

COLLECTIVE AGREEMENT

BETWEEN

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1015



AND

THE CITY OF LLOYDMINSTER



LLOYDMINSTER
Canada's Border City

Effective from January 1, 2018 – December 31, 2021

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THIS AGREEMENT entered into this 28 day of January 2019

BETWEEN:

THE CITY OF LLOYDMINSTER, Alberta, Saskatchewan
(hereinafter called the "City")

OF THE FIRST PART

-and-

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1015
(hereinafter called the "Union")

OF THE SECOND PART

PREAMBLE

Whereas, the Union and the City by way of a Letter of Understanding dated June 7, 2006 mutually agreed that the Saskatchewan labour jurisdiction would no longer apply to them and that the appropriate jurisdiction is in Alberta;

And whereas, the transfer of jurisdiction has not been fully completed and the Alberta Labour Relations board has provided voluntary recognition pending full certification the City voluntarily recognizes the Union as a proper bargaining agent.

And whereas, whenever the singular or masculine is used in this Agreement it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so requires.

Now therefore, that in consideration of the premises and the mutual covenants hereinafter stated, it is agreed by collective bargaining as follows:

DEFINITIONS

1. **Permanent Employee:** Is defined as an employee who has satisfactorily completed the required probationary period with the City and who occupies a permanent position.
2. **Probationary Period:** is defined as a period of time that a new employee must serve from the day they were hired. This period of time will be equal to three (3) months (minimum 520 basic hours). This period will not include leave without pay. The Probationary Period may be extended by three (3) months (minimum 520 basic hours) as per Article 7.01.
3. **Full-time Employee:** is defined as any employee who works forty (40) hours per seven (7) days' work period (or an average of the same).
4. **Part-time Employee:** is defined as any employee in a permanent position who works less than forty (40) hours per seven (7) days' work period and is scheduled on a regular basis.
5. **Temporary Employee:** are those who are hired for a specific short term job requiring sixty (60) calendar days or less of continuous employment. Temporary employees are on probation for the duration of their employment.
6. **Seasonal Employee:** are those who are hired for a specific seasonal job requiring one hundred eighty (180) calendar days or less of continuous employment. Seasonal employees are on probation for the duration of their employment.
7. **Casual Employee:** is defined as a person employed on an as needed basis. Such an employee is on probation for the duration of their employment.
8. **Summer Student:** means high school or university students who are employed during the summer or vacation periods only. Such an employee is on probation for the duration of their employment.
9. **Term Employee:** is defined as a non-permanent employee occupying a permanent position which is temporarily vacant due to approved leave. Term employees will be paid at the permanent rate for the position they occupy. Permanent employees accepting a term assignment will not have their benefits, pension or leave provisions affected.
10. **Promotion:** is defined as when an employee applies for and is successful in moving to a higher classified position than their current classification.
11. **Rand Formula:** A requirement that all workers in a Bargaining Unit pay Union dues, whether or not they are member of the Union.
12. **Business Day:** is defined as any day between Monday to Friday.
13. **Grievance:** is defined as any dispute between the City and any employee and the Union regarding the interpretation, meaning, operation or application of this

Agreement.

14. Seniority: is defined as the length of continuous service with the City within the Bargaining Unit, including temporary assignments outside of the Bargaining Unit.
15. Lead Hand: is defined as an employee responsible for overseeing other employees to ensure tasks are completed in a safe and timely manner. This employee coordinates work and ensures that procedures are followed.

Article 1 - PURPOSE OF AGREEMENT

1.01 The purpose of this Agreement is:

- a) to promote and maintain a harmonious, co-operative and understanding relationship between the employer, the Union, and its members;
- b) to provide an amicable method of settling differences or grievances which may arise with respect to matters covered by this Agreement;
- c) to promote and maintain the mutual interests of the Employer and the Employees;
- d) to outline the basic conditions of work and rates of pay.

Article 2 - GENERAL PROVISIONS

2.01 The City recognizes the Union as the sole bargaining agent for all employees in classifications covered by this Agreement as outlined in Exhibit "A". No individual or group of employees shall undertake to represent the Union at meetings with the City without proper authorization from the Union. In order that this may be carried out, the Union will supply the City with the names of its executive, committees and shop stewards and notify within three (3) business days of any changes. Similarly, the City will supply the Union with a list of its supervisory and other personnel with whom the Union may be required to transact business.

2.02 No Union member shall be asked to make a written or verbal agreement covering hours of work, wages, or other conditions, unless stipulated in the Collective Agreement, during the life of this Agreement, except as may be approved by the Union. Any such agreement will be deemed null and void upon the request of the Union.

2.03 **Persons Not in Bargaining Unit**

Persons whose jobs are not in the Bargaining Unit shall be permitted to perform work on a temporary basis within the unit in cases of emergencies, when a qualified employee is not available to do the work, for the purpose of training, or evaluation of staff or where unpaid practicum students are in place, providing the performance of

this work does not reduce the regular hours of work or pay of any employee.

2.04 New Classifications

In the event the employer wishes to establish new classifications or if a substantial change is made to any existing job descriptions, the descriptions will be established by the employer. Prior to doing so, the employer will consult with the Union and give reasonable consideration to the Union's suggestions. The Union shall respond with such suggestions within fourteen (14) calendar days of receipt of such documents. Prior to posting, the final job descriptions must be signed by both parties.

Rates of pay for such new classifications to be subject to negotiation provided that the City has the right to establish a rate to be paid until a classification rate is agreed upon. The City agrees to advise the Union any time that a new out-of-scope classification is established. All notifications by the Employer to be made within fifteen (15) calendar days.

2.05 Union Representatives

The City recognizes the Union's right to have representatives from the staff of the Canadian Union of Public Employees, and to elect or appoint Union Committees and Stewards as required by the Union.

The Union agrees to submit to the Employer a list of its Representatives and Stewards from time to time who shall be recognized by the City for purposes of meetings or processing grievances from that department. The Union will notify the City of changes to representatives within three (3) business days. The Union agrees that no grievance handling or Union activities shall take place on City property, at work sites, or during regular working hours, except upon request of the City or with specific permission of the Supervisor or Manager responsible for the department.

2.06 Correspondence

All correspondence between parties arising out of this Agreement or related to, will be copied to the Chief of Staff and the Recording Secretary of the Union.

2.07 Labour-Management Committee

A Labour-Management Committee shall be established consisting of no more than three (3) representatives of the Union and three (3) representatives of the City. The Committee shall enjoy the full support of both parties in the interest of improved service to the public and to that end shall meet on an as required basis. The Committee shall not have jurisdiction over wages or any matter of Collective Bargaining.

2.08 Discrimination

The City agrees that there shall be no employee discrimination by reason of membership or activity in a labour organization nor based on any prohibited grounds in the Human Rights Legislation.

Prohibited grounds may include but are not limited to:

- age

- race
- creed
- colour
- national origin
- political or religious affiliation
- gender
- marital status, or
- sexual orientation

2.09 Harassment

Members covered under this Agreement shall be provided the same consideration for Workplace Violence, Harassment and Discrimination as set out in the Harassment Policy adopted by the City and any applicable Federal and Provincial legislation.

Federal and Provincial resources describing harassment may include:

- Canadian Human Rights Act
- Alberta Human Rights Commission, and
- Saskatchewan Human Rights Commission

Article 3 - UNION MEMBERSHIP

3.01 Membership in the Union shall be mandatory on the part of each employee, subject to the Rand Formula decision. All employees who are members of the Union shall remain in good standing according to the constitution and by-laws of the Union, as a condition of employment. All employees covered by this Agreement shall pay to the Union monthly dues in the amount established by the Union as a condition of employment.

3.02 Dues Deduction

The City agrees to deduct dues described in Article 3.01 above from the employees' wages and remit same to the Union by the 15th of the month following the month's collection.

3.03 The Union shall have the right at any time to have the assistance of a Representative of the Canadian Union of Public Employees when dealing or negotiating with the City.

Article 4 - MANAGEMENT FUNCTIONS

4.01 The Union acknowledges and agrees that it is the exclusive right of the City to manage and direct the services and enterprises in which it is from time to time engaged. Without limiting the generality of the foregoing, City management functions shall include:

- a) The right to maintain order, discipline and efficiency and in connection therewith, to make, alter, and enforce from time to time rules, regulations, policies and practices to be observed by employees; the right to suspend or discharge

employees for cause, provided that a claim for unjust discipline, suspension or discharge may be the subject matter of a grievance and dealt with as hereinafter provided.

- b) The right to determine location of operations, their expansion or curtailment, the direction of the working forces, the contracting of work, schedules of operations, shifts, methods, processes, the right to use improved methods, machinery and equipment, the right to decide the number of employees needed by the City at any time, the number of hours and days to be worked, starting and quitting times, the determination of financial policies including general accounting procedures, and community and citizen relations are exclusively the function and responsibility of the City.
- c) The City agrees that it will not exercise its management functions in a manner inconsistent with the provisions of this Agreement.

Article 5 - DISCIPLINE, DISCHARGE OR RESIGNATION

5.01 Discipline or Discharge

- a) The Union agrees that each employee covered by this Agreement shall faithfully, honestly and willingly serve the City to the best of their skill and ability, exercise and lend their best efforts in the protection and promotion of the City's interest; failing to do so, an employee may be disciplined or discharged for cause with recourse to the grievance procedure.
- b) An employee is entitled to have Union representation present when being disciplined. Where the Employer intends to discipline an employee, the Employer will notify the employee in advance of the purpose of the meeting in order that the employee may request their representative of choice be present. For purposes of this clause, discipline means a verbal reprimand or penalty more severe. The Union representative is responsible to notify their direct supervisor that they have been requested to attend such discipline meeting.
 - i) In the case of a verbal reprimand, an employee will be entitled to have another available Union member present.
 - ii) In the case of a written or more severe reprimand, an employee will be entitled to the available Union representative of their choice to be present.
- c) If the employer files a verbal or written reprimand against an employee which will become a record in that employee's personnel file, the employee shall be given a copy of the reprimand and they may seek the advice or assistance of the Union. If the employee receives a series of reprimands which appear to be leading to the suspension or termination of that employee, the employer shall discuss the matter with the President of the Union or their designate.

- d) The City will not dismiss or discipline any employee without just cause or reason provided. An employee may not be dismissed without the approval of the City Manager or Designate.
- e) Records of discipline shall be removed from the employee's file after a period of two (2) years.

5.02 Personnel Files

Employees may review and receive copies of documents in their personnel files providing they have made a request to do so directly to Employee Relations with not less than five (5) business days' notice and that a representative of Employee Relations is present during the review. Employees may authorize the Union to have access to their personnel files on their behalf providing such authorization is made in writing and with a representative from Employee Relations present.

Documents pertaining to discipline or performance may be released to a Union Representative upon receipt of a signed, written authorization from the employee. The information provided in documents and/or discussed between Union representatives and City representatives will be held in strict confidence. These discipline and performance documents can be shared with an employee's direct supervisor.

5.03 Resignation

An employee is required to provide the employer with two (2) weeks prior written notice if they wish to resign in good standing. Should the employee request the withdrawal of their resignation within five (5) business days of giving it, and should the employer accept the withdrawal, the employee's seniority will not be affected.

Article 6 - GRIEVANCE & ARBITRATION PROCEDURE
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- 6.01 The City and the Union recognize the desirability of resolving differences through joint consultation and discussion. Both will attempt to resolve differences through informal means where possible, prior to proceeding to formal process.
- 6.02 The employer recognizes the right of Shop Stewards to investigate grievances without hindrance or coercion in an effort to settle them. It is understood that there will be no general stoppage of work and that no more than an hour will be spent investigating grievances during working hours. Shop Stewards shall obtain the permission of their Direct Supervisor or Designate when it is necessary to conduct an investigation. Shop Stewards shall also obtain permission from the Supervisor or Designate of the area in which they are conducting their investigation when it is necessary to conduct an investigation. Such permission shall not be unreasonably withheld. The Union shall be entitled to the services of a Canadian Union of Public Employees representative at any time during the grievance procedure.
- 6.03 No grievance shall be considered which is not presented within fifteen (15) business days (as defined Steps 1 & 2) after the event or circumstances giving rise to the

complaint came to the attention of, or, should have come to the attention of the employee or employees concerned. Where a grievance does arise, the parties to this Agreement shall make an earnest effort to resolve such differences through the following procedure:

Step 1:

An employee who believes themselves to be aggrieved shall within ten (10) business days bring the matter to the attention of the Out of Scope Manager and attempt to resolve the complaint. They may, if they wish, be accompanied by an authorized CUPE representative.

Step 2:

If a satisfactory resolution is not achieved within five (5) business days of the submission of the complaint at Step 1, the employee(s) concerned and an authorized CUPE representative, shall within an additional five (5) business days, submit a formal grievance to the Department Manager. The grievance shall contain a written statement of the particulars of the complaint, citing clauses that are relative to it and the remedy sought, with a copy to Chief of Staff. The Department Manager shall render a decision in writing within ten (10) business days of receipt of the grievance.

Step 3:

If a satisfactory resolution is not achieved at Step 2, the employee(s) and an authorized CUPE representative shall submit the grievance within ten (10) business days to the City Manager or Designate, with a copy to Chief of Staff. The City Manager or Designate will render a decision within ten (10) business days of receiving the grievance.

Step 4:

The parties may mutually agree to mediation. After receipt of the decision from the City Manager or Designate, under Step 3, either party may request that a Mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution. The Mediator shall be appointed by mutual agreement between the parties. The purpose of the Mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute. The Mediator shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. The expenses of the Mediator shall be equally borne by both parties.

Failing a satisfactory settlement being reached in Step 3, the Union may, on giving ten (10) business days' notice in writing to the employer of its intention, refer the dispute to arbitration. A copy of the Union written notice to the employer of its intent to refer the dispute to arbitration shall be forwarded to Chief of Staff.

Step 5:

If satisfactory settlement is not reached in Step 4 above, either party may request arbitration, providing the request is made in writing within, but not after ten (10) business days of the decision in Step 4. The party requesting arbitration will notify the other party of their appointee to an arbitration board. Within ten (10) business days of receipt of such notice, the party so notified will notify the other party of its appointee to the arbitration board. The two appointees shall meet as soon as practical, unless

otherwise agreed between the City and the Union, within a period of ten (10) business days and jointly select a Chairman. If the appointees cannot agree upon a Chairman, or fail to do so, they shall jointly request the Director of Settlement for the Province of Alberta to appoint a qualified person to act as Chairman of the Arbitration Board. The Arbitration Board shall not have jurisdiction to alter, add to, subtract from, this Agreement or to substitute any new provisions in lieu thereof, or to give any decision inconsistent with the terms of this Agreement or to deal with any matter not covered by this Agreement. The decision of the Arbitration board shall be final and binding upon both parties. Such decision shall be rendered in writing to the parties within fourteen (14) calendar days after the completion of the hearing. Each party shall bear the expense of its appointee and the City and the Union shall equally bear the fee and expenses of the Chairman.

6.04 The Union and the Employer can mutually agree in writing to waive steps in the grievance procedure. Dismissal grievances may be started at Step 3.

6.05 **Probationary Period**

Any dispute involving employees during the probationary period or summer students with reference to termination or discharge may not be referred to grievance and arbitration.

Article 7 - SENIORITY AND PROBATION
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7.01 All Employees shall serve a probationary period of three (3) months (minimum of 520 hours based on forty (40) hours per week). This period does not include any leave without pay. The termination of an employee during the probationary period is not subject to the grievance procedure. The Employer may extend the probationary period by an additional three (3) months subject to meeting with the employee and advising the Employee and the Union in writing of areas where improvement is needed. If extended, Article 6.05 shall not apply.

7.02 Accrual of seniority as addressed in this Agreement shall apply to all permanent full-time and permanent part-time employees who have completed the probationary period. Temporary, casual, seasonal employees and summer student help who, while in the employ of the Employer and who are the successful applicant for a permanent position, shall have, following successful completion of the probationary period, their seniority as a temporary employee and/or a relief employee credited back to their last break in service with the Employer.

7.03 Employees compelled to move into the Bargaining Unit from outside the Bargaining Unit shall receive credit for seniority for the length of continuous service with the Employer.

7.04 No employee shall have seniority until they have completed the probationary period and until they have been accepted as physically able to meet the job description's physical demands by a medical practitioner. This period does not include any leave without pay. After completion of the probation period, seniority shall be effective from the original date of employment. In the case of part-time employees,

the seniority date will be adjusted based on hours worked.

7.05 Loss of Seniority

Where an employee leaves the City's service or is dismissed and later rehired, their seniority shall date only from the time of their re-engagement. An employee's service shall be considered broken by reasons of:

- a) Dismissal for just cause;
- b) Resignation or voluntary quit;
- c) A continuous lay off for a period longer than which has been continuously worked or for more than twelve (12) months, whichever is less. Employees laid off but reinstated within the time herein described shall have the seniority rights earned at the time of lay off;
- d) Failure to report for work within seven (7) days after being notified to report following a lay off, unless the employee gives a reason satisfactory to the City for such failure to report within the time prescribed.

7.06 Seniority Lists

The City will in February of every year the Agreement is in force, prepare and provide to the Union a list, showing seniority of all employees covered by this Agreement as of January 1st each year. The rosters will be open to protest for a period of sixty (60) calendar days from the date the list was provided to the Union. If an employee or the Union believes that an error has been made, request for review with details is required to be submitted in writing to the Chief of Staff within sixty (60) calendar day time frame. Requests will only be considered for review if such request pertains to the most recent seniority list posted. Upon satisfactory proof of error, a correction shall be made immediately and shown on a supplementary roster. The Chief of Staff's decision is subject to the Grievance Procedures.

7.07 Role of Seniority

- a) In all cases involving position change or filling of vacancies, seniority shall govern providing ability is relatively equal or sufficient to perform the required duties in a satisfactory manner. Seniority shall govern on a Bargaining Unit wide basis.
- b) In all cases of layoff or recall, seniority will be the deciding factor.

7.08 Notification to Union

The City will advise the Union of any position change, hiring, layoffs or recalls of full time and seasonal employees.

Article 8 - VACANCIES, NEW POSITIONS AND RECLASSIFICATIONS

8.01 Vacancies or New Positions

When vacancies occur or new positions are established within the scope of this Agreement, notices thereof shall be posted on all notice boards within thirty (30) calendar days. Such notice shall contain an outline or summary of the requirements of the position and the rate of pay applicable. When a vacant position is posted, it is understood between the parties that a position shall be posted for a minimum of seven (7) calendar days. The posting procedure shall only apply to regular full time and seasonal positions, and temporary positions of sixty (60) days or more duration. Vacancies may be posted internally and externally at the same time. Internal applicants will be given priority over external applicants.

8.02 Modified Work Arrangements

Notwithstanding Article 8.01, the City may, following review, place an employee into a permanent vacant position in cases where an accommodation is required for any permanent or semi-permanent illness or injury. No such movement will take place until an employee has been in a modified work arrangement for at least twelve (12) months.

8.03 Recall

No new employees will be hired (within the same classification as layoffs) until those laid off have been given an opportunity for re-employment. Recall provisions shall apply for 120 days in the case of a temporary employee and 365 days for a permanent employee.

8.04 Job Bidding

a) Employees shall be eligible to bid on all vacancies on classifications not presently held or new positions outside of the applicant's classification within the scope of this Agreement by submitting a written application to Employee Relations. No application need be considered if it is received later than the closing date shown on the notice posted. Employee Relations may share disciplinary/performance documents with the hiring manager.

b) No application need be considered if the employee does not meet the mandatory qualifications listed in the job posting.

8.05 Position Change (Reversion)

If an employee is awarded a new position within or beyond the scope of this Agreement and the City or the employee determines that they are not qualified to fill the position adequately or is not performing satisfactorily in that position, they shall revert to their former position provided no more than sixty (60) business days have elapsed since the position change. In such cases the employee shall revert to their former position.

8.06 Position at a Higher Rate of Pay

When an employee is required to fill another position having a higher rate of pay, they shall be paid the higher rate of pay if the period of such employment is three (3) hours or more in any day and the employee performs the duties of the higher paid position. If an employee is required to perform duties of a lower rate of pay on a temporary basis for a short-term job for less than thirty (30) consecutive business days, their regular rate of pay shall not be changed.

Article 9 - NOTICE BOARDS

9.01 Notice boards

The City will provide notice boards for the use of the Union in suitable locations easily accessible to employees for the purpose of posting announcements or notices. Any material, except routine announcements and notices shall be first approved by Employee Relations before posting. All notices shall be signed.

Article 10 - MEDICAL EXAMINATIONS

10.01 Medical examinations

The City has the right to require medical examinations whenever it considers such examination necessary. The City will pay the cost of medical examination reports requested by the employer if not included in the provincial health care plan.

Article 11 - HEALTH AND SAFETY

11.01 All employees are required to adhere to applicable Occupational Health and Safety Legislation, Workers' Compensation Legislation, Alberta Human Rights Act, Saskatchewan Human Rights Act, and the City of Lloydminster's Safety Management System, including, but not limited to, Standard Operating Procedures, Safe Work Practices, Protocols, Directives, etc.

11.02 The City shall provide the necessary time, training, and support for the health and safety of all employees. The City shall provide the required equipment, tools, devices, and personal protective equipment to ensure the health and safety of all employees.

The Union has the right to bring to the City's attention recommendations or suggestions for the improvement of workplace health and safety.

It is the responsibility of all City employees to utilize the hierarchy of controls to safely and effectively control hazards in the workplace. Further, employees are required to maintain and utilize personal protective equipment as required by the City to complete assigned tasks safely.

The City will form Health and Safety Committees (HSCs) to bring workers and management together in a non-adversarial, cooperative effort to promote health and safety in the workplace as per the Alberta Occupational Health and Safety Act and Saskatchewan Employment Act.

The Union recognizes the right of the City to require employees to provide authorization to obtain driver record abstracts.

11.03 First Aid Equipment

The City will provide and maintain suitable first aid equipment, and reasonable necessary facilities, including sanitary facilities.

Article 12 – BENEFITS PLAN

12.01 Full-time employees having successfully completed their probationary period with the City will participate in the City of Lloydminster's benefit plan. Part-time employees having successfully completed their probationary with the City will be eligible for the City of Lloydminster's benefit plan, if they work a minimum of twenty-four (24) hours per week on a consistent basis. Participation for part-time employees is optional. The cost of the program will be paid by the employee through payroll deductions.

- a) **Group Life Insurance**
The level of coverage provided will be two (2) times annual basic salary and the monthly premium will be shared equally by the Employer and the employee.
- b) **Group Pension Plan**
The pension contributions are to be cost shared, with the City to pay 50% and the employee to pay 50%.
- c) **Extended Health Benefits/Long Term Disability and Dental Plan**
The City of Lloydminster agrees to contribute on a 50% City – 50% employee cost sharing basis to an extended health benefits program. The dental program will be 100% Employer cost and the Long-Term Disability program will be 100% employee cost.
- d) **Employee Family Assistance Program**
The City of Lloydminster agrees to contribute on a 50% City – 50% employee cost-sharing basis.
- e) **Wellness Account**
The City agrees to allocate plan credits to the employee Wellness Account that is available to the employees in accordance with the terms and conditions of such benefit plan. The minimum amount of funds contributed on an annual basis to the employees' plan will be six hundred (\$600.00) dollars.
- f) **Benefits for Part-time or Term Employees**
Term employees will be eligible for benefits after successful completion of the probationary period with the exception of pension and Long-Term Disability. Term employees will accrue vacation and sick leave. Permanent employees accepting a term assignment will not have their benefits, pension or leave provisions affected.
- g) **Elimination of Duplicate Coverage**
In the event that the City is required by law to contribute towards the cost of benefits similar to any benefits presently provided under the current insurance, medical or pension plan, the City may revise or terminate such plan or plans in order to eliminate the duplication of any benefits or to ensure that additional

costs imposed by law are offset by reduction in the costs of the City's and the employees' contribution to such plans.

Article 13 - LEAVES OF ABSENCE

13.01 General Leave

Leave of absence without pay may be granted by the City for education, training or retraining or for other approved reasons. Employees on such approved leave of absence shall maintain their accrued seniority but shall not accumulate additional seniority during such approved leave.

13.02 a) Union leave:

Leaves of absence without pay but with the maintenance and accumulation of seniority may be granted to employees for periods less than thirty (30) days for the purpose of attending official Union business, subject to operational requirements. The Union agrees that at least fifteen (15) business days' notice in writing to satisfy the City's operating conditions must first be given before such leaves will be approved. Union Leave requests may be considered in cases where this notice is not possible. Union Leave requests shall not be unreasonably denied.

b) Union Office Leave:

An employee, who is elected or selected for a full-time position with the Union, or any of its affiliates, shall be granted leave without pay without loss of seniority for a period of one (1) year. Such leave may be extended on request during their term of office.

13.03 Public Office Leave

a) An employee shall, upon written request, be provided leave of absence without pay but without loss of benefits or seniority to be a candidate in a federal, provincial or municipal election. The period of leave shall not exceed two (2) months of candidacy.

b) The employee, if elected to a full-time position or to the City of Lloydminster Council, shall terminate the employment with the City.

13.04 School Trustee Leave

An employee, if elected as a school board trustee, may attend occasional meetings and or functions subject to job requirements. Such absences shall be without pay but without loss of benefits or seniority and shall be limited to the equivalent of twenty (20) business days per year.

13.05 Maternity, Paternity and Adoption Leave

Maternity, paternity and adoption leave shall be granted in accordance with the provisions set out by provincial statute. Employees on such leave shall maintain their accrued seniority and shall accumulate seniority during such leave provided they remain members in good standing of the Union.

- a) When an employee applies for such leave, the position shall be posted as a term position for the length of the leave. If the employee does not return and resigns following the leave, the position will be reposted as a permanent position.
- b) When an employee decides to return to work, they shall provide the City with the required notice set out by provincial statute. On return from the leave, the employee shall be placed in their former position. If the former position no longer exists, they shall be placed in a position in their department of equal classification and level.
- c) Should an internal applicant be awarded the term position, they shall revert to their former position at the expiration of the leave. If the former position no longer exists, the employee may exercise their lay-off rights in accordance with the Collective Agreement.
- d) In the event that an internal applicant vacates the term position of their own volition, then they forfeit the right to revert under (c).
- e) Any other filling of term positions as a result of movement within the Bargaining Unit due to the leave granted under Article 13.05, shall be treated in the same manner.
- f) If an external applicant is awarded the term position, they shall be deemed to be laid off in accordance with the Collective Agreement at the expiration of the term position.

13.06 Sick Leave

The City will grant leave of absence without pay or accumulation of seniority where an employee is required to be absent from work due to illness established by reasonable medical evidence. Such leave of absence shall be granted for a period of time not to exceed two (2) years or the length of time that worker has been continuously employed, whichever is less.

13.07 Benefits While on Leave

Employees absent from work on approved leave of absence shall be eligible for any benefits for which they were eligible when such approved leave of absence commenced but shall not accrue or acquire other benefits during such absence. Employees absent because of illness or accident requiring hospitalization or medical treatment shall be eligible to receive pay for the first recognized holiday occurring during the disability once in any calendar year, if such absent employee is receiving sick pay from the City.

13.08 Termination of Leave

If an employee works elsewhere without mutual agreement or uses a leave of absence for a purpose other than that for which the leave was granted, they shall not be eligible for any benefits and their leave may be terminated.

13.09 Payment of Premiums

Employees on approved leave of absence for a period of more than thirty (30) calendar days, who wish to continue insurance or other benefits for which they may be eligible, may be granted such privilege upon application and payment of the total premiums. In other cases, employees shall be considered on leave of absence in any insurance or other plans applicable.

13.10 Job-protected Leave

The City will grant leave of absence without pay for any job-protected leave as per the Alberta Employment Standards Code. Job-protected leaves under the Code include, but are not limited to:

- a) Citizenship ceremony leave.
- b) Compassionate care leave.
- c) Critical illness leave.
- d) Death or disappearance of child leave.
- e) Domestic violence leave.
- f) Long-term illness and injury leave.
- g) Personal and family responsibility leave.
- h) Reservist leave.

Article 14 - NO STRIKE OR LOCK OUT

14.01 No strike or lockout

The Union agrees that during the life of this Agreement, there will be no strike, slow down, stoppage of work, or any withdrawal of normally provided services and the City agrees that during the life of this Agreement there will be no lockouts.

Article 15 - PAY FOR TIME WORKED

15.01 Hours of Work

The City agrees to pay basic hourly or monthly wages and Shift Differentials for time worked in accordance with Exhibit "A" which is attached hereto and made a part of this Agreement.

15.02 Guaranteed Work Week

The following sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week, or otherwise.

15.03 Normal Hours of Work

The normal work week for regular full-time outside workers, regular full-time clerical employees and R.C.M.P. clerical employees will be based on forty (40) hours. The normal work week for part-time temporary workers (including summer students) will be forty (40) hours or less, as established and required by operating conditions of the City. The work week is defined as Sunday to Saturday.

15.04 **Overtime**

- a) Overtime at the rate of time and one-half (1½) the employee's regular basic hourly rate will be paid for the first two (2) hours overtime in any one (1) day. Overtime at the rate of double (2) times the employee's regular basic hourly rate will be paid for all overtime hours worked in excess of two (2) hours overtime in any one (1) day. The determination of overtime worked shall be that time worked in excess of eight (8) hours in one (1) day or forty (40) hours in any one work week including approved paid time off.
- b) Where in any week there is a public holiday as provided in Article 16.04 the weekly hours of work for the purpose of calculating overtime shall be reduced by eight (8) hours.
- c) Upon approval of Supervisor, employees may enter into time off in-lieu of overtime agreements in accordance with the Employment Standards Code of Alberta, provided both the employee and employer agree in advance. The time off in place of overtime pay shall be banked at one and one-half (1½) hours for each hour of overtime that could have been paid at one and one-half (1½) times the employees' basic rate of pay, and two (2) hours banked for each hour of overtime that could have been paid at two (2x) times the employees' basic rate of pay, to a maximum balance equivalent of forty (40) hours at any given time. Banked time to be used on or before pay period 25. All banked overtime will be paid out on or prior to pay period 26 annually. Overtime worked in pay period 26 cannot be accrued as banked overtime.

15.05 **Days Off**

Whenever possible, employees shall receive two (2) consecutive days off in a work week.

15.06 **Overtime on a Holiday**

Employees required to perform work on a regular shift on a public holiday shall be paid at one and one-half (1½) times the employee's regular hourly rate for all work required to be performed and shall receive a public holiday allowance to which they may be entitled to under the provisions of clause 16.04.

15.07 **Shift Differential**

A shift differential shall be paid for the shift hours worked outside the 7:00a.m. to 6:00p.m. limit. Where the major portion of the shift falls outside the above hours, employees shall be paid shift differential for the full shift. Overtime rates do not apply to shift differential premium. Rates are as follows:

2019	\$1.28 (+2%)
2020	\$1.31 (+2%)
2021	\$1.34 (+2%)

15.08 Ten Hour Day

The Union and the Employer hereby mutually agree that ten (10) hour work days may be implemented subject to all benefits and provisions of this Agreement being provided on a prorated basis.

Specifically:

In a week in which a recognized holiday occurs the work week shall be reduced to thirty-two (32) hours. In that event, averaging provisions may apply so the full thirty-two (32) regular work hours may be worked within three (3) days. The accumulation of seniority and the accumulation and payment of sick time, and other benefits of the Collective Agreement are based on a forty (40) hour week and on the basis that one (1) ten (10) hour day is equal to one and one-quarter (1¼) eight (8) hour days.

15.09 Lead Hand Premium

Employees assigned to Lead Hand duties shall be given an additional premium for hours so assigned. Overtime rates do not apply to lead hand premium. Rates are as follows:

2019	\$1.79 (+2%)
2020	\$1.83 (+2%)
2021	\$1.87 (+2%)

15.10 Posted Schedules

The posting of work schedules shall be made fourteen (14) calendar days in advance of the time to be worked. Changes affecting the hours of work or shift of employees shall not be made without consulting staff members involved and within (72 hours) notice, except in emergency situations or when agreed to by both parties.

15.11 Flex Time

A voluntary agreement between the employee and the City to work their scheduled number of hours within a pay period at agreed upon times outside of standard working hours, without accruing overtime pay. This agreement is subject to regular review and is approved at the discretion of the City.

15.12 Level Increases

All level increase hours are to be calculated on basic hours of work.

a) Working at a temporary higher classification

Employees moving into a term position at a higher band will be paid at level one (1) within that band classification. When the employee returns to their permanent position, they will be awarded the basic hours accrued while working in the temporary higher band position, as it pertains to level increases. If an employee has a subsequent move into the previously held higher band, they will again be paid at level one (1) (starting with one hour) within that band. If the move occurs

within a twelve (12) month period, and the same position is being held, the employee will revert to the level previously held in that position.

b) **Moving to a new permanent classification outside of existing classification band**

Employees moving to a new permanent position will be placed at level one (1) of that classification band. The accrual of hours will begin at one hour.

c) **Moving to a position within the same classification band**

Employees moving to a new position within their existing classification band, will be placed at the existing step that they presently hold and will continue to accrue at that point.

d) **Temporary assignment outside of the Bargaining Unit**

Employees taking an assignment outside of the Bargaining Unit will be awarded the basic hours while working in the temporary assignment, as it pertains to level increases within the Bargaining Unit.

15.13 Persons scheduled to work in the following positions or departments are subject to the *Averaging of Hours Agreement* when required as follows:

Position:	Average Hours for a: Weekly or By-Weekly Cycle:	Maximum Hours per Shift:	Cycle (Weeks):	Total Hours in Shift Cycle:
911 LOCC, Head Watch	40 hours per week	12	1	–
Roads	40 hours per week	10	1	–
Community Peace Officer 2	–	12	8	320
Landfill	80 hours every 2 weeks	10	2	–
Waste Water Treatment Plant	40 hours per week	10	1	–
Water Treatment Plant	40 hours per week	10	1	–

It is understood that for those employees who work a regular shift cycle that the average number of hours in the cycle will not be more than forty (40) hours per week (80 hours every 2 weeks for Landfill) or thirty-two (32) hours per week (72 hours every 2 weeks for Landfill) in a week with a statutory holiday. Any regular hours worked, over the daily, weekly (bi-weekly) or shift cycle average will be paid at the overtime rate (as per Article 15.04).

In calculating overtime pay for each week, hours worked in excess of forty (40) hours per week (80 hours every 2 weeks for Landfill) or ten (10) hours per day for all positions except for: 911 LOCC, Head Watch and CPO2 staff in which the daily total is calculated at twelve (12) hours per day will be totaled and paid out to employees in the associated pay period. If the schedule is part of an eight (8) week cycle, all of the weeks in the

cycle must be identified as part of the schedule and provided in full to employees in advance. Over the cycle, the average number of hours worked must not exceed forty (40) hours per week. Hours exceeding three hundred and twenty (320) hours over the course of the eight (8) week shift cycle will be paid out as overtime hours if those hours have not already been paid out as per the daily overtime calculation.

The Averaging of Hours Agreement applies to all Casual, Part-time, Seasonal, Summer Students and Full-time staff that are employed in the listed position covered under this Agreement.

Examples of Averaging of Hours Schedules:

- Example 1:** Water Treatment Plant
4 days of 10 hours = 40 hours/week (at basic pay)
- Example 2:** 911 LOCC
Week 1 – 3 days of 12 hours, then 4 days off = 36 hours/week
Week 2 – 4 days of 12 hours, then 3 days off = 48 hours/week
*Week 2 would receive 8 hours of overtime pay
- Example 3:** Landfill
8 days of 10 hours = 80 hours every 2 weeks (at basic pay)

Article 16 - PAY FOR TIME NOT WORKED

16.01 Part-Time and Temporary

Part-time and temporary workers, including summer students, will be paid for time not worked in accordance with the legal requirements of the province in which such employment and work is performed. Nothing in this section shall be interpreted as excluding any employees from the requirements of Section 3.02 with reference to the deduction of amounts equivalent to Union dues.

16.02 Rest Periods

Employees shall be allowed a rest or coffee break of fifteen (15) minutes in the first half of the shift and fifteen (15) minutes in the second half of the shift without loss of pay. The time of the rest period shall be at the discretion of the supervisor.

16.03 a) Standby Premium

Employees assigned to standby duty shall be reimbursed as follows:

Monday – Friday inclusive	Effective January 1, 2016
5:00 p.m. – 8:00 a.m.	\$25.00
Saturday – Sunday	
8:00 a.m. – 8:00 a.m.	\$45.00
Statutory Holidays	
8:00 a.m. – 8:00 a.m.	\$55.00

The above to be considered as a premium only and will be paid whether or not

any calls are received. This premium is applicable only to those on standby outside of regular assigned shift.

b) **First Call Out**

When an employee is required to respond to a call, they shall receive a minimum of two (2) hours of pay at the applicable regular or overtime rate as defined in Article 15.04 a). The time paid for this call shall be from the time the employee left their residence until the time the work is complete. Should any additional calls be received during the first two hours of the first call out they shall respond to the call as part of the original call out.

c) **Further Call Outs (after first two hours)**

Should additional call outs be required which fall outside the first call out provisions, then they shall be paid as if they were on a first call out.

d) **Remote Consultation**

Employees will be compensated at the applicable regular or overtime rate for calls received by Lloydminster Answering Services or similar that do not require the employee to leave their residence, but resolve an issue remotely.

Compensation will be paid at a rate of thirty (30) minutes of pay per call if received between 11 p.m. and 8 a.m. Calls received outside of this timeframe will be paid at a rate of fifteen (15) minutes of pay per call.

16.04 Public Holidays

Except as provided below, full-time regular employees shall receive one and one-half eight (8) hours regular pay at their basic hourly rate for the following recognized holidays not worked plus any holidays declared by the Province of Alberta.

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Victoria Day
Canada Day	Christmas Day
Heritage Day	Boxing Day

a) The observance of the above recognized holidays may be made on days other than the calendar dates, when agreed by management, provided however, that in the event such holiday falls on a Saturday or Sunday, the observance of that holiday shall be on the Monday following.

b) Except as provided in 13.06 for employees on leave of absence due to illness, an employee shall not receive pay for a holiday not worked under the following circumstances:

i) if the employee was scheduled to work on the holiday but does not work as scheduled; or

- ii) if the employee was absent without consent of the Employer either the day before or the day after the holiday and the employee was scheduled to work on the day that they were absent.

16.05 Annual Vacation

The purpose of annual vacations is to give an employee definite periods of rest and relaxation each year; therefore, except in the case of new employees whose hiring date may require it, vacation will be accumulated from one vacation year to the next.

- a) Three (3) weeks holidays per year for one (1) to five (5) years continuous unbroken employment.
- b) Four (4) weeks holiday per year from the month following completion of after five (5) years of continuous unbroken employment.
- c) Five (5) weeks holiday per year from the month following completion of after ten (10) years of continuous unbroken service.
- d) Six (6) weeks holiday per year from the month following completion of fifteen (15) years of continuous unbroken service.
- e) Vacation periods shall be arranged on an equitable rotation plan without regard to seniority and based on operating conditions. Annual vacation requests will not be unreasonably denied.
- f) When a recognized holiday falls within an employee's vacation period, such employee shall be granted one (1) additional day with regular pay in lieu of the recognized holiday, immediately following their vacation.

16.06 Non-Occupational Sickness and Injury Pay

- a) Active, full-time regular employees of the City, upon the completion of the probationary period with the City and retroactive to the date of employment will accumulate non- occupational sickness and injury leave from year to year up to a maximum of 120 days on the basis of one and one-quarter (1.25) days for each full month of regular full-time employment.

This sick leave will be paid as follows:

- i) Employees will advise their Supervisor as soon as possible of such illness or injury. If required by the City, after five (5) business days in the aggregate in a calendar year or three (3) consecutive business days of illness or injury; the employee will provide the mutually agreed medical assessment form showing prognosis. When required by the City the cost to complete the medical assessment shall be paid by the employer up to a maximum of \$100 per occurrence. Failure to produce a medical assessment form when requested to do so will disqualify an employee from payment of this benefit.

- ii) Benefits provided under (a) above will be paid to eligible employees so that no employee shall receive more in sickness and injury benefits than they would have received if they had worked. Insurance benefits shall be deducted from other benefits, but no employee shall lose on the accumulation of benefits.
- iii) No benefits will be paid for illness or injury occurring while on lay-off and no benefits will be paid for disability resulting from or occurring while the employee is working for another employer or engaged in work on their own behalf for direct financial gain.

16.07 Retirement and Severance Pay

- a) In addition to the pension benefit for which an employee may qualify on retirement under the City Pension Plan, on reaching retirement in the City's service an employee shall receive a lump sum equivalent to 50% of their unused accumulated sickness and injury benefits under 16.06 (a). An identical payment will be made to the estate of a deceased employee.
- b) Any employee who elects to retire at age fifty-five (55) or later and has completed ten years full time service with the City shall be eligible for this benefit.

16.08 Notice of Termination and Lay off

When an employee is terminated except for just cause or laid off they shall receive notice or pay in lieu thereof in accordance with the provisions of the Employment Standards Code of Alberta.

16.09 Bereavement Leave

- a) The City shall grant the necessary time up to a maximum of three (3) days with pay upon the death of a husband, wife, common-law spouse, child, father, mother, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law, grandparent or grandchild, step-parent or step-child. These days do not have to be consecutive.
- b) The City shall grant an additional two (2) days with pay upon request to attend the funeral where such funeral is held a distance of more than 720 km or 450 road miles from Lloydminster.
- c) One-half (1/2) day shall be granted with regular pay to attend a funeral as a pallbearer providing notice in writing is given twenty-four (24) hours in advance.
- d) Up to one-half (1/2) day shall be granted without pay to attend the funeral of a friend providing notice in writing is given twenty-four (24) hours in advance.
- e) If the employee is a proven Executor, the employee is entitled up to a maximum of twenty-two (22) hours of paid leave, if required, to satisfy all legal requirements.

16.10 Jury/Witness Duty

The City shall grant leave of absence without loss of seniority to an employee who is required by law to serve as a juror or appear as a witness when subpoenaed in any court of law when such cases arise directly out of the course of being employed by the City. The City shall pay such employee the difference between their normal earnings and the payment they received for service as a juror or witness, excluding payment for traveling, meals or other expenses upon the employee presenting proof of service and the amount of pay received.

16.11 Education Leave

Where the City requires an employee to take leave in order to attend educational conferences or sessions, or to write examinations to improve qualifications, and where such will be of benefit to the City, such leave shall be given without loss of pay or seniority. Special leave with pay may also be granted to an employee for the purpose of receiving a degree or a diploma at a school, technological institute or university convocation or to receive special honors at a meeting of a professional society.

16.12 Examination or Recertification Fees

The City agrees to the reimbursement of examination or recertification fees to employees if it has been determined by the City that the qualification or certification be maintained for the position they are employed in.

16.13 Negotiation Pay Provisions

Up to a maximum of six (6) employees shall receive regular pay during Union negotiations if such meetings are held during their regular working hours. The Employer will pay a maximum not to exceed an aggregate total of 240 hours under these provisions.

16.14 Medical Appointment Leave

Upon 48 hours written notice being given to the immediate supervisor, each full-time employee shall be entitled to up to a maximum of sixteen (16) hours per year without loss of pay for medical appointments, such entitlement to apply to the employee's appointments only. The City reserves the right to require satisfactory documentation of medical leave.

16.15 Workers' Compensation Supplement

When an employee is injured in the performance of their duties during working hours, the employer shall top up Compensation Board payments up to the amount of their normal earnings less their normal deductions until permanent disposition of the case is made by the Workers' Compensation Board but in any case, not to exceed one (1) year.

Article 17 – MODIFIED WORK

17.01 It is agreed between the Union and the City that Modified Work Offers will be made for any employee who has experienced an occupational or non-occupational illness of injury and requires modifications to their current duties and/or schedules based on any workplace related restrictions.

Modified Work Offers will only be made to an employee on behalf of the City when

supporting medical evidence suggests the requirement to make a modified work offer. All reasonable attempts will be made by the City to find work placement within the employee's current department or team. On a case by case basis, the City may seek temporary placement in another department or team. The City will notify the Union of all in-scope employees who are assigned to Modified Work Offers.

All Modified Work Offers will be made in an attempt to allow the employee to return to full duties as soon as reasonably safe and practicable with ongoing supporting medical evidence from the employee's treating medical practitioner.

Wages, hours and days worked for non-occupational injuries and illnesses will be handled on a case by case basis in an attempt to safely return the employee to their full duties. In-scope employee's entering into a Modified Work Offer are permitted to have Union Representation throughout the full return to work process.

The City of Lloydminster will assume the cost for completion of Modified Work Information Forms (MWIF) completed by an employee's treating medical practitioner. The City of Lloydminster will assume up to one hundred (\$100.00) dollars for the completion of MWIF's for non-occupational injuries and illnesses and the entire cost for completion for occupational injuries and illnesses.

Article 18 - JOB SECURITY

- 18.01 No employee employed by the City within the scope of this Agreement shall lose employment during the life of this Agreement as a direct result of contracting out.
- 18.02 In conjunction with 18.01, the employer agrees that work or services which have historically been performed by the Bargaining Unit, are presently performed by the Bargaining Unit, or are hereafter assigned to the Bargaining Unit shall not be subcontracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company or non-Union employee, unless such action will result in a substantial saving or significant increase in effectiveness and this shall be discussed with the Union prior to final decision by the employer, provided, however, that this shall not result in laying off of regular employees.
- 18.03 No Bargaining Unit member shall be laid off, replaced or have their regular hours reduced or suffer a loss of pay as a result of work performed by volunteers, practicum students, or seasonal employees. Volunteers, practicum students and seasonal employees shall be supplementary to the employees in the Bargaining Unit.
- 18.04 Wherever feasible, the City will strive to move work that is currently being contracted out into the Bargaining Unit.

Article 19 - GENERAL

19.01 Copies of Agreement

The City and the Union agree to print and supply all members and all new members with a copy of the Collective Agreement in booklet form, on a fifty-fifty cost share basis.

19.02 Cash Shortage

An employee handling cash shall not be required to pay for shortages, except in the case of criminal negligence.

19.03 Footwear

An employee, upon successful completion of their probationary period and upon acceptance by the Supervisor/Manager that safety footwear purchased by the employee meets the necessary standards as described in the Occupational Health and Safety Code, shall be reimbursed by the City an amount up to a maximum of two hundred (\$200.00) dollars per calendar year. Replacement boots will be reimbursed as required due to wear and tear.

19.03 Tool Allowance

The City shall provide a tool allowance of \$50.00 per month payable bi-weekly to the Mechanics (Apprentices and Journeyman).

Article 20 - PERIOD OF AGREEMENT

20.01 The term of the Agreement shall three years, beginning on January 1, 2019 and ending December 31, 2021, and shall continue from year to year thereafter unless either party gives to the other party notice in writing not less than sixty (60) days, nor more than one hundred and twenty (120) days prior to the expiration date, that it desires to propose changes, amendments or its termination.

- 1) Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.
- 2) If any changes are deemed necessary other than the monetary items during the life of this Agreement, the City's and Union's negotiating committees shall attempt to negotiate such changes.
- 3) This Collective Agreement shall continue in force and effect until a new Collective Agreement had been executed.
- 4) Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the grievance and arbitration procedure.
- 5) Time limits may be extended where mutually agreed upon.

IN WITNESS WHEREOF the authorized representatives of the parties hereto have caused these presents to be executed on the day and year first above written.

Dated this 28 day of January, 2019.

CITY OF LLOYDMINSTER
Alberta/Saskatchewan



CANADIAN UNION OF PUBLIC
EMPLOYEES, Local 1015

[Redacted signature line]

Mayor

President

[Redacted signature line]

City Clerk

Vice President

Exhibit "A" – Effective January 1, 2019 – December 31, 2019					2%
Band No:	Level 1 (Start)	Level 2 (2080 hours)	Level 3 (4160 hours)	Level 4 (6240 hours)	
Band 8	\$42.14	\$43.45	\$44.82	\$46.16	
Assessor 3 AutoCAD/Geomatics Lead Building Safety Codes Officer Development Coordinator Engineering Support Specialist		Heavy Duty Technician Lead Building Maintenance Lead GIS Technician Project Lead – Traffic Branch Project Lead – Utilities Branch			
Band 7	\$38.72	\$39.56	\$40.39	\$41.24	
Assessor 2 Development Officer 2 Land Development Project Lead		Master Electrician Planner 1			
Band 6	\$34.70	\$35.74	\$36.80	\$37.90	
Assessment and Taxation Clerk Assessor 1 CAD Technician Collection Coordinator Community Peace Officer 2 Coordinator, Advertising and Sales Coordinator, Community Development Coordinator, Legislative Services Coordinator, Marketing Coordinator, RCMP and Exhibits Coordinator, Sales & Sponsorship Development Officer 1		GIS Technician Land Development Planner Land Use Technician Mechanic – Journeyman Network Analyst Planning Technician Procurement Officer Project Technician Property Leasing Agent Stores Systems Analyst Welder - Journeyman			
Band 5	\$30.81	\$31.75	\$32.71	\$33.69	
Building Maintenance Technician Community Engagement Coordinator Computer Support Technician Coordinator, Media & Digital Communications Grants Coordinator Information Officer Lab Technician		Municipal Accountant Planning Assistant Plant Operator Senior Accounting Clerk Senior Equipment Operator Head Watch Support Head Concrete Finisher			
Band 4	\$27.39	\$28.20	\$29.06	\$29.92	
911 Admin Support Admin Support 4 Bylaw Enforcement Officer Concrete Finisher Equipment Operator Intermediate Accounting Clerk		Mechanic – Apprentice Parks Caretaker Photo Enforcement Officer/Technician RCMP Admin Support Utilityman Welder – Apprentice			
Band 3	\$24.32	\$25.06	\$25.82	\$26.73	
Accounting Clerk Admin Support 3 Aquatic Specialist 2 Communications and Marketing Assistant Fitness Specialist 2		Head Lifeguard Instrument Person Municipal Worker 2 Recreation Programmer 2			
Band 2	\$21.63	\$22.27	\$22.94	\$23.62	
Admin Support 2 Aquatic Specialist 1 Fitness Centre Attendant		Fitness Specialist 1 Lifeguard/Instructor Recreation Programmer 1			
Band 1	\$19.22	\$19.80	\$20.38	\$20.99	
Activity Leader Admin Support 1 Lifeguard		Municipal Worker 1 Visitor Service Attendant			
Student Wage		\$15.72/hr			

Exhibit "A" - Effective January 1, 2019 - December 31, 2019 2.00%

Water & Wastewater Salary Grid	
Treatment Plants Operator (Non-Certified)	\$27.27
Treatment Plants Operator 1	\$29.74
Treatment Plants Operator 2	\$32.72
Treatment Plants Operator 3	\$36.00
Senior Treatment Plants Operator	\$39.58
Distribution & Collection Operator (Non-Certified)	\$27.27
Distribution & Collection Operator 1	\$29.74
Distribution & Collection Operator 2	\$32.72
Distribution & Collection Operator 3	\$36.00

Exhibit "A" – Effective January 1, 2020 – December 31, 2020					2%
Band No:	Level 1 (Start)	Level 2 (2080 hours)	Level 3 (4160 hours)	Level 4 (6240 hours)	
Band 8	\$42.98	\$44.32	\$45.72	\$47.08	
Assessor 3 AutoCAD/Geomatics Lead Building Safety Codes Officer Development Coordinator Engineering Support Specialist		Heavy Duty Technician Lead Building Maintenance Lead GIS Technician Project Lead – Traffic Branch Project Lead – Utilities Branch			
Band 7	\$39.49	\$40.35	\$41.20	\$42.06	
Assessor 2 Development Officer 2 Land Development Project Lead		Master Electrician Planner 1			
Band 6	\$35.39	\$36.45	\$37.54	\$38.66	
Assessment and Taxation Clerk Assessor 1 CAD Technician Collection Coordinator Community Peace Officer 2 Coordinator, Advertising and Sales Coordinator, Community Development Coordinator, Legislative Services Coordinator, Marketing Coordinator, RCMP and Exhibits Coordinator, Sales & Sponsorship Development Officer 1		GIS Technician Land Development Planner Land Use Technician Mechanic – Journeyman Network Analyst Planning Technician Procurement Officer Project Technician Property Leasing Agent Stores Systems Analyst Welder - Journeyman			
Band 5	\$31.43	\$32.39	\$33.36	\$34.36	
Building Maintenance Technician Community Engagement Coordinator Computer Support Technician Coordinator, Media & Digital Communications Grants Coordinator Information Officer Lab Technician		Municipal Accountant Planning Assistant Plant Operator Senior Accounting Clerk Senior Equipment Operator Head Watch Support Head Concrete Finisher			
Band 4	\$27.94	\$28.76	\$29.64	\$30.52	
911 Admin Support Admin Support 4 Bylaw Enforcement Officer Concrete Finisher Equipment Operator Intermediate Accounting Clerk		Mechanic – Apprentice Parks Caretaker Photo Enforcement Officer/Technician RCMP Admin Support Utilityman Welder – Apprentice			
Band 3	\$24.81	\$25.56	\$26.34	\$27.26	
Accounting Clerk Admin Support 3 Aquatic Specialist 2 Communications and Marketing Assistant Fitness Specialist 2		Head Lifeguard Instrument Person Municipal Worker 2 Recreation Programmer 2			
Band 2	\$22.06	\$22.72	\$23.40	\$24.09	
Admin Support 2 Aquatic Specialist 1 Fitness Centre Attendant		Fitness Specialist 1 Lifeguard/Instructor Recreation Programmer 1			
Band 1	\$19.60	\$20.20	\$20.79	\$21.41	
Activity Leader Admin Support 1 Lifeguard		Municipal Worker 1 Visitor Service Attendant			
Student Wage		\$16.03/hr			

Exhibit "A" - Effective January 1, 2020 - December 31, 2020		2.00%
Water & Wastewater Salary Grid		
Treatment Plants Operator (Non-Certified)		\$27.82
Treatment Plants Operator 1		\$30.33
Treatment Plants Operator 2		\$33.37
Treatment Plants Operator 3		\$36.72
Senior Treatment Plants Operator		\$40.37
Distribution & Collection Operator (Non-Certified)		\$27.82
Distribution & Collection Operator 1		\$30.33
Distribution & Collection Operator 2		\$33.37
Distribution & Collection Operator 3		\$36.72

Exhibit "A" – Effective January 1, 2021 – December 31, 2021 2%

Band No:	Level 1 (Start)	Level 2 (2080 hours)	Level 3 (4160 hours)	Level 4 (6240 hours)
Band 8	\$43.84	\$45.21	\$46.63	\$48.02
Assessor 3 AutoCAD/Geomatics Lead Building Safety Codes Officer Development Coordinator Engineering Support Specialist		Heavy Duty Technician Lead Building Maintenance Lead GIS Technician Project Lead – Traffic Branch Project Lead – Utilities Branch		
Band 7	\$40.28	\$41.16	\$42.02	\$42.90
Assessor 2 Development Officer 2 Land Development Project Lead		Master Electrician Planner 1		
Band 6	\$36.10	\$37.18	\$38.29	\$39.43
Assessment and Taxation Clerk Assessor 1 CAD Technician Collection Coordinator Community Peace Officer 2 Coordinator, Advertising and Sales Coordinator, Community Development Coordinator, Legislative Services Coordinator, Marketing Coordinator, RCMP and Exhibits Coordinator, Sales & Sponsorship Development Officer 1		GIS Technician Land Development Planner Land Use Technician Mechanic – Journeyman Network Analyst Planning Technician Procurement Officer Project Technician Property Leasing Agent Stores Systems Analyst Welder - Journeyman		
Band 5	\$32.06	\$33.04	\$34.03	\$35.05
Building Maintenance Technician Community Engagement Coordinator Computer Support Technician Coordinator, Media & Digital Communications Grants Coordinator Information Officer Lab Technician		Municipal Accountant Planning Assistant Plant Operator Senior Accounting Clerk Senior Equipment Operator Head Watch Support Head Concrete Finisher		
Band 4	\$28.50	\$29.34	\$30.23	\$31.13
911 Admin Support Admin Support 4 Bylaw Enforcement Officer Concrete Finisher Equipment Operator Intermediate Accounting Clerk		Mechanic – Apprentice Parks Caretaker Photo Enforcement Officer/Technician RCMP Admin Support Utilityman Welder – Apprentice		
Band 3	\$25.31	\$26.07	\$26.87	\$27.81
Accounting Clerk Admin Support 3 Aquatic Specialist 2 Communications and Marketing Assistant Fitness Specialist 2		Head Lifeguard Instrument Person Municipal Worker 2 Recreation Programmer 2		
Band 2	\$22.50	\$23.17	\$23.87	\$24.57
Admin Support 2 Aquatic Specialist 1 Fitness Centre Attendant		Fitness Specialist 1 Lifeguard/Instructor Recreation Programmer 1		
Band 1	\$19.99	\$20.60	\$21.21	\$21.84
Activity Leader Admin Support 1 Lifeguard		Municipal Worker 1 Visitor Service Attendant		
Student Wage	\$16.35/hr			

Exhibit "A" - Effective January 1, 2021 - December 31, 2021		2.00%
Water & Wastewater Salary Grid		
Treatment Plants Operator (Non-Certified)		\$28.38
Treatment Plants Operator 1		\$30.94
Treatment Plants Operator 2		\$34.04
Treatment Plants Operator 3		\$37.45
Senior Treatment Plants Operator		\$41.18
Distribution & Collection Operator (Non-Certified)		\$28.38
Distribution & Collection Operator 1		\$30.94
Distribution & Collection Operator 2		\$34.04
Distribution & Collection Operator 3		\$37.45