank may, at the discretion of the employee, be used to advance an employee's departure from active employment prior to their official retirement date or be paid out in cash at straight time rates at the actual time of retirement. If the employee should leave the City for any other reason prior to retirement, then a cash payment will be made at that time.

1.6.3 Should an employee opt to advance their departure from active employment through the use of his or her retirement leave bank, the employee shall receive the insurance benefits as described in Clause (8)1.1. The employee will also continue to accrue pension credits, will continue to accumulate vacation leave credits and be entitled to general or designated holiday pay.

(4)11.2

#### **LIEU TIME RULES FOR ALL SUPERVISORS**

11.2.1 When an employee opts for lieu time as time off, the employee shall put a request out to cover their shift at straight time by seniority.

Confirmation of lieu time coverage will be sent by the employee originating the request for coverage to the Program Manager and Administrative Service Officer as soon as coverage is found, normally no later than forty-eight (48) hours prior to the lieu shift.

11.2.2 When seeking coverage, the following order shall be respected:

1. Garage Supervisor and/or Bodyshop Supervisor(s)
2. Two (2) or more Garage Supervisors and/or Bodyshop Supervisors who can split the shift.

11.2.3 If the time cannot be covered, the employee has the option to request the Administrator or their designate to cover the shift at straight time.

11.2.4 When requested by the Administrator or their designate, a Spare or the Weekend Supervisor scheduled to work Monday through Friday who is already pre-assigned for the week has the option of changing their hours to cover a lieu time shift.

11.2.5 If coverage is found by the Administrator or their designate at no additional cost, the employee will be granted the time off as lieu time.

11.2.6 If coverage is not found in accordance with 11.2.1 to 11.2.4 above, the lieu time cannot be taken.

(4)11.3 **LIEU TIME RULES FOR SERVICE SUPERVISORS**

11.3.1 When an employee opts for lieu time as time off, the employee shall put a request out to cover their shift at straight time by seniority. Confirmation of lieu time coverage will be sent by the employee originating the request for coverage to the Program Manager and Administrative Service Officer as soon as coverage is found, normally no later than forty-eight (48) hours prior to the lieu shift.

11.3.2 When seeking coverage, the following order shall be respected:

- 1) Service Supervisor
- 2) Garage Supervisor
- 3) Bodyshop Supervisor

11.3.3 If the time cannot be covered, the employee has the option to request the Administrator or their designate to cover the shift at straight time.

11.3.4 When requested by the Administrator or their designate, a Spare or the Weekend Supervisor scheduled to work Monday through Friday who is already pre-assigned for the week has the option of changing their hours to cover a lieu time shift.

11.3.5 If coverage is found by the Administrator or their designate at no additional cost, the employee will be granted the time off as lieu time.

11.3.5 If coverage is not found in accordance with 11.3.1 to 11.3.4 above, the lieu time cannot be taken.

(4)11.4

**LIEU TIME RULES FOR JOB PLANNERS**

11.4.1 When an employee opts for lieu time as time off, the employee shall put a request out to cover their shift at straight time by seniority. Confirmation of lieu time coverage will be sent by the employee originating the request for coverage to the Program Manager and Administrative Service Officer as soon as coverage is found, normally no later than forty-eight (48) hours prior to the lieu shift.

11.4.2 When seeking coverage, the following order shall be respected:

1. Job Planners
2. Two (2) or more Job Planners who can split the shift
3. Coordinators
4. Garage Supervisor(s) who have completed rotational training

11.4.3 If the time cannot be covered, the employee has the option to request the Administrator or their designate to cover the shift at straight time.

11.4.4 When requested by the Administrator or their designate, a Spare pre-assigned for the week has the option of changing their hours to cover a lieu time shift.

11.4.5 If coverage is found by the Administrator or their designate at no additional cost, the employee will be granted the time off as lieu time.

11.4.6 If coverage is not found in accordance with 11.4.1 to 11.4.4 above, the lieu time cannot be taken.

(4)11.5

**LIEU TIME RULES FOR SERVICE COORDINATOR**

11.5.1 When an employee opts for lieu time as time off, the employee shall put a request out to cover their shift at straight time by seniority. Confirmation of lieu time coverage will be sent by the employee originating the request for coverage to the Program Manager and Administrative Service Officer as soon as coverage is found, normally no later than forty-eight (48) hours prior to the lieu shift.

11.5.2 When seeking coverage, the following order shall be respected:

- a) Service Coordinator
- b) Two (2) or more Service Coordinators who can split the shift
- c) Job Planner(s) who have completed rotational training

11.5.3 If the time cannot be covered, the employee has the option to request the Administrator or their designate to cover the shift at straight time.

11.5.4 When requested by the Administrator or their designate, a Spare pre-assigned for the week has the option of changing their hours to cover a lieu time shift.

11.5.5 If coverage is found by the Administrator or their designate at no additional cost, the employee will be granted the time off as lieu time.

11.5.6 If coverage is not found in accordance with 11.5.1 to 11.5.5 above, the lieu time cannot be taken.

**CLAUSE 5 - GRIEVANCES**

**SECTION (5)1 – GRIEVANCE PROCEDURE**

(5)1.1

The City and the Union agree that it is in the best interest of both parties that complaints and grievances shall be adjusted promptly. It is specifically agreed that before a complaint becomes a grievance, the Program Manager or designate involved must be given full opportunity to resolve the complaint. The

employee may be accompanied by a representative of the Union when the complaint is being discussed with the Superintendent or designate.

(5)1.2 In order for a complaint to be considered valid, an employee must bring a complaint to the attention of the Program Manager or designate within ten (10) calendar days of an incident.

(5)1.3 If the complaint is not satisfactorily resolved within ten (10) calendar days, the employee may choose to have recourse within twenty-one (21) calendar days to the grievance procedure as follows:

**1.3.1 Step 1**

The employee shall submit the grievance to the Union in writing. The Union may then present the grievance to the Manager or alternate at same rank. If a settlement satisfactory to the Union is not reached within ten (10) calendar days or a time period mutually agreed upon, the grievance may within ten (10) calendar days proceed to Step 2.

**NOTE:** In a case where the grievance deals with a termination or where a policy grievance is initiated by the Union, Step 1 of the process is waived and the grievance proceeds directly to Step 2.

**1.3.2 Step 2**

The Union shall present the grievance to the Director or alternate at same or higher rank, or to the Labour Relations Unit in the case of a policy grievance. If a satisfactory settlement is not reached within ten (10) calendar days or a time period mutually agreed upon, the grievance may be referred to arbitration within one (1) month.

1.3.3 For the purpose of this Agreement, a grievance is defined as a difference arising between the Parties relating to the interpretation, application, administration or alleged violation of the Agreement.

1.3.4 Whenever a grievance is filed at any step, the Union will forward a copy to the Labour Relations Unit.

1.3.5 Calendar days shall not include statutory holidays.

1.3.6 **Grievance Mediation**

Where, after exhausting the first two steps of the grievance procedure of this Agreement, a difference remains between the Parties, the Parties may mutually agree to a mediation process. Compensation and expenses of the mediator will be borne equally by the Parties to this Agreement.

**SECTION (5)2 – ARBITRATION**

- (5)2.1 Upon receipt by the Deputy City Manager or designate of written notice from the Union of the desire to arbitrate the grievance, the matter shall be referred to a single arbitrator, unless one or more of the Parties prefer the three (3) person arbitration board. In the event of a single arbitrator, both Parties shall agree to the nomination. The Labour Relations Unit or the Union shall contact the agreed upon Arbitrator and make the necessary arrangements. Should the Parties choose a three (3) person board, the City and the Union shall each appoint a representative within seven (7) calendar days. The two (2) representatives shall, within seven (7) calendar days, or thereafter their appointment agree upon an arbitrator who shall be Chairperson of the Board of Arbitration. Where the representatives are unable to agree upon a Chairperson, either nominee may request in writing that the Director, Federal Mediation and Conciliation Services appoint a Chairperson.
- (5)2.2 If within one (1) month the Parties have not reached agreement regarding the nomination of a single arbitrator, the matter shall be referred to the Director, Federal Mediation and Conciliation Service who shall appoint an arbitrator.
- (5)2.3 In the case of an arbitration not arising out of a grievance but affecting a dispute between the Union and the City in relation to any of the terms of this Agreement, the procedure as outlined in (5)2.1 shall apply after either party has given notice in writing of the desire to arbitrate.
- (5)2.4 The Board of Arbitration shall not alter, modify or amend any part of this Agreement or make any decision inconsistent with its provisions.
- (5)2.5 No matter may be submitted to arbitration which has not been properly carried through all steps of the grievance procedure. If no written request for arbitration

is received within one (1) month after the decision under Step 2 is given, the grievance shall be deemed to have been abandoned.

- (5)2.6 Each of the Parties hereto will bear the expense of the nominee appointed by it and the Parties will share equally the fees and expenses, if any, of the Arbitrator/Chairperson of the Arbitration Board.

**SECTION (5)3 - GRIEVANCE AND ARBITRATION AWARDS**

- (5)3.1 When a grievance involving the payment of money by the City is allowed, the employee shall receive payment from the date the grievance was instituted in writing or from such earlier date as the Deputy City Manager or designate or Board of Arbitration may determine.

**SECTION (5)4 - MEETINGS WITH MANAGEMENT**

- (5)4.1 Time off with pay shall be allowed to the President and Grievance Officer or their designate attending a scheduled meeting or a grievance hearing with Management provided the meeting occurs during the Union Representative's scheduled hours of work.

**CLAUSE 6 – VACATION WITH PAY**

**SECTION (6)1 - VACATION**

- (6)1.1 Vacations are granted to employees in the year in which they are earned for the purpose of affording a period of rest and recreation. An employee may request payment in lieu of time off for all entitlements in excess of three (3) weeks per year to a maximum of (2) weeks pay. During the vacation period, no employee shall be required or permitted to work overtime. It will be necessary for Management to schedule vacations in keeping with efficiency.

**SECTION (6)2 - ENTITLEMENTS**

- (6)2.1 Vacation entitlement in the year of hire with the City will be a maximum of two (2) weeks and is earned at the rate of five sixth (5/6) working days for each calendar month in which the employee has received fifteen (15) days pay.
- (6)2.2 In the calendar year following the year of hire, employees shall be entitled to vacations according to the following schedule:

|   |                                      |
|---|--------------------------------------|
| <u>Completed years of service up to June 30<br/>vacation is taken</u> | <u>Weeks of Vacation in the year</u> |
|---|--------------------------------------|

|  |   |
|--|---|
| Less than seven (7) years                              | 3 |
| Seven (7) years but less than sixteen (16) years       | 4 |
| Sixteen (16) years but less than twenty-two (22) years | 5 |
| Twenty-two (22) years but less than thirty (30) years  | 6 |
| Thirty (30) or more years of service                   | 7 |

(6)2.3 Vacation pay shall be paid at the employee’s current rate of pay at the time payment is made.

(6)2.4 Vacation shall be taken throughout the calendar year and the choice of vacation period shall be governed by seniority.

2.4.1 The City reserves the right to determine the number of employees off in any given period.

2.4.2 Two (2) weeks of vacation (80 hours) may be split into odd days to be used as floating vacation days. Employees must make a written request the previous year, at a date to be set in the Fall. Booking of full weeks of vacation will take priority over booking of odd days and the number of employees off on any day will not exceed the numbers set down in the vacation guidelines. Regular vacation days or banked vacation days can be combined with a general or designated holiday to make up a full week. An employee must submit a request for leave at least five (5) days in advance of the requested leave if he or she wishes to request a full week of vacation at a time other than the General Booking. An employee must submit a request for leave at least forty-eight (48) hours in advance of the requested leave excluding holidays, Saturdays and Sundays when requesting odd days or lieu days. All odd vacation must be booked before the first of December and taken in accordance with the vacation guidelines or be paid out in cash not later than March 31<sup>st</sup>.

2.4.3 Vacation is paid out at the employee’s rate of pay as at December 31<sup>st</sup> of the previous year.

- (6)2.5 (a) An employee who is absent due to short term disability shall continue to earn vacation entitlements as long as such employee remains on the active roll.
- (b) Employees do not accrue vacation leave while in receipt of LTD benefit.
- (c) In the event that a WSIB claim continues beyond seventeen (17) weeks, the claimant will cease to accrue vacation leave credits.
- (6)2.6 If an employee on the active roll has not been able to take vacation in the current vacation year because he or she is in receipt of IPP benefits or Worker's Safety and Insurance Benefits, he or she may arrange to defer vacation entitlement, up to the 1<sup>st</sup> of October of the following year. No employee shall receive at any time a total in payment (salary and compensation benefits) for the vacation period which is in excess of the total weeks of vacation pay to which the employee is entitled.
- (6)2.7 When an employee's employment is terminated with the City, he or she will be paid for earned vacation leave entitlements at the employee's current basic annual salary rate of pay in the year of termination. If more vacation leave has been taken than has been earned the final salary payment will be adjusted to recover the overpayment.

### **SECTION (6)3 – DEFERRED VACATION ENTITLEMENT**

- (6)3.1 The City and the Union agree that entitlement to vacation with pay was changed from a system of calculation in arrears to a system of calculation by current service, effective the 1<sup>st</sup> day of January 1977.
- (6)3.2 The City therefore agrees that each employee who was employed by the City the 1<sup>st</sup> day of January 1977, and who has continued to be so employed is entitled to a One Year Vacation Entitlement ("OYVE") or its monetary equivalent.
- (6)3.3 The OYVE is an amount of vacation with pay equal to the entitlement to vacation with pay granted by Section (6)2 of this clause in the year in which the OYVE is taken.
- (6)3.4 The monetary equivalent to the OYVE is the number of weeks calculated in Sub-Section (6)3.3 multiplied by the current rate of pay of the employee at the time at which the monetary equivalent of the OYVE is paid.

- (6)3.5 At the request of an employee, and with the consent of the City, the employee may take the whole of the OYVE as vacation with pay in addition to the employee's entitlement to vacation under Section (6)2.
- (6)3.6 At the request of an employee, but subject to the provision of Subsection (6)3.7, the City will pay to the employee or as directed the monetary equivalent to the OYVE.
- (6)3.7 With respect to applications by employees pursuant to Subsection (6)3.6:
- 3.7.1 Applications will be considered on or immediately after the 31<sup>st</sup> of March in each year, and must be filed with the City on or before the 23<sup>rd</sup> of March.
- 3.7.2 Applications will be granted in order of seniority.
- 3.7.3 Applications will be granted until the money budgeted by the City in the year (if any) for the purpose of OYVE payouts has been exhausted, and thereafter, no further applications will be granted in the year.
- 3.7.4 The amount of money to be budgeted by the City in any year for the purpose of OYVE payouts is solely and entirely in the discretion of the City.
- 3.7.5 Payments made pursuant to Subsection (6)3.6 are conclusively deemed to have been paid on the 31<sup>st</sup> of March in the year of payment.
- (6)3.8 Upon the death, retirement or termination of an employee, the City will pay the monetary equivalent of the OYVE to the employee or personal representative or as directed, and the provisions of Subsection (6)3.7 will not apply.

**SECTION (6)4 – VACATION PAYOUT – EMPLOYEES APPOINTED TO A POSITION WITHIN CUPE 5500**

- (6)4.1 Where an employee accrues vacation in the year prior to their entitlement to utilize the vacation, and this employee is successful in obtaining a permanent position within the CUPE local 5500 bargaining units the following shall apply;
1. Any vacation entitlement accrued up until the date of appointment is frozen and paid out at the rate of pay the employee earned immediately prior to

being accepted into the CUPE 5500 bargaining unit, provided that the employee has completed one hundred twenty (120) days in their newly appointed position.

2. In the year of appointment into a CUPE 5500 position the employee's vacation entitlement is pro-rated according to the date of appointment.
3. Management may, at their discretion, approve the use of vacation in lieu of vacation payout as per 1 above. Requests for use of such leave shall not be unreasonably denied.

## CLAUSE 7 – UNION SECURITY

### SECTION (7)1 – CHECK-OFF

(7)1.1 All employees who are subject to check-off at the inception of this Agreement shall remain subject thereto as a condition of employment so long as they remain members of the Bargaining Unit. All employees who are not subject to check-off at the inception of this Agreement and persons who may hereafter become employees shall become subject to check-off as a condition of employment so long as they remain members of the Bargaining Unit. The City shall deduct Union dues from twenty-six (26) pays annually and shall turn over such dues to the Treasurer of the Union within five (5) days after they have been deducted. Initiation fees shall also be subject to payroll check-off upon receipt of a duly signed authorization from the employee.

Bargaining unit members who accept a temporary or permanent position outside the bargaining unit must continue to pay union dues in order to remain in good standing. It is the employee's responsibility to make arrangements directly with the Union to pay dues.

(7)1.2 A temporary employee booked for work on a daily or weekly basis who works forty (40) hours or more in any calendar month shall be deducted fifty (\$50) dollars for the month in lieu of normal dues. Temporary employees, booked off for work on a daily or weekly basis, who work less than forty (40) hours in any calendar month shall be deducted ten (\$10) dollars for the month in lieu of normal dues. For clarity, a temporary employee transferred into the bargaining unit shall be subject to dues deductions as per Article 7.1.1.

## CLAUSE 8 – EMPLOYEE BENEFIT PLANS

### SECTION (8)1 - DEFINITIONS

#### (8)1.1 **Benefit Plans Mean**

- 1.1.1 **The Supplementary Health Insurance Plan** which provides supplementary medical benefits.
- 1.1.2 **The Sick Leave Plan** which provides benefits at one hundred percent (100%) of salary or seventy-five percent (75%) of salary based on years of credited service with the City.
- 1.1.3 **The Long-Term Disability Insurance Plan** which provides monthly income in cases of total disability.
- 1.1.4 **The Group Life Insurance Plan** which provides a lump sum death benefit.
- 1.1.5 **The Dental Insurance Plan** which provides reimbursements for the expense of Dental Care.
- 1.1.6 **The Pension Plan** shall mean the “Ottawa-Carleton Regional Transit City Employees’ Pension Plan” and the “Ontario Municipal Employees Retirement System”, which provides, where applicable, a monthly income for retirees.
- 1.1.7 **The Dependent Life Insurance Plan** which provides a lump sum death benefit in the event of the death of an employee’s spouse or children as those terms are defined in the Group Life Insurance Plan.

### SECTION (8)2 – CONDITIONS AND COST SHARINGS

All rights with respect to the group benefits will be governed solely in accordance with the terms and conditions of the Master Insurance Policy Plan documents. The Union shall be provided with a copy of the Master Insurance Policy Plan documents applicable to the three (3) CUPE Local 5500 certifications.

#### (8)2.1 **Supplementary Health Insurance Plan**

The City shall pay one hundred percent (100%) of the Supplementary Health Insurance Plan.

**(8)2.2 Income Protection Plan (IPP)**

(Short Term Disability Benefits).

**2.2.1 Conditions Relating to Short-Term Disability Benefits**

Employees who are unable, due to a non-occupational illness or injury, to perform their job duties or any other available bargaining unit work compatible with their medical restrictions shall be entitled to allowances according to the following schedule:

| Length of Continuous Service                  | Full Salary 75% Salary<br>(100%) |    |
|---|----------------------------------|----|
|   | Number of Weeks                  |    |
| Six (6) months but less than one (1) year     | 1                                | 16 |
| One (1) year but less than two (2) years      | 2                                | 15 |
| Two (2) years but less than three (3) years   | 3                                | 14 |
| Three (3) years but less than four (4) years  | 4                                | 13 |
| Four (4) years but less than five (5) years   | 5                                | 12 |
| Five (5) years but less than six (6) years    | 7                                | 10 |
| Six (6) years but less than seven (7) years   | 9                                | 8  |
| Seven (7) years but less than eight (8) years | 11                               | 6  |
| Eight (8) years but less than nine (9) years  | 13                               | 4  |
| Nine (9) years but less than ten (10) years   | 15                               | 2  |
| Ten (10) years or over                        | 17                               | 0  |

**(8)2.3 Calculation of Income Protection Plan (IPP) Benefits**

For Income Protection purposes, an employee’s earnings shall be defined as the basic earnings immediately prior to the commencement of the disability, or until the expiry of a temporary assignment. The employee shall not lose any salary increment or negotiated settlement increase that would have been paid had the employee not been receiving Income Protection benefits.

**(8)2.4 Application for Income Protection Plan (IPP) Benefits**

Employees making application for IPP benefits shall complete a leave application form and submit it to their immediate supervisor. Such application shall be submitted upon the employee's return to work, or earlier, if requested by their immediate supervisor.

**(8)2.5 Reinstatement of Entitlement**

The entitlement of an employee to seventeen (17) weeks of full salary days and seventy-five percent (75%) salary days of IPP payment will be reinstated, in the following circumstances:

**2.5.1 Unrelated Claim**

In the case of an employee who has a second (or more) claim which is not related to a prior claim during which the employee used part or all of the seventeen (17) weeks of entitlement, the maximum applicable entitlement shall be reinstated provided such employee has returned to active employment and completed at least one (1) full shift of that employee's regular duty.

**2.5.2 Related Claim**

In the case of an employee who has a second (or more) claim which is related to a previous claim during which the employee used part or all of the seventeen (17) weeks of entitlement, the maximum applicable entitlement shall be reinstated provided thirty (30) days have elapsed from the return to work of the employee and the commencement of the related claim.

**(8)2.6 Conditions Relating to Income Protection Plan Benefits**

**2.6.1** Should an employee's employment terminate before completion of six (6) months of service, the Employer shall recover any money paid to the employee at one hundred percent (100%) IPP benefits. The City shall be deemed to be authorized pursuant to the Employment Standards Act, to make deductions from the employee's pay cheque in order to recover overpayments made to the employees.

**2.6.2** Eligibility for one hundred percent (100%) IPP benefits shall be reinstated as of the first pay period of each calendar year. In the event that an employee is in receipt of IPP benefits at years' end, that

employee becomes eligible for IPP benefits payable at one hundred percent (100%) as set out in Section (8)2.2.1. However, in no case is an employee eligible for more than eighty-five (85) days of IPP benefits for any one continuous period of absence.

2.6.3 Occurrence of a Statutory or Declared Holidays during an employee's absence on IPP shall not reduce an employee's number of days of IPP benefit eligibility.

2.6.4 It is understood that the applicable number of weeks of one hundred percent (100%) salary protection shall be available once in any calendar year.

(8)2.7 If, while you are disabled and receiving IPP benefits, you are served Notice of Layoff or Termination of Employment, you shall nevertheless receive while so disabled, the balance of any of the IPP benefits to which you are entitled on the date such notice is given to you.

(8)2.8 You cannot receive IPP benefits while you are receiving vacation pay or while you are engaged in any occupation or employment for wage or profit.

(8)2.9 IPP benefits are not payable during an unpaid leave of Absence or Pregnancy Leave. If you become disabled before you take leave, payments of income will cease on the date that you had elected to begin your leave. In the case of Pregnancy Leave, IPP benefits will cease on the date your leave begins in accordance with the current Federal Legislation. If you cannot return to work at the end of your Pregnancy Leave because you are disabled, IPP and Disability benefits will resume on the date scheduled by law as the end of your leave.

(8)2.10 When the payment periods for which you are eligible have been exhausted, you will cease to receive salary payments but you may then qualify to receive Long Term Disability (LTD) Insurance payments.

(8)2.11 If you return to work after receiving LTD benefits, you will immediately requalify for the full allowances according to the above scale, if you again become disabled and if you do not requalify for LTD Benefits immediately.

(8)2.12 Long Term Disability (LTD) Plan

2.12.1 The full premium cost of the plan shall be paid by the employer.

(8)2.13 Group Term Life Insurance

(8)2.14            The City shall pay the entire premium cost of the Plan.  
Optional Life Insurance

The employee shall pay the entire premium cost of the Plan.

(8)2.15            Dental Insurance Plan

The City shall pay seventy-five percent (75%) of the premium cost of the Dental Insurance Plan.

(8)2.16            Pension Plan

Participation in the Pension Plan is a condition of employment. Employees shall make the required contributions by payroll deduction as set from time to time. Employer contributions shall be set at one hundred percent (100%) of the employee contributions. The joint contributions will be used to fund the existing obligations of the Pension Plan and any updates and improvements to the Plan agreed upon between the parties. The City agrees that it will not change the present schedule of funding existing liabilities.

(8)2.17            Dependent Life Insurance Plan

The City shall pay the entire premium cost of the Plan..

(8)2.18            Optional Critical Illness Insurance Plan

The employee shall pay the entire premium cost of the Plan.

(8)2.19            Early Retirement Benefits

2.19.1            The City shall pay one hundred percent (100%) of the costs required to provide the following benefits to employees who take early retirement until they attain age sixty-five (65):

- i)            Group Term Life Insurance.
- ii)           Supplementary Health Insurance Plan. iii)  
                  Dependent Life Insurance Plan.

The City shall pay seventy-five percent (75%) of the costs required to provide the following benefits to employees who take early retirement until they attain age sixty-five (65):

i) Dental Insurance Plan.

2.19.2 To qualify for the benefits, at the time of early retirement, the employees:

- must be at least fifty-five (55) years of age;
- must have at least twenty-five (25) years of service;
- attained age and service when totaled must equal eighty-five (85) or more.

(8)2.20

Workplace Safety and Insurance Board (WSIB) Benefits

2.20.1 In the event of a work related injury or illness, the employee shall receive WSIB advances, paid by the Employer to the maximum allowable under the Workplace Safety and Insurance Act. The Employer will also pay to the Employee the difference between the maximum allowable under the Act and the actual amount equal to the employee's salary or regular wage.

2.20.2 If the employee is able to perform modified duties or hours of work, the employee is required to accept this work when offered, provided such work is compatible with the employee's medical restrictions.

2.20.3 Employees on WSIB, and those medical conditions prevents them from doing their own work, but permits them to do other available work within the Bargaining Unit, will be required to accept this work.

(8)2.21

Benefits for Temporary Employees

A temporary employee who retains a substantive position with the City outside a CUPE 5500 bargaining unit and who is assigned work for a period consisting of nineteen (19) consecutive days or less shall retain any benefit status he or she had prior to such assignment.

All other temporary employees shall be entitled to all benefits as set out in this collective agreement.

(8)2.22

Insured Benefits for Employees Working Beyond Age 65

- (a) Employees working beyond age sixty-five (65) will be entitled to the continuation of the following benefit coverage:
- Extended health care without “Out of Country coverage” and “Drug coverage”
  - For an eligible spouse and dependents under age 65, extended health care without “Out of Country coverage” but including “Drug coverage”
  - Dental insurance including coverage for an eligible spouse and dependents
  - \$25,000 of basic life insurance
  - Dependent life for an eligible spouse and dependents
  - A maximum of seventeen (17) weeks of short term sick leave (Income Protection Plan) annually. This entitlement will be subject to the various provisions of the collective agreement pertaining to sickness and certification.
- (b) Coverage details for benefits provided in paragraph a) above will be as defined in the Benefits Plan Document.
- (c) Cost sharing for the benefits plan will be in accordance with the formula contained in the collective agreement.
- (d) Employees will no longer be covered for Long Term Disability (LTD) benefits from age sixty-five (65).
- (e) The benefit coverage described in a) above will take effect the first of the month following the month the employee turns 65.
- (f) All benefits will stop at the end of the month in which the employee attains age sixty-nine (69).

### **SECTION (8)3 – OTHER BENEFITS**

#### **(8)3.1 Free Transportation**

The City shall provide free transportation upon its regular bus service as follows:

3.1.1 to full-time employees;

3.1.2 to retired employees;

3.1.3 to spouses of retired employees;

3.1.4 to widows and widowers of employees;

3.1.5 to deferred pensioners who have at least twenty-five (25) years of service and their spouses.

(8)3.2 **Attendance Incentive Program**

The Attendance Incentive program is to be extended under the following formula:

|                       |       |
|-----------------------|-------|
| Perfect Attendance    | \$500 |
| One (1) day absent    | \$250 |
| Two (2) days absent   | \$175 |
| Three (3) days absent | \$ 75 |

Included in the calculation of days absent will be all medical leaves, unexcused absence, and any suspensions. For periods of absence for a partial day, the absence will be rounded off to the nearest day.

|                   |  |
|-------------------|--|
| e.g. 1.1 day      | One (1) day's absence  |
| 1.5 days          | Two (2) days absence for the purpose of the Attendance Incentive |
| 0.1 day's absence | One (1) day  |

(The rounding off will not be applicable to 0 days absences)

To qualify for consideration, an employee must have been actively at work for at least ten (10) months.

**CLAUSE 9 – UNIFORM CLOTHING**

**SECTION (9)1 – CLOTHING ALLOWANCE AND UNIFORM ALLOWANCE**

(9)1.1 Every two (2) years the City shall provide Transit Fleet and Facilities Maintenance Supervisors who perform outside work with a choice of ski-doo suit, winter parka or fall/spring jacket worth up to a maximum of \$150.00. Cleaning and maintenance of these items shall be the responsibility of the employee. If within the said two (2) year period the jacket becomes unusable, it is the sole responsibility of the employee to replace at his/her cost.

(9)1.2 In lieu of all clothing items, except those specified in other sections of the Clause, the City will pay to each employee three-hundred and fifty dollars (\$350) via

payroll direct deposit, which is an employee taxable benefit as defined by the Canada Revenue Agency.

**(9)1.3 Safety Footwear Allowance**

Employees who are required by the Employer to wear protective safety footwear shall receive an annual allowance via payroll direct deposit in the amount of one-hundred and fifty dollars (\$150) towards the purchase of such footwear.

**(9)1.4 Sunscreen**

Employees working outside are provided with sunscreen lotion (minimum SPF 30) in quantities deemed necessary for the performance of their duties. Requests for sunscreen shall not be unreasonably denied.

**CLAUSE 10 – PERSONNEL FILES**

**SECTION (10)1– ACCESS TO PERSONNEL FILES**

**(10)1.1** Upon providing written notification to their Human Resources Consultant, an employee shall have the right to have access to his/her personnel file three (3) working days after the day of notification. The employee shall have the right to respond in writing to any document contained in their personnel file. Such reply shall become part of the permanent record. With the written permission of the employee, a Union representative or elected union officer shall also have the right of access to an employee's personnel file.

**CLAUSE 11 – JOINT CONSULTATION**

**SECTION (11)1 – LABOUR/MANAGEMENT COMMITTEE**

**(11)1.1** The Parties agree to set up a committee to be known as the Labour/Management Committee. This committee shall consist of four (4) representatives from the Union and four (4) representatives of the Employer, to be appointed by the respective Parties. The Committee structure may be amended as required and agreed upon between the Parties.

**(11)1.2** The Committee shall meet every three (3) months. Either Party may

also formally request that a meeting of the Committee be held and the meeting shall be convened within seven (7) calendar days. The purpose of such meetings shall be to discuss issues and make recommendations relating to the workplace which affect either or both of the Parties.

- (11)1.3 It is further agreed that issues relating to grievances and collective bargaining will not be matters for discussion at the meetings.

**CLAUSE 12 – TRAINING**  
**SECTION (12)1 – TRAINING**

- (12)1.1 When an employee is required by the Employer to participate in courses designed to upgrade his/her skills or qualifications, the Employer will pay for the course tuition fees.

**CLAUSE 13 – HEALTH AND SAFETY**

**SECTION (13)1 – HEALTH AND SAFETY**

- (13)1.1 The Employer shall provide a safe and healthful environment for employees.
- (13)1.2 The City of Ottawa shall provide Federal Occupational Health and Safety education and training to its employees to ensure that they are aware of and engage in safe work practices to minimize the risk of occupational injury and illness.
- (13)1.3 The Employer and the Union acknowledge that a joint health and safety program can only be successful when both parties are committed to fostering and developing a safety culture within the City, and ensuring that their responsibilities under the relevant Federal Occupational Health and Safety Legislation are carried out.
- (13)1.4 The Employer and the Union agree to recognize the Terms of Reference established for Workplace Health and Safety Committee and the Policy Health and Safety Committee.
- (13)1.5 Training for Workplace Health and Safety Committee members mandated by the Terms of Reference, shall be delivered. The Employer shall consult with the Union regarding the choice of outside training resources.

- (13)1.6 The Employer shall forward copies of all joint Employer and CUPE, Local 5500 Workplace Health and Safety Committee Minutes, as identified with the Terms of Reference, to the offices of CUPE, Local 5500, in a timely manner.
- (13)1.7 Should there be a need for leave for special programs, initiatives or training requirements identified through the Terms of Reference, the Director of Human Resources Department shall consider such a request from the President of the Union. If the President's request is agreed to by the Director of Human Resources Department, the President shall designate one or more Union Health and Safety Committee Members and the Member(s) shall be entitled to paid leave with full benefits for the duration of the fulfillment of the request. Such paid time off shall not exceed thirty-two (32) days per year in total and individual use shall not exceed one (1) day per month unless mutually agreed by the parties.

#### CLAUSE 14 – PERFORMANCE OF BARGAINING UNIT DUTIES BY MANAGEMENT

##### **SECTION (14)1 – PERFORMANCE OF BARGAINING UNIT DUTIES BY MANAGEMENT**

- (14)1.1 The parties agree that there are occasions when Management may have to perform the duties of a bargaining unit member. These instances will fall into one of the below categories:

- Emergency Crisis Situations;
- Management is required to act due to obligations under a regulatory body;

Persons not covered by terms of the Agreement will not perform work assigned to those employees who are covered by the Agreement except as listed above or for the purposes of instruction, or when employees are not readily available. Should Management perform the duties of a bargaining unit member pursuant to the above listed categories, it will not be to displace or replace a bargaining unit member.

If Management is performing the duties of a bargaining unit member because a bargaining unit member is not immediately available, they will cease their actions once a bargaining unit member is available

#### CLAUSE 15 – EMERGENCY

## **SECTION (15)1 – EMERGENCY**

(15)1.1 An emergency is defined as a situation that poses a significant and immediate threat to human life, health or safety or extensive damage to property. It is also a situation when the Employer is affected to the extent necessary in order to prevent serious interference with the ordinary working of the establishment.

An emergency includes:

- An accident to machinery, equipment, facility or persons,
- An urgent and essential work that needs to be done to machinery, equipment or facility, or
- Other unforeseen or unpreventable circumstances.

## **CLAUSE 16 – SALARY PROTECTION**

### **SECTION (16)1 – SALARY PROTECTION**

(16)1.1 **Salary Protection – New Job Evaluation Plan Pay Line**

For a period of up to four (4) years following the effective date of the new pay line (April 1, 2011) resulting from the development of the job evaluation plan, employees whose salary exceeds the rate of pay of their job shall be salary protected and receive any negotiated economic increases. Where, at the expiry of the four (4) year period, the employee's job rate has not caught up with his/her existing rate of pay, the employee will be entitled to half of the economic increases until the rate of pay for the employee's job catches up with his/her salary.

It is understood that this protection applies to current incumbents only for as long as they remain in the position they were occupying as of August 25, 2011.

(16)1.2 **Salary Protection – Downward Reclassification**

When a position has been reclassified downward the employee (current incumbent only) shall be placed on the pay line in the new classification at the applicable job rate. Should the employee's salary be in excess of the job rate, the employee will be entitled to receive half of negotiated increases until such time as the salary of the new classification catches up to the employee's protected salary. At that time, the employee shall again become eligible for full salary increases pursuant to the Collective Agreement.

SIGNED AT OTTAWA, ONTARIO, THIS 7<sup>TH</sup> DAY OF APRIL 2026.

FOR THE CITY



Mark Sutcliffe

Mayor of the City of Ottawa



Caitlin Salter MacDonald

City Clerk of the City of Ottawa

FOR THE EMPLOYER



Sheldon Marcellus (2026-05-07 11:38 27 EDT)

**Sheldon Marcellus**

Program Manager, Labour Relations

FOR THE UNION



Anshul Chaudhary (2026-04-07 13 58 29 EDT)

**Anshul Chaudhary**

President of CUPE Local 5500



Mark R. Kotanen (2026-04-10 13.41 19 EDT)

**Mark Kotanen**

National Representative

APPENDIX A

**SALARY SCHEDULES**

|           | 01-Apr-21 | 01-Apr-22 | 01-Apr-23 | 01-Apr-24 | 01-Apr-25 |
|-----------|-----------|-----------|-----------|-----------|-----------|
|           | 1.75%     | 1.75%     | 1.80%     | 2.00%     | 2.00%     |
| Pay Grade |           |           |           |           |           |
| 1         | 31.228    | 31.775    | 32.331    | 32.977    | 33.637    |
| 2         | 32.452    | 33.020    | 33.598    | 34.270    | 34.955    |
| 3         | 33.677    | 34.267    | 34.866    | 35.564    | 36.275    |
| 4         | 34.901    | 35.512    | 36.134    | 36.856    | 37.593    |
| 5         | 36.125    | 36.758    | 37.401    | 38.149    | 38.912    |
| 6         | 37.350    | 38.004    | 38.669    | 39.442    | 40.231    |
| 7         | 38.573    | 39.248    | 39.935    | 40.734    | 41.549    |
| 8         | 39.798    | 40.495    | 41.204    | 42.028    | 42.868    |
| 9         | 41.025    | 41.743    | 42.473    | 43.322    | 44.189    |
| 10        | 42.250    | 42.989    | 43.741    | 44.616    | 45.508    |
| 11        | 43.474    | 44.234    | 45.009    | 45.909    | 46.827    |
| 12        | 44.696    | 45.478    | 46.274    | 47.199    | 48.143    |

Annual rates calculated using 2080 hours per year  
Economic increases retroactive to April 1, 2021

In the event that ATU 279 receives greater than a 2% economic increase April 1, 2025, CUPE 5500 shall receive the same increase, up to a maximum of 2.5%. It is understood that this is a one-time provision and shall replace the above-noted 2% increase.

**Starting Rates of Pay for New Employees:**

When the successful candidate for a CUPE 5500 Transit Fleet Maintenance position has previously worked within Transit Fleet Maintenance in a designated Relief position, the rate of pay for the candidate will be established in consideration of the hours worked as a Relief (including training periods) within CUPE 5500.

It is understood that each trainee period is 520 worked hours (3 months). The candidates starting rate of pay will be established as outlined in the table below. Increments will occur every three months on the anniversary date of the candidates start date in the position

| # Worked Hours as ATU Relief | Starting Rate of Pay           |
|------------------------------|--------------------------------|
| <520                         | Trainee 1 <sup>st</sup> Period |
| 520 – 1040                   | Trainee 2 <sup>nd</sup> Period |
| >1040                        | Top pay rate                   |

Successful Candidates for a CUPE 5500 Transit Fleet Maintenance position that have not worked in a designated Relief position will start at the trainee 1<sup>st</sup> period rate of pay. All employees in receipt of the training rate(s) of pay will be partaking in a formal training program and/or be provided with monthly feedback on their performance and progress.

When a successful candidate within CUPE 5500 has, immediately before, held a different substantive position within CUPE 5500, the rate of pay for the candidate will be established in consideration of the pay rates previously held within CUPE 5500.

It is understood that a trainee period is 520 worked hours (3 months). Candidates normally start at the Trainee 1<sup>st</sup> Period rate of pay for the position in which they have been accepted and the progress to the trainee 2<sup>nd</sup> period rate of pay after 520 worked hours (3 months). They would then progress from the trainee 2<sup>nd</sup> period rate of pay to the full rate of pay for the position after a second period of 520 worked hours (3 months). Increments occur every three months on the anniversary date of the candidates start date in the position.

**Starting Rates of Pay for Existing CUPE 5500 Employees Who Change Classification:**

For an existing CUPE 5500 member moving to another position within CUPE 5500 with a higher rate of pay, the member will be immediately assigned the Trainee 2<sup>nd</sup> Period rate of pay for that position and will remain at that rate for 520 worked hours (3 months) before receiving the full rate of pay for the new position. During this time the employee will partake in a training program and/or be provided with monthly feedback on their performance and progress.

If the trainee 2<sup>nd</sup> period rate of pay is less than the employee's current rate of pay, the employee will remain at their current rate of pay for 520 worked hours (3 months) before receiving the full rate of pay for the new position. During this time the employee will partake in a formal training program and/or be provided with monthly feedback on their performance and progress.

If a member of CUPE 5500 covered by this Appendix decides to revert to their CUPE 5500 position within 12 months the employee will not have to undergo a training period and will be paid at the full rate for the position previously held.

The job classifications in the table below shall receive hourly rate increases, effective as follows:

April 1, 2023 - \$0.50 per hour

April 1, 2024 - \$0.75 per hour

April 1, 2025 - \$1.30 per hour

| Job   | Job Identification |
|---|--------------------|
| Garage Supervisor (includes Body Shop Supervisor) | 10002381           |
| Stores Supervisor                                 | 10002437           |
| Work Study Technician                             | 10002460           |
| Instructor, Technical Services                    | 10002440           |

APPENDIX B

JOB CLASSIFICATIONS

| <b>Job Key</b> | <b>Job Title</b>                                   | <b>Pay Grade</b> |
|----------------|--|------------------|
| 10081945       | Service Coordinator                                | 3                |
| 10122367       | Service Coordinator, Facilities Maintenance        | 3                |
| 10064909       | Coordinator, Maintenance Program                   | 5                |
| 10002394       | Job Planner, Fleet Maintenance                     | 5                |
| 10002440       | Instructor, Technical Services                     | 7                |
| 10069828       | Technologist, Maintenance Engineering              | 7                |
| 10090343       | Instructor, Safety & Equipment                     | 7                |
| 10002460       | Work Study Technician                              | 7                |
| 10002431       | Service Supervisor                                 | 7                |
| 10002381       | Garage Supervisor                                  | 10               |
| 10002424       | Supervisor, Building and Outside Services          | 10               |
| 10002425       | Supervisor, Building Repair and Minor Construction | 10               |
| 10002361       | Supervisor, Energy Systems                         | 11               |
| 10002437       | Store Supervisor                                   | 11               |

**LETTER OF UNDERSTANDING #1**

**BETWEEN CITY OF OTTAWA**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5500**

**RE: PRE-1981 PENSIONABLE SERVICE**

The parties agree that upon the latest date of ratification of the collective agreement the following amendments will be made to the OC Transpo Employee Pension Plan ("Pension Plan").

1. Pre-1981 service shall be improved to the same basis as post-1980 service for the purposes of all Pension Plan benefit calculation. For greater clarity, this clause will result in all pre-1981 benefits being calculated on a final average earnings basis at all future points in time.
2. This amendment shall apply retroactively to all Pension Plan members who have retired since January 1, 2000, and any of their beneficiaries.
3. In the event that this amendment results in the Pension Plan having a solvency deficiency as defined in the Pension Benefits Standards Regulations, 1985 as at the date on which the next actuarial valuation report is required to be prepared, any such deficit will be handled as follows:
  - a. The City of Ottawa will amortize any deficit over five (5) years, or such longer period, as may be permitted under applicable law.
  - b. Any actuarial gains experienced by the Pension Plan will be first applied to the deficit during the amortization period.
  - c. Any deficit payments made by the City of Ottawa to the Pension Plan will be carried forward as a plan expense at an interest rate equivalent to the greater of the pension fund rate of return and [a CANSIM longterm bond rate to be agreed by the parties] in effect at the beginning of each month commencing from the deficit payment date. The City of Ottawa's entitlement to be paid the accumulated amount of the deficit payments plus interest will be the first call on any surplus in the event of the wind-up of the Pension Plan.

4. Subject to the requirements of applicable law, on the wind up of the Pension Plan, the portion of the wind up surplus attributable to the liabilities of those Pension Plan members who were members of CUPE, Local 5500, if any, shall be subject to the City of Ottawa's entitlement set out in paragraph 3 (c). Any remaining surplus shall be divided in accordance with the terms of the Pension Plan.

Dated in Ottawa, Ontario this 27<sup>th</sup> day of April 2007.

**FOR THE EMPLOYER**

**FOR THE UNION**

*"original signed by Lyne Huneault"*

*"original signed by Mert McDonald"*

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**Lyne Huneault**

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**Mert McDonald**  
CUPE National Representative

Dated in Ottawa, Ontario, this 2<sup>nd</sup> day of April, 2026.

**FOR THE EMPLOYER**

**FOR THE UNION**

*Sheldon Marcellus*  
Sheldon Marcellus (2026-05-07 11:38:27 EDT)

*Anshul Chaudhary*  
Anshul Chaudhary (2026-04-07 13:58:29 EDT)

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**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Anshul Chaudhary**  
President of CUPE Local 5500

**LETTER OF UNDERSTANDING #2**

**BETWEEN CITY OF OTTAWA**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5500**

**RE: OC TRANSPORATION PENSION PLAN (OCTP) CONVERSION TO THE ONTARIO  
MUNICIPAL EMPLOYEES SYSTEM (OMERS)**

The parties agree that upon ratification of this agreement, the following amendment shall be made to the OCTP:

1. Effective January 1, 1999, the responsibility for the accruing all future pension responsibility shall be transferred to OMERS. As a result of a very large surplus in OMERS pension plan, the Employer and Employee contributions shall not be required in 1999 and in all likelihood not for the years 2000 and 2001. Shortly after ratification of this agreement, Payroll will be refunding all pension contributions deducted in 1999.
2. All past service responsibilities including responsibilities for current pensioners, surviving spouses, and deferred pensioners which shall be transferred to OMERS provided the Pension Regulating Authorities allow.
3. In transferring past responsibilities it is agreed and recognized that there shall not be reduction of any pension benefits and rights accrued to any of the members of the OCTP including those of retirees.
4. Upon transfer of the past service responsibilities, the parties agree that some of the resulting surplus, if any, shall be applied to the following pension plan improvements:
  - a) All pension accruals earned prior to 1981 shall be upgraded to current service.
  - b) The integration of Canada Pension Plan (CPP) benefits at age 65 shall be calculated on the more attractive OMERS Formula – five (5) year CPP average instead of the present three (3) year CPP average.
  - c) Upon the death of active contributors and current pensioners, eligible surviving spouses shall receive the more attractive OMERS benefit – 66 2/3% to 100% of the deceased member's pension instead of the present 50% formula.

5. Upon completion of the transfer of past service responsibilities, the parties agree that any remaining surplus shall be shared by the Employer and the members of the OCTP on 50/50 basis.
  
6. The remaining "employee" share of any surplus shall be distributed to the active members of the OCTP as of December 31, 1998. A sub-committee of the Corporate Pension Committee shall address the issue of distribution and shall be assisted by the Plan Actuary in consultation with the appropriate Pension Regulating Authorities. If permissible by the Pension Regulating Authorities, the Union may direct their memberships portion of any surplus payable to their members differently from the other Bargaining units or staff associations.
  
7. In the unlikely event that the Pension Regulating Authorities do not allow all past service responsibilities in the OCTP to be transferred to OMERS and the OCTP is not "wound up", the Employer agrees not to remove any fund surplus from the plan without agreement of the Union.

Dated in Ottawa, Ontario this 27<sup>th</sup> day of April 2007.

**FOR THE EMPLOYER**

**FOR THE UNION**

*"original signed by Lyne Huneault"*

*"original signed by Mert McDonald"*

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**Lyne Huneault**

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**Mert McDonald**  
CUPE National Representative

Dated in Ottawa, Ontario, this 2<sup>nd</sup> day of April, 2026.

**FOR THE EMPLOYER**

**FOR THE UNION**

*Sheldon Marcellus*  
Sheldon Marcellus (2026-05-07 11:38:27 EDT)

*Anshul Chaudhary*  
Anshul Chaudhary (2026-04-07 13:58:29 EDT)

---

**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Anshul Chaudhary**  
President of CUPE Local 5500

LETTER OF UNDERSTANDING #3

BETWEEN CITY OF OTTAWA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5500

Peer Support Network

The parties agree to implement a Peer Support Program, for the life of this agreement, involving a peer support network within the City's workplace.

The purpose of the peer support network will be to ensure that employees have trained peers available to them to discuss issues of concern at the workplace.

New members of the Peer Support Network will be provided training that will include but will not be limited to, modules on conflict resolution, EAP counselling, anti-harassment and discrimination training.

The Employer agrees to maintain a sufficient number of members to respond to peer support requirements.

Employees will be selected for this process jointly by Union and management representatives.

Dated in Ottawa, Ontario, this 9<sup>th</sup> day of November, 2016.

FOR THE EMPLOYER

FOR THE UNION

*"original signed by Sheldon Marcellus"*

*"original signed by Wayne Watts"*

---

**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Wayne Watts**  
President of CUPE Local 5500

Dated in Ottawa, Ontario, this 2<sup>nd</sup> day of April, 2026.

FOR THE EMPLOYER

FOR THE UNION

*Sheldon Marcellus*  
Sheldon Marcellus (2026-04-07 11:38:27 EDT)

*Anshul Chaudhary*  
Anshul Chaudhary (2026-04-07 13:58:29 EDT)

---

**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Anshul Chaudhary**  
President of CUPE Local 5500

MEMORANDUM OF AGREEMENT

BETWEEN

CITY OF OTTAWA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5500 (“CUPE 5500”, the “Union”)

**Re: Coverage for Single-Incumbent Position – Transit Fleet and Facilities Maintenance**

WHEREAS there are single-incumbent positions in Transit Fleet and Facilities Maintenance;

AND WHEREAS the Parties wish to discuss coverage of work for single-incumbent positions;

NOW THEREFORE the Parties agree to the following:

1. The Parties agree that discussion on the coverage of work for single-incumbent positions will be a standing item at the monthly Union-Management meetings.

Dated in Ottawa, Ontario, this 8<sup>th</sup> day of January, 2019.

**FOR THE EMPLOYER**

**FOR THE UNION**

*“original signed by Sheldon Marcellus”*

*“original signed by Kevin Charron”*

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**Sheldon Marcellus**  
Program Manager, Labour Relations

---

**Kevin Charron**  
President of CUPE Local 5500

Dated in Ottawa, Ontario, this 2<sup>nd</sup> day of April, 2026.

**FOR THE EMPLOYER**

**FOR THE UNION**

*Sheldon Marcellus*  
Sheldon Marcellus (2026-05-07 11:38:27 EDT)

*Anshul Chaudhary*  
Anshul Chaudhary (2026-04-07 13:58:29 EDT)

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**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Anshul Chaudhary**  
President of CUPE Local 5500

MEMORANDUM OF AGREEMENT

BETWEEN

CITY OF OTTAWA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5500 ("CUPE 5500", the  
"Union")

**Re: Transit Fleet and Facilities Maintenance (TFFM) Uniform Committee**

WHEREAS The Parties wish to establish a working group to meaningfully discuss the introduction of uniforms for TFFM staff, with the goal of replacing the existing clothing allowance;

NOW THEREFORE the Parties agree to the following:

1. A working group made up of a maximum of three (3) management employees and three (3) Union representatives will be created to:
  - Review sample Items for uniforms
  - Discuss uniform items to be allocated
  - Discuss initial allotment and ongoing allotment of items
2. Within thirty (30) days of ratification of the Collective Agreement, the Parties will name their respective participants on the Uniform Committee.
3. The Uniform Committee's role is to make a recommendation to Management on the introduction and implementation of appropriate uniform items for TFFM staff. Management will give due consideration to recommendations made by the Committee.
4. Should Management accept the recommendations of the Committee, the Parties will enter into an MOA to establish the terms of implementing the introduction of uniforms.

Dated in Ottawa, Ontario, this 10<sup>th</sup> day of May, 2022.

**FOR THE EMPLOYER**

**FOR THE UNION**

*"original signed by Sheldon Marcellus"*

*"original signed by Anshul Chaudhary"*

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**Sheldon Marcellus**  
Program Manager, Labour Relations

---

**Anshul Chaudhary**  
President of CUPE Local 5500

Dated in Ottawa, Ontario, this 2<sup>nd</sup> day of April, 2026.

**FOR THE EMPLOYER**

**FOR THE UNION**

*Sheldon Marcellus*  
Sheldon Marcellus (2026-05-07 11:38 27 EDT)

*Anshul Chaudhary*  
Anshul Chaudhary (2026-04-07 13 58 29 EDT)

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**Sheldon Marcellus**  
Program Manager, Labour Relations

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**Anshul Chaudhary**  
President of CUPE Local 5500