

COLLECTIVE AGREEMENT

BETWEEN

THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 37



AND

THE TOWN OF VULCAN



January 1, 2018 through December 31, 2020



Canadian Office &
Professional Employees
Local #491

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ARTICLE 1.00 PURPOSE

1.01 PURPOSE

The purpose of this Agreement is to stipulate the minimum wages and/or conditions of those Employees whose bargaining rights are held by Local #37 of the Canadian Union of Public Employees as set out in Certificate #168-92 and in accordance with the provisions of the Alberta Labour Relations Code.

ARTICLE 2.00 TERM OF AGREEMENT

2.01 TERM OF AGREEMENT

This Agreement takes effect from January 1, **2018**, until December 31, **2020**, and shall continue from year to year thereafter unless notification of desire to amend or terminate be given by either party.

2.02 Such notice shall be given in writing not less than sixty (60) or more than one hundred and twenty (120) days prior to the expiry date of this Agreement. At the first meeting between the parties following notice, both parties shall give particulars of all amendments they seek.

2.03 If neither party submits notice as per Clause 2.02 this Agreement shall continue from year to year thereafter until notification of desire to amend or terminate is given within the aforementioned sixty (60) to one hundred and twenty (120) days in a subsequent year.

2.04 The wording and figures contained in the Articles and Schedules of this Agreement shall not be changed by either party, except through mutual agreement.

2.05 No provision of this Agreement shall be retroactive unless specifically provided.

2.06 This Agreement shall continue in force and effect after its date of expiry until a strike or lockout commences in accordance with the Alberta Labour Relations Code.

ARTICLE 3.00 RECOGNITION AND NEGOTIATIONS

3.01 BARGAINING UNIT

The Employer recognizes the Canadian Union of Public Employees and its Local #37 as the sole exclusive Collective Bargaining Agent for all of its' Employees covered by Certificate #168-92 by the Alberta Relations Board.

Without restricting the generality of the foregoing, this Collective Agreement shall apply only to those classifications which appear in Article 27.00.

Persons hired on Government temporary job creation or job training programs and summer students will not be covered by this Collective Agreement. No present employee will lose his job or suffer a reduction in his hours of work as a result of the hiring of these persons or summer students.

3.02 NEGOTIATIONS

The Employer agrees not to bargain collectively with any other Labour organization affecting Employees covered by this Agreement during the life of it.

3.03 NO OTHER AGREEMENT

No Employee covered by this Agreement shall be required or permitted to make written or verbal agreement with the Employer or its' representatives which conflicts with the terms of this Collective Agreement.

ARTICLE 4.00 UNION SECURITY AND DUES DEDUCTIONS

4.01 UNION SECURITY

The Employer is hereby authorized to deduct from the wages of the Employees, once each calendar month, the amount of such regular Union dues as may be specified from time to time, by the Union, and pay such deductions to the Union on or before the 15th day of the following month. This payment shall be accompanied by a list of names of the Employees from whom the deductions were made and of the amount of the deductions. The Employer shall also identify on the list the Employees working less than eighty-five (85) hours per month.

4.02 Regular Union Dues means the dues uniformly and regularly paid by all bargaining unit Employees, exclusive of any special levies, and in accordance with the Constitution and By-Laws of the Canadian Union of Public Employees.

4.03 The Union shall advise the Employer, in writing, at least thirty (30) days in advance of any change in the amount of dues to be deducted from the bargaining unit employees.

4.04 Upon thirty (30) days notice by the Union, but no more than once per year, the Employer shall provide an updated list of employees' names, addresses and phone numbers.

ARTICLE 5.00 NO DISCRIMINATION

5.01 DISCRIMINATION

There shall be no discrimination against any Employee by virtue of his being or performing his duty as a member of the Union, or in the matter of age, race, creed, colour, national origin, political or religious affiliation, sex or marital status.

ARTICLE 6.00 MANAGEMENT RIGHTS

- 6.01 The Employer reserves all rights not specifically restricted by provisions of this Agreement.
- 6.02 Supervisors not in the bargaining unit shall have the right to perform duties of Employees in the bargaining unit for purposes of instruction, training and in emergencies.

ARTICLE 7.00 DEFINITIONS

7.01 EMPLOYEE

The word "Employee" when used in this Agreement shall mean any person employed by the Employer who is covered by the provisions of this Agreement.

7.02 TEMPORARY/SEASONAL EMPLOYEE

Shall mean any Employee who is hired to perform seasonal work or work of a temporary nature and is entitled to protection under this Agreement where specified but is not entitled to Employee benefits.

7.03 PROBATIONARY PERIOD

- a) Newly hired Employees shall be considered on a probationary basis for a period of three (3) months from the date of hiring. During such probationary period, probationary Employees may be terminated if, in the opinion of the Employer, the performance of the probationary Employee is not suitable. During such probationary period, probationary Employees shall not be entitled to seniority or access to the grievance procedure in cases of termination. Upon completion of the probationary period, seniority shall be calculated from the date of hiring.
- b) An Employee must secure a medical, paid by the Employer, before being accepted on permanent staff.

7.04 PERMANENT EMPLOYEE

- a) Permanent full-time Employee, means an Employee who has been appointed to a permanent full-time position and who has successfully completed the required probationary period;
- b) Permanent part-time Employee means an Employee who has been appointed to a permanent part-time position and who has successfully completed the required probationary period;

The words "Permanent Employee" when used in this Agreement shall mean an Employee who is filling a permanent position.

ARTICLE 8.00 CORRESPONDENCE/SHOP STEWARDS

- 8.01 Notices required to be given by one party to the other party, or correspondence passing between them, may be given by personal delivery or be sent by prepaid mail, addressed as follows:

To the Employer

CAO
c/o Box 360
Vulcan AB T0L 2B0

Email: admin@townofvulcan.ca
Phone: 403-485-2417

To the Union

President
CUPE Local 37
5112 3 Street SE
Calgary AB T2H 1J6

Email: office@cupe37.ca
Phone: 403-269-5333

- 8.02 The Employer recognizes one (1) Shop Steward to act on behalf of the Local Union. The Union shall list with the Municipal Administrator the name of the current Shop Steward and his designate, and shall, be recognized by the Employer as part of the Grievance Procedure. The Union shall notify the Employer of any changes in the designated Shop Steward within seven (7) days of a change in the designated Shop Steward by giving such designated change to the Municipal Administrator.

8.03 RIGHTS OF SHOP STEWARDS

The Union shall have the right to have the assistance of representatives of the Canadian Union of Public Employees in dealing with or negotiating with the Employer. Such representatives shall not be denied reasonable access to the Employer's premises in order to investigate and assist in the settlement of a grievance, taking into consideration operation necessities. No grievance handling or Union activity shall take place on Employer property, at work sites, or during working hours without the required permission of the supervisor designated by the Employer as being responsible for the work in that area. Such permission shall not be unreasonably withheld.

ARTICLE 9.00 GRIEVANCE PROCEDURES

- 9.01 A grievance is any difference between parties to or persons bound by this Agreement concerning its interpretation, application, operation or any alleged violation of the Agreement.

An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

9.02 STEP I

All grievances must be brought to the attention of the Employee's immediate Supervisor within ten (10) working days from the date of the incident giving rise to the grievance, or from the time the Employee or Union first became aware of, or reasonably should have become aware of such incident, failing which such grievance will not be considered.

9.03 STEP II

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of this Agreement which are affected and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step I, the Employee(s) concerned, together with the Shop Steward or Union Representative shall within ten (10) working days submit the matter in writing to the Municipal Administrator who shall render his decision in writing within five (5) working days after receipt of such notice.

9.04 ARBITRATION BOARD

If the grievance is not settled, within 60 days after receipt of the decision at Step II, the matter may be referred to an Arbitration Board by either party by notifying the other party of its intent to Arbitrate.

The party notifying the other party of its intention to Arbitrate, shall notify the other party of the name and address of its appointee. Within five (5) days thereafter the other party shall answer, indicating the name and address of its appointee.

The appointees of the parties shall select a Chairman within five (5) days of the second appointment.

If the recipient of the notice fails to appoint a Representative or if the two appointees fail to appoint a Chairman within the time limits the Minister of Labour shall make such appointment on request of either party.

The Arbitration Board may direct the Employer to reinstate the Employee and pay to the Employee a sum equal to his wage loss by reason of his unjust suspension or unjust dismissal or such lesser sum as, in the opinion of the Arbitration Board is fair and reasonable or the Board may make such other orders as it considers fair and reasonable having regard to the terms of the Collective Agreement.

9.05 POLICY GRIEVANCE

Where a dispute, involving a question of general application or interpretation occurs, or where the Union has a grievance, Step I of the Grievance Procedure may be by-passed.

9.06 EXTENSION OF TIME LIMITS

Time limits in the grievance procedure may be extended by mutual agreement between the Employer and the Union, confirmed in writing.

ARTICLE 10.00 DISCHARGE, SUSPENSION AND DISCIPLINE

10.01 WARNINGS

When disciplinary action is taken against an Employee, the Employee shall be informed in writing as to the reasons for such action. The employee shall acknowledge receipt of the warning as a matter of record.

10.02 DISCIPLINE, DISCHARGE AND/OR SUSPENSION PROCEDURE

Except for a newly hired Employee, no Employee shall be disciplined, dismissed, suspended or demoted without just cause. Where an Employee has been discharged and there is a grievance, it shall initially be presented at Step 2 of the grievance procedure.

ARTICLE 11.00 SENIORITY

11.01 SENIORITY DEFINED

An Employee shall only acquire seniority upon the successful completion of the required probationary period. Seniority shall mean an Employee's length of service with the Employer, calculated from the Employee's last date of hire.

11.02 SENIORITY LIST(S)

The Employer shall maintain a seniority list for all positions, showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Recording-Secretary of the Union in January of each year.

11.03 PROBATIONARY EMPLOYEES

Newly hired Employees shall be considered as probationary Employees for a period of three (3) months continuous employment from the date of hiring which may be extended for a further two (2) months. The employment of such Employees may be terminated at any time during the probationary period without recourse of the Grievance Procedure. After completion of the probationary period, seniority shall be effective from the original date of employment.

11.04 SENIORITY FOR LAYOFF AND RECALLS

a) Lay-off

In the event of lay-off, Employees shall be laid off in the reverse order of their seniority, provided that those Employees with the most seniority are qualified and capable to fill the jobs which are required to be done.

b) Recall

Employees shall be recalled in the order of their seniority providing they are qualified and capable to do the work.

Recall shall be deemed to have been carried out seven (7) calendar days after receipt of a registered letter to the last known address of the Employee as shown on the Employer's records and if returned to the Employer, recall shall be deemed to have been carried out.

An Employee who does not return from lay-off as required, or has been laid off for a period of one (1) year, shall be considered having terminated his employment with the Employer.

11.05 GRIEVANCE ON LAY-OFF

When the Employer lays off or recalls Employees on a basis other than seniority, the decision is effective immediately but is subject to review as a grievance.

11.06 NOTICE OF LAY-OFF

Except for cause, permanent Employees shall receive fourteen (14) days Notice of Lay-off, or fourteen (14) days pay in lieu of.

11.07 RE-ENGAGEMENT OF FORMER EMPLOYEES

Former Employees shall be defined as any Employee, employed by the Employer, who terminates his own employment or is dismissed for cause. Should such Employee be later re-engaged, his seniority shall date from date of re-engagement.

11.08 LOSS OF SENIORITY

An Employee shall not lose seniority rights if he is absent from work because of sickness, accident, lay-off, or leave of absence approved by the Employer.

An Employee shall only lose his seniority in the event:

1. He is discharged for just cause and is not reinstated.
2. Voluntarily resigns in writing and does not withdraw his resignation within two (2) working days.
3. He is absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
4. He fails to return to work within five (5) working days following a lay-off and after being notified to do so, unless through sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of his current address. An Employee recalled for casual work or employment of short duration at a time when he is employed elsewhere shall not lose his recall rights for refusal to return to work.

5. He is appointed or elected to a Union position for a period exceeding twenty-four (24) months. For a period not exceeding twenty-four (24) months the Employee shall have the right to return to employment with the Employer to the first available vacancy.
6. He is promoted to a position outside the bargaining unit for a period exceeding ninety (90) days. For a period of ninety (90) days from the date of his promotion he shall have reversion rights to his previous position.
7. Is laid-off work and the lay-off has been for a period of more than one (1) year.
8. Of retirement.

ARTICLE 12.00 PROMOTIONS AND STAFF CHANGES

- 12.01 When a vacancy occurs or a new position is created, the Employer shall be at liberty to immediately fill the position temporarily but then shall forthwith notify the Union in writing and post notice of the position in the Shops and on bulletin boards for a minimum of five (5) working days so that all Employees will know about the vacancy or new position and qualifications required.
- 12.02 In making promotions the Employer agrees to make such promotions from present personnel in the service on the basis of seniority, ability and qualifications being sufficient to handle the job. The successful applicant shall be placed on a trial period of ninety (90) days. Conditional upon satisfactory service, such trial period shall become permanent after ninety (90) days. In the event the applicant proves unsatisfactory, he shall be returned to his former position and wage rate without loss of seniority. An Employee on a trial period shall have the right to return to his former position within a ninety (90) day period if he so desires.

ARTICLE 13.00 HOURS OF WORK

- 13.01 The regular working hours shall be eight (8) hours per day, forty (40) hour work week, consisting of five (5) consecutive days.
- 13.02 The hours of work, the major portion of which falls between the hours of 7:00 A.M. and 5:00 P.M. shall be any nine (9) consecutive hours including one hour off for lunch for five (5) days per week.
 - a) The hours of work, the major portion of which falls outside the hours of 8:00 A.M. and 5:00 P.M. shall be any eight (8) consecutive hours including twenty (20) minutes for lunch.
 - b) The hours of work for Facility Operations are:
7: 00 A.M. to 3:00 P.M.
3:00 P.M. to 12:00 MIDNIGHT
With a one hour unpaid lunch.

13.03 If a permanent Employee reports for work and is unable to commence work, such permanent Employee shall be paid four (4) hours at his regular rate.

If a temporary/seasonal Employee reports for work and is unable to commence work, such temporary/seasonal Employee shall be paid 2 (2) hours at his regular rate, provided that such reporting pay need not be paid if the Employee was told by his Foreman, at least one (1) hour before his shift commenced, not to report to work.

13.04 Employees shall be permitted a fifteen (15) minute rest period in each half of a shift.

13.05 Except in the case of fire, flood, sewer problems, snow storms and such other urgent work and where practicable the hours and days of each Employee shall be posted in an appropriate place one week in advance.

ARTICLE 14.00 OVERTIME AND ON CALL

14.01 All hours worked outside the regular working time shall be considered overtime.

a) All time authorized by the Employer and worked by the Employee in excess of the eight (8) hours per day or forty (40) hours per week.

14.02 Double time (X2) the regular rate of pay shall be paid for all overtime.

14.03 An Employee called out after completing his regular shift or scheduled to perform routine checks on Saturday and Sunday and Statutory Holidays shall receive a minimum of two (2) hours pay at the overtime rate, and additional calls within a two (2) hour period shall, for the purpose of calculation, be considered as one call.

14.04 Overtime shall be distributed as equally as possible among the members qualified to perform such work.

14.05 The Employer shall implement an "On Call Rotation System". In recognizing that there be equal opportunity provided for overtime and "on call" assignments, the Employer shall determine when "on call assignments" are required. "On call assignments" shall mean the Employee is given the responsibility to record the calls and dispatch for "call in"

Should an Employee be called in, the provisions of Clause 14.03 shall take effect.

An employee shall be paid two dollars (\$2.00) per hour for each "on call" assignment.

14.06 Banking of Overtime

An Employee shall be allowed to bank overtime at the applicable rate in Article 14, in lieu of cash payment. Banked overtime shall be taken at a time mutually agreeable to the Employer and the Employee. Banked overtime may be accumulated to a maximum of twenty (20) hours (forty 40 hours straight time), per calendar year.

The Employee shall indicate at the time the overtime is work to either bank the overtime or be paid. Any overtime banked and not taken as time off shall be paid on December 31 of the year it was banked at the appropriate overtime rate.

ARTICLE 15.00 HOLIDAYS

15.01 The following shall be holidays for which Employees shall receive eight (8) hours regular pay:

New Years Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and all holidays declared or proclaimed by the Town of Vulcan, the Province of Alberta or the Dominion of Canada, except where such proclaimed holiday is declared in lieu of one of the above named holidays.

1. The Employee must have worked for the Employer for a total of thirty (30) working days during the previous twelve (12) months.
2. The Employee shall not have absented himself from work without the consent of the Employer on either his last regular working day preceding or his first regular working day following the general holiday.
3. Where an Employee is unable to work as required, pursuant to item (2) above, because of illness or injury, the Employee, upon provision of a medical certificate, certifying that the Employee was unable to work, shall not be disqualified from payment.
4. When an Employee is in receipt of Workers' Compensation Benefits and a holiday falls within this time period, the Employer will not pay the Employee for the holiday.

15.02 If an Employee is required to work on any of the above mentioned holidays, he shall be paid the regular day's pay for the holiday, plus double time (X2) for all time worked. If a Statutory Holiday falls on an Employee's regular day off he shall be entitled to an extra day's pay for same or be given a day off with pay in lieu, the day off to be arranged at the mutual convenience of both parties.

ARTICLE 16.00 ANNUAL VACATIONS

16.01 All permanent Employees hired shall be granted paid vacations on the following basis:

After one (1) years' service	two (2) weeks with pay
After two (2) years' service	three (3) weeks with pay
After five (5) years' service	four (4) weeks with pay
After twelve (12) years' service	five (5) weeks with pay
After twenty two (22) years' service	six (6) weeks with pay
plus one (1) week additional for every five (5) years service over twenty two (22) years.	

All casual or seasonal Employees shall be paid holiday pay on the basis of four percent (4%) of earnings. This shall be paid in every pay period.

16.02 Paid holidays which fall during an Employee's vacation, shall be taken in addition to vacation either immediately prior to or after said vacation.

ARTICLE 17.00 SICK LEAVE

17.01 Sick leave shall be earned by Employees on the basis of one and one-half (1-1/2) days for every month of actual work by the Employee, to a maximum of one hundred and fifty (150) days. A deduction shall be made from all accumulated sick leave for all normal working days or part thereof (exclusive of holidays) absent for sick leave. An Employee may be required to produce a certificate from a qualified medical practitioner for any illness in excess of three (3) working days, certifying that such an Employee is unable to carry out his duties due to illness. The Employer will post a list of accumulated sick leave owing to each Employee in January of each year.

17.02 Pre-arranged dental or doctor's appointments during working hours for permanent Employees of the Employer shall be considered as sick leave.

17.03 All Employees, as soon as possible, must notify their respective Supervisors or leave word at the Town office of their absence from work on account of sickness or injury.

17.04 Payment for illness that starts prior to and extends into a scheduled vacation will be paid for in the manner prescribed and the vacation period will be deferred and re-scheduled with the approval of the Foreman.

ARTICLE 18.00 BEREAVEMENT LEAVE

18.01 A permanent Employee shall be granted five (5) regular scheduled consecutive work days leave without loss of salary or wages in the case of the death of a parent, step-parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, grandparent, step-brother, step-sister, foster child or ward, aunt or uncle, **brother/sister in-law and grandparent in-law.**

Where the burial occurs outside the Province the Employer may grant such additional time, not to exceed four (4) calendar days, as may be necessary.

- 18.02 A permanent Employee shall be granted one (1) day without loss of salary or wages to attend a funeral as a pallbearer.
- 18.03 It shall be agreed to have unpaid leave for probationary Employees and seasonal/temporary Employees three (3) days plus two (2) days out of Province.
- 18.04 In addition to the above specified days leave with pay, additional time as reasonably necessary may be granted as leave without pay or as paid vacation with the provision that all applications for such extensions must be submitted at the time of the original request, unless extenuating circumstances justify otherwise.

ARTICLE 19.00 LEAVE OF ABSENCE

- 19.01 Leave of absence will be granted only insofar as the operation of the Employer will permit, and the period of absence not to exceed three (3) months.

The Employee must give sufficient and reasonable notice, in writing, to the Municipal Administrator, when requesting same. Such request must be authorized by the Municipal Administrator. Should an Employee's application be refused, he shall have the right to Grievance Procedure.

- 19.02 Where permission has been granted to a representative of the Union to leave his employment temporarily with respect to a grievance against the Employer, they shall suffer no loss of pay for the time so spent.
- 19.03 Request for leave of absence for one Employee selected or appointed to represent the Union at Union Conventions, Executive and Committee meetings, of C.U.P.E. or its affiliated body shall be made in writing through the Union to the Municipal Administrator of the Employer not less than fourteen (14) days prior to the Convention meeting. The Employer agrees to grant such leave if at all possible. Such leave shall be without pay and without loss of seniority.

19.04 LEAVE OF ABSENCE AND FRINGE BENEFITS LEVIES

Employees granted leave of absence without pay in excess of ten (10) days shall make arrangements through the Town Office to pay both the Employer and Employee portion of applicable premiums before their leave of absence commences.

19.05 FAMILY SICK LEAVE

The Employer shall grant five (5) days off with pay per calendar year, not cumulative to attend to the medical needs of a spouse, common law-spouse, child, step-child, or parent including mother and father in-laws.

ARTICLE 20.00 PENSION

- 20.01 All Employees covered by this Agreement shall become members of the Local Authorities Pension Plan at such time as agreed upon by the parties to this Agreement and the provisions of the respective Acts are complied with in all respects.

ARTICLE 21.00 JOB DESCRIPTIONS

- 21.01 The descriptions of the classifications covered under this Agreement shall be attached as Schedule "A" of the Agreement.

ARTICLE 22.00 CHANGED CLASSIFICATIONS

- 22.01 When the duties in any classification are changed, or where the Union and/or an Employee feels he is unfairly or incorrectly classified or when any position not covered by the Salary Schedule is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on reclassification and/or rate of pay of the job in question, such dispute shall be submitted to an Alberta Labour Mediator and then failing settlement in Mediation, shall then proceed to Arbitration in accordance with procedures outlined under Grievance. The new rate shall be retroactive to the time the position was first filled by the Employee.

ARTICLE 23.00 BENEFITS

- 23.01 It is agreed that all Employees covered by this Agreement, after successfully completing their probationary period, shall be covered by an appropriate extended health and dental plan, the cost to be paid eighty percent (80%) by the Employer and twenty percent (20%) by the Employee.

23.02 GROUP LIFE INSURANCE

All Employees shall be covered by a Group Life Insurance Plan (Death and Dismemberment) equal to two (2) year's wages to the closest \$1,000.00, the premium to be paid eighty percent (80%) by the Employer and twenty percent (20%) by the Employee.

a) Long Term Disability Plan

The Employer shall effect a Long Term Disability Plan; the premiums will be **one hundred percent (100%)** by the Employer. Terms of the plan will be sent to the Union.

- 23.03 During the term of this Collective Agreement and with the concurrence of the Union, the Employer may seek benefit coverage with a different carrier.

- 23.04 An Employee who is laid off and who wishes to continue to participate in any of the Benefit Plans shall make prior arrangements with the Employer to pay the full premiums for such

Benefit Plans. The Employee may continue these arrangements for as long as the Employee has Recall Rights.

- 23.05 The Employer will provide each employee with a health spending account in the amount of **nine** hundred dollars (**\$900.00**) annually. Any unused balance from the year may be carried over to the following year. At no time will the amount in the employee's health spending account be more than **eighteen** hundred dollars (**\$1800.00**).

ARTICLE 24.00 CLOTHING

- 24.01 Gloves will be supplied to all Employees as required.
- 24.02 Permanent Employees shall receive two (2) pair of coveralls and temporary/seasonal Employees shall receive one (1) pair of coveralls which shall remain the property of the Employer, and which will be replaced as required upon presentation of the worn out pair. Employees shall be responsible for any undue damage of the same.

ARTICLE 25.00 HEALTH AND SAFETY

25.01 The Employer shall institute a Health and Safety Program as follows:

1. Union/Employer Safety Committee

A Safety and Health Committee shall be established and composed of two representatives of the Union and two Employer representatives.

2. Safety Measures

Employees working in any unsanitary or dangerous jobs shall be supplied with the necessary tools, safety equipment, and protective clothing, when needed.

ARTICLE 26.00 SAFETY AND BOOT ALLOWANCE

26.01 The Employer shall supply at his cost safety boots to Employees according to the following:

1. Safety boots as required for the Employees.
2. The Employer will pay a maximum of one hundred and fifty dollars (\$150.00) annually per pair of safety boots to be the quality approved by the Standards Association. This allowance may be carried over for a period of one (1) year to a total of three hundred dollars (\$300.00).

This allowance shall be paid upon receipt of a proof of purchase.

3. If in the opinion of the Employer, an Employee is not complying with the Health and Safety regulations for medical reasons, a medical examination may be conducted by a duly qualified medical Doctor appointed by the Employer. No Employee shall suffer any loss of wages if

the medical examination is conducted during regular working hours. The cost of the medical examination shall be the responsibility of the Employer.

ARTICLE 27.00 WAGES

CLASSIFICATION	January 1, 2018 1.8%	January 1, 2019 2.0%	January 1, 2020 2.2%
Labourer	\$24.36	\$24.85	\$25.40
Equipment Operator I	\$25.80	\$26.32	\$26.90
Equipment Operator II	\$26.44	\$26.97	\$27.56
Equipment Operator III	\$27.10	\$27.64	\$28.25
Facilities Operator	\$28.78	\$29.36	\$30.00
Utilities Operator	\$28.94	\$29.52	\$30.17
Lead Hand	\$29.39	\$29.98	\$30.64
Seasonal/Temporary	\$17.24	\$17.58	\$17.97

Hired summer students shall not interfere with duties of regular or permanent employees.

ARTICLE 28.00 CONTRACTING OUT

28.01 All Employees working for the Employer will not lose jobs or wages due to Contracting out.

ARTICLE 29.00 CUSTOM WORK

29.01 Any Employee assigned by the Employer to perform custom work shall be covered by this Agreement, accumulate seniority and receive normal pay and Benefits.

All custom work shall have prior authorization from the Employer.

ARTICLE 30.00 DISINTERMENT

An Employee assigned by the Employer to assist in the disinterment of a body at the Town of Vulcan cemetery will receive an additional fifty dollars (\$50.00) for each assignment. Where possible, the Employer shall contract out these disinterment's which will not be considered a violation of Article 28.00 of the Agreement.

ARTICLE 31.00 HEALTH AND SAFETY COORDINATOR

The Employer and the Union agree that the Employee assigned the duties of the Health and Safety Coordinator by the Employer will receive an additional fifty dollars (\$50.00) per month for this assignment.

ARTICLE 32.00 ANIMAL CONTROL OFFICER

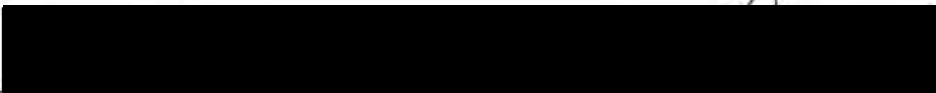
The Employer and the Union agree to the following:

- Animal control shall become part of the regular duties of Public Works Employees.
- The Employer shall, based on the advice and recommendation of Public Health, take the appropriate measures to ensure the health and safety of the Employees
- The Employer shall provide the appropriate animal control training
- The Employer shall provide the appropriate animal control equipment
- One Employee shall be assigned the duties of the Animal Control Officer by the Employer and shall receive an additional fifty dollars (\$50.00) per month for this assignment
- The Employee assigned to "on call" shall be given the responsibility to respond to animal related calls and if called out shall be paid in accordance with Clause 14.03
- The Employee assigned to "on call" may, at his discretion, where the situation warrants, call out another Employee to assist with the situation
- The Employee assigned to "on call" shall be paid an additional one (1) hour of pay at the overtime rate to tend to an animal that is in the custody of the Town on Saturdays, Sundays or Statutory Holidays

Signed this 12 day of, DECEMBER, 20 17

On behalf of The Town of Vulcan

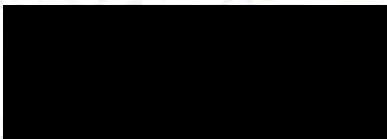
On behalf of the Canadian Union of
Public Employees, Local 37



Mayor President



Chief Administrative Officer Recording Secretary



Treasurer

SCHEDULE "A" JOB DESCRIPTIONS

These attached job descriptions are provided by the Employer in accordance with Article 21.00.

Title: **ANIMAL CONTROL OFFICER**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – combined with other Public Works tasks

Under the direct supervision of the Town Foreman, The ANIMAL CONTROL OFFICER performs all duties related to the control of animals as set for in Town of Vulcan By-law No. 1247 and amendments and as per the Dangerous Dogs Act.

Example of tasks:

- Work related to the care and safety of dogs in the possession of the Town
- Picking up and dealing with stray dogs reported in the Town of Vulcan
- Train other staff members in the care and safety of animal control
- File necessary reports as per procedures or directives
- Maintain all animal control equipment
- Enter necessary information in a log book
- Complete personal time card

Qualifications:

- Valid class 5 Alberta Operator's License
- Willing to take related training on animal control
- Good public relations skills
- Ability to follow direction
- Understand written and spoken English
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and condition are included in the Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **EQUIPMENT OPERATOR I**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, The EQUIPMENT OPERATOR 1 performs duties related to maintenance of the Town of Vulcan's infrastructures and facilities.

Example of tasks:

- Work related to maintenance of streets and sidewalks
- Work related to emergency repair of water main breaks, sewer blockages, fire hydrants, valves, etc.
- Work related to maintenance of parks, Town green areas, the cemetery etc.
- Work related to maintenance of Town facilities
- Operates and maintains lawn mowers, weed eaters, chainsaws, hedge trimmers, rototillers and similar small equipment
- Maintains and operates skid steer, tractor, mowers, and gravel truck
- Daily work and tests involved in the water and wastewater systems, under the direction of the Utilities Operator
- Enter necessary information in a log book
- Complete personal time card
- Perform on-call duties in crew rotation schedule, including evenings and weekends
- May direct the work of seasonal/temporary & Labourer staff as directed by his Supervisor
- Perform other duties as requested by his Supervisor, including Disaster Services requirements

Qualifications:

- Valid class 5 Alberta Operators License
- Proven knowledge and experience on the operation and maintenance of the above described equipment
- Ability to follow directions
- Good public relations skills
- Understand written and spoken English
- Must pass general physical
- Must be willing to obtain WHMIS, First Aid, and CPR
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and conditions are included in the Current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **EQUIPMENT OPERATOR II**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, The EQUIPMENT OPERATOR II performs duties related to maintenance of the Town of Vulcan's infrastructures and facilities.

Example of tasks:

- Work related to maintenance of streets and sidewalks
- Work related to emergency repair of water main breaks, sewer blockages, fire hydrants, valves, etc.
- Work related to maintenance of parks, Town green areas, the cemetery etc.
- Work related to maintenance of Town facilities
- Operates and maintains lawn mowers, weed eaters, chainsaws, hedge trimmers, rototillers and similar small equipment
- Maintains and operates skid steer, tractor, mowers, and gravel truck
- Maintains and operates backhoe, loader, grader, and sweeper
- Daily work and tests involved in the water and wastewater systems, under the direction of the Utilities Operator
- Enter necessary information in a log book
- Complete personal time card
- Perform on-call duties in crew rotation schedule, including evenings and weekends
- May direct the work of seasonal/temporary Labourer & Equipment Operator I staff as directed by his Supervisor
- Perform other duties as requested by his Supervisor, including Disaster Services requirements

Qualifications:

- Valid class 5 Alberta Operator's License
- Proven knowledge and experience on the operation and maintenance of the above described equipment
- Ability to follow directions
- Good public relations skills
- Understand written and spoken English
- Must pass general physical
- Have a grade 12 diploma or equivalent
- Must be willing to obtain WHMIS, First Aid, and CPR
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and conditions are included in the current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **EQUIPMENT OPERATOR III**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, The EQUIPMENT OPERATOR III performs duties related to maintenance of the Town of Vulcan's infrastructures and facilities

Example of tasks:

- Work related to maintenance of streets and sidewalks
- Work related to emergency repair of water main breaks, sewer blockages, fire hydrants, valves, etc.
- Work related to maintenance of parks, Town green areas, the cemetery etc.
- Proficiently operates and maintains all Town-owned equipment and facilities
- Daily work and tests involved in the operation of the water and wastewater plants, under the direction of the Utilities Operator
- May assist in the operation and maintenance of all Town facilities
- Enter necessary information in a log book
- Complete personal time card
- Perform on-call duties in crew rotation schedule, including evenings and weekends
- May direct the work of seasonal/temporary Labourer, Equipment Operator I and Equipment Operator II staff as directed by his Supervisor
- Perform other duties as requested by his Supervisor, including Disaster Services requirements

Qualifications:

- Valid class 5 Alberta Operator's License
- Extensive knowledge of the operation and maintenance of the above described equipment
- Knowledge and experience in the operation and maintenance of all the town facilities
- Ability to follow directions
- Good public relations skills
- Understand written and spoken English
- Must pass general physical
- Have a grade 12 diploma or equivalent
- Must be willing to obtain WHMIS, First Aid, and CPR
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and conditions are included in the current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **HEALTH & SAFETY COORDINATOR**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – combined with other Public Works tasks

Under the direct supervision of the Town Foreman, The HEALTH & SAFETY COORDINATOR performs all duties related to the Town of Vulcan Safety program.

Example of tasks:

- Train and guide staff members on work place safety issues
- Keep up-to-date the Town's safety manuals
- Plan and hold regular safety meeting
- Deal with any safety issue that is brought to his attention
- Enter necessary information in a log book
- Complete personal time card

Qualifications:

- Willing to take related safety training
- Good public relations skills
- Ability to follow direction
- Understand written and spoken English
- Good understanding of the Town's safety program

Remuneration:

- Salary and other benefits and conditions are included in the Current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **LABOURER**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, The LABOURER performs duties related to maintenance of the Town of Vulcan's infrastructures and facilities.

Example of tasks:

- Work related to maintenance of streets and sidewalks
- Work related to emergency repair of water main breaks, sewer blockages, fire hydrants, valves, etc.
- Work related to maintenance of parks, Town green areas, the cemetery etc.
- Work related to maintenance of Town facilities
- Operates and maintains lawn mowers, weed eaters, chainsaws, hedge trimmers, rototillers and similar small equipment
- Daily work and tests involved in the water and wastewater systems, under the direction of the Utilities Operator
- Enter necessary information in a log book
- Complete personal time card
- Perform on-call duties in crew rotation schedule, including evenings and weekends
- May direct the work of seasonal/temporary staff as directed by his Supervisor
- Perform other duties as requested by his Supervisor, including Disaster Services requirements

Qualifications:

- Valid class 5 Alberta Operator's License
- Some mechanical aptitude
- Ability to follow directions
- Good public relations skills
- Understand written and spoken English
- Must pass general physical
- Must be willing to obtain WHMIS, First Aid, and CPR
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and conditions are included in the Current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **LEAD HAND**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, The LEAD HAND performs duties related to maintenance of the Town of Vulcan's infrastructures and facilities.

Example of tasks:

- Work related to maintenance of streets and sidewalks
- Work related to emergency repair of water main breaks, sewer blockages, fire hydrants, valves, etc.
- Work related to maintenance of parks, Town green areas, the cemetery etc.
- Work related to maintenance of Town facilities
- Daily work and tests involved in the water and wastewater systems, under the direction of the Utilities Operator
- Completion of personal time card
- Enter necessary information in a log book
- Perform on-call duties in crew rotation schedule, including evenings and weekends
- Assist the Town Foreman in the direction and work planning for the Public Works crew and contractors
- Assume all duties and responsibilities of the Town Foreman in his absence
- Performance of other duties as requested by the Town Foreman

Qualifications:

- Valid class 5 Alberta Operator's License
- Operation knowledge of Public Works equipment and Town facilities
- Ability to follow and give directions
- Good public relations skills
- Understand written and spoken English
- Must pass general physical
- Have a grade 12 diploma or equivalent
- Must be willing to obtain WHMIS, First Aid, and CPR
- Must attend orientation and regular meetings with the Health & Safety Coordinator
- Must have the ability to work with minimal supervision

Remuneration:

- Salary and other benefits and conditions are included in the current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **UTILITIES OPERATOR**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, the UTILITIES OPERATOR, maintains and operates the Town of Vulcan's water and wastewater treatment plants by performing a wide variety of monitoring, testing and repairing duties.

Example of tasks:

- Controls operating procedures and process for water and wastewater treatment plants
- Ensures water quality standards required by Alberta Environment are met by frequently sampling, analyzing, and adjusting water processing daily.
- Routinely checks water wells, reservoir and pumps
- Provides directions to other staff assisting in the operation
- Maintains and repairs all operating and production equipment for the water and wastewater treatment plants.
- Ensures proper operation of the water distribution system, including valve replacement, valve exercising and hydrant flushing
- Report major repair problem to Supervisor, obtain quotes and prices and recommends replacement and/or repairs.
- Maintain the building and grounds of the treatment plants
- Prepares and submits required monthly and yearly reports
- Provides year-end reports
- Complete personal time card
- Perform other duties as requested by Supervisor

Qualifications:

- Holds a valid Alberta Environment certificate for level 2 Water Treatment, level 1 Water Distribution, level 1 Wastewater Treatment, and level 1 Wastewater Collection
- Valid class 5 Alberta Operator's License
- Ability to work with minimal supervision
- Ability to operate standard Water and Wastewater facilities
- Can understand written and spoken English
- Must pass general physical
- Good public relations skills
- Proficient in all aspects of the Town's operational approvals as laid out by Alberta Environment
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and conditions are included in the current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.

Title: **Facility Operator**
Department: Public Works
Supervisor: Town Foreman
Status: Permanent – Full Time

Under the supervision of the Town Foreman, the Facility OPERATOR, maintains and operates the Town of Vulcan's Arena and Pool facilities by performing a wide variety of monitoring, testing and repairing duties.

Example of tasks:

- Controls operating procedures and process for the Arena and Pool
- Ensures water quality standards required by Alberta Environment are met by frequently sampling, analyzing, and adjusting water processing daily, for the pool.
- Ensures ice quality standards required by our insurance are met by frequent testing of quality and required thickness, in the arena
- Routinely checks Arena compressor and pool filtration system.
- Provides directions to other staff assisting in the operation
- Maintains and does minor repairs to all operating and production equipment for the Arena and Pool.
- Ensures general proper operation of the Arena and Pool.
- Report major repair problem to Supervisor, obtain quotes and prices and recommends replacement and/or repairs.
- Maintain the building and grounds of the Arena and Pool
- Prepares and submits required monthly and yearly reports
- Complete personal time card
- Perform other duties as requested by Supervisor.

Qualifications:

- Holds a valid and current certificate for the operation of an Arena and a Public Pool
- Valid class 5 Alberta operator's license
- Ability to work with minimal supervision
- Ability to operate standard Arena & Pool equipment
- Can understand written and spoken English
- Must pass general physical
- Good public relations skills
- Proficient in all aspects of the Town's operational approvals as laid out by Alberta Environment
- Must attend orientation and regular meetings with the Health & Safety Coordinator

Remuneration:

- Salary and other benefits and condition are included in the current Collective Agreement between the Canadian Union of Public Employees – Local 37 and The Town of Vulcan.