

COLLECTIVE AGREEMENT

BETWEEN

GLENMORE-ELLISON IMPROVEMENT DISTRICT



-AND-

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 338



January 1, 2015 – December 31, 2020

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AGREEMENT BETWEEN:

THE GLENMORE-ELLISON IMPROVEMENT DISTRICT,
(hereinafter called the "Employer")

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 338,
Chartered by the Canadian Union of Public Employees and affiliated with the Canadian Labour
Congress
(hereinafter called the "Union")

PREAMBLE

It is the purpose of both Parties to this Agreement:

- a) to maintain and further industrial peace and harmonious relations;
- b) to improve the practices and procedures of collective bargaining;
- c) to promote conditions favourable to the orderly and constructive settlement of disputes;
- d) to encourage efficiency in operations;
- e) to promote the morale and well-being and security of all employees in the bargaining unit;
- f) to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions.

ARTICLE 1 MANAGEMENT RIGHTS

1.01 Rights of the Employer

Subject to the grievance procedure, the Union recognizes the rights of the Employer to operate and manage the business of the District in all respects, in accordance with its commitments and responsibilities and to make and alter from time to time as necessity arises, rules and regulations to be observed by the employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement. Such rules and regulations and amendments thereto shall be communicated in writing to the Union.

ARTICLE 2 RECOGNITION AND NEGOTIATIONS

2.01 Bargaining Agency

The Employer, or anyone authorized to act on its behalf, approves and recognises the Canadian Union of Public Employees, Local No. 338, as the sole bargaining agency for all of its employees except those excluded by the *Labour Relations Act* and hereby consents and agrees to negotiate with the Union or any authorized committee thereof, in any and all matters affecting the relationship between the Parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

2.02 Work of the Bargaining Unit

Persons whose regular jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except for the purposes of instruction, experimenting, in emergencies or during absences when regular employees are not available.

2.03 No Other Agreements

No employee shall be required or permitted to make any written or verbal agreement which may conflict with the terms of this Agreement.

2.04 No Other Bargaining Agent

In respect of employees covered by this Agreement, the Employer shall not recognize during the currency of this Agreement, any other bargaining agent in respect of any matters herein dealt with.

ARTICLE 3 CONTINUATION OF ACQUIRED RIGHTS

3.01 Applicable Laws

All provisions of this Agreement are subject to applicable laws now and hereafter in affect. If any law now existing or hereafter enacted, and/or proclamation, and/or regulations shall invalidate any portion of this Agreement the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the employees shall remain in existence and either party, upon notice to the other, may re-open this present Agreement for negotiations.

3.02 Amalgamations, Regionalization and Merger Protection

In the event of an amalgamation, annexation or merger the Parties will undertake to ensure that:

- a) Employees shall be credited with all seniority rights with the new employer.
- b) All service credits relating to vacation with pay and sick leave credits shall be recognized by the new employer.
- c) Overall conditions of employment, wage rates and other benefits of the new employer shall be equal to the overall provisions in effect with the current Employer.
- d) No employee shall suffer a loss of employment as a result of merger.
- e) Preference in location of employment in the merged service shall be on the basis of seniority.

ARTICLE 4 NO DISCRIMINATION

4.01 No Discrimination

The Employer, its servants and agents agree that there shall be no discrimination, interference, restriction or coercions exercised or practised with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoffs, discipline or otherwise by reason of age, race, creed, colour, sex or sexual orientation, national origin, political or religious affiliation, marital status nor by reason of his/her activities with a labour union. The *Human Rights Code* will apply.

4.02 No Harassment

All personnel have the right to work without harassment. Complaints from bargaining unit employees alleging harassment from supervisors or other employees shall be dealt with through the grievance procedure.

ARTICLE 5 UNION SECURITY

5.01 Union Members

All employees, as a condition of continuing employment, shall become and remain members in good standing of the Union, according to the Constitution and By-laws of the Union. The Union shall be the sole judge of good standing of its members. All future employees shall, as a condition of continued employment, become members in good standing in the Union not later than after one (1) month of continuous employment with the Employer.

ARTICLE 6 CHECK-OFF OF UNION DUES

6.01 Union Dues

The Employer agrees to deduct from the employees, monthly dues or assessments levied in accordance with the Union by-laws.

6.02 Deductions

Deductions shall be made from each payroll period and shall be forwarded to the Treasurer of the Union not later than the fifteenth (15th) day of the following month in respect of which deductions have been made, accompanied by a list of all employees from whom deductions have been made and their amounts.

ARTICLE 7 CORRESPONDENCE

7.01 Correspondence

All correspondence between the parties, arising out of this Agreement or incidents thereto, shall pass to and from the Glenmore-Ellison Improvement District and the Secretary of the Union and a copy shall be sent to the Unit Chair.

ARTICLE 8 LABOUR-MANAGEMENT & NEGOTIATIONS COMMITTEE

8.01 Establishment of Committee

A Committee shall be established consisting of two (2) representatives of the Union (including the Shop Steward) and two (2) representatives of the Employer. The Committee shall enjoy the support of both parties in the interests of improved service to the public, and job security for employees. The Union agrees to elect annually, one (1) shop steward and to inform the Employer of the name of the person so elected. The Employer shall recognize the shop steward.

8.02 Function of Committee

The Committee shall concern itself with the following general matters:

- a) Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
- b) Improving and extending services to the public.
- c) Promoting safety and sanitary practices.
- d) Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).
- e) Correcting conditions causing grievances and/or misunderstandings.
- f) Negotiate a renewal to this Collective Agreement and any revisions or amendments thereto during its life.

8.03 Meetings of Committee

The Committee shall meet at least once each month, or at the call of either of the Parties, at a mutually agreeable time and place. Its members shall receive a notice and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. Any representative of the Union on this Committee, who is in the employ of the Employer, shall have the privilege of attending meetings of the Committee held within working hours without loss of remuneration provided the department head has prior notice. All costs will be covered by the Employer.

8.04 Chairperson of the Meeting

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over meetings.

8.05 Minutes of the Meeting

Minutes of each meeting of the Committee shall be prepared and signed by the joint chairpersons as promptly as possible after the close of the meeting. The Union and the Employer shall each receive signed copies of the minutes within five (5) working days following the meeting.

8.06 Representative

Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.

ARTICLE 9 NEGOTIATIONS

9.01 Printing of the agreement

The cost of printing the Collective Agreement in booklet form shall be shared equally between the parties.

ARTICLE 10 GRIEVANCE PROCEDURE

10.01 Grievance Procedure

If a difference arises between the Parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitral, during the term of the Collective Agreement, there shall be no stoppage of work and the dispute shall be finally and conclusively settled as follows:

- a) The Union shall first try to settle the dispute with the immediate Supervisor.
- b) If no settlement is effected under Clause (a) above, the matter shall, within twenty-five (25) days of being made aware of the happenings giving rise to the grievance, be reduced to writing and submitted to the General Manager.
- c) Where no settlement is effected within thirty (30) days under Clause (b) it shall be submitted to arbitration in accordance with Article 11 hereof.

ARTICLE 11 ARBITRATION

11.01 Single Arbitrator

The Parties agree that a Single Arbitrator shall be used. The Employer and the Union shall make every effort to agree on the selection of an Arbitrator within ten (10) working days after the Party requesting Arbitration has delivered written notice to the other Party.

11.02 Appoint an Arbitrator

In the event that the Parties fail to agree on the choice of an Arbitrator, they shall forthwith request the Director of the Collective Agreement Arbitration Bureau to appoint an Arbitrator.

11.03 Timeline

The Arbitrator will be encouraged to render a decision within fifteen (15) working days from the date of the conclusion of the hearing.

11.04 Decision of the Arbitrator

The decision of the Arbitrator shall be final and binding on the Employer, the Union and any Employee affected by it.

11.05 Costs of the Arbitrator

Each Party shall bear one-half (1/2) of the cost of the Arbitrator and each party will be responsible for the remuneration and expenses of its own witnesses, employees, and representatives.

11.06 Labour Relations Code

Section 104 of the Labour Relations Code shall apply.

ARTICLE 12 DISCHARGE, SUSPENSION AND DISCIPLINE

12.01 Just Cause for Discipline and Dismissal

No employee shall receive a written or oral reprimand or warning, be suspended, demoted, dismissed or disciplined except for just and reasonable cause.

12.02 Burden of Proof

In cases of dismissal or discipline, the burden of proof of just and reasonable cause shall rest with the District.

12.03 Right to Have Steward Present

An employee shall have the right to have his/her Steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall notify the employee in advance of the purpose of the interview in order that the employee may contact his/her Steward to be present at the interview.

12.04 Access to Personnel File

An employee shall have the right to have access to and review his/her personnel file, in the presence of the Manager or designate, outside working hours, and to respond in writing to any document contained therein. Such reply shall become part of the employee's record.

ARTICLE 13 DEFINITIONS

13.01 Full Time Employee

An employee who has successfully completed the probationary period and is employed for regular full time work.

13.02

Part Time Employee

An employee who has successfully completed the probationary period and is employed on a permanent part time basis.

Part time employees will be placed on a "Part Time Employment List" after an employee has worked an equivalent of six (6) months full time employment. The list will be based on the date the employee completed an equivalent of six (6) months full time employment qualifying period. Placement on the list shall entitle the part time employee to limited rights for the purpose of bidding into full time positions such that a part time employee, shall be given first (1st) preference for a vacant position, provided they possess the required qualifications, skills, abilities, and knowledge and where no full time employee has applied and is qualified.

A part time employee that becomes a full time employee will carry time worked from the Part Time Employment List to the Seniority List. The seniority date and placement on the list will be calculated based on the conversion of hours worked as a part time employee into full time equivalence of the previous part time position, upon the employee completing the probationary period.

Part time employees who work less than twenty-four (24) hours per week will be eligible to receive eighteen (18%) percent in lieu of all vacation, statutory holidays, other paid leaves, fringe benefits and premiums. Part time employees who actively work twenty-four (24) hours or more per week receive an equivalent amount of pension and benefits as negotiated under this agreement.

13.03

Casual Employee

A person who is employed on an irregular basis to fill vacancies due to the absence of employees through illness, accident, vacation, approved leave of absence, or extra workload. These terms are not to go beyond six (6) months. Any position occupied by a casual employee shall be assumed by the person normally holding the position, upon their return from leave.

Casual employees will receive eighteen (18%) percent in lieu of all vacation, statutory holidays, other paid leaves, fringe benefits and premiums. Upon mutual agreement between parties, the six (6) month term may be extended.

Casual employees do not acquire seniority.

13.04

Student

A person who is employed for a defined period of time and is attending school, college or university and intends to return to their studies in the subsequent academic year or is enrolled in a co-op education program.

Student employees shall receive paid statutory holidays, other paid leaves and four (4%) percent in lieu of vacation.

Students do not acquire seniority.

13.05

Probationary Employee

Any employee who has not completed the six (6) month probationary period.

ARTICLE 14 SENIORITY

14.01 Definition

Seniority is length of service with the Employer and, except as provided for in Articles 14.02 with respect to part time employment, shall date from the original date of commencing work.

The Employer shall maintain a seniority list showing the commencement date of each employee's seniority. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in April of each year. The Employer shall be notified within thirty (30) days of any errors. The determination of seniority shall be in accordance with the earning system in effect at the time of the alleged error.

Seniority shall operate on a bargaining unit-wide basis.

14.02 Full Time and Part Time Employees' Attainment of Seniority

Newly hired employees appointed to established positions shall be on probation for six (6) calendar months, from the date of commencing work. During the probationary period employees shall be entitled to all rights and privileges of this Agreement unless otherwise provided, except with respect to discharge. The standard of discharge for probationary employees shall be lack of general suitability for continued employment. If deemed appropriate, the Employer may seek to extend the probationary period by consulting with the Union. Notwithstanding these conditions, the Employer may deem the probationary period served at any time.

On completion of probation in the established position, seniority shall be effective from the original date of commencing work and any days actually worked as a part time employee within the preceding twelve (12) months shall also be counted as time accumulated for seniority purposes. The date of commencing work where part time work is to be counted shall be determined by retroactively adding the number of working days equal to those actually worked by the employee to the date of commencing work as a full time employee. A statutory holiday shall be considered a day of work if the employee has been paid for said day.

14.03 Seniority During Absence

If an employee is absent from work because of sickness, accident, layoff, or leave of absence approved by the Employer, the employee shall not lose seniority rights.

An employee shall lose seniority in the event that the employee:

- i) is discharged for just cause and is not reinstated;
- ii) resigns;
- iii) is on an unauthorized absence from work in excess of three (3) working days, unless it was not reasonably possible to notify the Employer;
- iv) fails to return to work after a layoff within seven (7) calendar days, after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed in writing of a current address;
- v) is laid off and not re-employed within twelve (12) months after layoff;
- vi) has completed six (6) months of work in a position outside of the bargaining unit.

14.04 Transfers and Seniority Outside the Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without consent. If an employee is transferred to a position outside of the bargaining unit, the employee shall retain seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. If within six (6) months such an employee returns to the bargaining unit, the employee shall be placed in a job consistent with seniority.

ARTICLE 15 PROMOTIONS AND STAFF CHANGES

15.01 Notice in Writing

Prior to filling any staff change or a promotion covered by the terms of this Agreement, the Employer shall notify the Union in writing and post notice of the position in all shops on all bulletin boards for a minimum of five (5) working days, in order that all members will know about the position and be able to make written application therefore. Such notice shall contain the following information: nature of position, required qualifications, skill, knowledge, education and ability, shift and wage or salary range or rate.

15.02 Seniority to Apply

In making staff changes, appointment shall be made to the senior applicant having the required qualifications, skill, knowledge, education and ability. The successful applicant shall be given a trial period to assess his/her performance. Conditional on satisfactory service, such promotion becomes permanent after a period of sixty (60) days worked. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, he/she shall be returned to his/her former position without loss of seniority or salary and any other employee promoted or transferred because the re-arrangement of positions shall also be returned to his/her former position without loss of seniority or salary.

15.03 Union Notification

The Union shall be notified within five (5) working days of any and all appointments, hiring, layoffs, rehiring and terminations of employment.

15.04 Promotions Requiring Higher Qualifications or Certifications

In case of promotions requiring higher qualifications or certifications, the Employer shall give consideration to employees who do not possess the required qualifications but are preparing for qualifications prior to filling the vacancy. Such employees may be given an opportunity to qualify within a period of sixty (60) calendar days or such longer period as may be mutually determined and to revert to their former position if the required qualifications are not met within such time.

15.05 Temporary Assignments

Notwithstanding the foregoing the Employer can temporarily assign any employee to do any job for three (3) months or less.

An employee temporarily assigned to work in a classification carrying lower rates shall be paid at the rate of pay for his permanent classification.

ARTICLE 16 HOURS OF WORK

16.01 Normal Work Week for Outside Employees

The normal work week for outside employees shall consist of five (5) days, Monday to Friday inclusive. The work day shall consist of eight (8) consecutive hours with one-half (1/2) hour off for lunch. The work week may be altered by reason of special circumstances and work available so long as a minimum of twenty-four (24) hours' notice is given (outside workers). With at least thirty (30) days' notice to the Union, the work schedules may be varied or new schedules implemented. Should such notice be given, the Employer will discuss the implications with the Union prior to the change(s) being implemented.

16.02 Normal Work Week for Inside Employees

The normal work week for inside employees shall consist of five (5) days Monday to Friday inclusive. The work day shall consist of seven and one half (7 1/2) consecutive hours exclusive of a one half (1/2) hour lunch break at a time designated by the Employer.

16.03

Rest Periods

- a) All employees shall be permitted a paid fifteen (15) minute rest period in the first (1st) half (1/2) of the work day and a second (2nd) such rest period in the second (2nd) half (1/2) of the work day.
- b) An employee who is on overtime callout shall be entitled to a paid fifteen (15) minute rest period after each completed two (2) hours of overtime work, provided such work is to extend for a period of time in excess of the said two (2) hours.
- c) An employee who is required to remain at work following the end of the employee's normal work day shall be entitled to a paid thirty (30) minute meal break at the completion of two (2) hours of overtime work and provided that such overtime work is to extend for a period in excess of the two (2) hours.
- d) An employee who is called out and is required to work four (4) hours shall be entitled to a paid thirty (30) minute meal break, provided that such overtime work is to extend for a period in excess of four (4) hours.

ARTICLE 17 OVERTIME

17.01 Overtime Defined

All time worked beyond the normal scheduled work day and the normal scheduled work week, or on a holiday, at the request of the Management, shall be deemed as overtime.

17.02 Overtime - Normal Work Day

All work in excess of eight (8) hours per day for Outside employees and seven and one-half (7½) hours per day for Inside employees shall be paid for at time and one-half (1½x) the regular hourly rate for the first (1st) two (2) hours of overtime, and double (2x) the regular hourly rate thereafter.

17.03 Overtime - Normal Work Week

All time worked after normal weekly hours shall be paid for at double (2x) the regular rate of pay for those hours in excess of the normal hours in any one (1) week.

17.04 Overtime – Statutory Holidays

Any employee who is required to work on a statutory holiday shall be paid at the rate of double (2x) the regular rate of pay for every hour worked in addition to the employee's regular holiday pay.

17.05 Call Out

An employee called out to work outside normal scheduled working hours shall be paid at double (2x) the regular rate of pay; and shall be paid for a minimum of two (2) hours.

The two (2) hour minimum pay as it applies to that employee shall include all additional call outs occurring within the two (2) hour period from the commencement of the first (1st) call out.

17.06 Early Start Overtime

No employee shall be sent home during a normal scheduled work day to compensate for early start overtime. An employee required to work before the commencement of the employee's normal work day shall be paid overtime rates of double (2x) time for the period up to the commencement of the normal work day, providing the full normal work day is completed.

17.07 Overtime Authorization

There shall be no overtime worked without prior Supervisor or Management authorization.

17.08 Employee's Election of Payment Method

An employee working overtime for which the employee is entitled by the terms of Articles 17.01 - 17.07 shall elect to be paid for such overtime in accordance with the following:

- a) Such overtime to be paid for at the appropriate overtime rate;
- OR -
- b) The option to bank the overtime in an Overtime Bank to a maximum of sixty (60) hours to be taken as time off in lieu.

Election of method of payment shall be made by the employee at the time the overtime is reported; however, overtime of less than one (1) hour shall be only in accordance with Article 17.08(a) above.

17.09 Scheduling of "In Lieu" Time Off

- a) Request for "In Lieu" time off shall be made at least five (5) working days prior to the desired period of time off, except for sickness or emergency. The Employer shall have the right to defer a request for "In Lieu" time off.
- b) Regularly scheduled vacations shall take precedence over "In Lieu" time.

17.10 General

- a) All "In Lieu" time compensation, either for time off or payments in lieu thereof, shall be based on the actual wage rate of the employee at the time the "In Lieu" accruals were earned.
- b) An employee may request payment for outstanding "In Lieu" credits at any time, subject to the Payroll Department receiving two (2) weeks advance notice.
- c) All lieu time accumulated must be taken not later than twelve (12) months from the date earned.
- d) Payout of lieu time outstanding more than twelve (12) months will be made on June 30th and December 31st, respectively, in each year.

ARTICLE 18 HOLIDAYS

18.01 Statutory Holidays

All regular employees shall receive one (1) day's holiday with pay for the following Statutory Holidays:

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

And any day proclaimed by the Federal or Provincial Governments as a holiday.

18.02 Rate of Pay

Statutory Holidays shall be paid at the employee's regular rate of pay.

18.03 Christmas / New Year's Shutdown

Should the Board of Trustees approve a Christmas / New Year's shut-down, the Employer will work cooperatively with the Union to ensure the proposed closure meets the needs of both Parties. Employees will use vacation pay, banked time, earned-days off or be on leave without pay for non-statutory days. The Employer will make every effort to notify employees of such pending shut-down by November 1st each year.

ARTICLE 19 VACATIONS AND ENTITLEMENT

19.01 Definitions

a) **Vacation Year – Definition of:**

The term "vacation year" as used in this Agreement shall mean the twelve (12) month period following the employee's anniversary date as established under Article 14.

b) **Vacation Pay Rate**

Payment for vacation days taken shall be at the employee's regular rate of pay at the time the employee takes that vacation.

19.02

Vacation Time

- New employees will receive one (1) day of vacation entitlement for each completed month of service to a maximum of ten (10) days;
- After the first (1st) anniversary employees shall be granted ten (10) days of vacation with full pay;
- After the second (2nd) anniversary employees shall be granted fifteen (15) days of vacation with full pay;
- After the seventh (7th) anniversary employees shall be granted twenty (20) days of vacation with full pay;
- After the twelfth (12th) anniversary employees shall be entitled to twenty-five (25) days of vacation with full pay;
- After the fifteenth (15th) anniversary employees shall be entitled to an additional day of vacation with full pay per year of service to a maximum of five (5) additional days.

19.03

Compensation for Holidays Falling Within Vacation Schedule

If a statutory holiday or declared holiday falls on and is observed during an employee's vacation period, he/she shall be granted an additional day's vacation for each such holiday in addition to his/her regular vacation time.

19.04

Employees on Layoffs

- a) Employees who have earned seniority and have been laid off shall be paid for annual vacations as per Article 19.02 at the time of layoff;
- OR -
- b) If the employee so elects, earned annual vacation credits may be held for use as vacation pay during the following year as per subsection 19.01 (b).
- c) Employees who have been laid off and have been subsequently re-employed shall accrue vacation seniority from previous employment.

19.05

Scheduling Vacations

Annual vacations shall be arranged mutually so as to cause a minimum of interruptions of service. Seniority shall prevail in the choice of the annual vacation season, provided the employee will submit the employee's vacation choice by March 31st.

Notwithstanding the foregoing, the Employer may allow an accumulation of vacation credits to an employee requesting such consideration in writing, showing good and sufficient cause. Such request is to be submitted to the supervisor or department head and approved by the Employer. Such request shall not be unreasonably denied.

ARTICLE 20 SICK LEAVE

20.01 Entitlement

- a) Regular employees shall be entitled to sick leave with pay at the employee's regular rate of pay.
Employees shall accumulate sick leave at the rate of one day per month of service. The accumulation shall be limited to one hundred and twenty (120) days.
- b) Employees shall be granted five (5) days per calendar year with pay from the employee's accumulated sick leave to care for an immediate family member who is sick or injured. Immediate family member is as defined in Article 21.04 (a).

ARTICLE 21 LEAVE OF ABSENCE

21.01 Union Leave

- a) The Employer agrees that where permission has been granted to representatives of the Union to leave their employment temporarily in order to handle a grievance they shall suffer no loss of pay for the time so spent.
- b) Such requests shall be in writing and presented forty-eight (48) hours prior to such leave, and shall not be unreasonably denied. The aggregate of such leave of absence shall not exceed a total of ten (10) days in any one (1) year.

21.02 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave in writing. Such leave shall not be unreasonably denied.

21.03 Jury or Court Witness Leave

The Employer shall pay an employee who is required to serve as a juror or crown court witness his or her regular wage for those days lost. In return the employee shall remit to the Employer such payments as he or she may receive for such services. Employees shall return to work if dismissed by the court before twelve o'clock (12:00) noon.

21.04 Bereavement Leave

Regular employees shall be granted leave as follows:

- a) Up to five (5) days if necessary in the case of a death of a partner, parent or child and up to three (3) days if necessary in the case of a death of a brother, brother-in-law, sister, sister-in-law, parent-in-law, step mother, step father, grandchild or grandparent of the employee. Where the normal work days are involved the employee shall be paid his/her regular wages for such a day or days.
- b) Additional leave of absence without pay will be granted where necessary for the purpose of attending the funeral.

21.05 Maternity Leave

Maternity Leave will be in accordance with the provisions of the Employment Standards Act of British Columbia.

21.06 Parental Leave

Parental Leave will be in accordance with the provisions of the Employment Standards Act of British Columbia.

21.07 Education Leave

- a) Where an employee is required to hold and maintain any qualification tickets to comply with the standards required he/she shall be paid for lost time at his/her regular rate of pay while attending such examination.
- b) The Employer shall compensate employees for the fees expended in maintaining their certificates and licences where such certificates/licenses are required by the Employer.

ARTICLE 22 LAYOFFS AND RECALL

22.01 Layoffs and Rehiring Procedure

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order to their seniority, provided that those employees retained are qualified to do the work.

22.02 Notice of Layoff

The Employer shall notify employees with seniority rights who are laid off, two (2) weeks before layoff is to be effective.

22.03 Recall

When a new position of a temporary or permanent nature is developed, the employees laid off shall be recalled in order of seniority, provided that those employees retained are qualified to do the work.

ARTICLE 23 PAYMENT OF WAGES AND ALLOWANCES

23.01 Pay Days

The Employer shall pay salaries and wages on alternate Fridays in accordance with Schedule "A" attached hereto and forming part of this Agreement.

23.02**Stand-by**

An employee who is required to be on standby at a time or times other than his/her regular working hours, shall be paid a premium for each day he/she is on standby, as follows:

- a) Two (2) hours pay at his/her regular rate of pay for each normal work day on which the employee was on standby and also worked his/her regular eight (8) hour shift.
- b) Two (2) hours pay at his/her regular rate of pay for each day of rest or statutory holiday on which the employee was on standby.

Notwithstanding the provisions of Article 17.03, an employee assigned to and receiving standby pay under this article, will do the scheduled Saturday and Sunday assignment at time and one-half (1½x) his/her normal rate of pay.

23.03**Travel Expenses**

Where an employee is required to use his personal vehicle for the Employer's business, the employee shall be reimbursed at the BC Government rate per kilometre of travel.

23.04**Per Diem Rates**

Employees required to be away from home in the performance of their duties, including attendance at meetings, seminars or lectures, shall be reimbursed at the BC Government rate for meals and expenses unless otherwise provided. Requests for reimbursement must be accompanied by receipts.

ARTICLE 24**RETIREMENT BENEFIT****24.01****Payout of Accumulated Sick Days**

Sick leave credits will be available for payout to all employees upon leaving the District following employment of not less than ten (10) years and who have reached at least fifty-five (55) years of age. Sick leave would be paid out on resignation for fifty (50%) percent of the value of accumulated days as follows:

- a) After ten (10) years of service: a maximum of thirty (30) days
- b) After fifteen (15) years of service: a maximum of sixty (60) days
- c) After twenty (20) years of service: a maximum of ninety (90) days
- d) After twenty-five (25) years of service: a maximum of one hundred twenty (120) days.

Payouts under this article are not accessible in cases of dismissal for cause.

ARTICLE 25 JOB RECLASSIFICATION

25.01 Increase in Duties and/or Responsibilities

When duties and/or responsibilities in any classification are increased or when any position not covered by Schedule "A" is established during the lifetime of this Agreement, the rate of pay shall be set by the Employer. If the parties disagree as to the classification and/or rate of the job in question, such dispute shall be submitted to negotiations and if necessary, arbitration. The new rate so established shall become retroactive to the time the position was first filled by the employee.

ARTICLE 26 BENEFITS AND PENSION

26.01 Benefit Plan

The Union and the Employer have agreed upon benefit coverage in accordance with the Schedule of Benefits – 'Schedule B', attached hereto and forming part of this Agreement.

Benefits shall include the following:

- Life Benefits (Group Life, Accidental Death, Disease & Dismemberment, Dependent Life)
- Long Term Disability
- Health Benefits (Prescription Drugs, Extended Health Care, Vision Care, Survivor Benefits, Emergency Travel Assistance)
- Dental Benefits

The Employer shall provide coverage under the Provincial Medical Services Plan (BC Medical) if the employee so requires.

26.02 Municipal Pension Plan

The Public Sector Pension Plans Act applies to the Employer and its employees. The Employer, in addition to its own contributions on his/her behalf, shall deduct from the wages or salary of each employee, as a condition of his/her continued employment, the contribution required of him/her under the provision of the Public Sector Pension Plans Act.

ARTICLE 27 HEALTH AND SAFETY

The Union and the Employer shall co-operate in continuing and perfecting the safety measures in effect.

27.01 Payment Upon Injury

An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at his regular rate of pay, provided that a duly qualified practitioner states that the employee is unfit for further work on that shift.

27.02 Workers' Compensation Benefits

Where an employee is absent from work as a result of a compensable injury sustained in discharging duties on behalf of the Employer, the employee shall for the first (1st) three (3) months of compensation:

- a) turn over to the Employer all wage loss compensation received from the Workers' Compensation Board;
- b) receive full pay and benefits from the Employer; after which the employee may elect to access days from his/her sick bank or banked time to provide top-up to wages provided by WCB.
- c) accrue sick leave and vacation credits.

This provision shall apply for a period not exceeding two (2) years. Thereafter the employee will receive benefits direct from the Workers' Compensation Board.

27.03 Other Wage Loss

In any case where an employee is paid by the Employer during any absence due to illness or injury, and the employee receives compensation from a third (3rd) party (e.g. ICBC) for an accidental bodily injury or illness, there shall be no "double dipping".

Employees who pay premiums for a personal, private wage-loss-only insurance plan shall not be required to reimburse the Employer for any compensation he/she receives from his/her private insurance carrier.

On an individual case basis, where an employee recovers substantially less from the third party than is paid by the Employer during the period of absence, the Employer may provide the appropriate top of wages and benefits.

The Canadian Union of Public Employees (CUPE) nor CUPE Local 338 shall be held responsible for any inability to collect from any such employees.

27.04 Safety Boots

For employees who require safety boots to carry out their job and assigned duties, up to one hundred fifty (\$150.00) dollars per annum will be reimbursed to such employees upon presentation of original receipt(s) from the purchase of CSA approved footwear. Employees who so choose may defer the one hundred fifty (\$150.00) dollars until the following year in order to purchase safety boots not to exceed three hundred (\$300.00) dollars and will be required to present the original receipt(s) from the purchase of the CSA approved footwear.

ARTICLE 28 TECHNOLOGICAL CHANGE

28.01 Notice of Change

Glenmore-Ellison Improvement District recognises that it has a responsibility to its employees before the introduction of any technological changes or methods of operation which may adversely affect the continued employment of permanent employees; conditions of employment, wage rates or workloads. In this respect the Employer shall notify the Union of the job description and wage of each position affected which shall be reviewed by the Labour Management Committee prior to any changes being made.

The Employer shall discuss proposed technological change with the Union and will give as much notice as possible to employees affected to give them an opportunity to train to operate the new machinery or to seek other employment. No permanent employee shall be displaced because of technological change without having received a minimum of four (4) weeks' notice, during which time he/she will be allowed reasonable time with pay for the purpose of the job interviews.

The Employer further recognises that permanent employees so affected will be given all available opportunities commensurate with seniority and abilities to acquire the necessary knowledge and skills required for retention of their employment.

ARTICLE 29 JOB SECURITY

29.01 Contracting Out

The Union recognizes that the Employer engages sufficient staff and purchases sufficient equipment to maintain a year round operation and that at times the Employer will require the use of contractors beyond the requirement, provided it does not directly result in the layoff of an employee.

ARTICLE 30 PRESENT CONDITIONS AND BENEFITS

All health and welfare benefits which employees now enjoy, receive or possess as employees shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement but may be modified by mutual agreement between the Employer and the Union. Any waiver of contract may not be construed as a continuation of waiver.

ARTICLE 31 TERM OF AGREEMENT

The term and conditions of this Agreement shall be binding and remain in full force and effect from January 1, 2015 to December 31, 2020 and shall continue from year to year hereafter until a new Agreement is reached as provided for in the Statutes of the Province of British Columbia. However, any changes deemed necessary in the Agreement may be made by mutual agreement at any time during the existence of the Agreement.

Either party wishing to negotiate changes, additions or amendments to this Collective Agreement, at renewal time, shall give the other party at least sixty (60) days' notice of such intent.

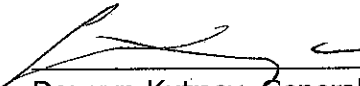
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this *30* day of *June*, 2016.

ON BEHALF OF:

GLENMORE-ELLISON IMPROVEMENT DISTRICT



Steven Bonn, Chair of Trustees



Darwyn Kutney, General Manager



Linda O'Neil, Administrative Treasurer

ON BEHALF OF:

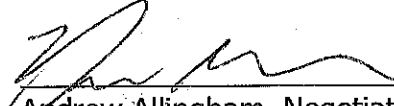
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 338



Harry Nott, National Representative



Andrew Cammell, CUPE Local 338 VP



Andrew Allingham, Negotiating Member

SCHEDULE "A"

Pay Increase Grid: January 1, 2015 – December 31, 2020

POSITION	JAN 1, 2014	JAN 1, 2015 4.75%	JAN 1, 2016 3.00%	JAN 1, 2017 3.00%	JAN 1, 2018 2.00%	JAN 1, 2019 2.00%	JAN 1, 2020 2.00%
INSIDE EMPLOYEES							
Billing Clerk	\$22.99	\$24.08	\$24.80	\$25.54	\$26.05	\$26.57	\$27.10
Development Clerk	\$22.99	\$24.08	\$24.80	\$25.54	\$26.05	\$26.57	\$27.10
Meter Clerk		\$22.95	\$23.64	\$24.35	\$24.84	\$25.34	\$25.85
Reception	\$20.83	\$21.82	\$22.47	\$23.14	\$23.60	\$24.07	\$24.55
Casual Inside	\$17.55	\$18.38	\$18.93	\$19.50	\$19.89	\$20.29	\$20.70
OUTSIDE EMPLOYEES							
Foreman	\$34.25	\$35.88	\$36.96	\$38.07	\$38.83	\$39.61	\$40.40
Lead Hand	\$31.86	\$33.37	\$34.37	\$35.40	\$36.11	\$36.83	\$37.57
Operator III	\$29.44	\$30.84	\$31.77	\$32.72	\$33.37	\$34.04	\$34.72
Operator III (New Hire)	\$28.86	\$30.23	\$31.14	\$32.07	\$32.71	\$33.36	\$34.03
Operator II	\$27.17	\$28.46	\$29.31	\$30.19	\$30.79	\$31.41	\$32.04
Water Quality Technician	\$26.32	\$27.57	\$28.40	\$29.25	\$29.84	\$30.44	\$31.05
Operator I	\$25.47	\$26.68	\$27.48	\$28.30	\$28.87	\$29.45	\$30.04
Meter Operator / Labourer	\$23.49	\$24.61	\$25.35	\$26.11	\$26.63	\$27.16	\$27.70
Casual Outside	\$17.55	\$18.38	\$18.93	\$19.50	\$19.89	\$20.29	\$20.70
Student	\$17.55	\$18.38	\$18.93	\$19.50	\$19.89	\$20.29	\$20.70

NOTES:

With the exception of Casual and Student positions, the following will apply:

Notwithstanding the rates listed in Schedule A, the Employer may pay not less than eighty-five (85%) percent of the full rates to employees during the probation period, ninety (90%) percent of the full rates for the remainder of the employee's first (1st) year and ninety-five (95%) percent through to completion of the employee's second (2nd) year of employment with the District commensurate with skill, knowledge and ability.

Operators will be paid the applicable rate commensurate with their level of certification via the posting procedure.

LETTER OF UNDERSTANDING #1

BETWEEN

THE GLENMORE-ELLISON IMPROVEMENT DISTRICT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 338

RE: Long Service Recognition

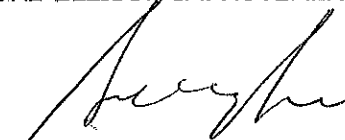
The Parties hereby agree that the following employees shall receive recognition for their long and dedicated service to Glenmore-Ellison Improvement District in the form of a premium as stated:

- 1) Kelvin Giesbrecht Fifty cents (\$0.50) per hour worked Effective January 1, 2015
- 2) Renee O'Fee Three dollars (\$3.00) per hour worked Effective January 1, 2016

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 30 day of June, 2016.

ON BEHALF OF:

GLENMORE-ELLISON IMPROVEMENT DISTRICT



Steven Bonn, Chair of Trustees



Darwyn Kutney, General Manager



Linda O'Neil, Administrative Treasurer

ON BEHALF OF:

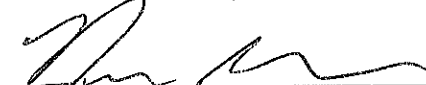
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 338



Harry Nott, National Representative



Andrew Cammell, CUPE Local 338 VP



Andrew Allingham, Negotiating Member

LETTER OF UNDERSTANDING #2

BETWEEN

THE GLENMORE-ELLISON IMPROVEMENT DISTRICT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 338

RE: Earned-Time Program

Program Definition

The earned-time program provides employees with the opportunity to bank credits towards an "Earned Day Off" to be taken approximately every three (3) weeks.

Employees participating in the earned-time program would be required to work additional "earned-time" each day. The additional earned-time would be deposited as credits into a straight time bank. The earned-time off would be taken after the third (3rd) week of a three (3) week cycle or once a full day is earned, or when office or collective work load permits.

Earned-time Off is to be scheduled as per arrangements made with Management.

Normal daily hours of work shall be as follows:

- eight (8) hour work day instead of seven point five (7.5) hours (extra point five (.5) of an hour)

To be taken in the following manner:

- 8:00 am to 4:30 pm (one half (½) hr lunch) OR
- 7:30 am to 4:00 pm (one half (½) hr lunch)

The schedule, allows employees to have the option of working an extra thirty (30) minutes each day for fifteen (15) days and take an alternate day off, once seven point five (7.5) hours are earned. Time will be tracked for each individual employee to ensure days taken (i.e. seven point five (7.5) hours/day) have been earned in full.

Eligibility:

Regular full-time administrative/inside employees whose regular work week is thirty-seven point five zero (37.50) hours may be considered for the earned-time program.

Employees will have the option to work the extra time, or may choose not to work or accrue the credits every day, depending on their personal commitments. This does not make them ineligible for the program, however will likely result in less earned days off.

Eligible employees wishing to participate in the program must sign a copy of this Letter of Understanding, acknowledging the program requirements.

Operational Guidelines

Operational Needs of the Organization — Core Periods:

Due to the nature of the operation, certain core periods must have coverage. The Employer reserves the rights to prescribe schedules in order to ensure this coverage. Only during these periods can employees bank their earned-time days to a maximum of three (3). These banked days may be utilized for the Christmas Closure. Alternatively; during the core periods, employees may revert to a normal contracted work cycle of seven and half (7½) hrs per day, five (5) days per week for the core period duration. A decision on the scheduling covering the core period is to be approved by the Employer.

Core periods for Administration/Inside employees have been determined as, but not limited to:

An invoicing date/period
A billing due date/period
Election date/week
Vacation coverage
Extended sick leave
Leave of Absence
Training Leave

Core periods may be adjusted or extended by the Employer as operational commitments may require. Notices to the employees will be provided at the earliest possible time.

Earned-time Schedule:

- Each employee may enter the three (3) week earned-time cycle after completion of the probationary period. Seniority will not be used when an employee enters the earned-time program after the initial commencement date.
- The Employer will identify critical functions and tasks and associated coverage requirements or schedules for completion.
- Staff ***must work together*** to coordinate with other employees to handle any responsibilities that fall on their earned-time day.
- Service to the public is the priority, therefore work schedules must be designed to accommodate operational needs and provide acceptable customer service.
- ***Changes of hours must be pre-arranged with the Employer.***
- Earned-time Schedules will be posted on the Office Outlook Calendar and a copy provided in advance on a quarterly basis to the Administrative Treasurer.
- Once the earned-time schedules are determined and posted, individual work and lunch break schedules must be adhered to and recorded accurately on time sheets.
- Earned-time accumulation shall not be permitted during a core period, unless specifically permitted by the Employer.
- Changes, switching or trading of earned-time days shall not be permitted unless pre-approved by the Employer in writing.
- At the discretion of the Employer, schedules may be altered occasionally to facilitate special circumstances.

Impact to District:

- There shall be no additional costs to the Glenmore-Ellison Improvement District.
- The District must not be negatively impacted by the implementation of the earned-time schedule. Any negative impacts may result in the termination of the program. Work schedules shall not result in overtime. Staffing levels are not to be increased.

Earned Eligibility:

- The Employer reserves the right to require a staff member to work on a scheduled earned-day to cover for another staff member who is on vacation or sick, or to meet emergent situations. A suitable exchange of the earned-day will be arranged in writing on the prescribed earned-time amendment form. Rescheduling of the earned-time is preferably within the same three (3) week period.

Accountability:

- The policy does not change what has been in effect in the past. Employees are expected to arrive on time and be ready to work.
- It is understood that honesty, accountability and respect for fellow staff is paramount. Altering the posted work schedule without prior approval from the Employer, may cause the termination of that individual's earned-time program. In addition, if the earned-time privilege is abused by any individual, the Employer may terminate that individual's participation in the earned-time program with three (3) weeks' written notice.

Rest Periods & Lunch Breaks:

Rest periods and lunch breaks will be taken in accordance with the Collective Agreement. The following will also apply:

- Missed coffee and lunch breaks are not counted for the purposes accruing earned-time credits.
- A system of rotating coffee breaks may be implemented.

Overtime:

- If required, overtime will be scheduled after the earned-time period.

Medical & Dental Appointments:

- Whenever possible medical or dental appointments are to be arranged on an employee's earned-time day.

Banking Earned-time:

- If it becomes necessary to exchange an earned-day, and a suitable day cannot be arranged within the three (3) week banked cycle, the Employer may authorize the employee to take the earned-day off at a later date.
- Banked earned-days will only be paid out on termination. "Banking" of up to three (3) earned-days may occur only during the core periods identified or where earned time has been altered due to workload.
- An Employee's earned-time bank cannot go into a deficit.
- If an employee already has three (3) earned-days banked and is unable to take their earned-time due to operational needs, employees must:
 - 1) Work to schedule an alternate earned-day off as soon as practical; or
 - 2) Revert to a regular schedule in the next cycle and use their earned-time bank for their regular rotation for an earned-day off.

Sick Days, Statutory Holidays, other Leaves:

- Each day taken for sick, vacation, statutory holidays or other approved leave represents and is to be recorded utilizing the employees regular contracted hours (seven and half (7½) hrs/day), not the extended earned-day hours.
- Employees working the earned-time schedule will need to use earned time in order as follows:
 - 1) Earned bank
 - 2) Vacation time or partial day off
 - 3) Deferred overtime
- If a statutory holiday falls on an employee's regularly scheduled earned day off, the earned day will be taken at a later date.
- If an employee is sick on their scheduled earned day they cannot use their sick bank. An employee will be able to have their earned-time reinstated for future use at a later date if they have a serious illness as confirmed with a Doctor's note.
- Employees wishing to utilize one (1) or two (2) weeks' vacation in a three (3) week cycle may choose to revert to a regular three (3) week cycle during this period.

Time Sheets:

- Employees shall record all time related to earned-time on their weekly time sheets in the area provided for this purpose.
- Overtime is not applied until after the earned-time.
- All medical appointments not scheduled during an employee's earned-day shall be recorded on the employee's time sheets. Medical appointments continue to be drawn from the employee's sick bank but are recorded separately.

Earned-Time Report:

- The Earned-time Schedule/Report will be posted and available for employee review.

Cancellation, Extension or Modification of the Earned-time Program

The Union or the Employer may cancel the program at any time and revert employees to the conventional five (5) day, thirty-seven and half (37½) hour schedule. The Union or the Employer will provide at least thirty (30) days' written notice of such cancellation.

Those individuals who abuse the policy will be removed from the program and scheduled to work a conventional schedule. The Union shall be notified within five (5) working days of the employee's removal from the program.

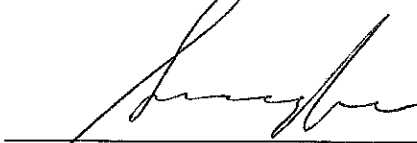
Being a Employer-Implemented Program outside of the Collective Agreement neither the termination of the earned-day program nor the termination of an individual employee's entitlement to be enrolled in the program is grievable.

The Earned-time program shall be reviewed by the Employer annually to determine if the earned-time program may be continued for another year. The Union and the Employer will meet prior to the end of the current year to make recommendations as to any modifications to the program. Such recommendations will be reviewed by the Employer to determine if the earned-time program may be modified and/or continued for another year.

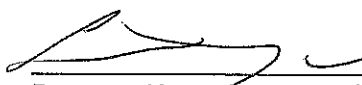
IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 30 day of June, 2016.

ON BEHALF OF:


GLENMORE-ELLISON IMPROVEMENT DISTRICT



Steven Bonn, Chair of Trustees




Darwyn Kutney, General Manager



Linda O'Neil, Administrative Treasurer

ON BEHALF OF:

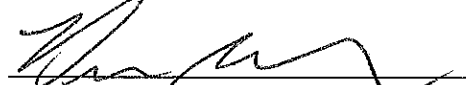
CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 338



Harry Nott, National Representative



Andrew Cammell, CUPE Local 338 VP



Andrew Allingham, Negotiating Member

LETTER OF UNDERSTANDING #3

BETWEEN

THE GLENMORE-ELLISON IMPROVEMENT DISTRICT

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 338

RE: Part Time - % In Lieu / MPP Participation

Part Time Employees who work less than twenty-four (24) hours per week, and receive eighteen (18%) percent in lieu of benefits as defined under Article 13.02, may participate in the Municipal Pension Plan (MPP), if deemed eligible by MPP Administrators.

In order to accommodate the Employee's request to participate in the Municipal Pension Plan (MPP), all parties agree that the payment of eighteen (18%) percent in lieu will be reduced to nine (9%) percent, to offset the nine (9%) percent currently paid by the Employer as their Contribution to the MPP for this Employee.

The Employer Rate for Contribution is determined by the Municipal Pension Plan, and is adjusted annually. In future years, as this annual Employer Rate for Contribution changes, so will the % in lieu of benefits. The % in lieu value, combined with the MPP Employer Rate, will be adjusted annually to equal eighteen (18%) percent, whether the Employer Rate increases or decreases.

IN WITNESS WHEREOF the parties hereto, by their authorized representatives, have affixed their signatures hereto on this 30 day of June, 2016.

ON BEHALF OF:

GLENMORE-ELLISON IMPROVEMENT DISTRICT



Steven Bonn, Chair of Trustees



Darwyn Kutney, General Manager



Linda O'Neil, Administrative Treasurer

ON BEHALF OF:

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 338



Harry Nott, National Representative



Andrew Gammell, CUPE Local 338 VP

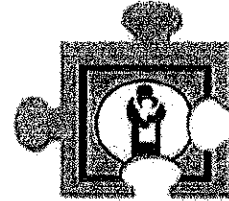


Andrew Allingham, Negotiating Member

SCHEDULE "B"
Schedule of Benefits

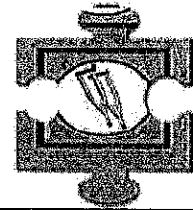
Life Benefits

Group Life
Accidental Death, Disease &
Dismemberment
Dependent Life



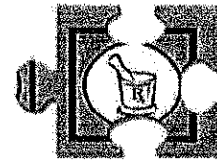
Disability Benefits

Long Term Disability



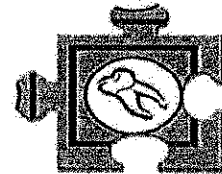
Health Benefits

Prescription Drugs
Extended Health Care
Vision Care
Survivor Benefits
Emergency Travel Assistance



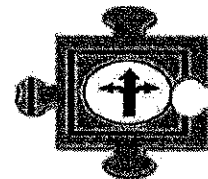
Dental Benefits

Basic Services
Major Restorative
Survivor Benefits



Optional Benefits

Voluntary Critical Illness



Employee Classification

Class 001: All Eligible Employees

Group Life

(underwritten by SSQ Financial Group Policy # 771749)

All eligible employees 1 times annual earnings

Non-evidence maximum: \$150,000
Overall maximum: \$150,000
Minimum benefit: \$ 25,000

Coverage reduces: 50% at age 65
Coverage terminates: at the earlier of retirement or age 70

Accidental Death, Disease & Dismemberment

(underwritten by the Co-operators Policy # 1064)

All eligible employees an amount equal to your Life Insurance

Coverage reduces: 50% at age 65

Coverage terminates: at the earlier of retirement or age 70

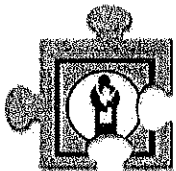
Dependent Life

(underwritten by SSQ Financial Group Policy # 771749)

All eligible employees

Spouse and each dependent child: Spouse: \$10,000
Child: \$ 5,000

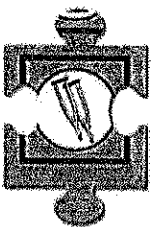
Coverage terminates: at the earlier of retirement or age 70



Life Benefits

Long Term Disability
(underwritten by SSQ Financial Group Policy # 771749)

All eligible employees	66 2/3% of the first \$2,625 of monthly earnings, plus 50% of the remainder
Non-evidence maximum:	\$3,500
Overall maximum:	\$4,000
Benefits begin after:	17 weeks of continuous disability
Benefits are payable to:	age 65 or prior recovery
Definition of disability:	2 year own occupation
Coverage terminates:	at the earlier of retirement or age 65



Disability Benefits

Extended Health Care
(underwritten by SSQ Financial Group Policy # 771749)

All eligible employees and their eligible dependents

Deductible: Single: \$25/calendar year
Family: \$25/calendar year

Prescription drugs: 100%

Hospital (private): 100%

Professional and medical care coverages: 100%

Eligible medical equipment and supplies: 100%

Vision care (eye wear): 100%

Adult: \$500/24 consecutive months

Qualified dependent children
younger than 18 years of age: \$500/12 consecutive months

Survivor benefits: 12 months

Calendar year maximum (per covered person): \$1,000,000

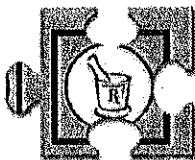
Emergency travel assistance

(underwritten by SSQ Insurance Company Inc. Policy # 1GJ70)

Coverage is provided for a maximum duration of 90 days with respect to any one Trip.

All eligible out of province emergency expenses are payable at 100% subject to the limitations described in the emergency travel assistance section of this booklet.

Coverage terminates: at the earlier of retirement or age 70



Health Benefits

Dental Care
(underwritten by SSQ Financial Group Policy # 771749)

All eligible employees and their eligible dependents

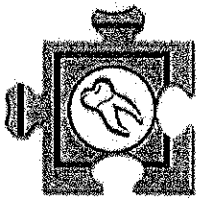
Basic, endodontic and periodontal: 80%
Calendar year maximum: unlimited for basic, endodontic and periodontal services

Major restorative services: 60%
Calendar year maximum: \$2,000 for major restorative services

Benefits are paid in accordance with the current published Provincial Fee Schedule, including Specialists.

Survivor benefits: 12 months

Coverage terminates: at the earlier of retirement or age 70



Dental Benefits

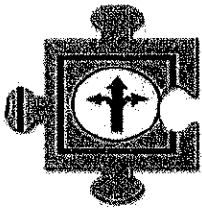
Voluntary Critical Illness
(underwritten by SSQ Insurance Company Inc. Group Policy 1PV00)

All eligible employees	units of \$10,000 to a maximum of \$250,000 with a guaranteed issue amount of \$50,000
Eligible spouse	units of \$10,000 to a maximum of \$250,000 with a guaranteed issue amount of \$25,000
Eligible dependent children	units of \$5,000 to a maximum of \$250,000 with a guaranteed issue amount of \$25,000
Coverage terminates:	at the earlier of retirement or age 70

Waiting Period For All Benefits

upon completion of probationary period

You and your dependents have 31 days from the date you become eligible to apply for the group insurance. If you apply later than 31 days after your eligibility date, you and your dependents must provide proof of good health. The effective date of your coverage will be the date the Insurer approves the medical evidence.



Optional Benefits