

# **COLLECTIVE AGREEMENT**

**BETWEEN**



**THE TOWN OF THREE HILLS**

**AND**

**CUPE** / *Canadian Union  
of Public Employees*

**Local 417-05**

**January 1, 2018 – December 31, 2020**



**Canadian Office & Professional Employees Local #491**

## TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE .....	4
ARTICLE 2 - TERM OF AGREEMENT .....	4
ARTICLE 3 - UNION RECOGNITION.....	5
ARTICLE 4 - MANAGEMENT RIGHTS .....	6
ARTICLE 5- DUES DEDUCTIONS.....	7
ARTICLE 6- NO DISCRIMINATION.....	7
ARTICLE 7- UNION REPRESENTATION .....	7
ARTICLE 8- DEFINITIONS .....	8
ARTICLE 9-SENIORITY.....	9
ARTICLE 10- JOB POSTINGS AND APPOINTMENTS .....	9
ARTICLE 11- TEMPORARY ASSIGNMENTS .....	10
ARTICLE 12- PROBATION PERIOD .....	11
ARTICLE 13- PAYMENT OF WAGES .....	11
ARTICLE 14- HOURS OF WORK.....	11
ARTICLE 15-OVERTIME .....	13
ARTICLE 16- CALL-OUT.....	14
ARTICLE 17- STANDBY AND ROUTINE CHECKS.....	14
ARTICLE 18- JOB CLASSIFICATION AND RE-CLASSIFICATION.....	15
ARTICLE 19- ANNUAL VACATION.....	16
ARTICLE 20-STATUTORY HOLIDAYS.....	18
ARTICLE 21-SICK LEAVE.....	19
ARTICLE 22- WORKERS' COMPENSATION .....	20
ARTICLE 23- LEAVE OF ABSENCE .....	20
ARTICLE 24- MATERNITY/PARENTAL/ADOPTION LEAVE.....	22
ARTICLE 25- EMPLOYEE BENEFITS.....	22
ARTICLE 26- HEALTH AND SAFETY .....	23
ARTICLE 27- PROTECTIVE CLOTHING.....	23
ARTICLE 28 - TRAINING AND STAFF DEVELOPMENT .....	24
ARTICLE 29- LAYOFFS AND RECALL.....	25
ARTICLE 30- DISCIPLINE AND DISMISSAL .....	25
ARTICLE 31- GRIEVANCE PROCEDURE.....	26
ARTICLE 32- WAGES AND CLASSIFICATIONS .....	27
ARTICLE 33- PERFORMANCE EVALUATION .....	27
ARTICLE 34- RESIGNATION.....	28
ARTICLE 35- LABOUR MANAGEMENT COMMITTEE.....	28
APPENDIX "A" .....	30
RATES OF PAY .....	30
OUTSIDE WORKERS .....	30
INSIDE WORKERS .....	33
APPENDIX "B" .....	34
EMPLOYMENT CLASSIFICATIONS.....	34
OUTSIDE EMPLOYEES .....	34
INSIDE EMPLOYEES .....	37

JOB DESCRIPTIONS..... 38  
LETTER OF UNDERSTANDING..... 56  
    Re: Job Security..... 56  
    Re: Annual Vacation ..... 57  
    Re: Protective Clothing ..... 58

## **ARTICLE 1 - PREAMBLE**

It is the intent of the parties to this Agreement to ensure that municipal services are provided efficiently and effectively.

It is the purpose of both parties to this Agreement:

1. To maintain and improve harmonious relations between the Town and its Employees and to provide management and Employees with a clear understanding of their respective rights and responsibilities; and
2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions and employment; and
3. To encourage efficiency in operations and set forth terms and conditions of employment relating to remuneration, hours of work, employee benefits and general working conditions; and
4. To promote the morale, well-being and security of Employees in the bargaining unit of the Town; and
5. To establish an orderly procedure for the settlement of grievances.

## **ARTICLE 2 - TERM OF AGREEMENT**

- 2.01 This Agreement shall be in force and effect from January 1, 2018 up to and including December 31, 2020 and from year to year thereafter unless notice of the desire to amend the Agreement is given in writing by either party to the other with not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the expiry of the Agreement. At the first meeting between the parties following notice, the parties shall give particulars of all amendments sought.
- 2.02 Changes in this Agreement may be made by mutual agreement between the parties during the term of this Agreement, provided that such changes are properly reduced to writing, ratified and executed by authorized representatives of the parties to this Agreement.
- 2.03 All wage related provisions shall be retroactive to the effective date of this Agreement unless specifically provided.
- 2.04 This Collective Agreement shall remain in full force and effect after the termination date during any negotiations that are taking place. This Agreement shall only expire when either the Union has issued a notice to strike to the Employer in accordance with the Labour Relations Code or the Employer has issued a notice of lockout to the Union in accordance with the provisions of the Labour Relations Code.
- 2.05 During the term of this Agreement, Employees in the bargaining unit will not engage in any illegal strike action, nor will the Employer lock-out bargaining unit Employees.

### **ARTICLE 3 - UNION RECOGNITION**

- 3.01 a) The Employer recognizes the Canadian Union of Public Employees, Local 417-05, as the sole and exclusive bargaining agent for Employees of the Town of Three Hills who are covered by the Labour Relations Board Certificate No. 364-2001.
- b) This Agreement shall apply to those classifications listed in Appendix "B", and to any new classification(s) added or created during the term of this Agreement which fall within the scope of the bargaining unit in accordance with Article 18.

#### **3.02 Work of the Bargaining Unit**

Employees whose jobs are not in the bargaining unit shall not work on a job which is included in the bargaining unit except for purposes of instruction, in an emergency, or when bargaining unit Employees are not available to perform the work or provided that the act of performing the work does not reduce the regularly scheduled hours of work or regular earnings of any permanent Employee.

#### **3.03 No Other Agreement**

No Employee shall be required or permitted to make a written or verbal agreement with the Employer or his/her representative which may conflict with the terms of this Agreement.

- 3.04 Persons hired on government temporary job creation programs or student training programs shall have a designated supervisor and shall be excluded from the Collective Agreement provided the term of the work does not exceed four (4) months.

- 3.05 a) The Collective Agreement shall apply to casual and seasonal Employees except for the following articles:

Article 9: Seniority  
Article 17: Standby and Routine Checks  
Article 21: Sick Leave  
Article 23: Leaves of Absence  
Article 24: Maternity/Parental/Adoption  
Article 25: Employee Benefits  
Article 28: Training and Staff Development  
Article 29: Layoffs and Recall  
Article 33: Performance Evaluation  
Article 34: Resignation

- b) The Collective Agreement shall apply to temporary Employees except for the following articles:

Article 17: Standby and Routine Checks  
Article 23: Leaves of Absence  
Article 24: Maternity/Parental/Adoption  
Article 25: Employee Benefits

Article 29: Layoffs and Recall  
Article 33: Performance Evaluation  
Article 34: Resignation

3.06 Correspondence

Within ten (10) days of ratification of this Agreement, the Employer and the Union shall designate a person or persons and all correspondence between the parties arising out of this Agreement or incidental to it shall pass to and from such designated persons. Such notification shall be in writing and include name(s), title, address, telephone and fax number.

Where a change of designate or address occurs, the other party shall be notified in writing in a timely manner.

3.07 Bulletin Board

The Employer shall provide a bulletin board at the Town Shop, the Landfill site office and the Town Office which shall be placed so that all Employees shall have access to it and upon which the Union shall have the right to post notices of meetings, workshops, conferences and conventions.

3.08 Personnel Files

Employees shall, upon two (2) working days' notification to the Employer or designate, be permitted to review their personnel file.

**ARTICLE 4 - MANAGEMENT RIGHTS**

4.01 The Employer shall have the sole and exclusive right, except as otherwise specifically limited by the provisions of this Agreement, to determine all matters pertaining to the management of its Employees. Without restricting the generality of the foregoing, it is the exclusive right of the Employer to:

- a) Maintain order, discipline and efficiency;
- b) Organize and re-organize the work of Employees;
- c) Hire, appoint, discharge, promote, demote, classify, layoff, recall, suspend, or otherwise discipline Employees;
- d) Make, enforce and alter from time to time, rules and regulations to be observed by the Employees, provided such rules do not conflict with the terms of this Agreement;
- e) Direct the working force, set performance standards, determine the number of Employees needed in any position and determine whether or not a position and/or classification will be continued or be declared redundant.

## **ARTICLE 5- DUES DEDUCTIONS**

- 5.01 The Employer is hereby authorized and agrees to deduct from the regular wages of all Employees such Union dues as may from time to time be set by the Union.
- 5.02 Such deductions shall be made bi-weekly and submitted monthly to the Secretary-Treasurer of the Union not later than the fifteenth (15<sup>th</sup>) day of the following month. The remittance shall be accompanied by a list of names of Employees from whom deductions were made, the amount of the deduction from each Employee and a total of gross regular wages for the month.
- 5.03 The yearly Union dues paid by an Employee shall be recorded on the T-4 slip issued by the Town.
- 5.04 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.

## **ARTICLE 6- NO DISCRIMINATION**

- 6.01 The Employer shall provide a workplace free of discrimination and harassment against any employee on the basis of race, religious beliefs, gender, sexual orientation, color, mental disability, physical disability, except to the extent permitted by law as a bona fide occupation requirement, marital status, family status, source of income, age, ancestry or place of origin of that person. The Employer shall not discriminate against any of its employees on account of political beliefs nor by reason of their membership or activity in the Union.
- 6.02 Harassment, including personal, sexual or workplace, coming from unwelcome physical, verbal or non-verbal conduct that demeans, belittles or causes personal humiliation or embarrassment shall not be tolerated in the workplace.

## **ARTICLE 7- UNION REPRESENTATION**

- 7.01 The Union will notify the Employer in writing of those Union officer(s) authorized to conduct business of the Union and enter into Agreements on its behalf.
- 7.02 Employees and their Union officer(s) shall have the right to have the assistance of the CUPE National Representative, or designate, when negotiating with the Employer or when dealing with the Employer with respect to the resolution of other issues arising from this Agreement, except where specifically limited in the Grievance Procedure.
- 7.03 **Union Officers and Committee Members**
- a) A Union officer shall be entitled to leave their work during work hours, without loss of regular wages in order to carry out their functions under this Agreement.
  - b) Permission to leave work during working hours for such purposes shall first be obtained from the immediate supervisor. Such permission shall not be unreasonably withheld.

7.04 Union Bargaining Committee

- a) The Employer shall release without pay or benefits up to three (3) members of the bargaining unit for the purpose of negotiations.
- b) Time off shall be granted with pay, however, the Union shall reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits.

7.05 Leave of Absence for Union Events

- a) One (1) Employee per occasion may be released by the Employer to represent the Union at Conventions, Workshops, Seminars or Schools.
- b) Union leave of absence shall be requested by the Union at least ten (10) working days in advance of the required release.
- c) Where Union leave is approved by the Employer, time off shall be granted with pay. The Union shall reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits.

**ARTICLE 8- DEFINITIONS**

8.01 **Employer** shall mean the Town of Three Hills.

8.02 **Union** shall mean the Canadian Union of Public Employees, Local 417-05.

8.03 **Union Officer** shall mean a Union Steward or the Unit Chairperson.

8.04 **Employee** shall mean a person assigned to a position falling within the scope of this Agreement.

8.05 **Permanent Employee** shall mean either a full-time or part-time Employee who is filling a permanent position and who has successfully completed the required probationary period.

8.06 **Full-Time Employee** shall mean an Employee who is normally required to work the full-time hours of work as specified in Article 14.

8.07 **Part-Time Employee** shall mean an Employee who is hired to work regularly scheduled shifts but who works less than the full-time hours of work as specified in Article 14.

8.08 **Temporary Employee** shall mean an Employee who is filling an established temporary position for a pre-determined period of time or one who has been hired for a pre-determined task. The term of a temporary Employee shall not exceed twelve (12) months without mutual agreement of the parties.

8.09 **Seasonal Employee** shall mean an Employee occupying a seasonal position established by the Employer, and who is required to work on a temporary basis for no longer than six (6) months.

- 8.10 **Casual Employee** shall mean an Employee who works occasionally, usually on a call-in basis.
- 8.11 **Basic Rate of Pay** shall mean the Employee's hourly rate of pay based on their current pay step within their Classification as set out in Article 32 Wages and Classification.
- 8.12 **Interpretations** in this Agreement unless otherwise required by the context, all words in the singular shall include the plural and all words in the plural shall include the singular and all words of masculine gender shall include the feminine and vice versa.
- 8.13 "Overtime" means work performed by an Employee prior to and/or after his regularly scheduled hours of work, as defined in Articles 15.01 and 15.02, with the prior approval of the Employer.
- 8.14 Call-out is defined as being called back to work after their normal hours of work.
- 8.15 **CAO** shall mean Chief Administrative Officer for the Town of Three Hills or his/her designate.

#### **ARTICLE 9-SENIORITY**

- 9.01 Seniority shall mean the length of continuous service with the Employer from the Employee's date of hire within the bargaining unit. Seniority shall be calculated on completion of the probation period, retroactive to the Employee's date of hire.
- 9.02 The Employer shall maintain a seniority list and an up-to-date seniority list of Employees within the bargaining unit shall be provided to the Union in January of each year. The Employer will also supply a list of all bargaining unit employees' mailing addresses and phone numbers in January of each year.
- 9.03 Seniority shall not accumulate during periods of lay-off, leaves of absences without pay or while in receipt of Long Term Disability other than when the Employee is entitled to WCB benefits.
- 9.04 An Employee's continuous service shall be considered broken and seniority lost by reason of:
- a) Dismissal for just cause;
  - b) Voluntary resignation;
  - c) Continuous layoff due to lack of work for a period in excess of twelve (12) months;
  - d) An Employee, who fails to notify the Employer within three (3) working days of receipt of notice by registered mail to report to work following layoff, stating whether or not he will return, shall be deemed to have terminated his employment.

#### **ARTICLE 10- JOB POSTINGS AND APPOINTMENTS**

- 10.01 When a new position is created or when the Employer decides a vacancy is required to be

filled, the Employer shall post a notice on Employee bulletin boards for at least seven (7) consecutive working days. A copy of the posting shall be sent to the Union.

- 10.02 The posting shall contain the following information: the nature of the position, qualifications, required knowledge and education, experience, skills, hours of work and salary range.
- 10.03 In filling the position, the Employer shall give preference to the Employee with the greatest seniority provided the Employee possesses the qualifications, knowledge, education, experience and skills described in the posting. If there are no suitable applicants within the bargaining unit a new Employee may be hired.
- 10.04 For the purposes of this Agreement, a promotion shall mean when an Employee achieves a position in a higher paid classification, a demotion shall mean when an Employee moves to a position in a lower paid classification, a transfer shall mean when an Employee achieves a different position within the same classification or pay range.

10.05 Trial Period

When a permanent Employee is promoted either within the bargaining unit or to an out-of-scope position, transfers within their own department, or transfers to another department, the Employee shall be placed on a trial period for a maximum of three (3) months. At any point during the trial period, if the Employee does not satisfactorily perform the duties of the new classification or if the Employee does not wish to continue in the position, they shall be returned to their former position. Any other Employee affected by this reversion shall be returned to their former position.

- 10.06 When an Employee is promoted to a position outside of the bargaining unit, they shall be permitted to retain their seniority for a period of three (3) months from the date of the promotion.
- 10.07 The Employer, if requested by the Employee, will discuss with the unsuccessful applicant ways in which they can improve their qualifications for future postings.

**ARTICLE 11- TEMPORARY ASSIGNMENTS**

- 11.01 When an Employee is assigned in writing to fulfill the duties of a higher rated classification (for a period of more than one (1) day) within the bargaining unit they shall receive a \$2.50 per hour premium for all hours worked in the classification. Coordinator positions (Employees) who are on vacation or other absences for more than four (4) days shall be replaced.

Where an Employee is so assigned to a higher classification for a period of more than one (1) month, the premium will increase to three dollars and fifty cents (\$3.50) per hour and/or shall not exceed the maximum rate of pay for the classification so assigned.

Bargaining Unit Employees who are assigned "on a temporary basis" to an out-of-scope position shall have their conditions of Employment outlined in a Letter of Understanding between the parties to insure the bargaining unit Employee's right to return to the bargaining unit and other compensation issues.

- 11.02 When an Employee temporarily performs the duties of a lower rated classification, the Employee shall maintain their current rate of pay.

#### **ARTICLE 12- PROBATION PERIOD**

- 12.01 A newly hired Employee shall serve a ninety (90) day probationary period.
- 12.02 Prior to the completion of the probation period, the Employer shall meet with the Employee to discuss the various aspects of job performance.
- 12.03 Should the Employer determine that an extension of the probation period is required, such extension shall be communicated to the Employee in writing, at least five (5) days prior to the completion of their probation period. A Union Officer will be notified of this decision in writing.
- 12.04 The extension of a probation period shall not exceed an additional two (2) months.
- 12.05 The Union will be copied on all correspondence related to the extension of a probation period.
- 12.06 Employees terminated during the probationary period shall have the opportunity to meet with the Chief Administration Officer (CAO) in the presence of a Union representative of the Employee's choice.
- 12.07 A Temporary Employee who has successfully completed a probationary period and is awarded a permanent position in the same classification shall be considered to have served the probationary period of the permanent position.

#### **ARTICLE 13- PAYMENT OF WAGES**

- 13.01 All Employees shall be paid bi-weekly no later than every second Thursday in accordance with Article 32 Wages and Classification.
- 13.02 Employees will have their wages directly deposited to a financial institution of their choice not later than midnight on the pay day.
- 13.03 On each pay day the Employee will receive an itemized statement of their pay including hours worked, hourly rate, premiums, and deductions.
- 13.04 On each pay day, the Employee shall receive a statement of their current available vacation and banked overtime.

#### **ARTICLE 14- HOURS OF WORK**

- 14.01 Inside Workers
- a) The regular hours of work for full-time Employees shall be seven and one half (7.5) hours per day, Monday to Friday thirty-seven and one half (37.5) hours per week.

- b) The regular hours of work for part-time Employees shall be up to thirty-seven and one half (37.5) hours per week Monday to Friday, averaged over one pay period.
- c) Employees shall be entitled to a fifteen (15) minute paid rest break during every ½ shift.
- d) Employees who are scheduled to work five (5) hours or more shall receive a one (1) hour unpaid lunch break.

14.02 Outside Workers

- a) The regular hours of work for full-time Employees shall be eight (8) hours per day, Monday to Friday, forty (40) hours per week.
- b) The regular hours of work for part-time Employees shall be up to forty (40) hours per week averaged over one pay period.
- c) Employees shall be entitled to a fifteen (15) minute paid rest period during each ½ shift.
- d) Employees who are scheduled to work five (5) hours or more shall receive a one (1) hour unpaid lunch break, except where an Employee is required by the Employer to remain on duty at the work site, in which case they shall receive a thirty (30) minute paid lunch break.
- e) Employees shall have a minimum of two (2) consecutive days off in a seven (7) day period.

14.03 Employees who work four (4) hours or more on Overtime shall receive thirty (30) minute paid lunch break and shall receive a paid fifteen minute rest break every 2 hours of overtime.

14.04 An Employee shall be entitled to no less than twelve (12) hours off between regularly scheduled shifts. If an Employee is required to return to work outside their regularly scheduled shift for three (3) hours or more, the Employee shall be entitled to the next regularly scheduled shift off without loss of regular earnings where fewer than eight (8) hours have elapsed between completing the additional hours of work and the start of the next regularly scheduled shift. If the Employee is required to return to work the next day, the Employee shall be paid overtime (as per Article 15) for all hours worked.

14.05 No Employee shall exchange, substitute or change shifts or any part thereof with another Employee without the prior approval of the Employee's Supervisor, in writing and a proper form filled out transferring responsibility to the Employee accepting the shift. No overtime shall be incurred by the Employer as a result of a substitution.

14.06 When an Employee works a regularly scheduled shift that includes hours between the hours of 1700 and 0800, the Employee shall be paid a shift differential of one dollar and fifty cents (\$1.50) per hour for all hours worked between 1700 and 0800.

14.07 Changes to regular hours of work for all Employees shall be posted fourteen (14) days in advance. Changes to the regular hours of work of an Employee may be made with less than fourteen (14) days' notice by mutual agreement between the Employee and the Employer.

Where the Employer changes the regular hours of work of an Employee with less than fourteen (14) days' notice and there is no mutual agreement to do so, the Employer is required to pay the Employee overtime for all hours of the first shift so changed. Where the shift is changed by mutual agreement, if the total number of hours the Employee is required to work makes the Employee eligible for overtime in accordance with Article 15.01 and 15.02, the overtime rate will apply to all such eligible hours.

## **ARTICLE 15-OVERTIME**

### **15.01 Inside Workers**

Any hours authorized in advance by the Employer and worked by an Employee prior to and/or after their regular scheduled seven and one half (7.5) hours in any one day, thirty-seven and one half (37.5) hours in a week, on a Saturday, Sunday or on a statutory holiday shall be paid at the overtime rate of pay.

### **15.02 Outside Workers**

- a) Any hours authorized in advance by the Employer and worked by an Employee prior to and/or after their regular scheduled eight (8) hours in any one day, forty (40) hours in a week, on a Saturday, Sunday or on a statutory holiday shall be paid at the overtime rate of pay.
- b) Waste management Employees may be required to work a regular Saturday shift at the regular rate of pay. Any work performed on Sunday or their regular scheduled day off or on a statutory holiday will be paid at the overtime rate of pay.
- c) Notwithstanding Articles 14.02, 15.02 (a) (b) and 17.03, Utility Workers and Facility Attendants will, as scheduled by the employer, work Saturdays and Sundays with payment at their regular rate of pay for up to eight (8) hours per day, with any additional hours to be paid at the applicable overtime rate.
- d) The Utility Worker and Facility Attendant designated to work Saturday and Sunday will be given the following Thursday and Friday off work as regular days off.

15.03 Overtime shall be calculated at time and one-half (1½ X) the Employee's rate of pay for the first four (4) hours of overtime on a given day and double time (2 X) thereafter.

15.04 No Employee shall be required to take time off in lieu of being paid overtime. However, an Employee may bank time off in lieu of being paid overtime, at the applicable overtime rates subject to the following:

- a) Such time off shall be granted based on the overtime rate when banked times the actual hours worked. The total number of overtime hours banked is not to exceed forty (40) hours (i.e. sixty (60) straight time hours) in any calendar year. Any overtime accumulated prior to December 1 of any year must be scheduled prior to December 1 and taken prior to December 31 of that year, or shall be paid out. Employees may take banked time during the course of the year and bank additional hours as long as the

number of hours banked does not exceed forty (40) (i.e. sixty (60) straight time hours).

- b) The time shall be taken at a later date mutually agreeable to the Employer and the Employee, and;
- c) An Employee may request banked overtime to be paid out at any time during the year by giving the Employer one (1) pay period notice prior to the date of the pay out.

#### **ARTICLE 16- CALL-OUT**

- 16.01 A full-time Employee is who called out (not including persons on standby) and required to work outside of their assigned working hours shall be paid at overtime rates with a minimum guarantee of 2 hours. Subsequent call-outs within the 2 hour period shall for the purposes of calculation be considered as one call-out.
- 16.02 A part-time Employee who does not qualify for overtime and is called out (not including persons on standby) shall be paid at their basic rate of pay with a minimum guarantee of 2 hours. Subsequent call-outs within the 2 hour period shall for the purposes of calculation be considered as one call-out.
- 16.03 A part-time Employee who does qualify for overtime and is called out (not including persons on standby) shall be paid at the overtime rate of pay with a minimum guarantee of 2 hours. Subsequent call-outs within the 2 hour period shall for the purpose of calculation be considered as one call-out.

#### **ARTICLE 17- STANDBY AND ROUTINE CHECKS**

- 17.01 An Employee may be required to be on stand-by duty. An Employee on stand-by duty shall be required to carry an on-call telephone issued by the Employer and shall respond to any and all telephone calls as appropriate as part of stand-by duty.
- 17.02 An Employee required to be on stand-by during a weekday, Monday to Friday, shall be compensated at the rate of twenty-five dollars (\$25.00) per day. Should the Employee be required to work during stand-by, the Employee will be compensated at overtime rates with a minimum of one (1) hour for each call-out. Subsequent call-outs within the one (1) hour period shall for the purposes of calculation be considered as one call-out.
- 17.03 An Employee required to be on stand-by during the weekend, Saturday to Sunday or on statutory holidays, shall be compensated at the rate of fifty dollars (\$50.00) per day. Any on-site work required during stand-by will be compensated at overtime rates with a minimum of one (1) hour for each call-out. Subsequent call-outs within the one (1) hour period shall for the purposes of calculation be considered as one call-out.
- 17.04 An Employee required to complete routine checks during the weekend and statutory holidays shall be compensated at the minimum of three (3) hours per day at overtime rate or the actual time worked, whichever is greater.

## **ARTICLE 18- JOB CLASSIFICATION AND RE-CLASSIFICATION**

18.01 The establishment and maintenance of an employment classification plan covering Employees within the scope of this Agreement shall be the responsibility of the Employer.

### **18.02 New Classifications**

When a new employment classification or a new position which falls within the scope of the bargaining unit is established during the term of this Agreement the Employer shall establish a rate of pay and provide notification to the Union, and in the event of the creation of a new position, a job description shall be provided to the Union. If the Union fails to object, in writing, within thirty (30) calendar days of the date of the Employer's declared rate of pay, it shall be considered as established. If the Union objects and, by negotiation, succeeds in revising the rate of pay, it shall apply retroactively to the date the new employment classification and/or new position was implemented. The agreed rate of pay and employment classification will be recorded in a letter of understanding and attached to the Collective Agreement.

18.03 If the parties are unable to agree on the rate of pay for the employment classification and/or new position in question the dispute shall first be submitted to mediation in accordance with Article 31.15. If no settlement can be achieved at this step then the dispute may be submitted to arbitration.

18.04 If the Employer and the Union cannot agree on whether or not a new employment classification and /or new position is within the scope of the Collective Agreement the matter shall be referred to the Labour Relations Board for a determination.

18.05 A copy of the current job description for each employment classification in the bargaining unit shall be supplied to the Union and a copy of the applicable job description to all existing Employees within thirty (30) days of the signing of this Agreement. All new Employees shall be provided a copy of the applicable job descriptions when they are hired.

### **18.06 Re-classification**

- a) Where the Employer has significantly enhanced or increased the duties of a job description an Employee may file a written request for a review of their job description, classification and/or pay rate, with a copy to the Union. The Employer shall meet with the Employee and a Union officer to review the matter.
- b) The Employer's review will be communicated to the Employee and the Union in writing and may or may not result in a revised job description, a re-classification and/or a revised rate of pay in accordance with Article 18.02.
- c) Where a review results in a re-classification for the Employee performing the duties, the position is not required to be posted.

## ARTICLE 19- ANNUAL VACATION

19.01 All Permanent Employees shall receive vacation with pay as follows:

Two (2) weeks	After one (1) year of service
Three (3) weeks	After two (2) years of service
Four (4) weeks	After seven (7) years of service
Five (5) weeks	After fourteen (14) years of service
Six (6) weeks	After twenty-one (21) years of service

19.02 Vacation for permanent part-time Employees and temporary Employees with a term of more than six (6) months shall be either earned on a bi-weekly basis, which is to be pro-rated based on the Employee's bi-weekly hours of work, or paid on each pay cheque on the basis of four percent (4%) of total earnings for the first two years, then six percent (6%) of total earning after two years of service and beyond. The terms of the vacation will be clarified in the Offer of Employment and must remain in force for the entire term of employment.

19.03 Seasonal, Temporary (less than six (6) months) and Casual Employees shall be paid vacation on each pay cheque on the basis of four percent (4%) of total earnings for the first two years, then six percent (6%) of total earnings after two years of service and beyond.

19.04 Vacation entitlement as per 19.01 and 19.02 shall be calculated and accrue from the Employee's date of hire. Vacation entitlement will cease to accrue during periods while an Employee is:

- a) on lay-off;
- b) while in receipt of short term or long term disability;
- c) on leave of absence;
- d) on a job protected leaved in accordance with the *Employment Standards Code*;
- c) in receipt of compensation from the Worker's Compensation Board.

19.05 A Permanent Employee shall be entitled to take up to ten (10) working days of vacation at one time during the months of June to September. Employees shall be able to take their full vacation by mutual agreement between the Employer and the Employee at other times during the calendar year.

- a) During the months of June to September an Employee is able to split the ten (10) scheduled working days once. For example, an Employee may take five (5) scheduled working days in July and then an additional five (5) scheduled working days in August to a maximum of ten (10) scheduled working days.
- b) Employees who are currently working shift work for the town are able to split the ten (10) working days once. For example, an Employee who works Monday through to Sunday are able to book vacation for these days using seven (7) scheduled working days of their ten (10) scheduled working days. The Employee would then have three (3) scheduled working days to use elsewhere during the summer months.

- 19.06 A vacation year shall be defined as June 1<sup>st</sup> to May 31<sup>st</sup>.
- 19.07 Permanent Employees may be able to take a vacation in excess of ten (10) working days during the months of June to September by mutual agreement between the Employer and the Employee. Application must be made to the Employer, in writing, prior to April 1<sup>st</sup> of that calendar year. Applications will be considered in order of seniority.
- 19.08 Employees shall apply for the period(s) of vacation they wish to take for that year by completing a report of absence form by April 1<sup>st</sup>.
- a) Vacation leave will be considered by seniority for the Employee's first choice, up to ten (10) working days, then on a rotational basis through the seniority list for the second and subsequent choices.
  - b) Employees who do not submit written vacation requests by April 1<sup>st</sup> will not be considered by seniority, and will have to arrange time when it does not interfere with posted vacation times and operation requirements.
  - c) By April 30<sup>th</sup>, the finalized approvals of requested vacations will be confirmed with the Employees in writing, and neither the Employer nor the Employee shall alter the vacation schedule, unless there is mutual agreement in writing between the Employer and Employee.
- 19.09 If a statutory holiday falls or is observed during an Employee's vacation period, the Employee shall be granted an additional vacation day with pay to be taken at a later time.
- 19.10 Where an Employee provides proper documentation for being hospitalized or qualifies for bereavement leave during their vacation there shall be no deduction from vacation credits for the period of hospitalization or bereavement leave. The period of vacation so displaced shall either be added to the Employee's vacation or reinstated for use at a later date, by mutual agreement.
- 19.11 Vacation time, except for carry over in accordance with article 19.12 shall normally be taken during the anniversary year after it was earned. Vacation time must be taken and will not be paid out.
- 19.12 An Employee shall be permitted to carry over a maximum of five (5) days of vacation entitlement from one year to the next with written notification to the CAO. Carryover vacation time shall be taken at a time mutually agreed by the CAO and the Employee. Where no mutual agreement can be reached the CAO reserves the right to schedule vacation for an Employee upon the provision of two (2) weeks written notice.
- 19.13 Vacation may be taken in a minimum of half-day increments by mutual agreement between the Employer and Employee.

## **ARTICLE 20-STATUTORY HOLIDAYS**

20.01 All full-time Employees shall be entitled to statutory holidays with pay in accordance with Article 20.07 as follows:

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

and any additional days proclaimed by the Town or proclaimed by the provincial and/or federal government.

20.02 Casual, Seasonal, and Permanent Part-time Employees shall be paid the average daily wage calculated as 5% of the Employee's wages, general holiday pay and vacation pay in the four (4) weeks immediately preceding the general holiday. For Employees who have worked less than four (4) weeks, the average is calculated by dividing the Employee's regular wages by the number of regular days worked during the time the Employee has been employed.

20.03 When a statutory holiday(s) fall on a Saturday and/or Sunday (and the Employee is not scheduled to work on the Saturday or Sunday), the next scheduled workday(s) shall be deemed the day(s) in lieu for the general holiday(s) for the Employee.

20.04 The Christmas Float holiday will be the last working day before Christmas when Christmas falls on a Tuesday, Thursday, Friday or Saturday. When Christmas falls on a Monday, Wednesday, or Sunday, the Christmas Float holiday will be the day after Boxing Day.

20.05 An Employee who is assigned and who works on a statutory holiday shall be paid at the applicable overtime rate for all hours worked on the holiday. The Employee shall be entitled to a day off with pay in lieu, or the statutory holiday pay for that day.

20.06 An Employee shall not be eligible for statutory holiday pay when:

- a) the Employee has not worked on the statutory holiday if required and scheduled to do so;
- b) the Employee is on Workers' Compensation or on sick leave provided that the time is paid by WCB or sick leave benefit;
- c) the Employee is on an unpaid leave of absence;
- d) the Employee is absent on their scheduled working day immediately preceding or immediately following the statutory holiday, without approval of the Employer.

## **ARTICLE 21-SICK LEAVE**

- 21.01 **Definition:** "Sick Leave" means the period of time a permanent Employee who comes under the terms of this Agreement is absent from work with full pay due to a bona fide illness and/or injury that does not come under the provisions of the Workers' Compensation Act.
- 21.02 Permanent Employees and Temporary Employees shall accrue sick leave on the basis of one (1) day for every month of work by the Employee, to a maximum of forty-eight (48) work days.
- 21.03 Sick leave accrual for part-time Employees shall be pro-rated.
- 21.04 An Employee shall be entitled to use up to five (5) days with pay per year from their sick leave accrual to care for the needs of a spouse, dependent child under the age of 18 who resides with the Employee, child certified as a dependent adult or parent who is ill.
- 21.05 Sick leave credits shall not accumulate during periods of lay-off, leaves of absence, or during periods of Long Term Disability or injury for which an Employee is entitled to benefits under the Workers' Compensation Act.
- 21.06 Sick leave credits shall be maintained from year to year and remain to the Employees credit during period of lay-off, leaves of absence, when the Employee is entitled to benefits under weekly indemnity, Long Term Disability or during periods for which an Employee is entitled to Workers' Compensation.
- 21.07 a) Sick pay shall be at the Employee's regular rate of pay and all days shall be deducted from the Employee's sick leave credit accumulation. If the Employee is absent for less than one full day the deduction shall be for the number of hours the Employee is absent.
- b) An Employee may use their sick leave credits in order to attend medical doctor, dentist, or eye examination appointments; Employees request for such leave is subject to prior approval by the Employee's immediate supervisor. Deductions from the sick leave credits shall be based on the accrued time away from work.
- 21.08 Employees who are unable to report for work due to illness or injury shall notify their Immediate Supervisor before the scheduled start of their shift. The Employee may contact their immediate supervisor by means of text, email or phone. Failure by an Employee to comply with the requirements of the foregoing may result in the Employee losing entitlement to pay for the absence. The Employee's supervisor shall also be contacted on each additional day of absence. If an Employee is absent for more than three (3) consecutive days due to illness or injury, a Physician's statement shall be provided verifying the disability. Such verification may be requested for other sick leave absences and may be required as a condition to receive sick leave benefits.
- 21.09 An Employee off work due to injury or illness shall only return to work upon proof satisfactory that the Employee in the form of a medical physician's statement that the Employee is capable of performing the duties and responsibilities of their position. Should the Employee be unable to fulfill the full duties of their position, the Employer shall exercise its duty to accommodate to the point of undue hardship. The cost of the medical physician's statement will be paid by the Employer.

- 21.10 Employees that retire and/or resign shall receive from the Town of Three Hills a pay-out of their accumulated sick bank based on the following:
- a) After twenty years of service – 50% pay-out of accumulated sick days
- 21.11 An Employee automatically reverts to weekly indemnity benefits as determined by the carrier's policy and will not be entitled to use sick credits when entitled to weekly indemnity benefits.
- 21.12 The Employer may require that an Employee be examined by an independent medical practitioner where:
- a) there has been a long frequent absence from work due to illness,
  - b) there is apparent misuse of sick leave, or
  - c) there is concern about the Employee's ability to satisfactorily perform his required duties, due to disability or illness.

The Employer will pay for such examination(s).

#### **ARTICLE 22- WORKERS' COMPENSATION**

- 22.01 If an Employee sustains an injury in the course of his duties with the Employer which cause him to be absent from work and as a result is eligible to receive Workers' Compensation, he shall be paid his regular wages during the period he is required to remain off work up to ninety (90) consecutive work days. During the compensable period the Employee shall sign over to the Employer all monies received from Workers' Compensation.
- 22.02 The eligibility period specified in 22.01 shall not apply in the event of a reoccurrence of a disability due to a previously claimed injury, payable under this supplement, unless the Employee has been back to work for ninety (90) days or more.
- 22.03 Where the Employer has reason to believe an Employee is not capable of returning to their former position, the Employer may request a medical certificate from the Employee's or the Workers' Compensation Doctor to verify the Employee is fit to return to work. Information provided to the Employer will only be that which is directly related to the injury or illness covered by Workers' Compensation and only to the extent of whether or not the Employee is capable of performing the work required. The cost of such medicals will be borne by the Employer.
- 22.04 The reinstatement of an Employee in accordance with this Article shall not be construed as being a violation of the posting provisions of the Agreement.

#### **ARTICLE 23- LEAVE OF ABSENCE**

- 23.01 A leave of absence may be approved by the Employer for an Employee to be absent from work without pay for a definite period of time.
- 23.02 All requests for leave shall be made in writing to the Employer at least ten (10) working days

in advance of the leave commencing, except in situations of an unforeseen or emergency nature, in which case the Employee's request shall be made as soon as they become aware of the situation which prompted the request for the leave.

- 23.03 When an Employee is granted a leave of absence without pay in excess of thirty (30) days or is in receipt of Long Term Disability, the Employee shall have the option of continuing their Health Benefit coverage provided the Employee pays the Employer and Employee share of the benefit premiums in advance.
- 23.04 An Employee on leave of absence, without pay in excess of thirty (30) days or is in receipt of Long Term Disability shall not accrue seniority, sick leave or vacation entitlement, however all entitlements accumulated will remain intact.
- 23.05 An Employee shall be granted one (1) day with pay to attend to the birth or adoption of their child.
- 23.06 Maternity/Parental/Adoption leave shall be granted in accordance with the Employment Standards Code of Alberta.
- 23.07 Bereavement

In the event of death in the family, a permanent Employee so bereaved shall be allowed time off from work without loss of pay according to the following guidelines:

- a) Permanent Employees shall be provided bereavement leave up to a maximum of five (5) days with pay upon the death of a spouse, child, sibling, grandparent, grandchild, parent or spouse's parent.
- b) Three (3) days of bereavement leave with pay shall be provided upon the death of a grandparents of the spouse, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
- c) If the Employee is required to travel in excess of three hundred (300) kilometers one way, the Employee may apply for traveling time up to a maximum of two (2) additional paid days. Such time shall be granted at the discretion of the CAO but shall not be unreasonably denied.
- d) Spouse is defined as current spouse, including common-law spouse and same gender partner.
- e) When an Employee qualifies for bereavement leave, as described in Article 23.07, during their annual vacation, there shall be no deduction from the employee's vacation credits for such period. At the Employee's option, such bereavement leave may either be added to the annual vacation period or reinstated for use at a later date.
- f) The Employer is required to know the relation of the deceased person to the Employee in order to determine the appropriate time off to be granted. Employees are required to provide the Town with reasonable evidence that they are entitled to the bereavement leave. Acceptable proof may include, but is not limited to: a copy of an obituary, funeral brochure, memorial card, or death certificate.

23.08 An Employee shall be entitled to one (1) working day without loss of pay and benefits to attend the funeral of an aunt, uncle, niece or nephew.

23.09 An Employee may request to use vacation, leave of absence without pay or any other entitlement as agreed by the Employer in addition to the leave as described in Articles 23.07 and 23.08.

23.10 Jury or Witness Duty Leave

An Employee shall be granted a leave of absence without loss of benefits to serve as a juror or witness in court. The Employer shall pay the Employee the difference between their normal earnings and the payment the Employee receives for jury or witness service, excluding payment for travel, meals or other expenses. The Employee will present proof of service and the amount of pay received.

23.11 Time spent by an Employee required to serve as a court witness in any matter arising out of their employment with the Town shall be considered as time worked at their appropriate rate of pay.

23.12 Job Protected Leave

An Employee shall be granted an unpaid leave, in accordance with the provisions Bill 17 – *The Fair and Family-friendly Workplaces Act* and the *Employment Standards Code*. The Employee will accumulate seniority while on a job protected leave. Further, where such leave is for a period in excess of thirty (30) days, the Employee may choose to continue their benefit and pension coverage by pre-paying both the Employee and Employer share of benefit premiums. On return from leave, Employees will be placed in their former position.

23.13 Permanent Employees who have successfully completed the probationary period shall be entitled to a one (1) personal day off with pay, equal to their normal work shift, once per calendar year to be taken at any time during the year, subject to operational requirements; this leave shall not be unreasonably withheld. This leave must be used in full at one time and may not be carried over to a subsequent year or paid out.

**ARTICLE 24- MATERNITY/PARENTAL/ADOPTION LEAVE**

24.01 Maternity/Parental/Adoption leave shall be granted in accordance with the Employment Standards Code of Alberta.

24.02 An Employee who is on Maternity/Parental/Adoption leave shall accrue seniority.

**ARTICLE 25- EMPLOYEE BENEFITS**

25.01 All permanent Employees who work twenty-five (25) hours or more per week on a regular basis shall be covered for health benefits as follows:

1. The Employer shall pay one hundred percent (100%) of the premiums of the following benefits:

- Extended Health and Dental

- Group Life Insurance and Accidental Death and Dismemberment
- Direct Bill Prescription Card for Drug Purchases

2. The Employee shall pay one hundred percent (100%) of the premiums of the following:

- Weekly Income Benefits
- Long Term Disability

3. Dependent Life and Optional Life Insurance

The Employee shall pay one hundred percent (100%) of the premiums.

25.02 Participation in the health benefits shall be compulsory for all new Employees unless they provide proof of similar or superior coverage elsewhere.

**25.03 Local Authorities Pension Plan**

Following three (3) months of service, all permanent Employees who work twenty-five (25) hours per week or more shall participate in the Local Authorities Pension Plan, with contributions by the Employee and the Employer as determined by the Plan.

25.04 The Parties agree that the coverage described in Article 25 shall not fall below the current levels if the Employer changes to a different benefit carrier or re-negotiates with the current benefit carrier.

25.05 A Temporary Employee who works in excess of three (3) months but not greater than twelve (12) months shall be entitled to a monthly allowance of one hundred (\$100) dollars per month towards health related expenses. Employees who work less than full time hours shall receive it on a prorated basis to the hours worked.

**ARTICLE 26- HEALTH AND SAFETY**

26.01 A Health and Safety Committee shall be established as per Town policy. One (1) bargaining unit Employee on the Health and Safety Committee shall be designated to represent the Union.

26.02 The Minutes of the meetings shall be posted on the Union bulletin boards.

**ARTICLE 27- PROTECTIVE CLOTHING**

- 27.01 a) All permanent outside Employees shall be provided with a clothing allowance of eight hundred (\$800.00) dollars per year for: high visibility work clothing, coveralls, insulated coveralls, winter wear, gloves and wet gear.
- b) All Permanent outside Employees shall be provided with safety footwear (CSA approved) allowance of one hundred and fifty dollars (\$150.00) dollars per year.
- c) The above amount identified in a) may be carried over from one calendar year to the next to a maximum value of two hundred (\$200.00) dollars. The total amount of the

allowance in one year shall not exceed one thousand (\$1000.00) dollars.

- d) The above amount identified in b) may be carried over from one calendar year to the next to a maximum value of one hundred and fifty (\$150.00) dollars. The total amount of the allowance in one year shall not exceed three (\$300.00) dollars.
  - e) All permanent outside Employees shall have the clothing allowance and safety footwear allowance prorated for their first year of employment.
- 27.02 a) All Temporary outside Employees shall be provided with a clothing allowance of eight hundred (\$800.00) dollars per year on a prorated basis based on the term of employment for: high visibility work clothing, coveralls, insulated coveralls, winter wear, gloves and wet gear.
- b) All Temporary outside Employees shall be provided with safety footwear (CSA approved) allowance of one hundred and fifty dollars (\$150.00) dollars per year on a prorated basis based on the term of employment.
- 27.03 a) All Seasonal outside Employees shall be provided with a clothing allowance of eight hundred (\$800.00) dollars per year on a prorated basis based on the completion of their full term of employment for: high visibility work clothing, coveralls, insulated coveralls, winter wear, gloves and wet gear.
- b) All Seasonal outside Employees shall be provided with safety footwear (CSA approved) allowance of one hundred and fifty dollars (\$150.00) dollars per year on a prorated basis based on based on the completion of their term of employment.
- 27.04 All permanent and temporary outside Employees shall have access to the clothing allowance and safety footwear allowance upon successful completion of the probation period.
- 27.05 To be eligible for the allowance the Employee must provide receipts as proof of purchase of the clothing and/or safety footwear and must complete the "New purchase/Replacement" claim form.
- 27.06 All clothing shall conform to the Employers standards, a copy of which is available from human resources.

## **ARTICLE 28 - TRAINING AND STAFF DEVELOPMENT**

- 28.01 Where the Employer determines that a program of training or staff development is required for Employees, or where the Employer approves an Employee's application for training or staff development, funds will be dispersed in accordance with existing staff development policies to the extent of the budget available. The Employer shall respond, in writing, to all employees request for training. If the written response is negative, the reasons shall be outlined in the response.
- 28.02 General training for new Employees and for job requirements shall be offered to Employees who require the training.

- 28.03 Where there is a need to train Employees for advancement or promotion to a higher classification, senior Employees will have the first opportunity to successfully complete the training.
- 28.04 Where a permanent Employee is scheduled to complete mandatory training, or participate in work related seminars, as required by the Employer on a scheduled day off or outside the Employee's normal hours of work, the Employee will receive their basic rate of pay for all hours in attendance at these sessions.
- 28.05 Employees taking training or attending seminars approved by the Employer out of town will be paid the Employee's regular daily rate of pay for a maximum of eight (8) hours per day in attendance at these sessions plus expenses for meals, accommodations and travel costs. Employees required to travel prior to or after these training shall be compensated at their regular rate of pay.

### **ARTICLE 29- LAYOFFS AND RECALL**

- 29.01 Layoff is defined as a reduction in the workforce or a reduction in regular hours of work.
- 29.02 Permanent Employees who are laid off shall receive thirty (30) days' notice or pay in lieu of notice except in cases of temporary lay-off as defined by the Employment Standards Code.
- 29.03 Layoffs shall occur in reverse order of seniority within the bargaining unit, that is, the least senior Employee shall be the first Employee laid off within the bargaining unit, provided that the remaining Employees have the required knowledge, abilities and skills to perform the remaining work. In the event of a layoff the Employer will have the final decision as to which Employees have the required knowledge, abilities and skills to perform the remaining work.
- 29.04 Employees shall be recalled in the order of their seniority providing they have the required knowledge, abilities and skills to perform the remaining work.
- 29.05 An Employee who does not return from layoff as required, or has been laid off for a period of twelve (12) months, shall no longer be considered an Employee.

### **ARTICLE 30- DISCIPLINE AND DISMISSAL**

- 30.01 All discipline shall be issued in a timely manner. Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation.
- 30.02 With the exception of verbal warnings, when an Employee is to be disciplined or dismissed by the Employer, the Employee shall be advised that they have the right to have a Union Officer present.
- 30.03 An Employee shall be given written particulars of a written warning, suspension or discharge. No letter of discipline may be placed on an Employee's personnel file without the Employee's knowledge.

- 30.04 Copies of all written warnings, notices of suspensions or discharge shall be provided to the Union, provided that the Employee has applied their signature indicating that the document has been read.
- 30.05 Upon expiration of eighteen (18) months from the date of a letter of discipline, the letter shall be removed from the Employee's personnel file.
- 30.06 No Employee shall be disciplined or dismissed without just cause. Certain infractions and serious incidents may warrant foregoing progressive discipline. In such cases, the Employee could face immediate suspension or termination with no preliminary warnings being issued.

### **ARTICLE 31- GRIEVANCE PROCEDURE**

- 31.01 A Grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of this Agreement.
- 31.02 An Employee may have the assistance of a Union Officer at any time during the Grievance and Arbitration Procedure. The CUPE National Representative may assist an Employee commencing at Step 2.
- 31.03 For the purpose of this Article, the time limits shall be working days Monday to Friday, exclusive of Statutory Holidays.
- 31.04 By mutual agreement between the parties, the time limits specified in this Article may be extended at any Step.
- 31.05 Should the Employee or the Union fail to comply with any of the time limits specified in this Article, the Grievance will be considered to be abandoned.
- 31.06 Should the Employer fail to comply with any time limits specified in this Article, the Grievance shall automatically move to the next Step on the day following the expiry of the particular time limit.
- 31.07 During any and all Grievance proceedings the Employee shall continue to perform his duties, except in cases of suspension or dismissal.
- 31.08 Suspension or dismissal Grievances, Grievances involving more than one Employee, and policy Grievances shall commence at Step 2.
- 31.09 In the absence of the Employee's immediate supervisor, the Grievance shall commence at Step 2.
- 31.10 **Grievance Steps**

#### **Step I**

An Employee, with or without the assistance of a Union Officer shall first seek to settle the dispute in discussion with their Immediate Supervisor within seven (7) days from the date of the incident giving rise to the Grievance, or from the time the Employee first became aware of or reasonably should have become aware of such incident.

If the Immediate Supervisor is unable to resolve the grievance to the satisfaction of the Employee within seven (7) days, the grievance shall be submitted in writing, identifying the incident, the provisions of the Agreement allegedly violated and the remedy requested to the Chief Administration Officer (CAO) at Step 2 within ten (10) days.

### Step 2

The Chief Administration Officer (CAO) shall hold a hearing within ten (10) days of receiving the Grievance. The hearing shall include the grievor, a Union Officer, and may include the CUPE National Representative. The Chief Administration Officer (CAO) will provide a written decision on the Grievance within ten (10) days of the hearing.

### Step 3

Failing satisfactory settlement at Step 2, the grievance may be referred to Arbitration pursuant to the Alberta Labour Relations Code (single arbitrator) within twenty (20) days of receipt of the Step 2 decision.

- 31.11 A Grievance may, upon agreement of both parties be submitted to Mediation. However, if Mediation is not agreed to by both parties, or if mediation fails to settle the dispute the grievance shall proceed to arbitration. Should the dispute proceed to Mediation, the parties shall share equally the costs of the Mediator.
- 31.12 The Arbitrator shall hear and determine the difference and shall issue an Award in writing. The decision of the Arbitrator is final and binding upon the parties and upon any Employee affected by it.
- 31.13 The Employer and the Union shall each bear 50% of the total cost of the Arbitrator.
- 31.14 The Arbitrator shall not have the power to alter or amend any provision of this Agreement or to substitute any provision or to give any decision inconsistent with the terms of this Agreement.
- 31.15 Where the Arbitrator determines that an Employee has been suspended or dismissed unjustly the Employer may be directed to reinstate the Employee and pay to the Employee a sum equal to lost wages or such lesser sum as in the opinion of the Arbitrator is fair and reasonable. The Arbitrator may also make such other directives varying the penalty as it considers fair and reasonable.

## **ARTICLE 32- WAGES AND CLASSIFICATIONS**

- 32.01 Wages and classifications as listed in Appendix "A" and "B" shall form part of this Collective Agreement.

## **ARTICLE 33- PERFORMANCE EVALUATION**

- 33.01 The policy for Performance Evaluation developed and implemented under the terms of the Employer's Personnel Policy shall apply to all permanent Employees coming under the scope of this Agreement.

- 33.02 Employees shall have the right to grieve their performance evaluation up to and including Step 2 of the Grievance Procedure.
- 33.03 When, in the opinion of management there arises a change in the Employee's quality of work, work habits, interpersonal relations, and adaptability to job conditions, an unscheduled performance evaluation will be completed in the same manner as a regular annual report.
- 33.04 An Employee's evaluation shall not be released by the Employer to any person without the written consent of the Employee, except as required by law.
- 33.05 The parties agree that an Employee shall be entitled to receive back pay to the Employee's anniversary date, if the Employer fails to complete the Performance Evaluation within ninety (90) days.

#### **ARTICLE 34- RESIGNATION**

- 34.01 Employees leaving the employment of the Town of Three Hills, as a courtesy should make every effort to inform the Employer two (2) weeks prior, in writing, to the effective date. If such notice is not possible the Employee should give as much advance notice to the Employer as possible.
- 34.02 The Employer may request that an Employee leaving the employment of the Town of Three Hills to attend an exit interview. Any matters discussed at such interview will be confidential and will not be discussed with, or released to, any other person or any other Employer.

#### **ARTICLE 35- LABOUR MANAGEMENT COMMITTEE**

- 35.01 The parties agree to establish a joint Labour Management Committee consisting of two bargaining unit Employees as designated by the Union and two Employer representatives to discuss matters of mutual interest.
- 35.02 The committee shall meet at least every three (3) months or as called by mutual consent with forty-eight (48) hours advance notice.
- 35.03 The committee shall have the authority to file written recommendations to the Town Council.
- 35.04 The committee will concern itself with the following general matters:
- a) Share information related to the Town and its operations;
  - b) Discuss in a constructive manner suggestions that could possibly improve and extend services to the public and build better relations between the Employer and Employees;
  - c) Respond and seek resolution of complaints and differences other than formal grievances.
  - d) By mutual agreement and with the assistance of the CUPE National Representative,

discuss issues not covered by the terms of the Collective Agreement and seek resolution through a Letter of Understanding which would be subject to ratification by the parties and be appended to the Collective Agreement.

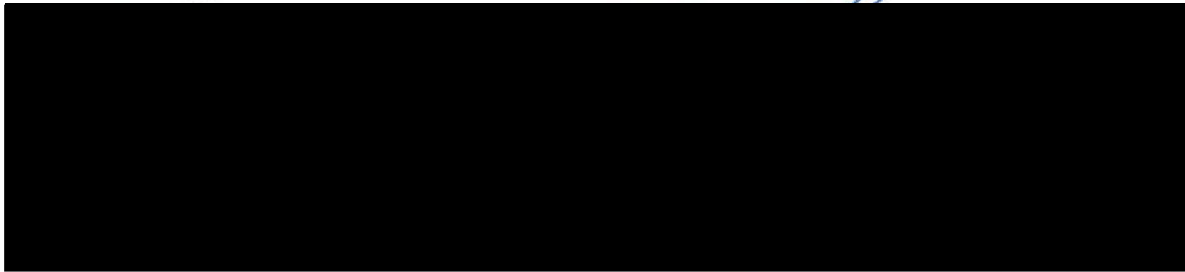
e) Other matters of mutual interest that may arrive from time to time.

35.05 The Labour Management Committee shall have no authority to deal with any grievances arising out of the terms of the Agreement, and shall not have the authority to alter, amend or waive any provisions of the Collective Agreement.

Signed this 23 day of January, 2018.

**FOR CUPE LOCAL 417-05**

**FOR THE TOWN OF THREE HILLS**



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## APPENDIX "A"

### RATES OF PAY OUTSIDE WORKERS

CLASSIFICATION LEVEL	YEAR	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b><u>UTILITIES</u></b>							
Utility Coordinator	2018 – .75%	33.72	34.87	36.07	37.26	38.46	39.65
	2019 – 1.0%	34.05	35.21	36.43	37.63	38.84	40.04
	2020 – 2.0%	34.73	35.91	37.15	38.38	39.61	40.84
Utility Operator II	2018 – .75%	29.30	30.34	31.37	32.41	33.44	34.46
	2019 – 1.0%	29.59	30.64	31.68	32.73	33.77	34.80
	2020 – 2.0%	30.18	31.25	32.31	33.38	34.44	35.49
Utility Operator I	2018 – .75%	24.91	25.78	26.66	27.54	28.43	29.31
	2019 – 1.0%	25.15	26.03	26.92	27.81	28.71	29.60
	2020 – 2.0%	25.65	26.55	27.45	28.36	29.28	30.19
Utility Operator Trainee	2018 – .75%	21.98	22.75	23.53	24.31	25.08	25.85
	2019 – 1.0%	22.19	22.97	23.76	24.55	25.33	26.10
	2020 – 2.0%	22.63	23.42	24.23	25.04	25.83	26.62
<b><u>PUBLIC WORKS</u></b>							
PW Coordinator	2018 – .75%	28.28	28.98	29.70	30.45	31.23	32.01
	2019 – 1.0%	28.56	29.26	29.99	30.75	31.54	32.33
	2020 – 2.0%	29.13	29.84	30.58	31.36	32.17	32.97
Equipment Operator II	2018 – .75%	24.91	25.59	26.27	26.97	27.69	28.46
	2019 – 1.0%	25.15	25.84	26.53	27.23	27.96	28.74
	2020 – 2.0%	25.65	26.35	27.06	27.77	28.51	29.31
Equipment Operator I	2018 – .75%	22.89	23.56	24.24	24.95	25.67	26.41
	2019 – 1.0%	23.11	23.79	24.48	25.19	25.92	26.67
	2020 – 2.0%	23.57	24.26	24.96	25.69	26.43	27.20
<b><u>LANDFILL</u></b>							
Waste Management I	2018 – .75%	20.54	21.08	21.64	22.23	22.84	23.44
	2019 – 1.0%	20.74	21.29	21.85	22.45	23.06	23.67
	2020 – 2.0%	21.15	21.71	22.28	22.89	23.52	24.14
<b><u>RECYCLE</u></b>							
Waste Management II	2018 – .75%	22.89	23.56	24.24	24.95	25.67	26.41
	2019 – 1.0%	23.11	23.79	24.48	25.19	25.92	26.67
	2020 – 2.0%	23.57	24.26	24.96	25.69	26.43	27.20

Labourer	2018 – .75%	17.49	17.95	18.48	18.95	19.46	19.98
	2019 – 1.0%	17.66	18.12	18.66	19.13	19.65	20.17
	2020 – 2.0%	18.01	18.48	19.03	19.51	20.04	20.57
<b><u>PARKS &amp; RECREATION</u></b>							
Parks & Recreation Coordinator	2018 – .75%	24.98	25.87	26.74	27.63	28.52	29.39
	2019 – 1.0%	25.22	26.12	27.00	27.90	28.80	29.68
	2020 – 2.0%	25.72	26.64	27.54	28.45	29.37	30.27
Maintenance Operator I	2018 – .75%	23.23	23.86	24.55	25.26	25.97	26.72
	2019 – 1.0%	23.46	24.09	24.79	25.51	26.22	26.98
	2020 – 2.0%	23.92	24.57	25.28	26.02	26.74	27.51
<b><u>FACILITIES</u></b>							
Facility Attendant II	2018 – .75%	22.71	23.51	24.32	25.12	25.92	26.72
	2019 – 1.0%	22.93	23.74	24.56	25.37	26.17	26.98
	2020 – 2.0%	23.38	24.21	25.05	25.87	26.69	27.51
Facility Attendant I	2018 – .75%	19.31	19.98	20.67	21.35	22.03	22.71
	2019 – 1.0%	19.50	20.17	20.87	21.56	22.25	22.93
	2020 – 2.0%	19.89	20.57	21.28	21.99	22.69	23.38
<b><u>PROTECTIVE SERVICES</u></b>							
Protective Services Officer	2018 – .75%	29.21	30.09	30.99	31.91	32.86	33.85
	2019 – 1.0%	29.50	30.39	31.29	32.22	33.18	34.18
	2020 – 2.0%	30.09	30.99	31.91	32.86	33.84	34.86

Note: Step 1 applies during the probationary period. Employees who successfully complete probation will advance to Step 2 where they will remain for the remainder of their first year of employment from the first day of hire with the Employer. Employees shall move to the next Step on the Employees Anniversary date. Provided Employees receive an annual performance review indicating satisfactory performance in all of the duties assigned in the Employee's classification description, they will progress through Steps 3 - 6 annually thereafter.

Where a new Employee is hired for a position for which they do not possess all of the required certifications and/or licenses for the position, the Employee shall remain at Step 1 for the required period and then advance to the Step 2 level of that classification until such time as those credentials are in place. If, after twenty-four (24) months, the Employee has failed to obtain such credentials, the Employee will be demoted to a vacant position in the lower classification in which a vacancy exists, if any, for which they are qualified or, where no such vacancy exists, they Employee will cease to be employed with the Town. An Employee who obtains the required qualifications within the allotted timelines shall receive back pay to the date the Employee would have moved to the next Step level on the grid.

Where an existing Employee is promoted to a higher classification for which they do

not possess all of the required certification and/or licenses for the promoted position, the Employee shall remain at the probation rate of that classification or the step of the grid which results in the smallest increase over and above their current rate of pay, whichever results in the lesser increase, until such time as those credentials are in place. If, after twenty-four (24) months, the Employee has failed to obtain such credentials, the Employee will be returned to their former classification. Once the Employee has achieved the requirements for the position he/she shall be placed on the appropriate step of the wage grid for that classification taking into account time spent in training.

The Employer reserves the right to place a new-hire at any of the first three (3) steps of the pay grid for any given classification having regard for recruitment issues and experience.

**RATES OF PAY  
INSIDE WORKERS**

CLASSIFICATION 6 LEVEL	YEAR	Step 1	Step 2	Step 3	Step 4	Step 5	Step
<b><u>ADMINISTRATION</u></b>							
Administrative Clerk I	<b>2018 – .75%</b>	20.54	21.08	21.64	22.23	22.84	23.44
	<b>2019 – 1.0%</b>	20.74	21.29	21.85	22.45	23.06	23.67
	<b>2020 – 2.0%</b>	21.15	21.71	22.28	22.89	23.52	24.14
Administrative Clerk II	<b>2018 – .75%</b>	22.89	23.56	24.24	24.95	25.67	26.41
	<b>2019 – 1.0%</b>	23.11	23.79	24.48	25.19	25.92	26.67
	<b>2020 – 2.0%</b>	23.57	24.26	24.96	25.69	26.43	27.20
Administrative Clerk III	<b>2018 – .75%</b>	26.24	26.94	27.67	28.41	29.15	29.92
	<b>2019 – 1.0%</b>	26.50	27.20	27.94	28.69	29.44	30.21
	<b>2020 – 2.0%</b>	27.03	27.74	28.49	29.26	30.02	30.81

Note: Step 1 applies during the probationary period. Employees who successfully complete probation will advance to Step 2 where they will remain for the remainder of their first year of employment from the first day of hire with the Employer. Employees shall move to the next Step on the Employees Anniversary date. Provided Employees receive an annual performance review indicating satisfactory performance in all of the duties assigned in the Employee's classification description, they will progress through Steps 3 - 6 annually thereafter.

The Employer reserves the right to place a new-hire at any of the first three (3) steps of the pay grid for any given classification having regard for recruitment issues and experience.

## **APPENDIX "B"**

### **EMPLOYMENT CLASSIFICATIONS**

#### **OUTSIDE EMPLOYEES**

##### **UTILITIES COORDINATOR**

###### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to function as a “working foreman” or “lead hand” by assisting the Manager of Operations & Infrastructure, as required, with the coordination and supervision of other Utilities Employees. Duties may also involve responsibility for specific tasks, projects or reports.

##### **UTILITY OPERATOR II**

###### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to operate and maintain the Town water and wastewater utility under the direction of the Operations Manager. The secondary function of this classification will involve occasional assistance with other public works operations. Work in either function may involve the use of equipment and the occasional supervision of a small crew of skilled or unskilled workers. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

##### **UTILITY OPERATOR I**

###### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to assist in the operation and maintenance of the Town water and wastewater utility under the direction of the Operations Manager. The secondary function of this classification will involve occasional assistance with other public works operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

##### **UTILITY OPERATOR TRAINEE**

###### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to train in the operation and maintenance of the Town water and wastewater utility and to obtain the level of Utility Operator I under the direction of the Director of Operations and Infrastructure. The secondary function of this classification will involve occasional assistance with other public works operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

## **PUBLIC WORKS COORDINATOR**

### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to function as a “working foreman” or “lead man” by assisting the Manager of Operations & Infrastructure, as required, with the coordination & supervision of other public works Employees. Duties may also involve responsibility for specific tasks, projects or reports.

## **EQUIPMENT OPERATOR II**

### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will involve the operation and maintenance of the Town's heavy equipment under the direction of the Operations Manager. The secondary function of this classification will be to assist in the operation and maintenance of the Town water and wastewater utility. Work in either function may involve the use of equipment and the occasional supervision of a small crew of skilled or unskilled workers. Employees will receive daily instruction or be given responsibility over specific tasks or projects.

## **EQUIPMENT OPERATOR I**

### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to assist in the operation and maintenance of the Town's heavy equipment under the direction of the Operations Manager. The secondary function of this classification will involve occasional assistance with the operation and maintenance of the Town water and wastewater utility operation. Employees will receive daily instruction or may be given responsibility over specific tasks or projects.

## **WASTE MANAGEMENT ATTENDANT I**

### **CLASSIFICATION STATEMENT: I - Landfill**

The primary function of Employees in this classification will be to assist in the operation and maintenance of the Town's waste management facilities under the direction of the Operations Manager. The secondary function of this classification will involve occasional assistance with other public works operations. Work in either function may involve the use of equipment and the occasional supervision of a small crew of skilled or unskilled workers. Employees may receive daily instruction or be given responsibility over specific tasks or projects.

## **WASTE MANAGEMENT ATTENDANT II - Recycling**

### **CLASSIFICATION STATEMENT:**

The primary function of Employees in this classification will be to assist in the operation and maintenance of the Town's waste management facilities under the direction of the

Operations Manager. The secondary function of this classification will involve occasional assistance with other public works operations. Work in either function may involve the use of equipment and the occasional supervision of a small crew of skilled or unskilled workers. Employees may receive daily instruction or be given responsibility over specific tasks or projects.

## LABOURER

### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will be to assist the Operations Manager in various public works, recreation and waste management operations. Work may involve manual labour or monitoring duties. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

## PARKS AND RECREATION COORDINATOR

### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification is to perform technical and professional work related to the planning, supervision, coordination, and assignment of work related to parks, green areas, and facilities. The secondary function of this classification will involve occasional assistance with other operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

## PARKS AND RECREATION MAINTENANCE OPERATOR I

### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will be to assist in the operation and maintenance of the Town parks, green areas and recreation facilities & grounds under the direction of the Manager of Development & Community Services. The secondary function of this classification will involve occasional assistance with other public works and utility operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

## FACILITY ATTENDANT II

### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will be to oversee and perform custodial duties and minor maintenance to ensure parks, green areas, and facilities are maintained in a safe and sanitary manner. The secondary function of this classification will involve occasional assistance with other operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

## FACILITY ATTENDANT I

### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will be to perform custodial duties and minor maintenance to ensure parks, green areas, and facilities are maintained in a safe and sanitary manner. The secondary function of this classification will involve occasional assistance with other operations. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

#### PROTECTIVE SERVICES OFFICER

##### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification is to enforce municipal bylaws and provide public education and awareness programs and services in order to ensure the protection of resident, property, and employees. The secondary function of this classification will involve supplying services as per Memorandum of Agreements between the Town of Three Hills and other Municipalities. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

#### INSIDE EMPLOYEES

##### ADMINISTRATIVE CLERK I

##### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will be to serve the public. The secondary function of this classification will be to assist the Town and/or RCMP Administration. Work in either function may involve the use of computer equipment, computer software and public relations skills. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

##### ADMINISTRATIVE CLERK II

##### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will involve assisting the Town and/or RCMP Administration. The secondary function of this classification will be to assist in serving the public. Work in either function may involve the use of computer equipment, computer software and public relations skills. Employees may receive daily assignments or be given responsibility over specific tasks or projects.

##### ADMINISTRATIVE CLERK III

##### CLASSIFICATION STATEMENT:

The primary function of Employees in this classification will function as a “senior administrative clerk” by assisting the Director of Finance and Administration, as required. The employee will be also required to perform specific financial, accounting and reporting duties as assigned by the Director of Finance and Administration.

## JOB DESCRIPTIONS

<b>Position:</b>	Utility Coordinator
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Utility Coordinator is to perform technical and professional work related to the planning, supervision, coordination, and assignment of work related to the sewer, water treatment and waste water facilities.</p> <p>The Utility Coordinator shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Utility Coordinator to ensure that all decisions and actions comply with the relevant legislation, policies, and procedures.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement; and</li> <li>• Maintain a current Membership with the Alberta Water &amp; Wastewater Operators Association (AWWOA); and</li> <li>• Current Level II - Water Distribution, Water Treatment, Wastewater Collection, and Wastewater Treatment; and</li> <li>• Minimum of two (2) years' experience in a management or supervisory role; and</li> <li>• A minimum of 8 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to organize, coordinate, and supervise skilled or unskilled workers.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: single axle truck, sewer flusher, sewer camera, skid steer, backhoe.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to implement processes and policies in support of municipal goals and legislative requirements</li> <li>• Shall be required to coordinate employees and ensure equipment and materials necessary to accomplish scheduled work are available.</li> <li>• May be required to assist with preparing, modifying, and monitoring schedules, budgets, reports, and cost estimates for construction and maintenance activities.</li> <li>• May be required to take a regular shift in the "stand-by" rotation.</li> <li>• May be required to work a modified work schedule to account for operational requirements.</li> <li>• May be required to provide reports to government agencies, departments, and other organizations as required.</li> <li>• May be required to submit and monitor budget data and assist in the development and implementation of capital projects.</li> <li>• May be required to coordinate activities with external agencies and other operational areas.</li> <li>• May be required to assist with the operation and maintenance of public works, parks and recreation or waste facilities.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Utility Operator II
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Utility Operator II is to operate and maintain the sewer, water treatment, and waste water facilities.</p> <p>The Utility Operator II shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Utility Operator II to provide safe and clean water to the community in accordance with relevant legislation, policies, and procedures.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement; and</li> <li>• Maintain a current Membership with the Alberta Water &amp; Wastewater Operators Association (AWWOA); and</li> <li>• Current Level II - Water Distribution, Water Treatment, Wastewater Collection, and Wastewater Treatment; and</li> <li>• A minimum of 5 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: single axle truck, sewer flusher, sewer camera, skid steer, backhoe.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to operate and maintain the Town water and wastewater utility.</li> <li>• May be required to make regular checks and undertake minor repairs or standard maintenance procedures on any or all water and wastewater utility equipment.</li> <li>• May be required to install and repair, water/sewer lines and services, meters, pumps, etc.</li> <li>• May be required to operate and maintain sewer lift stations, water treatment plants, booster, and pump stations, reservoirs, etc., and general knowledge of related electrical equipment.</li> <li>• May be required to take a regular shift in the "stand-by" rotation.</li> <li>• May be required to work a modified work schedule to account for operational requirements.</li> <li>• May be required to occasionally supervise and work with a small crew of employees on designated projects.</li> <li>• May be required to assist with the operation and maintenance of public works, parks and recreation or waste facilities.</li> <li>• May be required to keep accurate records and prepare reports in an efficient and timely manner.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Utility Operator I
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES</b>	
<p>The role of the Utility Operator I is to assist in the operation and maintenance of work related to the sewer, water treatment, and waste water facilities.</p> <p>The Utility Operator I shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Utility Operator I assist with providing safe and clean water to the community in accordance with relevant legislation, policies, and procedures.</p>	
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement; and</li> <li>• Maintain a current Membership with the Alberta Water &amp; Wastewater Operators Association (AWWOA); and</li> <li>• Current Level I - Water Distribution, Water Treatment, Wastewater Collection, and Wastewater Treatment; and</li> <li>• A minimum of 3 years' experience or an equivalent combination of education and experience.</li> </ul>	
<b>FUNCTIONAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: single axle truck, sewer flusher, sewer camera, skid steer, backhoe.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul>	
<b>FUNCTIONAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to assist in operating and maintaining the Town water and wastewater utility.</li> <li>• May be required to assist in making regular checks and undertaking minor repairs or standard maintenance procedures on any or all water and wastewater utility equipment.</li> <li>• May be required to assist with installing and repairing, water/sewer lines and services, meters, pumps, etc.</li> <li>• May be required to assist with operating and maintaining sewer lift stations, water treatment plants, booster and pump stations, reservoirs, etc., and obtain general knowledge of related electrical equipment.</li> <li>• May be required to occasionally assist and work with a small crew of employees on designated projects.</li> <li>• May be required to assist with the operation and maintenance of public works, parks and recreation or waste facilities.</li> <li>• May be required to provide back up for the Utility Operator Trainee positions.</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Utility Operator Trainee
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Utility Operator Trainee is to learn and train with the Certified Utility Operators and under the direction of the Utility Coordinator to obtain Level I Water and Wastewater Operator Certification.</p> <p>The Utility Operator Trainee shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is the responsibility of the Utility Operator Trainee to learn to provide safe and clean water to the community in accordance with relevant legislation, policies, and procedures.</p> <p>It is a requirement of the Utility Operator Trainee to achieve the following certification:</p> <ul style="list-style-type: none"> <li>• Level I - Water Distribution; and</li> <li>• Level I - Water Treatment; and</li> <li>• Level I - Wastewater Collection; and</li> <li>• Level I - Wastewater Treatment.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• Maintain a current Membership with the Alberta Water &amp; Wastewater Operators Association (AWWOA).</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• Train in the operation and maintenance of the Town's Water and Wastewater utility as assigned.</li> <li>• Train on making regular checks and/or assist in undertaking minor repairs and/or standard maintenance procedures on any water and wastewater utility equipment.</li> <li>• Train to install and repair, water/sewer lines and services, meters, pumps, etc.</li> <li>• Train to operate equipment including but not limited to: sewer flusher, sewer camera, skid steer, backhoe, single axle truck.</li> <li>• May be required to occasionally assist and work with a small crew of employees on designated projects.</li> <li>• May be required to participate in: snow removal, tree trimming, signage, line painting and asphalt crack filling.</li> <li>• May be required to assist with the operation and maintenance of public works, parks and recreation or waste facilities.</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Public Works Coordinator
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Public Works Coordinator is to perform technical and professional work related to the planning, supervision, coordination, and assignment of work related to transportation, infrastructure, and surface structures.</p> <p>The Public Works Coordinator shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Public Works Coordinator to ensure that all decisions and actions comply with the relevant legislation, policies, and procedures.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 3 Drivers License with air brake endorsement; and</li> <li>• Alberta Public Works Association (APWA) Level I – Public Works Supervisor; and</li> <li>• AMHSA Ground Disturbance for Supervisors, or equivalent; and</li> <li>• Minimum of two (2) years' experience in a management or supervisory role; and</li> <li>• A minimum of 5 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to organize, coordinate, and supervise skilled or unskilled workers.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: skid steer, backhoe, motor grader, track loader, street sweeper, street sander, asphalt crack filling machine, tamper, sewer flusher and tandem axle truck.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to implement processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to assist with preparing, modifying, and monitoring schedules, budgets, reports, and cost estimates for construction and maintenance activities.</li> <li>• May be required to coordinate employees and ensure equipment and materials necessary to accomplish scheduled work are available.</li> <li>• May be required to take a regular shift in the "stand-by" rotation.</li> <li>• May be required to work evenings and weekends to account for seasonal or operational requirements.</li> <li>• May be required to submit and monitor budget data and assist in the development and implementation of capital projects.</li> <li>• May be required to coordinate activities with external agencies and other operational areas.</li> <li>• May be required to assist with the operation and maintenance of parks and recreation, utility or waste facilities.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Equipment Operator II
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Equipment Operator II is to operate and maintain the heavy equipment in a safe and effective manner ensuring compliance with all relevant legislation, policy, and procedure.</p> <p>The Equipment Operator II shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Equipment Operator II to continually monitor road and lane conditions, sidewalks, curbs and overland drainage ditches, and infrastructure.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 3 Drivers License with Q (Airbrake) endorsement; and</li> <li>• Ground Disturbance Certification; and</li> <li>• A minimum of five (5) years' experience or an equivalent combination of education and experience; and</li> <li>• Mechanical Aptitude.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to assist in record keeping and report preparation as required.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: skid steer, loader, motor grader, rubber tired backhoe, rubber tired bobcat, street sweeper, street sander, asphalt crack filling machine, single axle dump truck, tandem axle truck and landfill compactor.</li> <li>• Ability to proficiently operate all other equipment owned or rented by the Town.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to obtain Landfill Operators Certification in order to operate equipment at the landfill.</li> <li>• May be required to occasionally organize small work projects and supervise small crews of skilled or unskilled workers.</li> <li>• May be required to undertake works to fabricate tools and/or finished structures in metal, wood or other materials.</li> <li>• May be required to maintain and make necessary repairs to road and lane conditions, sidewalks, curbs and overland drainage ditches, pavement structures, gravel roadways and infrastructure.</li> <li>• May be required to participate in: snow removal, general landscaping, tree trimming, signage, line painting and asphalt crack filling.</li> <li>• May be required to assist with the operation and maintenance of public works, utility, parks and recreation or waste facilities.</li> <li>• May be required to work a modified schedule and/or partake in the stand-by rotation in order to accommodate seasonal or operational requirements.</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Equipment Operator I
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Equipment Operator I is to assist in the operation and maintenance of the heavy equipment in a safe and effective manner ensuring compliance with all relevant legislation, policy, and procedure.</p> <p>The Equipment Operator I shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Equipment Operator I to assist with monitoring road and lane conditions, sidewalks, curbs and overland drainage ditches, and infrastructure.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement; and</li> <li>• A minimum of two (2) years' experience or an equivalent combination of education and experience; and</li> <li>• Mechanical Aptitude.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: skid steer, loader, street sander, asphalt crack filling machine, and single axle dump truck.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to perform rough carpentry, painting, welding and general maintenance work.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.</li> <li>• May have an opportunity to operate other equipment owned or rented by the Town for the purpose of training.</li> <li>• May be required to perform general work on finished structures in metal, wood or other materials.</li> <li>• May be required to assist in maintaining and making necessary repairs to road and lane conditions, sidewalks, curbs and overland drainage ditches, pavement structures, gravel roadways and infrastructure.</li> <li>• May be required to participate in: snow removal, general landscaping, tree trimming, signage, line painting and asphalt crack filling.</li> <li>• May be required to assist with the operation and maintenance of public works, recreation or waste facilities.</li> <li>• May be required to assist with the operation and maintenance of the Town water and wastewater utility operation.</li> <li>• May be required to work a modified schedule and/or partake in the stand-by rotation in order to accommodate seasonal or operational requirements</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Waste Management Attendant I (Landfill)
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Waste Management Attendant I is to perform responsible cashiering work and oversee and coordinate waste disposal, refuse collection, and recycling activities in an efficient and environmentally-friendly manner.</p> <p>The Waste Management Attendant I shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Waste Management Attendant I to ensure compliance with all relevant legislation, policy, and procedure.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Maintain a current membership with Solid Waste Association of America (SWANA); and</li> <li>• Current Alberta Landfill Operator Certification; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• A minimum of 1 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office</li> <li>• Ability to effectively and efficiently operate the following: single axle truck, skid steer, hydraulic bailer, paper cutter, landfill truck scale, and ticket printer.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.</li> <li>• May be required to occasionally organize small work projects and supervise small crews of skilled or unskilled workers;</li> <li>• May be required to coordinate activities with external agencies and other operational areas.</li> <li>• May be required to provide reports to government agencies, departments, and other organizations as required.</li> <li>• May be required to assist with the operation and maintenance of public works, utility, recycle or parks and recreation facilities</li> <li>• May be required to work a modified schedule and/or partake in the stand-by rotation in order to accommodate seasonal or operational requirements</li> <li>• May be required to assist with minor repairs and standard maintenance on all applicable equipment.</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Waste Management Attendant II (Recycle)
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES</b>	
<p>The role of the Waste Management Attendant II is to oversee recycling activities in an efficient and environmentally-friendly manner and greeting, educating, and assisting residents with sorting of recyclable goods, ensuring recycling bins are free of contaminated items.</p> <p>The Waste Management Attendant II shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Waste Management Attendant II to ensure compliance with all relevant legislation, policy, and procedure.</p>	
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Maintain a current membership with Solid Waste Association of America (SWANA); and</li> <li>• Current Alberta Landfill Operator Certification; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• A minimum of 1 years' experience or an equivalent combination of education and experience.</li> </ul>	
<b>FUNCTIONAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office</li> <li>• Ability to effectively and efficiently operate the following: single axle truck, skid steer, hydraulic bailer, paper cutter, landfill truck scale, and ticket printer.</li> </ul>	
<b>FUNCTIONAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.</li> <li>• May be required to occasionally organize small work projects and supervise small crews of skilled or unskilled workers.</li> <li>• May be required to coordinate activities with external agencies and other operational areas.</li> <li>• May be required to provide reports to government agencies, departments, and other organizations as required.</li> <li>• May be required to assist with the operation and maintenance of public works, utility, landfill or parks and recreation facilities.</li> <li>• May be required to work a modified schedule and/or partake in the stand-by rotation in order to accommodate seasonal or operational requirements.</li> <li>• May be required to assist with minor repairs and standard maintenance on all applicable equipment.</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Labourer
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Labourer is to provide assistance to employees in completing their assigned tasks and provide manual labour or monitoring services as required in public works, parks and recreation, or waste facilities.</p> <p>The Labourer shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Labourer to conduct all activities according to all relevant legislation, policies, and procedures.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• No previous experience is required – entry level position.</li> <li>• Mechanical Aptitude.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: single axle dump truck, lawnmower, snow blower, as well as a variety of hand tools.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects;</li> <li>• May have an opportunity to operate other equipment owned or rented by the Town for the purpose of training;</li> <li>• May be required to assist with general work and minor repairs on finished structures in metal, wood or other materials;</li> <li>• May be required to participate in: snow removal, general landscaping, tree trimming, signage, line painting and asphalt crack filling;</li> <li>• May be required to assist with the operation and maintenance of public works, recreation or waste facilities;</li> <li>• May be required to assist with the operation and maintenance of the Town water and wastewater utility operation.</li> <li>• May be required to work a modified schedule in order to accommodate seasonal or operational requirements</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Parks and Recreation Coordinator
<b>Classification:</b>	Outside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Parks and Recreation Coordinator is to perform technical and professional work related to the planning, supervision, coordination, and assignment of work related to parks, green areas, and facilities.</p> <p>The Parks and Recreation Coordinator shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Parks and Recreation Coordinator to ensure that all decisions and actions comply with the relevant legislation, policies, and procedures.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Journeyman Landscaper; and</li> <li>• Minimum of a valid Class 5 Drivers License with Q (Airbrake) endorsement; and</li> <li>• Canadian Certified Playground Inspector; and</li> <li>• Certified Provincial Pesticide Applicator; and</li> <li>• Minimum of two (2) years' experience in a management or supervisory role; and</li> <li>• A minimum of 5 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: skid steer, lawn mowers, weed whips, snow blowers, light tractor and single axle trucks.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to use a computer with demonstrated proficiency and knowledge of software such as Outlook and Office.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to implement processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to assist with preparing, modifying, and monitoring schedules, budgets, reports, and cost estimates for construction and maintenance activities.</li> <li>• May be required to coordinate employees and ensure equipment and materials necessary to accomplish scheduled work are available.</li> <li>• May be required to submit and monitor budget data and assist in the development and implementation of capital projects.</li> <li>• May be required to coordinate activities with external agencies and other operational areas.</li> <li>• May be required to assist with the operation and maintenance of public works, utility or waste facilities.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Maintenance Operator I
<b>Classification:</b>	Outside Employees (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Maintenance Operator I is to perform a variety of tasks in the construction, maintenance and/or repair of the parks, green areas, and recreation facilities to ensure the parks and facilities are accessible and maintained in a safe and effective manner.</p> <p>The Maintenance Operator I shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Maintenance Operator I to provide these services in an effective and efficient manner to enhance the community.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• Certified Playground Inspector Certificate; and</li> <li>• A minimum of 5 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to obtain a Pool Operator I Certificate.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: skid steer, lawn mowers, weed whips, snow blowers, light tractor and single axle dump truck.</li> <li>• Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.</li> <li>• Ability to perform manual labour.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to undertake minor repairs and standard preventative and scheduled maintenance on parks, facilities, and/or equipment.</li> <li>• May be required to install, maintain, operate, and repair irrigation systems.</li> <li>• May be required to assist in the preparation, planting, and maintenance of grass, lawns, flowerbeds, shrubs, and trees.</li> <li>• May be required to construct, maintain, and repair playground equipment to ensure government compliance.</li> <li>• May be required to participate in seasonal programs such as snow removal and signage.</li> <li>• May be required to assist with the operation and maintenance of public works, utility, or waste facilities.</li> <li>• May be required to assist and work with a crew of employees on designated projects.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects</li> <li>• May be required to assist in record keeping and report preparation.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Facility Attendant II
<b>Classification:</b>	Inside Workers (Union)

### Job Description

#### ROLE AND RESPONSIBILITIES

The role of the Facility Attendant II is to oversee and perform custodial duties and minor maintenance to ensure parks, green areas, and facilities are maintained in a safe and sanitary manner.

The Facility Attendant shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.

It is also the responsibility of the Facility Attendant II to maintain these responsibilities to ensure the health, safety, and security of the community and ensure that all decisions and actions comply with the relevant legislation, policies, and procedures.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a Grade 12 diploma or GED certificate; and
- Minimum of a valid Class 5 Drivers License; and
- Successful completion of the Custodial Care Program; and
- WHMIS; and
- Mechanical Aptitude.

#### FUNCTIONAL REQUIREMENTS

- Practice and encourage safe work behaviors.
- Ability to communicate effectively with the public, supervisors, and coworkers.
- Ability to understand oral and written instructions.
- Ability to read, write, speak, and understand English.
- Ability to use discretion regarding confidential matters.
- Ability to work cooperatively with the management team and support other departments.
- Ability to effectively and efficiently operate equipment including but not limited to: skid steer, lawn mowers, weed whips, snow blowers, light tractor and single axle dump truck.
- Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.
- Ability to perform manual labour.

#### FUNCTIONAL RESPONSIBILITIES

- Shall be required to implement processes and policies in support of municipal goals and legislative requirements.
- May be required to work a modified work schedule to account for seasonal or operational requirements.
- May be required to ensure equipment and materials necessary to accomplish scheduled work are available.
- May be required to perform inspections of facilities to ensure security and safety.
- May be required to clean facilities by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing surfaces, vacuuming, empty trash, etc.
- May be required to maintain the facility exteriors by picking litter, empty trash bins, weeding, pruning, trimming, etc.
- May be required to maintain storage areas and cleaning equipment, materials, and supplies, in a safe and orderly manner.
- May be required to participate in seasonal programs such as snow removal and signage.
- May be required to coordinate activities with external agencies and other operational areas.
- May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects
- May be required to occasionally organize small work projects and supervise small crews of skilled or unskilled workers.
- May be required to assist with the operation and maintenance of parks and recreation, public works, utility or waste facilities.
- May be required to assist in record keeping and report preparation.
- Other duties as assigned.

<b>Position:</b>	Facility Attendant I
<b>Classification:</b>	Inside Workers (Union)

### Job Description

#### ROLE AND RESPONSIBILITIES

The role of the Facility Attendant I is to perform custodial duties and minor maintenance to ensure parks, green areas, and facilities are maintained in a safe and sanitary manner.

The Facility Attendant shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.

It is also the responsibility of the Facility Attendant I to maintain these responsibilities to ensure the health, safety, and security of the community.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a Grade 12 diploma or GED certificate; and
- Minimum of a valid Class 5 Drivers License; and
- No previous experience is required – entry level position.
- Mechanical Aptitude.

#### FUNCTIONAL REQUIREMENTS

- Practice and encourage safe work behaviors.
- Ability to communicate effectively with the public, supervisors, and coworkers.
- Ability to understand oral and written instructions.
- Ability to read, write, speak, and understand English.
- Ability to use discretion regarding confidential matters.
- Ability to work cooperatively with the management team and support other departments.
- Ability to effectively and efficiently operate equipment including but not limited to: lawn mowers, weed whips, snow blowers, as well as a variety of hand tools.
- Ability to make minor repairs and undertake standard maintenance procedures on all equipment they operate.
- Ability to perform manual labour.

#### FUNCTIONAL RESPONSIBILITIES

- Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.
- May be required to work a modified work schedule to account for seasonal or operational requirements.
- May be required to perform inspections of facilities to ensure security and safety.
- May be required to clean facilities by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing surfaces, vacuuming, empty trash, etc.
- May be required to maintain the facility exteriors by picking litter, empty trash bins, weeding, pruning, trimming, etc.
- May be required to maintain storage areas and cleaning equipment, materials, and supplies, in a safe and orderly manner.
- May be required to participate in seasonal programs such as snow removal and signage.
- May be required to coordinate activities with external agencies and other operational areas.
- May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects
- May be required to assist with the operation and maintenance of parks and recreation, public works, utility or waste facilities.
- May be required to assist and work with a crew of employees on designated projects.
- May be required to assist in record keeping and report preparation.
- Other duties as assigned.

<b>Position:</b>	Bylaw Officer
<b>Classification:</b>	Inside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Bylaw Officer is to enforce municipal by-laws and provide public education and awareness programs and services in order to ensure the protection of residents, property, and employees.</p> <p>The Bylaw Officer shall provide the CAO with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Bylaw Officer to supply services as per Memorandum of Agreements between the Town of Three Hills and other Municipalities.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Minimum of a valid Class 5 Drivers License; and</li> <li>• Standard First Aid Certificate; and</li> <li>• Post-secondary diploma in an approved Social, Community, or Protective Services field; and</li> <li>• A minimum of 3 years' experience or an equivalent combination of education and experience.</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to make decisions with integrity and professionalism while serving the overall vision and values of the Town.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• May be required to provide regional bylaw services to other municipalities.</li> <li>• May be required to liaise with community groups, committees, and organizations concerning safety issues and concerns</li> <li>• May be required to conduct regular patrols and perform day to day enforcement activities</li> <li>• May be required to maintain public relations concerning bylaw awareness and enforcement</li> <li>• May be required to respond to resident complaints and concerns and conduct investigations</li> <li>• May be required to oversee the animal control contract, including the enforcement of animal control bylaws and dog and cat licensing program.</li> <li>• May be required to represent the Town to various external agencies, courts, committees, and organizations.</li> <li>• May be required to keep detailed records, prepare reports, present evidence, and/or give testimony in court</li> <li>• May be required to submit and monitor budget data and assist in the development and implementation of capital projects.</li> <li>• May be required to liaise and coordinate with external agencies, associations and other operational areas.</li> <li>• May be required to provide reports to council, external agencies, associations, departments, and other organizations.</li> <li>• May be required to research, develop, and create by-laws, policies, and procedures.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Administrative Clerk I
<b>Classification:</b>	Inside Workers (Union)
<b>Job Description</b>	
<b>ROLE AND RESPONSIBILITIES</b>	
<p>The role of the Administrative Clerk I is to perform administrative and office support activities in order to ensure that Town services are provided in an effective and efficient manner.</p> <p>The Administrative Clerk I shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Administrative Clerk I to maintain security by following procedures while providing customer service to visitors, including vendors, clients, and customers.</p>	
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Experience with operating a personal computer; and</li> <li>• Proficient in word processing, spread sheets, internet, and email; and</li> <li>• Public relation and/or customer service skills.</li> </ul>	
<b>FUNCTIONAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: personal computer, telephone system, photocopier/scanner/fax machine.</li> </ul>	
<b>FUNCTIONAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to answer telephones, assist the public, and reception duties.</li> <li>• May be required to process incoming and outgoing mail and courier.</li> <li>• May be required to order supplies for all Town departments.</li> <li>• May be required to assist with Town facilities.</li> <li>• May be required to assist the finance department which may include cash receipts, data entry, and accounts receivable.</li> <li>• May be required to assist in file maintenance, record keeping, and report preparation.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.</li> <li>• Other duties as assigned.</li> </ul>	

<b>Position:</b>	Administrative Clerk II
<b>Classification:</b>	Inside Workers (Union)

### Job Description

#### ROLE AND RESPONSIBILITIES

The role of the Administrative Clerk II is to perform administrative, clerical, and financial support activities in order to ensure effective, efficient, and accurate administrative and financial operations for the Town.

The Administrative Clerk II shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.

It is also the responsibility of the Administrative Clerk II to work in close collaboration with members of the administrative and financial team to provide a range of services to management and customers.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a Grade 12 diploma or GED certificate; and
- Related post-secondary education; and
- Experience with operating a personal computer; and
- Proficient in word processing, spread sheets, internet, and email; and
- Knowledge and/or experience in accounting and financial systems.

#### FUNCTIONAL REQUIREMENTS

- Practice and encourage safe work behaviors.
- Ability to communicate effectively with the public, supervisors, and coworkers.
- Ability to understand oral and written instructions.
- Ability to read, write, speak, and understand English.
- Ability to use discretion regarding confidential matters.
- Ability to work cooperatively with the management team and support other departments.
- Ability to effectively and efficiently operate equipment including but not limited to: personal computer, telephone system, photocopier/scanner/fax machine.

#### FUNCTIONAL RESPONSIBILITIES

- Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.
- May be required to assist the finance department which may include cash receipts, data entry, accounts receivable, accounts payable, bank deposits, taxes, and utilities.
- May be required to assist with account maintenance, month end, and year end balancing.
- May be required to assist in file maintenance, record keeping, and report preparation.
- May be required to provide back up for the Administrative Clerk I position.
- May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.
- Other duties as assigned.

<b>Position:</b>	Administrative Clerk III
<b>Classification:</b>	Inside Workers (Union)
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of the Administrative Clerk III is to perform the day to day processing of financial transactions to ensure that transactions comply with financial policies and procedures and the municipal finances are maintained in an effective, up to date and accurate manner.</p> <p>The Administrative Clerk III shall provide management with accurate and timely information to ensure municipal operations are maintained in an effective and efficient manner.</p> <p>It is also the responsibility of the Administrative Clerk III to provide financial, administrative, and clerical services to management and customers.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Successful completion of a Grade 12 diploma or GED certificate; and</li> <li>• Related post-secondary education in business, accounting, or finance; and</li> <li>• Minimum of three (3) years' experience in an accounting or finance position; and</li> <li>• Understanding of municipal financial systems; and</li> <li>• Knowledge/experience in municipal legislation and public sector generally accepted accounting principles (GAAP).</li> </ul> <p><b>FUNCTIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Practice and encourage safe work behaviors.</li> <li>• Ability to communicate effectively with the public, supervisors, and coworkers.</li> <li>• Ability to understand oral and written instructions.</li> <li>• Ability to read, write, speak, and understand English.</li> <li>• Ability to use discretion regarding confidential matters.</li> <li>• Ability to work cooperatively with the management team and support other departments.</li> <li>• Ability to effectively and efficiently operate equipment including but not limited to: personal computer, telephone system, photocopier/scanner/fax machine.</li> <li>• Experience with accounting, word processing, and spreadsheet software.</li> </ul> <p><b>FUNCTIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Shall be required to adhere to processes and policies in support of municipal goals and legislative requirements.</li> <li>• May be required to assist the finance department which may include receiving, verifying, preparing, and processing invoices, coding and recording payment documents, preparing journal entries, and data entry.</li> <li>• May be required to process, monitor, reconcile, distribute, and report on property tax accounts and GST.</li> <li>• May be required to liaise with third party stakeholders such as banks, law firms, and real estate agents.</li> <li>• May be required to assist in the Tax Recovery process for both titled land and mobile homes.</li> <li>• May be required to assist in the preparation of budget and year end documentation and reporting.</li> <li>• May be required to assist in file maintenance, record keeping, and report preparation.</li> <li>• May be required to assist in the training of the Administrative Clerk I and Administrative Clerk II positions.</li> <li>• May be required to provide back up for the Administrative Clerk I and Administrative Clerk II positions.</li> <li>• May be directed to perform specific duties on a daily basis and/or occasionally perform small tasks or work projects.</li> <li>• Other duties as assigned.</li> </ul>	

**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE TOWN OF THREE HILLS  
(the Employer)**

**and**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 417-05  
(the Union)**

Re: Job Security

1. During the term of this Agreement, the Employer shall not contract out any municipal work that would result in the loss of bargaining unit jobs, a decrease in the number of scheduled hours of work or the reduction of the regular earnings of the Employees in the bargaining unit effective the date of ratification of this Collective Agreement.
2. This Letter of Understanding shall terminate December 31, 2020.

Signed this 23 day of January, 2018.

TOWN OF THREE HILLS

CUPE LOCAL 417-05



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**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE TOWN OF THREE HILLS  
(the Employer)**

**and**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 417-05  
(the Union)**

Re: Annual Vacation

The parties agree to the following:

1. Within one year from January 1, 2018 the parties will meet to review and discuss issues regarding vacation to ensure universal treatment of all employees.

Signed this 23 day of January, 2018.

TOWN OF THREE HILLS

CUPE LOCAL 417-05



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**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE TOWN OF THREE HILLS  
(the Employer)**

**and**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 417-05  
(the Union)**

Re: Protective Clothing

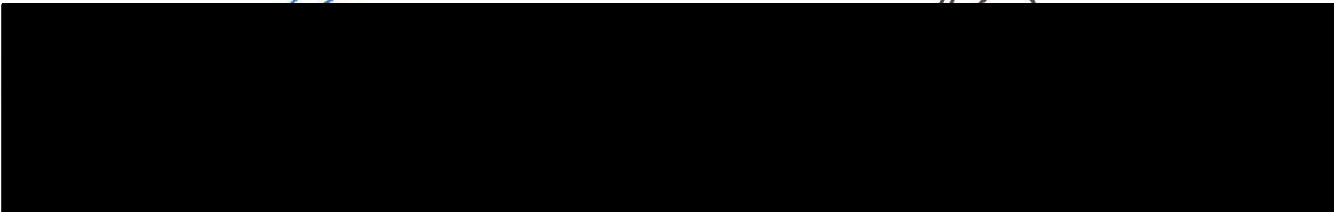
The parties agree to the following:

1. The Employer will create a protective clothing policy by June 30<sup>th</sup>, 2018.

Signed this 23 day of January, 2018.

TOWN OF THREE HILLS

CUPE LOCAL 417-05



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