

# **COLLECTIVE AGREEMENT**

**BETWEEN**

**CORPORATION OF THE CITY OF WINDSOR**

**AND**

**WINDSOR MUNICIPAL EMPLOYEES’  
LOCAL 543  
CANADIAN UNION OF PUBLIC EMPLOYEES**

**JANUARY 1, 2025 - DECEMBER 31, 2028**

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THIS AGREEMENT made in duplicate this **20<sup>th</sup>** day of

**June, 2025**

B E T W E E N:

CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 543 - "WINDSOR MUNICIPAL EMPLOYEES",  
hereinafter referred to as the "UNION"

Of the First Part;

- and -

THE CORPORATION OF THE CITY OF WINDSOR  
hereinafter referred to as the "CORPORATION"

Of the Second Part;

WITNESSETH THAT:

WHEREAS it is the desire of the Union and the Corporation to provide efficient administration and economical operation of municipal service in the City of Windsor, and both parties agree that for such purposes it is essential to maintain the existing harmonious relations between the Corporation and the members of the Union, to provide machinery for the prompt and equitable disposition of grievances, to promote co-operation and understanding between the Corporation and its employees, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, and to promote the morale, well-being and security of all the employees included in the bargaining unit represented by the Union and the well-being of the Civic Service as a whole;

NOW THEREFORE to effectuate the foregoing, the Parties hereto hereby mutually covenant and agree as follows:

ARTICLE 1 - RECOGNITION

1.01 The Corporation recognizes the Union as the exclusive bargaining agent for all of its employees, save and except each and every of the several classifications for employment specifically enumerated in Schedule "A" attached hereto, which Schedule "A" so attached is agreed between the Parties to be and form part of this agreement.

- 1.02 The Parties agree that in the event of the creation of new positions, sections, and/or departments under the authority of the Council of the Corporation, the bargaining rights for the affected employees will be the subject of discussion and negotiation to determine the appropriate local union jurisdiction.

## ARTICLE 2 - MANAGEMENT RIGHTS

- 2.01 The Union recognizes the right of the Corporation to hire, lay-off, promote, demote, classify or to transfer any employee, and to suspend or otherwise discipline and discharge any employee for just cause. The Union further recognizes such other rights as the Corporation might have conferred upon it by any Statute from time to time. The exercise of such rights by the Corporation shall be subject to the right of the employee or Union to lodge a grievance in the manner and to the extent provided herein.
- 2.02 The Union further recognizes the right of the Corporation to operate and manage its business in all respects in accordance with its responsibilities. In addition to the location of its plants or places of employment, the methods, processes and means of performing the various works are the right and responsibility of the Corporation. The Corporation also has the right, and the Union recognizes it, to make and alter, from time to time, the rules and regulations to be observed by the employees, which rules and regulations shall not be inconsistent with the provisions of this agreement.

## ARTICLE 3 - RIGHTS OF CORPORATION AND UNION

- 3.01 The Corporation and the Union agree that all rights, privileges and authorities vested in them respectively by this agreement shall be exercised in a manner consistent with the terms thereof, and shall be subject to the procedures, provisions, regulations and restrictions governing the exercise of such rights, privileges and authorities as provided in this agreement.
- 3.02 No written or oral agreement will be made by any of the Parties hereto which may conflict with the terms of this agreement. Nothing herein contained shall deprive the Parties of the capacity to mutually amend this agreement.

## ARTICLE 4 - EMPLOYEE'S RIGHTS

- 4.01 Every employee excepting temporary employees and recreation employees as defined in Article 12.06 and Article 26.01 respectively, shall be subject to a probationary period as follows:
- (i) Regular Full-Time  
a probationary period of one hundred and twenty (120) calendar days of continuous employment after which they become regular full-time employees as defined in Article 4.03 (i);

(ii) Regular Part-Time

a probationary period of six (6) months from the date of hire after which they become regular part-time employees as defined in Article 4.03 (ii);

For job posting purposes only, probationary regular part-time employees shall be considered as regular part-time employees after three (3) months from the date of hire and shall be subject to Article 12.02 (b) should they be successful.

(iii) Student

a probationary period for students as defined in Article 5.01.

During which period the Corporation shall have the right to discharge such employee **with or without just cause**, provided that every employee shall have the right to grieve on any other matter coming within the scope of this agreement and shall otherwise enjoy the rights, privileges and benefits as provided, and shall conscientiously perform and observe all obligations and responsibilities contained in this agreement. **The discharge or discipline of a probationary employee shall be at the sole discretion of the Employer and shall not be done in an arbitrary, discriminatory or bad faith manner.**

4.02 During the said probationary period, if an employee is laid off for any period not exceeding fourteen (14) calendar days, such lay-off shall not be deemed to be an interruption of their continuous employment.

4.03 During the time that an employee is serving a probationary period in accordance with the terms of Article 4.01, they shall be known as a probationary employee. After completion of the requisite probationary period, they shall be known as either a regular full-time employee or a regular part-time employee.

(i) The term "regular full-time employee" shall be defined as an employee of the Corporation, who having successfully completed the full-time probationary period under Article 4.01 (i), who is regularly scheduled to work the normal work week as defined under Article 16.

(ii) The term "regular part-time employee" shall be defined as an employee of the Corporation, who having successfully completed the regular part-time probationary period under Article 4.01 (ii), who is regularly scheduled to work not more than twenty-five (25) hours per week.

(iii) Regular part-time employees shall only be required to work up to twenty-five (25) hours per week. A regular part-time employee may however at their option, exceed twenty-five (25) hours per week if the employee so wishes. Such option shall be in writing via a waiver. An employee may rescind such waiver with thirty (30) days written notice to the Executive Director of Human Resources or designate, Executive Director of their Department and the Union.

(iv) With the exception of temporary appointments made under Article 12.06 a regular part-time employee who exceeds twenty-five (25) hours per week **for a period in**

excess of fourteen (14) consecutive weeks shall become a regular full-time employee.

4.04 Upon satisfactory completion of the probationary period aforesaid, the seniority of a regular full-time or a regular part-time employee shall be effective from the date upon which the probationary period commenced, (except as provided in Article 12.06 (d)), and they shall not be required to serve a further probationary period upon being rehired by the Corporation after any lay-off up to twenty-four (24) months in duration provided that, if such lay-off exceeds twenty-four (24) months in duration the provisions of this agreement shall apply to such employee in the same manner as if they were a new employee.

4.05 An employee shall be deprived of any further rights under this agreement if any of the following events shall occur:

- (1) If they voluntarily quits the employ of the Corporation;
- (2) If they are discharged and such discharge is not set aside under the grievance and arbitration procedures herein;
- (3) If they are laid off for a continuous period exceeding twenty-four (24) months calculated from the date of lay-off;
- (4) If they are absent from work without permission for a period of three (3) consecutive working days, unless such absence was caused by circumstances beyond the control of such employee, as a result of which they were unable to advise the Corporation of the reason for their absence;
- (5) If the Corporation shall serve notice on the employee by certified mail kit, registered mail, or telegram to such employee at their last known address, requiring the employee to return to work following a period of lay-off and,
  - (i) the employee fails to notify the Corporation within seven (7) calendar days after the delivering of notice, of their intention to return to work, or
  - (ii) after having so notified the Corporation the employee fails to return to work on the appointed day;
- (6) On confirmation of their appointment in any position outside the bargaining unit;
- (7) If the employee fails to make application as prescribed in Article 19.04(4) to return to work following such approved leave or having made application, does not report to work (except for just cause) on the appropriate date.

4.06 All employees shall notify their Department Heads in writing within one (1) week of any changes in their address, telephone number, marital status and number of dependents.

4.07 Whenever seniority is to be applied for the purpose of this agreement, it shall mean,

Firstly, the length of continuous service with the Corporation as a Regular Full-time or Regular Part-time employee within the jurisdiction of Local 543, measured from the date from which seniority becomes effective in accordance with Article 4.04 of this agreement.

Secondly, the length of continuous service with the Corporation, as an employee within the jurisdiction of Local 82 measured from the date which seniority becomes effective in accordance with Article 4.04 of this agreement.

It is agreed and understood that seniority within Local 543 shall be maintained on two separate seniority lists, that of regular full-time and regular part-time.

Seniority for regular part-time employees shall be established on the basis of hours worked. With regard to job postings the seniority of regular part-time employees shall be considered as **of the last date of the pay period prior to** the closing date of the job posting.

Effective the first day of the month immediately following the date of ratification by Council of this Collective Agreement, should a regular part time employee be successful in obtaining a regular full-time position, such employee will receive credit for seniority accrued prior to such appointment, based on the normal work week for position/positions worked, on the basis that 33.75 hour work week = 1,755 hours = 1 year of seniority, 35 hour work week = 1,820 hours = 1 year seniority, 37.5 hour work week = 1,950 hours = 1 year seniority, 40 hour work week = 2,080 hours = 1 year seniority, 41.25 hour work week = 2,145 hours = 1 year seniority.

Should a regular full-time employee be successful in obtaining a regular part-time position the employee shall accumulate seniority as a regular part-time employee and such seniority shall be added to the full-time seniority attained to date of the appointment. At no time shall the seniority equate beyond the employee's hiring date.

4.08 Each year the Corporation shall cause a separate seniority list to be made of all regular full-time and regular part-time employees covered by this agreement readily showing their length of service with the Corporation, and their length of service in Locals 543 and 82 from the first day of the last period of continuous service in the bargaining units. Such list shall be placed on the bulletin board of each department and a copy thereof shall be sent to the Secretary of the Union in January of each year.

Seniority for regular part-time employees shall be shown in hours worked.

4.09 Whenever an employee is transferred from one department to another department within the jurisdiction of Local 543 or Local 82, they shall not lose the right to exercise seniority based upon their length of service with the Corporation within the said Local Unions.

4.10 An employee who is assigned to a position outside the Bargaining Unit shall be entitled to return to their former **regular/permanent** position within the Bargaining Unit without loss of seniority, **however, they will not accrue seniority or pay dues during the period,**

(i) if they were not confirmed in the new position at the expiration of the confirmation period, or,

(ii) if they were assigned to such a new position for a specified temporary period only.

Effective January 1, 2017, any new assignment outside the bargaining unit shall not be in excess of eighteen (18) months unless mutually agreed upon by the Corporation and the Union.

4.11 The following procedures shall be followed with respect to lay-off and rehiring:

Whenever it becomes necessary to reduce the workforce, employees shall be laid off in reverse order of seniority within their regular full-time or regular part-time seniority list.

The Corporation agrees to give written notice of lay off with the provisions of the Employment Standards Act. This notification shall consist of eight (8) weeks, with day one being the date when the employee is provided with their individual lay off notice. The employee must make a decision of the position that they have chosen to exercise their right to bump into within three weeks of receiving notification of layoff, the employee will not be compensated for the position they have chosen until they move into said position, unless the request to remain in their current position for a longer period of time is made by the Corporation. The Union agrees that if any such employee is absent from work without just cause after receiving notice as aforesaid, they shall not be entitled to participate in any way whatsoever, in the Sick Leave Benefits provided under this agreement, for the time they are so absent.

Displaced employees may exercise their rights to displace another employee with less seniority that occupies any classification provided they meet the qualifications.

A displaced employee may choose to accept a placement in a vacant position prior to the vacant position being posted for the consideration of other employees within the bargaining unit. The displaced employee must meet the qualifications of the vacant position before being placed in said position.

Once a displaced employee had made their position choice to the Corporation, this decision is considered to be final and cannot be reconsidered.

All employees who have been laid off shall be entitled to be rehired in order of seniority within their respective full-time or regular part-time seniority list, and the Corporation shall not hire any new employees in priority thereto, in any classification in which such laid off employees are qualified.

In the event that a displaced employee does not have the seniority to displace an

employee in any classification, the following order of placement shall apply:

The displaced employee shall be placed into any vacant classification provided they meet the qualifications of the position.

Should no vacant position be available per above, the displaced employee shall bump any temporary employee who is performing duties on a temporary basis that the displaced employee meets the qualifications of the position. The displaced employee shall continue to replace temporary employees as above, until such time as their seniority permits them to displace an employee in any classification provided that they meet the qualifications.

The Corporation shall provide to the laid off employee, at the time the employee is served with their lay-off notice, the current vacancy list, all available job postings/job descriptions and a current seniority list for all positions held by Union members with less seniority.

During period of lay-off, affected employees shall be responsible for keeping their Executive Director and the Executive Director of Human Resources or designate informed at all times of the address where they can be notified in the event of recall.

Effective January 1st, 2018, should a displaced employee be eligible to bump into a higher classification than the employee presently holds then the terms "qualified and meets the qualifications" means having the education and experience as denoted on the most recently available job posting and successfully passing any tests as would be required in a normal recruitment for the higher position/classification, subject to the following:

- a) The test shall be the one used in the most recent recruitment for the applicable position, however, if, as at the date of ratification of this agreement, there is not a job specific test for a position, one may be created by the applicable department and filed with the Human Resources department on or before December 31, 2017 and may be used for any subsequent recruitments or for bumping purposes. Further, the Corporation shall have the right to review all tests and to update the same as necessary to keep pace with the legislative or other requirements of the job every two years.
- b) The passing mark for the test shall be determined by the Department as is the case in a normal recruitment;
- c) The Corporation will provide any and all study material that the Corporation uses for the purpose of recruitment of the applicable position, provided that it is understood that not all tests currently administered for the recruitment of positions have study material;
- d) The Employee exercising their bumping rights shall write the test within 10 days of receipt of the study material noted in clause (c) above, provided that if there is no study material available for the applicable test, the Employee shall write the test within 10

days of being notified by the Human Resources Department that they otherwise qualify for the applicable position;

e) The Employee may only write the applicable test one time for each job selection for which they are deemed qualified for and for which they hold the highest seniority. In the event that the test is the same for multiple positions, the result shall only apply for the position for which the test was administered and the results will not be kept on file or used for any other purpose.

4.12 A regular full-time employee who has been on Long Term Disability benefits pursuant to Article 20 and who has been retrained may exercise their seniority over a junior employee in any other classification within the jurisdiction of C.U.P.E. Local 543 for which the retrained employee is qualified as decided by Management.

#### ARTICLE 5 - STUDENT EMPLOYMENT

5.01 The Corporation may hire students during the summer school break and they shall be considered as probationary employees for the full period of their employment and while so engaged shall receive the student rate as provided in Schedules "B" and "C" or the special student rate as provided in Schedule "C" attached hereto. No such student shall be employed beyond September 30, or the school starting date, whichever is the earlier.

The Corporation may with the Union's consent, hire students under Co-operative Student Employment Programs at any time during the year. Any student hired by the Corporation under such a Co-operative Student Employment Program with the Universities, Colleges or Governmental agencies shall receive the "special student rate" as provided in Schedule "C" attached hereto.

Notwithstanding the above, effective January 1, 1991, the Student Rates shall be contained in Schedule "C". All other provisions of this Article shall remain in effect.

"Student" shall mean a person attending school, college or university on a full-time basis and who has indicated their intention to return to school or one who is engaged by the Corporation under a co-operative student employment program with the universities, colleges or governmental agencies.

5.02 No students shall be hired if any member of the bargaining unit who has achieved seniority has been laid off and such laid off member has the necessary qualifications to fill the position, nor shall such students be hired to displace any member of the bargaining unit who has achieved seniority. Any students hired shall not achieve seniority under this agreement, notwithstanding their length of service in any year or their accumulation of length of service in any number of years.

5.03 As a condition of employment each student shall provide at their own expense one pair of safety shoes or boots (if required by the job) and two pairs of pants and two shirts. The shirts, pants, and safety shoes must be worn and must be in accordance with the standard issue worn by other employees at the particular time of the year. It is the intent of the parties that the student be outfitted as hereinbefore described on the first day of

their employment. This paragraph will not apply to clerical staff and such other positions where the wearing of such clothing and/or safety shoes is deemed unnecessary or not required.

- 5.04 Students shall not be entitled to those fringe benefits set forth in Articles 20.01, 20.02 and make-up pay under Articles 20.05 and 20.06 hereof. Students shall not be entitled to shift premium.
- 5.05 Students who are required to report for work may be sent home and, in such event, shall receive pay for three (3) hours or pay for the time worked, whichever is the greater.

#### ARTICLE 6 - UNION SECURITY

- 6.01 All employees of the Corporation for whom the Union is the exclusive bargaining agent as provided in this agreement shall be or immediately become and remain members of the Union in good standing in accordance with the Constitution and By-laws of the Union as a condition of employment or continued employment by the Corporation. The Corporation agrees, therefore, that, subject to the provisions of Section 51 of The Labour Relations Act, R.S.O. 1995, and amendments thereto, it will not retain in its employ any employee covered by this agreement who is not a member of the Union in good standing.
- 6.02 The Corporation will invite the President of Local 543 to participate in the Corporation's New Employee Orientation Program.
- 6.03 All new employees, within three (3) working days after commencement of employment, shall obtain application forms for membership in the Union from the local Union Treasurer or other authorized representative of the Union. The Employer shall include the CUPE Local 543 digital message with the Employer's online New Employee Orientation video for new employees as approved in length and content by the Corporation.
- 6.04 The Union agrees to advise the Executive Director of Human Resources or designate in writing within forty-eight (48) hours of the date upon which the application of an employee for membership in the Union is refused.

#### ARTICLE 7 - CHECK OFF OF UNION DUES

- 7.01 The Corporation agrees to deduct Union dues, initiation fees, and special Union assessments applicable to all members and authorized under the Union's Constitution from the pay of every employee within the scope of this agreement, and to transmit the total amount of such deductions to the local Union Treasurer by the 15th of the month following the month such deductions are made. Deductions shall be taken from each pay and shall be accompanied by a list of employees from whose wages the deductions have been made.
- 7.02 The Corporation further agrees to record all employees' contributions of Union dues paid annually, exclusive of special assessments, on the individual employees' T 4 statements of remuneration paid issued annually by the Corporation for income tax

purposes.

- 7.03 The Union agrees to save harmless and to indemnify the Corporation for any action that may arise through the deduction of dues and special assessments from any employee's pay, on behalf of and at the instruction of the Union.

ARTICLE 8 - UNION REPRESENTATION AND LEAVE OF ABSENCE ON UNION BUSINESS

- 8.01 The Corporation will recognize, for the purpose of negotiating a new collective agreement or to discuss any matter arising out of the terms of this agreement, a Union Committee comprised of six (6) representatives of the Local Union to be named prior to negotiations.

Effective January 1, 1991, the Union shall notify the Corporation of the identity of the Negotiating Committee, the Union component of the Joint Job Evaluation Committee and Stewards and any subsequent changes or appointments.

- 8.02 In the event of a Steward transferring to a job outside of the jurisdiction of their stewardship the Union shall elect or appoint a replacement from among those employees remaining in the said jurisdiction.

- 8.03 The Union shall have the right at any time to have the assistance of official representatives of the Canadian Union of Public Employees at any meeting arranged with the Corporation for the purpose of negotiating the terms of a new collective agreement or to discuss any matter arising out of the terms of this agreement.

- 8.04 (a) Corporation hereby authorizes the employee's immediate supervisor to grant a short leave of absence with pay not exceeding three (3) hours of any day for a Steward to investigate and attend grievance meetings as set out in Article 9. The request for any such leave of absence shall be made a reasonable length of time in advance **using the Workforce Management System**. If the request cannot be granted, having regard to the efficient operation of the department, the time off will be granted within three (3) working days of the request. In the event the Union representative wishes to speak with any employee in any department other than their own, that employee's immediate supervisor will be advised by the Union representative prior to meeting with the employee.

(b) The Corporation shall provide to the Union a maximum of 4,160 hours per calendar year of Employer paid leave of absence to be used by any elected member of the Union, which shall be used for all Union business save and except: a) time taken by Stewards pursuant clause 8.04(a); b) Union participation in the Joint Job Evaluation Committee; c) Union participation in Corporate Health & Safety matters as per the Corporate Health & Safety Time Release Procedure; (d) Union participation in the Employee Family Assistance Program committee meetings; (e) Bargaining as per Article 8.01 and (f) Union Executive Board member participation in Executive Board meetings as outlined below in 8.04 (c). It is understood that this time shall be treated as "time worked". Any hours not used at the end of the calendar year may not be carried

over to the next calendar year. All time taken shall be tracked **using the Workforce Management System**. Attendance by a Grievor during the grievance hearings shall be at the City's expense.

It is further understood that the time referred to in Article 8.04(b) is not inclusive of the Union's participation in the Joint Job Evaluation Committee, Health and Safety (as per the Corporate Health and Safety release procedure, Employee Family Assistance Program Meetings, Huron Lodge Scheduling Committee meetings and the Executive Board meetings as outlined below in 8.04(c).

(c) At the commencement of each calendar year, the Union agrees to provide the list of dates of Executive Board Meetings (maximum of 2 per month) and shall provide a list of the Executive Board members who will be attending. The Corporation will pay for each member attending to a maximum of three (3) hours per Executive Board meeting. In the event a scheduled Executive Board meeting needs to be rescheduled the Union will provide notice to the Corporation of the new date as soon as practicable.

(d) Hours of Union business under this Article shall be reconciled bi-monthly.

8.05 Employees required by the Corporation to attend any meetings will do so at the expense of the Corporation if such attendance is required during such employee's working day. Employees attending grievance or arbitration hearings shall suffer no loss of regular pay. An employee who attends a Workers' Compensation Hearing in the City of Windsor for the purpose of presenting a fellow employee's appeal shall suffer no loss of regular pay for the time spent presenting the appeal. Time Off in 8.05 will be as per the limitations in 8.04(a) and 8.04(b) above.

Union members of the Joint Job Evaluation Committee and any alternates appointed thereto shall be granted leave of absence with pay and without loss of seniority for periods of time spent meeting as part or on behalf of the Joint Job Evaluation Committee, with such meetings being agreed to by said Committee. These members shall continue to have all the rights and privileges of the Collective Agreement. Such leave of absence shall be of sufficient duration for the members to discharge their responsibilities.

8.06 (a) Union representation at meetings other than negotiations for a new collective agreement, discussions arising out of the terms of this agreement and grievance hearings shall be limited to three members, provided however additional representatives may attend at the Union's expense.

(b) The provisions of overtime payment shall not apply to any meetings between the Corporation and the Union.

8.07 The Corporation agrees to forward by inter-office mail addressed to the Union Secretary at the place of employment and the Union President at the place of residence (if within the limits of the City of Windsor) a copy of the agenda and minutes for each Council meeting at the same time that such agenda and minutes are forwarded to members of Council.

8.08 The Union agrees that, except in the case of a matter pertaining to the terms of this agreement, or any other matter affecting employees under this agreement which is included in the agenda mentioned in Article 8.07 above, neither the officers nor any member of the Union will make representation either directly or indirectly to any member or members of the Council of the Corporation with respect to any matter coming within the operation of this agreement, or within the procedures provided by

The Labour Relations Act, unless and until all proper procedures provided by this agreement, The Labour Relations Act or any other applicable Statute have been exhausted.

8.09 Any employee who is elected or selected for a full time position with the Union, or any organization with which the Union is affiliated, is elected as a Member of Parliament or as a Member of Provincial Parliament, shall be granted leave of absence by the Corporation for a period of time equivalent to the length of the term of office to which the employee is elected or appointed, and while on such leave of absence shall enjoy uninterrupted seniority provided however,

- (a) That an employee who wishes to return to their position and exercise their seniority in that behalf, must elect to do so in writing within 15 days of the termination of their term of office and make themselves available for work within 15 days from the date of their election.
- (b) That for purposes of this Article, seniority shall bear the meaning ascribed to it in Article 4.07.
- (c) Such leave of absence shall otherwise be without pay or benefits provided under the terms of this agreement.

Notwithstanding the foregoing employees who are on a leave of absence as a Member of Parliament or as a Member of Provincial Parliament shall be restricted to a ten year maximum leave.

8.10 Effective June 1, 1988, it is agreed that when an employee is absent without pay on an approved leave of absence for the purpose of Union business, the Corporation will continue to pay them at their regular rate of pay, and will pay all benefit premiums except O.M.E.R.S. payments, as if they were present, and the Union will reimburse the Corporation the employee's regular rate of pay and the employee's O.M.E.R.S. payments on a quarterly basis.

8.11 It is agreed between the Parties that an employee who is a candidate in a Federal or a Provincial election shall be allowed a six week leave of absence without pay or benefits prior to the election date.

8.12 All such requests for Union representation and/or leave of absence on Union business shall be made by the Union representative requesting such time off, **using the Workforce Management System**, as agreed to between the Parties, and in advance of the time requested where possible, and subject further to Article 8.04. It is further agreed

that time off for Union representation and/or leave of absence on Union business shall not be abused.

## ARTICLE 9 - GRIEVANCE AND ARBITRATION PROCEDURE

### A - Grievance Procedure:

9.01A In order to ensure that complaints of employees shall be remedied as quickly as possible, the Parties agree that the procedure for submitting and dealing with grievances shall be as follows and the procedures shall be strictly adhered to by both Parties, provided that any of the time limits imposed herein may be extended by mutual consent:

Step 1 - A sincere effort shall be made by the appropriate supervisor or manager, the employee and the Union Steward to resolve the complaint. If the complaint cannot be heard immediately, the supervisor shall give an appointment no later than eight (8) working days for dealing with the matter.

Step 2 - If the complaint is still unsatisfied, any grievance arising therefrom shall be delivered in writing to the appropriate Executive Director within seven (7) working days after **Unsuccessful resolution at Step 1**. Such grievance shall be signed by the employee or by the Union Officers in appropriate cases referred to in Article 9.02 and shall be submitted **electronically to the Executive Director of Human Resources or designate**.

Step 3 - The Executive Director or **designate** shall hear the grievance within five (5) working days after receipt thereof and the Union shall be entitled to have three (3) Union Representatives with the grievor present at the hearing. The Executive Director shall deliver their decision **electronically** to the Union Secretary within seven (7) working days after hearing of the said grievance.

Step 4 - Upon receipt of the Executive Director's decision, the Employer or the Union may request within seven (7) working days that a meeting be held with the Executive Director of Human Resources or designate to attempt to resolve the problem before proceeding to **Arbitration**. The Executive Director of Human Resources or designate shall respond within seven (7) working days after the meeting.

In the case of a group grievance or a number of grievances arising from a common complaint, the Union will select from the group in the first instance, or from the grievors in the second instance, one or two employees as representatives of all of the affected employees at any and all hearings held in connection with the grievance or grievances.

The decision of the immediate supervisor, Executive Director **of Human Resources**, or designate, as the case may be, shall be final and binding upon the Corporation and the Union and upon any employee affected by it unless a subsequent step is taken within the time limits.

B - Arbitration Procedure:

9.01 B If the Union is not satisfied with the decision of the **Executive Director of Human Resources** or designate in the matter of any grievance, it may be submitted to arbitration and the procedure shall be as follows:

Step 1 - The Union shall deliver an **electronic** notice to **Executive Director of Human Resources** or designate within ten (10) working days after receipt of the decision of the, and within ten (10) **working** days after the delivery of such notice shall designate an Arbitrator to act on behalf of the Union. The Corporation shall appoint its Arbitrator within fifteen (15) **working** days after receipt of the notice to arbitrate. The two (2) Arbitrators, within five (5) **working** days of the appointment of the second of them, shall appoint a third person who shall be the Chairperson. If the two appointees fail to agree upon a Chairperson within the time limit, the party lodging the grievance shall within fifteen (15) **working** days request the Minister of Labour for Ontario in writing to appoint a Chairperson and a copy of such request shall be forwarded concurrently to the other appointee to such Board.

Step 2 - The three (3) Arbitrators shall thereupon be constituted a Board of Arbitration for the purpose of hearing and deciding the issues raised by the grievance, and the decision of the Board shall be final and binding upon the Parties. In arriving at its decision the Board shall not change or disregard any provisions of this agreement, nor establish or change any wage or rate of pay, but shall have full power to vary or set aside the decision of the **Executive Director of Human Resources** or designate, or any penalty imposed upon the grievor. The Board shall also have the power to restore any wages or, as far as possible, any other rights or benefits of which the grievor may have been unjustly deprived, and shall have the power to make an award to implement any settlement which may be agreed upon by the Parties hereto.

**The parties may, in lieu of submitting the grievance to Arbitration by a Board, submit the grievance to a single arbitrator upon mutual agreement. If the parties fail to agree upon an arbitrator, the Minister of Labour for Ontario shall make the appointment at the request of either party.**

C - Management Grievances:

9.01 C The Corporation shall possess the right to file a grievance as contemplated by The Labour Relations Act and the procedure shall be as follows:

Step 1 - The **Executive Director of Human Resources** or designate on behalf of the Corporation, shall lodge the grievance with the President of the Union within seven (7) working days of the occurrence giving rise to the grievance. Within five (5) working days of receipt of the grievance, the President and two other elected or appointed officers of the Union, shall meet with the **Executive Director of Human Resources** or designate to discuss the grievance. Within five (5) working days after the said meeting, the President shall deliver to the

**Executive Director of Human Resources** or designate, the Union's answer to the grievance.

Step 2 - If the Corporation is not satisfied with the disposition of the grievance by the Union Grievance Committee, the matter may be submitted to arbitration in which event the procedure as set forth in Article 9.01B shall apply **with the necessary changes**.

- 9.02 If a dispute arises, involving the policy of the Corporation or the interpretation or general application of this agreement, including the question of whether or not a matter is arbitrable, the Parties may mutually agree that the grievance procedure shall commence at the **Executive Director of Human Resources** or designate level and shall proceed thereafter in the same manner as any other grievance.
- 9.03 It is agreed that both Parties shall have the right to call such witnesses as are necessary for the purpose of giving evidence during the hearing of a grievance at any level.
- 9.04 (a) The Union and the Corporation shall be confined to the grievance and redress sought as set forth in the written grievance filed as provided in Step 2, Article 9.01A or Step 1, Article 9.01C. No matter may be submitted to arbitration which has not been properly processed through all previous steps of the grievance procedure.
- (b) Subject to 9.02, a grievance which has not been processed by the Grievor or their representative in accordance with the time limit prescribed shall be deemed to have been withdrawn.
- 9.05 (a) Notwithstanding Article 9.04 (a) of the Collective Agreement, should either party allege that the Job Evaluation Referee has not adhered to the intent of Article 7.04 (d) of the Job Evaluation Manual of Procedures, forming part of the Collective Agreement, either party may submit an application for arbitration proceedings.
- (b) No grievance nor arbitration shall be submitted under Article 9 relating to any matter affecting the Manual of Procedures, forming part of this Collective Agreement, save and except as in Article 9.05 (a).

#### ARTICLE 10 - DISCIPLINE

10.01 (i) **Subject to 10.01 (ii) below, the Corporation shall issue a work infraction letter within seven (7) working days of the occasion giving rise to the letter, or within seven (7) working days of the Corporation becoming aware of the occasion giving rise to the letter. The work infraction letter shall be issued to the employee in the presence of a Union Steward, who shall also receive a copy of the letter. A copy of the work infraction letter shall also be sent to the CUPE Local 543 Office Administrative Assistant within twenty-four (24) hours of the employee receiving the infraction letter. In the event that an employee is not at work and it is not possible to deliver the infraction letter to them personally, the letter shall be sent to the employee by registered mail or courier, and shall be sent to the Union Steward and CUPE Local 543 Office Administrative Assistant.**

**(ii) In cases where the Corporation conducts or outsources an investigation related to allegations of harassment, sexual harassment, violence, or violations of the human rights code, the Corporation shall advise the Union within seven (7) working days of the occasion giving rise to such allegations of its intention to conduct or outsource the investigation. Any work infraction letter shall be issued within seven (7) working days of the Corporation's receipt of the investigator's final report.**

**The work infraction letter shall be issued to the employee in the presence of a Union Steward, who shall also receive a copy of the letter. A copy of the work infraction letter shall also be sent to the CUPE Local 543 Office Administrative Assistant within twenty-four (24) hours of the employee receiving the infraction letter.**

**In the event that an employee is not at work and it is not possible to deliver the infraction letter to them personally, the letter shall be sent to the employee by registered mail or courier, and shall be sent to the Union Steward and CUPE Local 543 Office Administrative Assistant.**

**The Corporation will make reasonable efforts to conduct any such investigation in a timely manner.**

10.02 In cases of suspension or discharge, the grievance procedure shall commence at the **Executive Director of Human Resources** or designate level and any grievance shall be delivered within seven (7) working days after delivery of the infraction report. At the hearing before the **Executive Director of Human Resources** or designate in cases of discharge or suspension, the Corporation shall firstly present its arguments and evidence in support of its recommendation and the Union shall be privileged to present its arguments and evidence in reply as it considers necessary. Thereafter the grievance shall proceed in the same manner as any other grievance under Article 9. It is agreed that whenever a suspension is imposed it will not be put into effect until the grievance procedure, as set out in Articles 9.01A and 9.01B is exhausted, provided that Management shall have the right at any time to remove any employee from their job for reasons of safety to themselves or others and/or to prevent damage to equipment.

**10.03** In imposing discipline on a current charge, the Corporation shall not take into account any infraction which occurred more than **twenty-four (24)** months previously.

**10.04** The Parties agree that the Department Head or designate has the right to suspend or discharge an employee, subject to the grievance process.

#### ARTICLE 11 - NO DISCRIMINATION

11.01 The Corporation and the Union agree that neither will at any time, act or proceed in any manner contrary to the provisions of The Employment Standards Act, The Labour Relations Act, The Industrial Standards Act, The Occupational Health and Safety Act, The Ontario Human Rights Code, or The Pay Equity Act all as amended and any Regulations made thereunder, and both parties will adhere to Council's policy respecting no discrimination on the basis of sexual orientation.

## ARTICLE 12 - PROMOTIONS, TRANSFERS AND APPOINTMENTS

- 12.01 (a) Subject to what is hereinafter contained, all promotions, transfers and appointments shall be based on skill, knowledge, efficiency and related experience of the employee concerned and where such qualifications are relatively equal, seniority shall be the determining factor. The Executive Director of Human Resources or designate shall post a job posting on the bulletin boards for all departments or electronically for employees coming within the jurisdiction of Local 543 and 82 on Dashboard and shall supply extra copies upon request of the Union. The job posting shall be posted for a period of five (5) working days and shall contain full particulars of the positions concerned. All positions in the Bargaining Unit shall be filled by qualified applicants in the following order of eligibility:
- (1) Regular Full-time Members of Local 543
  - (2) Regular Part-time Members of Local 543
  - (3) Regular Full Time Members of Local 543 – Probationary, Regular Part-Time Members of Local 543 – Probationary, Temporary and Recreation employees (who have worked 750 hours during the preceding twenty-four (24) month period)
  - (4) Regular Full Time Members of Local 82
  - (5) External Applicants

The Parties acknowledge that the above order is subject to their obligations to accommodate employees in appropriate circumstances.

Relatively equal shall be defined as where the overall score between two candidates is three (3) marks or less on the overall Recruitment. In considering the scores, a difference in score of 3 to 3.49 shall be rounded to 3 and the candidates shall be deemed equal and a score of 3.5 and greater, the candidates shall not be deemed to be equal. In the event of more than one (1) vacancy, the above relatively equal clause shall only be considered between the two (2) candidates who have the chance to fill the last position/vacancy.

Regular or temporary positions that require testing on math (including word problems), spelling, grammar (including proof-reading), typing, Basic Word and Basic Excel as part of the recruitment process, shall remain on the Employee's file for the duration of their employment with the Corporation of the City of Windsor.

When applying for a job posting only, the Employee may, where applicable to the job posting, attempt to better their score for math, grammar, spelling, typing, proof-reading, Basic Word and Basic Excel. The highest score on file shall always be used for the purposes of the application. Once an employee has achieved a higher score than previous attempts, the lower scores shall be removed from the employee's file.

Should a Temporary Full-time, Temporary Part-time or Recreation member(s) of CUPE Local 543 hired before April 17, 2009, as listed in Article 20.01 (a) (viii) be competing for a permanent full-time position against a Temporary Full-time, Temporary Part-time or Recreation member(s) of CUPE Local 543 hired on or after April 17, 2009 and they

are deemed equivalent within the hiring process, the highest ranked member(s) hired before April 17, 2009 shall be offered the position.

It is agreed that it is not necessary to post a reclassified position when there is an incumbent in the position which is being reclassified.

If there is no person qualified within Local 543 or Local 82 as aforesaid, the Corporation will then notify the Union accordingly and appoint any person having the required skill, knowledge and efficiency; provided that, if the position is not filled within ninety (90) days after the expiry of the said posting period, the Corporation shall not fill the position thereafter without posting the position again in the same manner aforesaid. No probationary or temporary employee shall be placed in a higher rated position until regular employees have been given an opportunity to apply for such position, unless mutually agreed upon by both Parties.

- (b) The Corporation and the Union agree to allow the same recruitment to be used for up to six (6) months from the original posting for any subsequent postings.
- (c) The Corporation may post, on a Regular Full-Time basis, the position of an employee who has been in receipt of Long-Term Disability benefits for a period of twenty-eight (28) months or more.

12.02

- (a) Every employee who is appointed to another position within the jurisdiction of Local 543 or Local 82 shall be subject to a confirmation period of ninety (90) calendar days during which time the Corporation shall either confirm such employee in the new position or shall return them to their former **regular/permanent** position without loss of seniority. It is understood that the Corporation in its discretion shall have the right to reduce the confirmation period of any employee who has successfully completed the probationary period referred to in Article 4 hereof. An employee may at any time prior to their confirmation elect to return to their former **regular/permanent** position without loss of seniority.
- (b) Should a probationary employee be successful in obtaining a new regular position with the Corporation through a job posting while in their probationary period and the employee has not completed their probationary period at the time of transfer, the employee shall be required to recommence the full probationary period as contemplated in Article 4.01.
- (c) In the event a Regular Part-time employee, who has successfully passed their probationary or confirmation period in the same Regular Part-time position and has been in the same Regular Part-time position for 2080 hours, is successful in obtaining a Regular Full-time position, within the same job code, the confirmation period shall be waived and the employee will be deemed confirmed in the position.
- (d) The most senior Regular Part-Time employee, who has been confirmed in their position and applied for a Regular Full-Time position in the same job code, shall be awarded the position based on their seniority, so long as no qualified senior applicant (as per 12.01(a)) from outside the job code applies for the position.

- 12.03 All new hires to the Corporation shall be subject to a medical examination and a report shall be provided to the Corporation, which is satisfactory to the Corporation, as to the physical fitness of the applicant. All necessary medical examinations, including x-rays, shall be arranged by the Corporation.
- 12.04 The Corporation agrees to simultaneously notify in writing each successful and unsuccessful applicant with seniority and temporary employees for a position following approval of the recommended candidate by the Departmental Executive Director and the Executive Director of Human Resources or designate. Such notice shall indicate the reasons why the unsuccessful applicant was not selected to fill the position; and if testing was a factor in the promotion, the applicant's score and ranking in the test will be revealed. The Corporation further agrees to inform the Union of the identity of all unsuccessful applicants who have seniority with Local 543.
- 12.05 The Union Secretary shall be notified by the Executive Director of Human Resources or designate within five (5) working days of every appointment, resignation, dismissal, or lay-off to or from any position within the Bargaining Unit. Such notification will include employment status, address and hiring date.

#### Temporary Assignments

- 12.06 (a) The Corporation may hire or appoint personnel for a period or periods of up to eighteen (18) months of continuous service for temporary positions or vacancies as indicated herein.

"Temporary position" shall be defined as any job requiring the services of an employee for any of the following reasons:

- (i) to replace a regular employee during periods of temporary absence by reason of illness, injury, disability, pregnancy leave, parental leave, adoption leave, vacation leave or approved extended leave of absence;
  - (ii) during the recruitment period of a vacant position, provided the recruitment process has been initiated at the Department Head or designate's level prior to commencement of work of the temporary employee;
  - (iii) during periods of heavy work load, back-log or such other periods of non-permanent employment as determined in accordance with Article 2;
  - (iv) temporary appointment or assignment of regular employees to another position as described in Article 12.06 (b);
  - (v) The Corporation will provide the Union with details of such temporary assignments, such as, name, job title, department, duration of assignment and reason for placement once the vacancy has been filled.
- (b) It is agreed that the Corporation shall not be required to post temporary positions

however, the following procedures will be followed for the filling of such temporary jobs:

- (i) The temporary appointment will be made from Departmental employees on the basis of skill, knowledge, efficiency and related experience, in accordance with the job description for the position, and where the qualifications of applicants are relatively equal, seniority shall be the determining factor or the Department Head in their sole discretion may appoint the senior qualified employee to fill the vacancy or positions. Where there are no interested or qualified applicants from within the Department, the position shall be posted corporate-wide before posting externally.
  - (ii) Notwithstanding Article 24.02, if an employee pursuant to this Article moves to the same or a lower classification the employee shall be paid in the new position the increment level closest to the amount of the employee's regular classification increment level without being greater in amount.
  - (iii) Where a temporary appointment made under the procedures set forth in (i) above creates a further opening, the further opening will be filled in accordance with (i) above. Subsequent to the original replacement and the one replacement necessitated by the filling of the original replacement, the Department Head shall have complete discretion in filling further resulting vacancies.
- (c) Where the Corporation subsequently determines that a temporary job will be made a regular position, such position shall be posted throughout the civic departments as provided by Article 12. Any skill, knowledge and efficiency gained by the incumbent of the former temporary position in the performance of the job, will not be used as the deciding factor over any permanent employee with seniority who has skill, knowledge, and experience in related work.

#### 12.07 – Temporary Assignments – Permanent Employees

- (a) A Regular Full-time or Regular Part-Time employee that is successful in obtaining a temporary assignment will be able to remain in said temporary assignment for periods as outlined in 12.06(a).
- (b) In the event a Regular Full-time or Regular Part-Time employee is successful in obtaining a temporary assignment, such employee may apply to be considered for other temporary assignments if the application is made within thirty-one (31) calendar days of the end of their current temporary assignment.
- (c) A Regular Part-Time employee who is acting in a temporary full-time assignment shall be entitled to sick leave as per Article 20.13(v)(iii) and fringe benefits as per Article 20.14.

## 12.08 — Temporary Employees

- (a)
  - (i) The Corporation may hire or appoint a temporary employee for a maximum of twenty-eight (28) months to fill any vacancy caused as a result of an employee being in receipt of Long Term Disability benefits, job sharing, pregnancy leave, parental leave (in accordance with MOA dated October 9, 2001) or any vacancy created by the operation of Article 12.06(b) in replacing an employee on Long Term Disability benefits.
  - (ii) Temporary employees shall be eligible to remain in said temporary assignments to fill any vacancy created by the operation of Article 12.06(b) in replacing an employee for up to eighteen (18) months.
  - (iii) Any temporary employee should not exceed eighteen (18) months of continuous service of temporary assignment from date of hire.
- (b) Temporary employees must complete their temporary assignment before they can be considered for another temporary assignment unless the temporary employee is successful in obtaining a Regular Full-Time position. Temporary employees may apply to be considered for other Local 543 temporary assignments if the application is made within 31 calendar days of the end of their current temporary assignment.
- (c) A temporary employee shall not establish seniority as provided for by this agreement, during the period of their temporary employment except as follows:
  - (i) A temporary employee who works continuously full-time (full-time for the purpose of this paragraph shall mean the normal work week as provided by Article 16) and who is successful in obtaining through a "job posting" an appointment to the permanent staff while so employed, shall be given seniority upon satisfactory completion of the probationary period for the permanent job back to the date upon which the employee commenced the period of temporary employment immediately preceding their appointment to the permanent position providing there is no break in employment.
  - (ii) A temporary employee who does not work full time as in Article 12.08(c)(i) and who is successful in obtaining an appointment to the regular full-time or regular part-time staff shall be given credit to a maximum of six (6) calendar months of seniority based on hours worked and at no time shall the seniority equate beyond the employee's hiring date.
  - (iii) A temporary employee who is successful in obtaining through a "job posting" an appointment to the permanent staff while so employed, shall be paid at a rate consistent with Article 24.01.

Seniority will only be credited upon successful completion of the respective probationary period.

- (iv) A temporary employee who is employed in accordance with Article 12.08(a) and who is employed full-time beyond eighteen (18) months of continuous service with the exception of employees employed under Article 12.06 (a)(v), shall automatically, at the expiration of the eighteen (18) months of full-time continuous service, become a probationary employee in accordance with Article 4.

Upon completion of the probationary period, the employee shall be credited with seniority to the date upon which the employee commenced the continuous period of temporary employment.

Full-time for purposes of this paragraph shall mean the normal work week as provided by Article 16.

- (d) Temporary employees with ninety (90) calendar days of continuous current service who apply for regular posted positions during their period of temporary employment will be given consideration for such positions prior to members of Local 82 and applicants outside of the Corporation.
- (e) A temporary employee who works continuously full-time (that is, a normal work week, as defined by Article 16) for a period of ninety (90) calendar days, will qualify for the following fringe benefits subject to the Executive Director of Human Resources or designate's receipt of written application. The application will include the fringe benefits that the employee chooses to receive and the full cost of such approved benefits as referred to below shall be paid for by the Corporation. Details as to fringe benefit entitlements will be provided by the Human Resources Department at time of hire.
- (f) Temporary employees are entitled to fringe benefits indicated in Article 20.01(a)(i) through (iv) inclusive.
- (g) A temporary employee who works part-time (that is, for less than a normal work week as defined in Article 16) will qualify for the fringe benefits set forth in paragraph (f) subject to the completion of ninety (90) working days and the Executive Director of Human Resources or designate's receipt of written application. The application will include the fringe benefits that the employee chooses to receive and the cost of such approved benefits as referred to in paragraph (f) shall be shared by the Corporation and the employee on a 50-50% basis, the employee's share to be paid by payroll deduction. Details as to fringe benefit entitlements will be provided by the Human Resources Department at time of hire.
- (h) Temporary employees who elect coverage as set forth in paragraphs (f) and (g), shall be entitled effective the first of the month following completion of the qualifying period and provided written application has been made; otherwise such coverage shall become effective on the first of the month following receipt of written application.

As a condition of written application, temporary employees may amend their

benefit selection once per year during the duration of their temporary assignment.

- (i) Where the spouse of a temporary employee of the Corporation is covered by the spouse's employer for benefits similar to those in Article 12.08(f), in whole or in part, the temporary employee may elect coverage for themselves and their family under the plan of the spouse's employer, in which event, the Corporation will be required to provide only those benefits in 12.08 (f) inclusive not provided by the plan of the spouse's employer.
- (j) During the period of temporary employment, a temporary employee will also qualify for the following fringe benefits:
  - (i) statutory holidays with pay - as provided by Article 14 and provided the temporary employee has worked twelve (12) full working days out of the preceding thirty (30) calendar days.
  - (ii) vacation - as provided by Article 15
  - (iii) overtime pay - as provided by Article 17
  - (iv) shift premiums - as provided by Article 18
  - (v) bereavement leave - as provided for by Article 19.02.
- (k)
  - (i) A temporary employee, or a permanent part-time employee occupying a temporary assignment, working a full work week as in Article 16, after six (6) months of continuous service shall earn in every month of regular attendance after January 1, 2013, a sick leave credit at the rate of  $\frac{1}{4}$  days per month and such sick leave credit shall be cumulative to a maximum of nine (9) days.
  - (ii) Notwithstanding By-law 980, the following shall apply:

Temporary Huron Lodge employees shall report their illness to their immediate Supervisor or the Supervisor on duty within two (2) hours prior to commencing their shift.

All other temporary employees will be required to report as above as soon as possible but no later than one (1) hour prior to the commencement of their day shift and at least two hours prior to commencing their afternoon or midnight shift.

All temporary employees shall also be required to notify their Supervisor on duty on a daily basis as above if such illness extends beyond one day unless the employee has specified the expected number of days absent. Further that such temporary employees who are absent due to illness or injury shall notify their Supervisor, if possible, on the day before of their

intention to return to work.

- (iii) Upon the return to work of a temporary employee or during their absence if requested a standard sick leave certificate must be filed with the Commissioner of Corporate Services & Treasurer, and where the absence is in excess of three (3) days at one time the Physician's portion of the certificate must also be completed as soon as is practicable.
  - (iv) Notwithstanding sub-section (iii) a sick leave certificate must be supported by a Physician's certificate or other satisfactory evidence of illness if so requested by the Executive Director of Human Resources or designate.
  - (v) Whenever the Executive Director of Human Resources or designate disallows any application, the temporary employee may appeal against the decision by filing with the Chief Administrative Officer or designate a written notice of appeal within seven (7) days of delivery to them of the decision of the Executive Director of Human Resources or designate.
  - (vi) The Chief Administrative Officer or designate shall fix the time and place of the Hearing and advise all interested parties no less than three (3) days prior to the Hearing. Such hearing date shall take place no later than seven (7) working days from the date of delivery of the written appeal. If there is another process filed, the secondary process will be held in abeyance until the appeal is completed.
  - (vii) It is agreed that the foregoing sick leave plan is completely independent of the sick leave plan for permanent employees established by By-law 980 (with subsequent amendments) and the provisions of this article shall be the only provisions applicable to temporary employees in the matter of sick leave credits.
- (l) A temporary employee who works continuously full-time (that is, a normal work week, as defined by Article 16), for fifty-two (52) consecutive weeks, will be entitled to Long Term Disability coverage as per Article 20.01 (a)(v)(i) commencing the 53rd week of employment. If the temporary employee has any interruption in service after the 53rd week as above, the temporary employee must be employed for another 52 consecutive week period as above to again qualify for coverage on the 53rd consecutive week of the following employment period.
- (m) Temporary employees shall be entitled to receive only those benefits specifically referred to in this article.

#### ARTICLE 13 - CLASSIFICATION PROCEDURE

- 13.01 The Corporation agrees that where a classification may remove an employee from the bargaining unit, the Union will be advised in writing **via email**, in order to permit the Union, if it so desires, the opportunity of discussing the matter with Management, prior to submission to Council.

13.02 In order to ensure the appropriate classification of jobs listed under Schedule "B" of the Collective Agreement, the parties agree that matters related to the classification of new jobs and the reclassification of existing jobs shall be dealt with in accordance with the Job Evaluation Manual of Procedures dated November 9, 1990 and forming part of this Collective Agreement. The parties also agree that except for the procedures prescribed in the Job Evaluation Manual of Procedures, no basis shall exist for an incumbent employee in the Union to claim that a wage rate inequity exists for any job covered by this programme.

ARTICLE 14 - STATUTORY HOLIDAYS

14.01 Subject to Article 12.06 (temporary employees) and Article 20.13 (regular part-time employees), all employees within the scope of this agreement shall be paid at the regular rate of pay for each of the following legal holidays:

- |                |   |
|----------------|---|
| New Year's Day | Labour Day                              |
| Family Day     | National Day for Truth & Reconciliation |
| Good Friday    | Thanksgiving Day                        |
| Easter Monday  | Remembrance Day                         |
| Canada Day     | Christmas Day                           |
| Civic Holiday  | Boxing Day                              |

and the Birthday (or day fixed by Proclamation for the celebration of the Birthday) of the reigning Monarch, and any other day declared by a competent authority to be a holiday.

Whenever any of the above holidays falls on a Sunday, the day next following shall be in lieu thereof a holiday, and the provisions of this section shall apply thereto.

14.02 All employees shall be entitled to a day off with pay on the last regular day preceding Christmas Day or New Year's Day. Such day off shall be allotted by the department head according to seniority except as may be otherwise required to ensure the efficient operation of the department.

14.03 Where an employee within the scope of this agreement is required to work for any period of time during the aforesaid holidays, such employee shall be paid one and one-half times the prevailing rate, in addition to the normal holiday pay as provided under Articles 14.01 and 14.02. Effective January 1, 2017, in lieu of aforementioned 'normal holiday pay' an employee may elect to take a day off with pay in lieu thereof within three (3) months following the holiday. The selection of the day off in lieu shall be mutually agreed between the employee and the Department Head.

14.04 An employee shall not be paid, or receive time off in lieu thereof, for any of the above legal holidays if they are absent without good cause on the scheduled working day immediately preceding or succeeding any such holiday.

- 14.05 Subject to the provisions of Articles 14.01 and 14.02 hereof, should any of the above-described holidays fall on a Saturday, one-half of the employees in the departments affected shall be allowed a day off on the Monday next following such holiday, and the remaining employees shall be allowed a day off on the second Monday following such holiday. The choice of Monday aforesaid, shall be allotted by the department head according to seniority except as may be otherwise required to ensure the efficient operation of the department; provided that, if it is not practicable in the opinion of the department head to allow time off on Mondays aforesaid, the employees concerned shall receive equal time off at a time mutually agreeable to the department head and the employee.
- 14.06 Where an employee is laid off, is absent without pay, or is on Long Term Disability benefits pursuant to Article 20 and the employee has not earned wages on at least 12 days during the four weeks immediately preceding any of the holidays set forth in Article 14.01 herein, they shall not be entitled to pay for any holiday occurring during such absence.
- 14.07 Notwithstanding Articles 14.01 and 14.05, the statutory holidays for employees who work a seven-day continuous shift schedule shall be observed on the actual date of the holiday.

ARTICLE 15 - VACATIONS

- 15.01 Subject to what is contained in Articles 15.08, 15.10 and 15.11 herein, all employees shall be entitled to an annual vacation with pay upon the following basis:
- |  |   |
|--|---|
| In the first calendar year of employment having accumulated less than six months of employment | 4% of accumulated earnings  |
| In the first calendar year of employment having accumulated more than six months of employment | At the employee's option and if time permits, one week consisting of five (5) working days; provided however, their vacation pay for the year shall be not less than 4% of their accumulated earnings. If time does not permit or the employee does not exercise their option, they shall receive 4% of their accumulated earnings for the year |
| In the second calendar year of employment  | Two (2) weeks consisting of ten (10) working days   |
| In the third through the sixth calendar year of employment                                     | Three (3) weeks consisting of fifteen (15) working days   |
| In the seventh calendar year   | Three (3) weeks and two (2) days  |

of employment	consisting of seventeen (17) working days
In the eighth calendar year of employment	Three (3) weeks and three (3) days consisting of eighteen (18) working days
In the ninth calendar year of employment	Three (3) weeks and four (4) days consisting of nineteen (19) working days
In the tenth through the seventeenth calendar year of employment	Four (4) weeks consisting of twenty (20) working days
Effective January 1, 2007 In the sixteenth (16 <sup>th</sup> ) and seventeenth (17 <sup>th</sup> ) year of employment	Four (4) weeks and one (1) day
In the eighteenth through the twenty-fourth calendar year of employment	Five (5) weeks consisting of twenty-five (25) working days
In the twenty-fifth calendar year of employment	Five (5) weeks and one (1) day consisting of twenty-six (26) working days
Effective January 1, 2004 In the twenty-fifth calendar year of employment	Five (5) weeks and two (2) days consisting of twenty-seven (27) working days
In the twenty-sixth and all subsequent years of employment	Six (6) weeks consisting of thirty (30) working days

In no event shall the vacation pay received by an employee in any calendar year be less than that provided by the Employment Standards Act, as amended from time to time.

- 15.02 Notwithstanding anything herein contained, all vacation times shall be subject to the approval of the Department Head so far as may be required to ensure the efficient operation of the Department. Each employee shall be permitted to select not more than three (3) weeks of vacation per preferential selection. Each employee shall select a vacation period(s) with the most senior employee of the department having the first preferential selection and the most junior employee of the department the last. The second and subsequent preferential selections will then be made on the same basis and so on until all vacation entitlements and preferences are exhausted. Provided further, that vacation time shall be scheduled by the Department Head so as to permit 75% of the employees to take their vacations during the period May 1st to September 30th. Such vacation time shall not be changed unless mutually agreed upon by the employee and the Department Head.

- 15.03 Vacation selections will be made not later than March 31st of each year and schedules shall be posted not later than May 1st each year and once posted shall not be changed unless mutually agreed upon in writing by the Department Head and the employee.
- 15.04 Where a statutory holiday as defined herein occurs during an employee's vacation period, such employee by mutual consent may elect to receive their normal pay for the day in question or select another mutually acceptable day for vacation purposes in lieu thereof.
- 15.05 All vacations shall be taken during the calendar year in which they are earned except if (a) the employee requests and is granted permission by the Chief Administrative Officer or designate to carry forward any or all of their vacation entitlement to the next calendar year, or (b) a postponement is at the request of Management, in which case the unused portion of the employee's vacation entitlement shall be carried forward to the next calendar year.

The Union shall be notified in either case. It is agreed that the selection of vacation entitlements carried forward under (a) or (b) shall be made in accordance with the provisions of Article 15.02.

- 15.06 When an employee leaves the service the employee will be granted the following vacation pay less the pay for any vacation taken during the calendar year in which the employee leaves the service:
- (a) for reasons of death or disability - Full vacation pay.
  - (b) other - Effective July 1, 1986,
    - if the employee leaves the service in the first three (3) months of the calendar year, the employee shall receive twenty-five (25%) per cent of employee's normal vacation for the calendar year.
    - if the employee leaves in the second three (3) months of the calendar year, the employee shall receive fifty (50%) per cent of employee's normal vacation for the calendar year.
    - if the employee leaves in the third three (3) months of the calendar year, the employee shall receive seventy-five (75%) per cent of the employee's normal vacation for the calendar year.
    - if the employee leaves in the fourth three (3) months of the calendar year, the employee shall receive one hundred (100%) per cent of the employee's normal vacation for the calendar year.

Overpayment of vacation pay under this sub-clause shall be recoverable from an employee,

- (i) By deduction from wages due on leaving the service,

- (ii) By deduction from sick leave gratuities due on leaving the service,
- (iii) By payment by the employee to the Corporation as a debt due, the amount of such deficiency or the balance thereof, if the deduction made under (i) and (ii) will not suffice to effect full recovery.

15.07 It is agreed that upon the death of an employee, the Corporation shall pay the value of any unused vacation entitlement, according to this agreement, to the legal representative of such employee pursuant to the laws of Ontario.

15.08 (1) The vacation of an employee who, on their last scheduled working day prior to the commencement of their scheduled vacation is absent because of illness (substantiated under the requirements of By-law 980) or an injury (compensable or non-compensable) which results in an absence from work of less than 6 months and such absence extends into the employee's scheduled vacation time, and

(2) The vacation of an employee who during the said vacation

- (a) is admitted to hospital as a bed-patient, or
- (b) suffers a recurrence of a previously approved compensable injury

shall be deemed to be postponed, unless the employee affected under sub clause (1) hereof prior to the first day of their scheduled vacation, notifies their Department Head to the contrary. Such postponed vacation shall, if time permits, be taken prior to the end of the calendar year in which the postponement occurs and in accordance with Articles 15.02 and 15.03 as contained herein.

If time does not permit, the unused vacation shall be deemed to be lost, but the employee shall receive the vacation pay to which they are entitled under the provisions of Article 15.01 herein less any portion thereof which they have already received.

Absences as defined in 15.08 (1) and 15.08 (2) above shall be charged to the employee's accumulated sick leave credits or Workers' Compensation as the case may be, subject to proof of claim.

In the event of an employee receiving pay for a period of absence as defined in 15.08 (1) and 15.08 (2) above, and there is an insufficiency of sick leave credits to cover the period of absence or, should their sick leave application or Workers' Compensation claim be rejected, the employee may:

- (a) reimburse the Corporation as a debt due, the amount of such overpayment, or
- (b) in the case of a rejected WSIB claim authorize the transfer of sufficient sick leave credits to cover the amount of such overpayment, or
- (c) authorize the transfer of sufficient vacation entitlement to cover the amount

of such overpayment. If the employee exercises this action, they will forfeit the vacation time.

- 15.09 Where an employee is laid off or granted a leave of absence without pay including absences without pay due to illness or is on Long Term Disability benefits pursuant to Article 20, for any period of one (1) month or more, such employee's vacation entitlement for the year in which the lay-off occurs or the leave is taken, will be reduced by one-twelfth (1/12th) for each full month's absence calculated to the nearest half day and if the reduction cannot be satisfied in the calendar year, such reduction shall be applied to the employee's next vacation, provided that the minimum 4% under The Employment Standards Act shall apply.
- 15.10 Where an employee is absent from work for more than 131 working days in any calendar year as a result of a compensable injury or injuries, their vacation entitlement for the aforesaid calendar year as defined under Article 15.01, shall be reduced by one-twelfth (1/12th) for each period of 21 working days absence in excess of the said 131 working days as a result of a compensable injury or injuries. In the event an employee has used their full vacation entitlement or any part thereof for the aforesaid calendar year to the extent so that the above reduction cannot be fully satisfied in that calendar year, the difference thereof shall be deducted from the employee's next vacation, provided that the minimum 4% under The Employment Standards Act shall apply.
- 15.11 In the event of an emergency situation, an employee may be allowed by their Department Head to use one day of their unused vacation, banked overtime or previously worked Statutory Holiday allowance for a maximum of five (5) days in the calendar year. The approval for emergency leaves under this Article shall not be unreasonably withheld.

#### ARTICLE 16 - WORKING CONDITIONS

- 16.01 **Except as hereinafter provided, the normal work week shall consist of thirty-five (35) hours, Monday through Friday, with eight (8) hour shifts as follows: 8:30 a.m. to 4:30 p.m. inclusive of a lunch period of one (1) hour. Alternative regular work schedules may be established by mutual agreement between the Corporation and the Union.**

**Notwithstanding the foregoing,** the following working conditions shall be operative during the term of this agreement provided that they may be varied from time to time by mutual agreement between the Corporation and the Union. It is agreed that no change in existing working conditions is intended by this Article unless specifically set out herein:

- (a) (i) Building Department Inspectors:
1. Hours of work for Inspectors shall be based on a two-week cycle, during which time they shall work a total of seventy-five (75) hours per two-week period as follows:
    - (i) Inspectors designated for Schedule A:

Week 1 - Monday to Friday - 8:00 a.m. to 4:50 p.m., including a lunch period of one-half (1/2) hour.

Week 2 - Monday to Thursday - 8:00 a.m. to 4:50 p.m., including a lunch period of one-half (1/2) hour.

(ii) Inspectors designated for Schedule B:

Week 1 - Monday to Thursday - 8:00 a.m. to 4:50 p.m., including a lunch period of one-half (1/2) hour.

Week 2 - Monday to Friday - 8:00 a.m. to 4:50 p.m. including a lunch period of one-half (1/2) hour.

**(iii) Inspectors designated for Schedule C:**

**Week 1 - Tuesday to Friday - 8:00 am to 4:50 pm including a lunch period of one-half (1/2) hour.**

**Week 2 - Monday to Friday - 8:00 am to 4:50 pm including a lunch period of one-half (1/2) hour.**

**(iv) Inspectors designated for Schedule D:**

**Week 1 - Monday to Friday - 8:00 am to 4:50 pm including a lunch period of one-half (1/2) hour.**

**Week 2 - Tuesday to Friday - 8:00 am to 4:50 pm including a lunch period of one-half (1/2) hour.**

2. Inspectors shall be designated for Schedule A **through D** by the Corporation, based upon the current regional “buddy” system.
3. Inspectors may not change Schedules during the two week cycle, but may request a change for a future two week cycle. Such a change shall be at the discretion of the Supervisor.
4. Overtime shall be paid at one and one-half (1 ½) times the regular rate of pay in excess of eight hours and twenty minutes per day, or seventy-five hours per two-week cycle, and two (2) times the regular rate for all overtime worked on Sundays.
5. All leaves of absence, including vacation and sick leave, shall be recorded on the basis of 1.11 days per day taken. Vacation shall be recorded at ten days for each two-week period taken.

**a (i) Building By-law Officers (543570)**

**The normal workweek shall consist of thirty-seven and a half (37.5) hours, Monday through Friday, with seven and a half (7 1/2) hour shifts as follows: 8:30 a.m. to 4:30 p.m. including a lunch period of one half (1/2) hour.**

- (b) Public Works Engineering Division Employees, and all Clerical Staff not specifically mentioned herein: A normal work week shall be a five (5) day week,

Monday through Friday, 8:30 a.m. to 4:30 p.m. including a lunch period of one (1) hour, except that the starting time of clerical personnel at the Public Works Yard and the Parks, Recreation and Facilities Department offices may be varied with the concurrence of the Union to provide for staffing over a period of time longer than the normal office hours.

The normal workday for the Construction Inspectors, Construction Technologists, Construction Technicians and Infrastructure Location Technician shall be from 7:30 a.m. to 3:30 p.m., including a lunch period of one-half (1/2) hour for a total of 37.5 hours per week.

(c) **Building Maintenance, Caretaking and Operating Engineers:**

The normal work week for full-time employees shall consist of forty (40) hours worked Monday through Sunday as scheduled. The work day shall consist of eight (8) hours which shall include a running lunch period of thirty (30) minutes as part of the work day.

**Operating engineers who perform their tasks at City Hall Campus will have a normal work week of Monday through Friday.**

**The normal work week for full-time employees shall consist of forty (40) hours worked Monday through Friday scheduled between the hours of 7:00 a.m. and 4:30 p.m. The workday shall consist of eight (8) hours which shall include a running lunch period of thirty (30) minutes as part of the workday.**

**Initial placement of Operating engineers will be done by seniority selection.**

(d) **Traffic Engineering Department:**

(i) **Parking Operations Division**

The normal work week for all employees in the Parking Operations Division shall consist of forty (40) hours per week, eight (8) hours per day, Monday through Saturday, with the exception of the Parking Maintenance Staff and Parking Technician, whose work week shall be forty (40) hours per week, eight (8) hours per day, Monday through Sunday. All staff shall work shifts as follows:

(a) **Provincial Offences Officers**

7:00 a.m. to 3:30 p.m.

9:00 a.m. to 5:30 p.m.

10:30 a.m. to 7:00 p.m.

3:30 p.m. to 12:00 midnight

with one half (1/2) hour lunch period not included in the work day

(b) **Parking Violations Clerk - Cashier**

8:00 a.m. to 5:00 p.m.

9:00 a.m. to 6:00 p.m.

10:00 a.m. to 7:00 p.m.  
3:00 p.m. to 12:00 midnight  
with one (1) hour lunch period not included in the work day  
10:00 a.m. to 6:00 p.m. - Saturday  
with a paid one-hour running lunch

(c) Parking Enforcement Co-ordinator

7:00 a.m. to 3:30 p.m.  
8:00 a.m. to 4:30 p.m.  
with one half (1/2) hour lunch period not included in the work day

(d) Parking Technician

8:00 a.m. to 4:30 p.m.  
4:00 p.m. to 12:30 a.m.  
with one-half (1/2) hour lunch not included in the work day for either shift

(e) Parking Maintenance Staff

8:00 a.m. to 4:30 p.m.  
4:30 p.m. to 1:00 a.m.  
12:00 midnight to 8:30 a.m.  
with one-half (1/2) hour lunch not included in the work day

(ii) Traffic Operations Division

(a) Signals Staff

The normal work week shall consist of forty (40) hours, Monday through Friday, with eight (8) hour shifts as follows:

**7:00 a.m. to 3:30 p.m.**  
with 1/2 hour lunch period not included in the workday  
**3:00 p.m. to 11:00 p.m.**

with running lunch on all shifts

(b) Signs and Pavement Markings Staff

The normal work week shall consist of forty (40) hours, Monday to Friday, with eight (8) hour shifts or ten (10) hour shifts as follows:

(i) 8:00 a.m. to 4:30 p.m. with 1/2 hour lunch period not included in work day.

(ii) 11:30 p.m. to 8:00 a.m. or 3:30 a.m. to 12:00 p.m. with 1/2 hour

lunch period not included in the work day, for an unbroken period commencing not later than the Monday nearest June 1st in each year and ending not later than the Monday nearest September 30th in each year.

(iii) 8:00 p.m. to 6:00 a.m. with a running lunch for an unbroken period commencing not later than the Monday nearest June 1<sup>st</sup> in each year and ending not later than the Monday nearest September 30<sup>th</sup> in each year. All leaves of absences including vacation, sick leave, banked overtime, stand by lieu, statutory holidays, if eligible, shall be recorded on the basis of 1.25 days per day taken.

(e) Huron Lodge:

- (1) Nursing Staff: The normal work week shall be Sunday through Saturday. The work day shall include a meal period of thirty (30) minutes and the shift shall be as follows:

Night	10:55 p.m. to 7:00 a.m.
Day	6:55 a.m. to 3:00 p.m.
Afternoon	2:55 p.m. to 11:00 p.m.

- (2) Registered Practical Nurses (RPN): The normal work week shall be Sunday through Saturday. The work day shall include a meal period of thirty (30) minutes and the shift shall be as follows:

Night	10:45 p.m. to 7:00 a.m.
Day	6:45 a.m. to 3:00 p.m.
Afternoon	2:45 p.m. to 11:00 p.m.

To be paid straight time for extra ten (10) minutes worked as part of normal shift/work week.

- (3) Clerical Staff: The normal work week shall be 35 hours per week, Monday through Friday with a one hour unpaid lunch.
- (4) All Other Staff Members: The normal work week shall be forty (40) hours, Sunday through Saturday. The work day shall consist of eight (8) hours which shall include a meal period of thirty (30) minutes as part of the work day.
- (5) Notwithstanding the various provisions of Article 14 and Article 15.06 the legal holidays mentioned in Article 14 shall be compensated as follows:
- (i) An employee who works on a statutory holiday shall be paid one and a half (1 1/2) times the regular rate for the hours worked and in addition shall receive one (1) day off with pay at the regular rate at a time mutually agreeable to the department head and the employee within ninety (90) calendar days immediately following the statutory holiday.

- (ii) When a statutory holiday falls during an employee's vacation or days off, they will receive in lieu thereof one (1) additional day off with pay at the regular rate on such day as shall be selected by the Corporation within the limits imposed by The Employment Standards Act.
- (iii) When the normal complement of staff is reduced to permit any employee who is scheduled to work on a statutory holiday to have that day off, they will receive one (1) day's pay at the regular rate for such day off.

It is agreed that an employee shall receive no pay or days off in lieu thereof, if they are absent without good cause on a statutory holiday or on the employee's working day immediately preceding or succeeding the statutory holiday.

(6) Notwithstanding By-law 980, the following shall apply:

- (i) Huron Lodge employees shall report their illness to their immediate Supervisor or the Supervisor on duty no later ninety (90) minutes prior to commencing their shift.
- (ii) All employees shall report their illness to their immediate Supervisor during the first day on which such employee is absent from work, and no later than ninety (90) minutes prior to the commencement of their shift.
- (iii) All employees shall also be required to notify their Supervisor on duty on a daily basis as above if such illness extends beyond one day unless the employee has specified the expected number of days absent.

Further that such employees who are absent due to illness or injury shall notify their Supervisor, on the day before of their intention to return to work.

**(iv) An employee shall not leave the premises during paid breaks or lunches.**

(7) Influenza Vaccine

The Parties agree that influenza vaccinations may be beneficial for residents and employees working at Huron Lodge.

Upon a recommendation, in writing, pertaining to a facility or a specially designated area(s) thereof from the Medical Officer of Health or in compliance with applicable provincial legislation the following rules will apply:

- (a) All employees scheduled to work at Huron Lodge irrespective of employment status shall, subject to the following, be required to be vaccinated for influenza.

- (b) If the full cost of such medication is not covered by some other source, the Lodge will pay the full or incremental cost for the vaccine and will endeavour to offer vaccination clinics on site. In addition, all employees scheduled to work at Huron Lodge irrespective of employment status will be provided with information, including risks and side effects, regarding the vaccine.
- (c) Huron Lodge recognizes that all employees scheduled to work at Huron Lodge irrespective of employment status have the right to refuse any required vaccination. In such cases, the following rules shall apply:
  - i) If an employee scheduled to work at Huron Lodge irrespective of employment status of Huron Lodge elects not to be vaccinated under this provision, **they** may be considered unfit for work and may be placed on an unpaid leave of absence during any influenza outbreak at Huron Lodge. Such unpaid leave will continue until such time as the employee scheduled to work at Huron Lodge irrespective of employment status is cleared to return to work. If an employee scheduled to work at Huron Lodge irrespective of employment status is placed on unpaid leave, they can use banked lieu time or vacation credits in order to keep their pay whole.
  - ii) Should an employee elect not to be vaccinated and subsequently elects to utilize antiviral prophylactic medication, the employee will be responsible for the cost of the antiviral prophylactic medication. If an employee scheduled to work at Huron Lodge irrespective of employment status cannot be vaccinated because it is medically contraindicated, and where a medical certificate is provided to this effect for the influenza vaccine, the employer will reimburse the employee for the antiviral prophylactic medication required.
  - iii) If an employee scheduled to work at Huron Lodge irrespective of employment status cannot be vaccinated because it is medically contraindicated, and where a medical certificate is provided to this effect for both the influenza vaccine and the antiviral prophylactic medication, they will be reassigned during the outbreak period, unless reassignment is not possible, in which case the employee scheduled to work at Huron Lodge irrespective of employment status will be paid. It is further agreed that any such reassignment will not adversely impact the scheduled

hours of other employees scheduled to work at Huron Lodge irrespective of employment status.

- (d) This clause shall be interpreted in a manner consistent with the Ontario Human Rights Code.
- (ii) Analyst Programmer, Personal Computer Analyst and Business Analyst in the Corporate Services Department: A normal work week shall consist of thirty-seven and one-half (37 1/2) hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, and a work day shall consist of seven and one-half (7 1/2) hours. Employees shall have a one-half (1/2) hour lunch period which shall not be included as part of the work day.
- (f) (i) Recreation and Culture Department - Permanent Aquatic Staff: A normal work week shall consist of forty (40) hours, Monday through Sunday. Employees shall have one (1) hour for lunch, which time shall not be included as part of the work day.
- (iii) Recreation & Culture Department – Recreation Centre Clerk & Seasonal Sports Facilitator: A normal work week shall consist of thirty-five (35) hours, Monday through Sunday inclusive. Employees shall have one (1) hour for lunch, which time shall not be included as part of the work day.
- (g) Pollution Control Division (Other than Clerical):  
A normal work week shall consist of forty (40) hours, Monday through Saturday and a work day shall consist of eight (8) hours, 8:00 a.m. to 4:30 p.m. Employees in this category shall be entitled to one-half (1/2) hour for lunch, which time shall not be included as part of the work day. In the event of abnormal conditions in the sewage flow or quality or in the process of monitoring, pursuant to the Sewerage By-law of the Corporation, the department head may alter the starting time of any employee provided that such alteration in the starting time shall not extend beyond the duration of such abnormal conditions or period of monitoring.
- (l) By-Law Enforcement Officers  
The normal work week shall consist of thirty-seven and a half (37 1/2) hours, Monday to Friday, with seven and a half (7 1/2) hour shifts as follows: 8:30 a.m. to 4:30 p.m. with a half (1/2) hour lunch period not included in the work day.
- (h) (i) Social Services Department (ECE Staff Only):  
A normal work week shall consist of thirty-seven and one-half (37 1/2) hours, Monday through Friday, and a work day shall consist of seven and one-half (7 1/2) hours.
- Employees shall have a one-half (1/2) hour lunch period which shall not be included as part of the work day.
- (iii) The parties agree that Regular Part-time Early Childhood Educators and

Temporary Part-time Early Childhood Educators may work split shifts in accordance with the letter dated February 19, 2009 from the Corporation's Executive Director of Human Resources to the Union titled "SOCIAL SUPPORT SERVICES – SPLIT SHIFTS FOR PART-TIME EARLY CHILDHOOD EDUCATORS" which is attached as a Schedule to this Collective Agreement. (Schedule I)

- (i) Every employee working in the field will be provided with the opportunity of availing themselves of lunch room facilities provided by the Corporation either on site or at the nearest permanent location.
- 16.02 In the event of a change of shift, there shall be a minimum of at least eight (8) hours' break between shifts except at Huron Lodge where the minimum break shall be seven (7) hours and fifty-five (55) minutes and seven (7) hours and forty-five (45) minutes for Registered Practical Nurses. Where there is less than the applicable minimum break between shifts, all hours worked in the rescheduled shift shall be deemed to be overtime.
- 16.03 Notwithstanding the provisions of Section 4 of By-law No. 980, as amended, Sick Leave Certificates as required by the By-law shall be filed by employees with their department not later than the end of the first day back to work following any illness. The Physician's portion of the Certificate must also be completed for absences of more than three days, and if this has not been done at the time of the employee's return to work, they will fill in a Certificate in duplicate, file the duplicate copy with their department, have the physician's portion signed by their doctor on the original copy and return it to their department within two days following their return to work. If the employee fails to have the Certificate completed within the aforementioned specified times, without just cause, they shall not be paid for the period of the absence due to their illness.
- 16.04 An employee, through consultation with the Department Head, may use accrued vacation days, accumulated lieu time, banked overtime, or previously earned Statutory Holidays as sick days if the employee has exhausted their sick days due to long term illness or illnesses.

#### ARTICLE 17 - OVERTIME

- 17.01 Except as hereinafter stated, all employees shall be paid overtime rates as follows:
- (i) one and one-half (1 1/2) times the regular rate for all overtime worked Monday through Saturday.
  - (ii) two (2) times the regular rate for all overtime worked on Sunday.
- 17.02 For the purpose of this agreement "overtime" shall mean as follows:
- (i) all hours worked prior to an employee's scheduled starting time, provided however, they work their normal shift thereafter.
  - (ii) all hours worked in excess of the hours set out in Article 16 of this agreement in

any calendar day.

- (iii) all hours worked in excess of a normal work week.
- (iv) Notwithstanding the foregoing Regular Part-time employees shall be entitled to overtime premiums for:
  - (i) all hours worked in excess of the normal full-time working hours for such position in a bi-weekly pay period;
  - (ii) all hours worked in excess of the hours as set out in Article 16 in this agreement in any calendar day.

- 17.03 (a) In the case of call-out emergencies, employees shall be paid at the overtime rate applicable for the period worked or for three (3) hours, whichever is the greater, except that the three hour minimum shall not apply when the call-out time worked immediately precedes or follows the scheduled working hours;
- (i) For the purposes of this article, a call-out emergency is defined as being required to report back to work outside of an employee's normal hours of work.
  - (ii) For the purposes of this article, call-out emergencies begin when employees arrive at the City work-site prior to attending the area subject to the emergency call-out, and ends after three (3) hours or when the work is completed and leaves the City work site, whichever is greater.
  - (iii) Should employees be asked to perform other emergency duties of the same nature while fulfilling the duties of the original call-out, the employee shall receive three (3) hours of pay, or for actual time worked, whichever is greater.
- (b) Persons being tested, instructed or interviewed on times other than their normal shift, shall receive the provisions of the call out Article 17.03 (a).

- 17.04 In the event that an employee is required to work two (2) hours immediately prior to their normal starting time or required to work two (2) hours in excess of their normal work day (exclusive of call-backs), they will be paid a meal allowance of seven dollars and fifty cents (\$7.50) effective January 1, 1992.

Effective January 1, 1999, in the event that an employee is required to work two (2) hours immediately prior to their normal starting time or required to work two (2) hours in excess of their normal work day (exclusive of call-backs), they will be paid a meal allowance of ten (\$10.00) dollars.

Effective July 1, 2005, in the event that the employee is required to work two (2) hours immediately prior to their normal starting time or required to work two (2) hours in excess of their normal work day (exclusive of call-backs), they will be paid a meal

allowance of \$12.00 dollars.

Effective January 1, 2022, in the event that the employee is required to work two (2) hours immediately prior to their normal starting time or required to work two (2) hours in excess of their normal work day (exclusive of call-backs), they will be paid a meal allowance of \$16.00 dollars.

- 17.05 (i) All overtime worked shall be voluntary and shall be distributed equitably among employees in the same division, within the same classification, who are performing similar duties, **an employee working in the long-term care facility who does not wish to be offered overtime work, shall notify the Director of Care or designate in writing.** Failing which, Management may offer overtime to those qualified employees in the Department.
- (ii) An employee who is absent on sick leave, compensation, vacation, leave of absence or banked overtime, shall be deemed not available for overtime after the completion of their normal work shift on the last scheduled day prior to such absence, before their normal starting time on the day they are due to return to work.

17.06 Stand-By

- (a) Signals Division Staff, Maintenance Staff, PC Support Analysts, and the Parking Technicians of the Parking Division of the Traffic Engineering Department shall, on a voluntary basis, make themselves available for stand-by for the purpose of providing emergency service and a stand-by allowance shall be paid at a rate of one dollar and twenty-five cents (\$1.25) per hour for each hour that person is on stand-by.

In the circumstance that there are no volunteers willing to sign up for standby such work will be assigned to qualified employees in reverse order of seniority.

- (b) The Department shall specify the hours for which an employee shall be available.
- (c) Personnel on stand-by shall be available for call at all times and be in condition to perform their work fully at all times.
- (d) (i) In addition to the above, employees called out shall be paid at the overtime rate applicable for the period worked or for three (3) hours whichever is greater, except that the three hour minimum shall not apply when the call-out time worked immediately precedes or follows the scheduled working hours.
- (ii) Notwithstanding the above, the provisions of the call-out shall only apply to Resident Custodians - Winhome between midnight and the commencement of normal shift.

17.07 The provisions of payment of sick leave credits shall not extend to overtime work.

17.08 Notwithstanding anything herein contained overtime for Resident Custodians -

Winhome will be on a straight time in lieu of basis. Overtime authorized and directed by Management will be paid at time and one-half.

ARTICLE 18 - SHIFT PREMIUMS

18.01(a) Afternoon Shift Premium

Effective **date of ratification**, all employees on regular shifts in which the greatest number of hours worked occurs between 3 p.m. and 11:00p.m. shall be paid a premium of **seventy cents (\$0.70)** for each hour worked.

**Effective January 1, 2026, all employees on regular shifts in which the greatest number of hours worked occurs between 3 p.m. and 11:00p.m. shall be paid a premium of eighty cents (\$0.80) for each hour worked.**

**Effective January 1, 2027, all employees on regular shifts in which the greatest number of hours worked occurs between 3 p.m. and 11:00p.m. shall be paid a premium of eighty-five cents (\$0.85) for each hour worked.**

**Effective January 1, 2028, all employees on regular shifts in which the greatest number of hours worked occurs between 3 p.m. and 11:00p.m. shall be paid a premium of ninety cents (\$0.90) for each hour worked.**

(b)Midnight Shift Premium

**All employees on regular shifts in which the greatest number of hours worked occurs between 11 pm and 7 am, shall be paid a premium of:**

**Effective date of ratification - \$1.15**

**Effective January 1, 2026 - \$1.20**

**Effective January 1, 2027 - \$1.25**

**Effective January 1, 2028 - \$1.30**

**for each hour worked between the said hours provided that such premium shall not be payable to any employee who is entitled to overtime rates under Article 17, nor shall it be payable with respect to vacations, statutory holidays or sick leave, except for those employees who have posted to a permanent shift premium job.**

18.02 Effective **date of ratification**, any employee who works on Saturday or Sunday as part of their regular work week shall be paid an additional shift premium of **one dollar (\$1.00)** per hour.

**Effective January 1, 2026, any employee who works on Saturday or Sunday as part of their regular work week shall be paid an additional shift premium of one dollar and five cents (\$1.05) per hour.**

**Effective January 1, 2027, any employee who works on Saturday or Sunday as part of their regular work week shall be paid an additional shift premium of one dollar and ten cents (\$1.10) per hour.**

**Effective January 1, 2028, any employee who works on Saturday or Sunday as part of their regular work week shall be paid an additional shift premium of one dollar and fifteen cents (\$1.15) per hour.**

- 18.03 It is agreed that any employee who is entitled to be paid overtime rates under Articles 17 or 26 shall not be entitled to any shift premium under Articles 18.01 or 18.02 hereto. It is further agreed that a shift premium shall not be payable with respect to vacations, statutory holidays or sick leave except for those employees who have been posted to a permanent shift premium job.

## ARTICLE 19 - LEAVES OF ABSENCE

### SEMINARS, MEETINGS AND CONVENTIONS

- 19.01 Leave of absence with pay and without loss of seniority or fringe benefits shall be granted to not more than three appointed or elected representatives of the Union for not more than an aggregate total of 15 person-days in any calendar year for the purpose of attending any recognized Union conventions or seminars. Application for such leave of absence shall be made a reasonable length of time in advance and shall be subject to approval of the department head.

### BEREAVEMENT LEAVE

- 19.02 (i) Regular Full-Time and Temporary Full-Time Employees

A leave of absence of not more than five (5) consecutive working days shall be granted to an employee upon the death of their legal or common-law spouse, child, step-child, still-born child, **miscarriage**, sister, brother, step-sister or step-brother, parent or step-parent, or grandchild. A leave of not more than three (3) consecutive working days shall be granted to an employee upon the death of their grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a person standing in loco parentis; such leave of absence will be without loss of pay to a maximum of five (5) consecutive working days or three (3) consecutive working days, as this article allows, at the employee's regular rate for the time lost during the employee's normal work week as a result of their absence. Should a death occur during scheduled vacation, such vacation leave shall be suspended to coincide with employee's bereavement leave.

#### Regular Part-Time, Temporary Part-Time and Recreational Employees

A leave of absence of not more than five (5) consecutive calendar days shall be granted to an employee upon the death of their legal or common-law spouse, child, step-child, still-born child, sister, brother, step-sister or step-brother, parent or step-parent, or grandchild. A leave of not more than three (3) consecutive calendar days shall be granted to an employee upon the death of their grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a person standing in loco parentis; such leave of absence will be without loss of pay

to a maximum of five (5) consecutive calendar days or three (3) consecutive calendar days, as this article allows, at the employee's regular rate for the time lost during the employee's normal work week as a result of their absence. Should a death occur during scheduled vacation, such vacation leave shall be suspended to coincide with employee's bereavement leave.

- (ii) One employee designated by the Union from time to time shall be granted one day off with pay, for the purpose of attending the funeral of a Union member or retired Union member employed or formerly employed by the Corporation.
- (iii) The provisions of Article 19.02 shall only apply to situations where the loss of regular wages could occur and shall not extend to overtime.
- (iv) Further to the conditions as set out in this Article, it is understood that regular part-time employees shall be entitled to bereavement leave if such request for absence occurs on regularly scheduled work days only.

#### JURY DUTY

19.03 Employees who are called to serve as jurors or witnesses in criminal or civil courts, shall be granted leave of absence for such purpose without loss of any privileges. Where an employee is excused from attending on any day for jury duty, they will report to work for the day or days excused. Normal pay will continue to be issued on the usual pay dates. At the conclusion of their duty, the employee shall obtain a certificate from the Court, showing the period of their jury or witness service and the amount of compensation received, and shall deposit this certificate together with the full amount of compensation, but not including travelling allowances, with the Commissioner of Corporate Services & Treasurer.

#### PREGNANCY AND PARENTAL LEAVE

- 19.04 (1) A pregnant employee is entitled to a pregnancy leave in accordance with the provisions of the Employment Standards Act, 2001, S.O. c. 41, as amended from time to time, or any legislation that takes its place (referred to in this Article as the "ESA").
- (2) The Corporation shall grant to a regular full-time or a regular part-time employee who has completed their probationary period or an employee who has worked continually for the Corporation for at least one year, a leave of absence at any time at the employee's discretion during the three-month period preceding the specified date of delivery.
  - (3) Should an employee require an accommodation as a result of their pregnancy, the employee shall provide the Corporation with applicable medical documentation, at the Corporation's expense.
  - (4) An employee wishing to take pregnancy leave shall give the Corporation written notice and a certificate from a medical practitioner stating the baby's due date, before the leave is to begin in accordance with the provision of the ESA.

- (5) The pregnancy leave shall begin no earlier than the time specified in the ESA.
- (6) An employee may change the date when the pregnancy leave begins by providing the Corporation with notice of the change as specified in the ESA.
- (7) An employee's pregnancy leave, including miscarriage or stillbirth, shall end in accordance with the provisions specified in the ESA.
- (8) An employee granted pregnancy leave must submit written notice of their intention to return to work,
  - i) Two full weeks before they intend to return to work, if prior to normal expiry date or,
  - ii) Two full weeks before the normal expiry date;

Provided that any employee who fails to do so as aforesaid, except for just cause, shall be deemed to have terminated their employment.

- (9) An employee may end a pregnancy leave earlier than the time stipulated in the ESA by providing the Corporation with the written notice as specified in the ESA.
- (10) An employee taking pregnancy leave shall not terminate their employment before the leave expires or when it expires unless the employee gives the Corporation written notice as specified in the ESA.
- (11) An employee returning to work from a pregnancy leave shall resume work in their former **regular/permanent** position with no loss of seniority or benefits from the time the pregnancy leave began, except as set out in this Article.
- (12) (a) A regular full-time employee on pregnancy leave as provided for in this Agreement who is in receipt of maternity benefits related to such leave under the provisions of applicable federal employment insurance legislation shall be paid a supplemental unemployment benefit equivalent to the difference between seventy five per cent (75%) of their regular bi-weekly earnings and the sum of their weekly employment insurance benefits and any other earnings to a maximum of two hundred (\$200.00) dollars biweekly.  
  
(b) Such a payment shall commence following completion of the applicable employment insurance waiting period and confirmation that the employee is in receipt of employment insurance maternity benefits. The payment shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.
- (13) An employee shall not receive sick leave pay in accordance with By-law Number 980 during the period of the pregnancy leave.
- (14) An employee on pregnancy leave shall continue to receive fringe benefits while on such leave as described in Article 20.01.

All other fringe benefits indicated in this Article shall be provided to regular part-time employees save and except for group life insurance and long term disability. Those benefits provided shall be on a 50% paid basis by the Corporation subject to the requirements of this Article.

- (15) (a) An employee on pregnancy leave shall continue to accumulate vacation entitlement for the first six (6) months of such leave.
- (b) For any period of pregnancy leave beyond the six (6) months, such employee's vacation entitlement extension will be reduced by one- twelfth (1/12) for each extra full month's absence.
- (c) In the event an employee has used the full vacation entitlement or any part thereof for the aforesaid calendar year to the extent so that the above reduction cannot be fully satisfied in that calendar year, the difference shall be deducted from the employee's next year's vacation.

#### 19.05 Parental Leave

- (1) An employee is entitled to a parental leave in accordance with the provisions of the Employment Standards Act, 2001, S.O. c. 41, as amended from time to time, or any legislation that takes its place (referred to in this Article as the "ESA").
- (2) The provisions of the ESA relating to parental leave notice, length of the leave, when it begins and when it ends shall apply, subject to specific provisions contained herein.
- (3) An employee taking parental leave shall not terminate their employment before the leave expires or when it expires unless the employee gives the Corporation written notice as specified in the ESA.
- (4) An employee returning to work from a parental leave shall resume work in their former **regular/permanent** position with no loss of seniority or benefits from the time the parental leave began, except as set out in this Article.
- (5) (a) A regular full-time employee on parental leave as provided for in this Agreement who is in receipt of parental benefits related to such leave under the provisions of applicable federal employment insurance legislation shall be paid a supplemental unemployment benefit equivalent to the difference between seventy five per cent (75%) of their regular bi-weekly earnings and the sum of their weekly employment insurance benefits and any other earnings to a maximum of two hundred (\$200.00) dollars bi-weekly.
- (b) Such a payment shall commence following completion of the applicable employment insurance waiting period and confirmation that the employee is in receipt of employment insurance parental benefits. The payment shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks. The employee's regular weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.

- (6) An employee shall not receive sick leave pay in accordance with By-law Number 980 during the period of the parental leave.
- (7) An employee on parental leave shall continue to receive fringe benefits while on such leave as described in Article 20.01.

All other fringe benefits indicated in this Article shall be provided to regular part-time employees save and except for group life insurance and long term disability. Those benefits provided shall be on a 50% paid basis by the Corporation subject to the requirements.

- (8) (a) An employee on parental leave shall continue to accumulate vacation entitlement for the first six (6) months of such leave.
  - (b) For any period of parental leave beyond the six (6) months, such employee's vacation entitlement extension will be reduced by one-twelfth (1/12) for each extra full month's absence.
  - (c) In the event an employee has used the full vacation entitlement or any part thereof for the aforesaid calendar year to the extent so that the above reduction cannot be fully satisfied in that calendar year, the difference shall be deducted from the employee's next year's vacation.

19.06 Parents NOT in receipt of pregnancy leave shall be granted a leave of absence of three (3) days of which one (1) will be with pay on the birth or adoption of a child.

#### ARTICLE 20 - FRINGE BENEFITS

- 20.01 (a) It is agreed that the following fringe benefits as shown in paragraphs (i) to (vi) inclusive shall be continued and may, by consent of both Parties be amended from time to time, and such benefits shall be applied following completion of the first ninety (90) calendar days of an employee's probationary period:
  - (i) Ontario Health Insurance Plan
  - (ii) Semi-Private Hospital Accommodation Plan 1, as offered by Green Shield Prepaid Services Inc.
  - (iii) Apoth-a-Care Prescription Drug Plan "0" with mandatory product selection (\$1.00 co-pay) Effective **June 20, 2025** - Apoth-a-Care Prescription Drug Plan "9" (\$6.00 co-pay), no over the counter drugs, and mandatory product selection.

- and -

the benefits of Extended Health Services "Plan T-4" with Vision Care Plan "7", (Effective January 1, **2025** - \$500 every **12** months, laser eye surgery

eligible, eye exams eligible. Effective January 1, **2026** - \$550 every 24 months, laser eye surgery eligible, eye exams eligible). **Effective January 1, 2028 - \$550 every 24 months, laser eye surgery eligible) Add optometrist eye exam once every 24 months-reasonable and customary in addition to the \$550.** Audio "H-1" (Effective January 1, 2013 – Ability to use the benefit of conventional audio towards non-conventional audio), and Nursing Home Care Plan "N3", and Out-of-Province Hospital, Surgical and Medical Expenses Benefit Plan 07, and MEDEX Group 787, as offered by Green Shield Prepaid Services Inc. Effective November 1, 1996, Green Shield Deluxe Travel Plan QJ shall replace Out-of-Province Hospital, Surgical and Medical Expenses Benefit Plan 07, and MEDEX Group 787.

- (iv) Dental Care Plan DV (with a \$2,000 co-pay orthodontic lifetime maximum benefit effective May 1, 1990) ) Dental Care Plan DV (with a \$3,000 co-pay orthodontic lifetime maximum benefit effective **January 1, 2026**) (Effective January 1<sup>st</sup>, **2025 –2025** ODA rates. **Effective January 1<sup>st</sup>, 2026 – 2026** ODA rates. **Effective January 1<sup>st</sup>, 2027 – 2027** ODA rates, **Effective January 1<sup>st</sup>, 2028-2028** ODA rates as offered by Green Shield Prepaid Services Inc.)

Effective **June 20, 2025 (ratification date)**– Psychologist, Psychotherapist and, Social Worker and **MSW- \$400** per calendar year.

Effective **January 1, 2027** – Psychologist, Psychotherapist and, Social Worker and **MSW- \$600** per calendar year.

Effective **January 1, 2026** – Massage and Chiropractic – **\$600** per calendar year for both benefits pooled together.

Effective **January 1, 2027** – Massage and Chiropractic – **\$700** per calendar year for both benefits pooled together.

Effective **January 1, 2028** – Massage and Chiropractic – **\$800** per calendar year for both benefits pooled together.

- (v) Notwithstanding By-Law 726, life insurance coverage will be as follows:

Effective June 1st, 1990, Group Life Insurance providing for insurance coverage on the basis of two times the employee's basic annual salary to the nearest \$500.00, reducing to one-half the employee's regular salary at retirement on an O.M.E.R.S. Pension to the nearest \$250.00.

Employees who retire on an O.M.E.R.S. total disability or permanent partial disability pension will be entitled to life insurance in the amount of one times salary to their normal retirement date at which time the insurance will reduce to one-half the employee's regular salary. If the employee is taken off the total disability pension or the permanent partial disability pension, the

employee's life insurance will also reduce to one-half the employee's regular salary at retirement.

Notwithstanding the foregoing, employees commencing employment with the Corporation on or after June 1st, 1990, will only be entitled to Group Life Insurance coverage in the amount of \$10,000.00 upon retirement on an O.M.E.R.S. Pension.

Employees must be actively at work on June 1, 1990 or thereafter to have insurance increased, otherwise Group Life Insurance coverage shall be in accordance with the policy governing at the time of the employee's last day at work.

After October 1, 2016, an employee who is eligible for an OMERS unreduced pension (as defined by the OMERS pension plan) elects to take the commuted value of their pension a maximum one (1) business day before their early retirement birthday, shall retain their eligibility to health and life insurance benefits as long as all other currently required eligibility requirements are met.

- (i) A copy of the Long Term Disability Plan shall be provided to the Union Executive.
- (vi) Sick Leave Plan, as provided by By-law 980, as amended to date of September 4, 1979, a copy of which is attached and as further amended by the terms and provisions hereof which follow:
  - (A) In this Article "New Employee" means any member of C.U.P.E. Local 543 who becomes a full-time employee of the Corporation in its permanent establishment, within the bargaining unit, and who has commenced their probationary employment on or after 1 January 1982,  
and  
any employee of the Corporation (a member of C.U.P.E. Local 543) who is classified as being in a temporary position within the bargaining unit as previously herein defined, regardless of the date of initial employment or the frequency or the duration of **their** periods of temporary employment.
  - (B) The terms and provisions of Section 8 of By-law 980 as amended to date of September 4, 1979, shall not apply to any new employee, as defined in this Article.
  - (C) Notwithstanding paragraph (B) above, employees of the Corporation who are full-time temporary employees as of December 31, 1981, and whose temporary full-time employment continues uninterrupted until the employee obtains a permanent position with the Corporation, shall be subject to Section 8 of By-law 980, effective the date of appointment to the permanent position.

- (D) With reference to Section 8 of By-law 980, it is agreed that:
- (i) A committee shall be established immediately for the purpose of negotiating a mutually acceptable Long Term Disability (L.T.D.) Plan. The committee shall be comprised of two members of Local 543 and two members of Local 82, and a corresponding number from management.
  - (ii) The Corporation shall pay the full cost for the mutually agreed upon L.T.D. Plan. While on Long Term Disability an employee shall accumulate seniority and shall be entitled to all rights and benefits under the collective agreements.
  - (iii) It is further agreed that the gratuity provision as contained in Section 8 of By-law 980 shall be "capped" as of the date of implementation of the Long Term Disability Plan, which plan will be negotiated in accordance with subparagraph (i) above. Examples of the calculation of the capping of the Sick Leave Gratuity are contained in Schedule "F", hereto attached.
  - (iv) It is further agreed that the rate payable upon pay out of the gratuity (Section 8 of By-law 980) shall be the negotiated rate of pay of the employee as of January 1, 1986. (Please note this only applies to those employees who leave the service after January 1, 1986).
  - (v) It is further agreed that upon the implementation of the aforementioned Long Term Disability Plan, the Corporation of the City of Windsor agrees to issue to each employee a promissory note for the value on such date of the employee's gratuity entitlement as determined by the above paragraphs. Said promissory note shall be redeemable in accordance with Section 8 of By-law 980.
  - (vi) It is further agreed that provision for a disability premium waiver shall be incorporated in the existing Group Life Policy.
  - (vii) It is further agreed that upon implementation of the negotiated L.T.D. temporary employees shall be entitled to Life Insurance coverage with no disability benefit provision.
- (E) Enactment of a By-law authorizing execution of this Agreement shall be deemed to be and constitute the further amendment of By-law 980 to the extent necessary to give effect to the terms and provisions of this Article.
- (F) Save insofar as it is deemed further amended by the terms hereof, the

content, terms and provisions of the said By-law 980, as amended to date of September 4, 1979, shall continue to apply.

- (viii) a) CUPE Local 543 retirees as of April 17, 2009 and members of CUPE Local 543 who are Regular Full Time employees of the Corporation (list to be verified) and were hired on or before April 17, 2009, and subsequently complete their probationary period, upon their retirement if eligible as per the OMERS eligibility requirements for an unreduced pension which are in place at the time of retirement, including eligible surviving spouses and eligible dependants, shall be entitled to 100% employer paid lifetime retiree benefits as outlined in the City of Windsor Benefit Plan applicable to retirees, eligible surviving spouses and eligible dependants as negotiated in the collective bargaining process from time to time. It is agreed that this eligibility to life time retiree benefits shall not be removed in any subsequent negotiations.
- b) Members of CUPE Local 543 who are Regular Part Time employees, Temporary Full Time employees, Temporary Part Time employees and Recreation employees of the Corporation who have worked 750 hours in the preceding 24 month period prior to securing a Regular Full-time position and who have a hire date at least five (5) calendar years prior to the date of obtaining a Regular Full-time position of the Corporation (lists to be verified) and were hired on or before April 17, 2009 and obtain a Regular Full Time position, at any time in the future, regardless of any break in service, with the Corporation and subsequently complete their probationary period, upon their retirement if eligible as per the OMERS eligibility requirements for an unreduced pension which are in place at the time of retirement, including eligible surviving spouses and eligible dependants, shall be entitled to 100% employer paid lifetime retiree benefits as outlined in the City of Windsor Benefit Plan applicable to retirees, eligible surviving spouses and eligible dependants as negotiated in the collective bargaining process from time to time. It is agreed that this eligibility to life time retiree benefits shall not be removed in any subsequent negotiations.
- c) Members of CUPE Local 543 who are newly hired to the Corporation as Regular Full Time employees on or after April 18, 2009 and subsequently complete their probationary period, including eligible surviving spouses and eligible dependants, shall be entitled to, upon their retirement if so eligible as per the OMERS eligibility requirements for an unreduced pension which are in place at the time of retirement, 100% employer paid retiree benefits as outlined in the City of Windsor Benefit Plan applicable to retirees, eligible surviving spouses and eligible dependants, up to the last day of the month in which the employee attains or, in the case of death, would have obtained the age of 65 years;
- d) The Corporation will establish and administer (based on reasonable administrative effort) an Employee Retiree Benefit Account at no cost to the Employee or the Union (other than any charges from third party entities) for

each Regular Full Time employee hired on or after April 18, 2009 and subsequently completes their probationary period. Said employee may elect to have the Corporation deduct an amount per hour for each regular hour worked which shall be invested to the credit of the employee's self funded post retirement account. Each Regular Full Time employee hired on or after April 18, 2009, shall, on an annual basis, be given the opportunity to 1) change the amount of their deduction 2) opt out of the plan in which case the employee shall receive the return of all their contributions with accumulated net investment income or 3) opt into the plan or 4) in the event that the employee is terminated involuntary (for cause or otherwise) they shall receive the return of all their contributions along with the accumulated net investment income. Upon the retirement of the employee, the accumulated contributions and investment income can be used to pay the annual premium for their health care plan after the age of 65. Statements will be provided on an annual basis on request for each contributing member. The detailed structure of the plan will be dependent on the best way to minimize any income tax implications. However, all tax and other mandated withholdings are the responsibility of the employee. Furthermore, these new employees shall be made aware by the employer of these options during the new employee orientation sessions. Should an employee die with a balance remaining in their employee self funded post retirement account, the balance of said account along with all accumulated net investment income will be paid to the estate of the deceased employee.

- e) The Corporation agrees to facilitate the creation of this New Retiree Group Plan and the Corporation agrees to administer (based on reasonable administrative effort) the said New Retiree Group Plan on behalf of the Union, at no cost to the plan or the Union other than charges from third party entities. The Corporation will agree to set up a committee consisting of Administration, the Union and the Carrier to develop the New Retiree Benefit Plan, the terms of reference of which will explore cost saving mechanisms which could reduce the costs of the plan for the benefit of the plan members. The Corporation will not be a voting member on the benefit plan design. Once an employees' post retirement benefit account has been exhausted, should the employee wish to remain in the said New Retiree Group Plan, the Corporation will continue to administer the said plan on the employees' behalf provided that the employee pays the full annual premium amount. As an alternative to keeping the credit in a self funded post retirement account, the employee may elect to receive the amount as a lump sum payment upon retirement and may still opt to enter into the said New Retiree Group Plan provided that the employee pays the full annual premium amount. Should an employee die, their eligible spouse and/or eligible dependant may elect to purchase this benefit at their own cost.
- f) Schedule "X" as attached to this agreement shall be issued to each eligible employee in their personal capacity and upon issuance all such promissory notes shall form part of this and future Collective Agreements for current regular full time employees. A framework and language to achieve this

protection consists of separate contracts with each individual current employee hired on or before April 17, 2009 which would provide appropriate security as outlined in Schedule "X".

- (b) Where the spouse of an employee of the Corporation is covered by the spouse's employer for benefits similar to those in Article 20.01, paragraphs (i) to (iv) inclusive, in whole or in part, the employee may elect coverage for themselves and their family under the plan of the spouse's employer, in which event, the Corporation will be required to provide only those benefits in (i) to (iv) inclusive not provided by the plan of the spouse's employer.
  - (c) It is further agreed that the Corporation may subscribe for equivalent coverage for those benefits and services described in paragraphs (a), sub paragraphs (ii) to (v) inclusive, on the understanding the Union will be consulted prior to calling for proposals from companies providing such services in order to ensure the Union that equal benefits and services and satisfactory claims procedures are maintained.
  - (d) Where an employee has depleted their accumulated or extended sick leave credits, the Corporation agrees to pay the benefits referred to in subparagraphs (i) to (v) inclusive of paragraph (a) above for a period of two (2) months; beginning the first day of the month following the month sick leave credit were depleted; thereafter they will not be entitled to the benefits provided however, they may apply for a leave of absence without pay and, if approved, they shall arrange with the Executive Director of Human Resources or designate in advance of commencing such leave to reimburse the Corporation for the full cost of the fringe benefits referred to in the said subparagraphs normally paid by the Corporation on behalf of the employee.
- 20.02
- (a) It is agreed that the Corporation shall continue its participation in the Ontario Municipal Employees Retirement System Pension Plan, as authorized by By-law 2577, which provides on retirement for payment of an annual pension of approximately 2% of the average of an employee's highest sixty (60) consecutive months' earnings, multiplied by the number of years of service. The contributions by the Corporation and the employees shall be in accordance with the provisions of the Ontario Municipal Employees Retirement System Act and the Regulations thereto, as amended from time to time.
  - (b) Employees (excepting students and temporary employees as defined in Articles 5 and 12.06 and those employees engaged for special governmental works programmes) shall be enrolled for coverage in the Ontario Municipal Employees Retirement System Pension Plan and such coverage shall be effective from the date of probationary employment. Regular part-time employees may be enrolled in the O.M.E.R.S. Plan subject to regulations contained therein.
  - (c) It is further agreed that with respect to employees in the service prior to January, 1983, the Corporation will continue its Supplementary Type 3 Benefit Agreement with the Ontario Municipal Employees Retirement System, permitting an employee to elect early retirement within ten years of normal retirement date, providing:

- (a) the employee has 30 or more years of credited service with the Corporation;  
or
- (b) retirement is due to permanent partial disability as determined by the Corporation ("permanent partial disability" under the Plan is defined as being unable, due to mental or physical incapacity, to perform the duties of employment when so declared by the employer).
- (c) An employee shall be retired on the last day of the month in which they attains age sixty-five (65) years or at the employee's option at any time prior to age sixty-five (65) provided they have sufficient accredited service to qualify for early retirement in accordance with the provisions of the Ontario Municipal Employees Retirement System Act and Regulations thereto, as amended from time to time. Early retirement will be subject to three (3) months' notice where possible.

20.03 It is understood and agreed that in the event of a change of legislation or other circumstances making it impossible for the Corporation to continue any of the above benefits, the Corporation will, so far as it has the authority so to do, endeavour to provide a benefit similar to the discontinued benefit but at no greater cost than that formerly incurred by the Corporation for such benefit.

20.04 The Corporation agrees that if an employee is absent from work for any period of time during which they are entitled to receive Sick Leave payments or is awarded Workers' Compensation, their normal accumulation of Sick Leave shall not be interrupted by reason of such absence; provided however, that where an employee uses up their accumulated or extended sick leave credits, they shall not be entitled to further credits until they return to work and earns such credits through regular attendance as provided by S.3(a) of the Sick Leave By-Law.

20.05 If an employee is absent from work as the result of a compensable injury for which the employee is granted an award by the Workplace Safety and Insurance Board for a period of temporary total disability, the Corporation agrees to pay, in addition to the amount of compensation awarded by the Board, the difference between the amount of the employee's net regular salary or wages and the amount of the award for the period of temporary total disability. Such payments shall be subject to the following conditions:

- (1) The Workplace Safety and Insurance Board shall have determined that the employee has sustained personal injury by accident arising out of and in the course of their employment with the Corporation.
- (2) The employee must have formally elected to take compensation in cases where any third party is involved.
- (3) Such payment shall not extend to cases of permanent total disability, in which cases the award of the Workplace Safety and Insurance Board shall be final, nor shall they extend to cases where the employment is terminated before the period

of temporary total disability has expired.

The provisions of this Article shall not be applicable to probationary employees and students (as defined in Articles 4 and 5 herein), or temporary employees (as defined in Article 12 herein).

- 20.06 Effective July 1, 1991, provided the Corporation continues to pay compensation as a Schedule 2 Employer under the Workplace Safety and Insurance Act, where an employee is absent as a result of an injury allegedly sustained at work and the employee has made application for compensation and has elected to take compensation, the Corporation will make advances at the employee's normal rate of pay up to a total amount equivalent to the employee's sick leave banked overtime or vacation credits. If the claim has not been approved by the Workplace Safety and Insurance Board at the exhaustion of the employee's sick leave, banked overtime or vacation credits and the employee continues to be absent, no further advances will be made by the Corporation. Where the employee has no sick leave, banked overtime or vacation to their credit, their wages will be discontinued until the Board renders its decision. If the claim is subsequently approved, the days charged against the employee's sick leave, banked overtime or vacation for such absence will be accordingly credited back to the employee.
- 20.07 It is agreed that whenever an employee shall recover from a third party, any amount claimed for loss of wages or sick leave they shall repay to the Corporation forthwith the amount of all monies paid to them by the Corporation, either by way of sick leave or advances of salary or wages, in respect of the period for which such amount is recovered from the third party as aforesaid, provided that the amount to be repaid to the Corporation shall not exceed the amount recovered as aforesaid, and upon such repayment to the Corporation, the equivalent amount of any sick leave credit which may have been deducted, shall be restored to such employee.
- 20.08 The Corporation shall have the right at its expense to have an employee who is absent due to illness or injury of a physical nature, referred for an examination to a physician of the employee's choice or any other physician as mutually agreed upon.
- The Corporation shall have the right at its expense to have an employee who is absent due to a psychological or mental illness or injury, referred for an examination to a psychiatrist/psychologist of the employee's choice or any other psychiatrist/psychologist as mutually agreed upon.
- The physician or psychiatrist/psychologist shall provide the Corporation with a written report of the examination. The request for the examination shall be made by the Executive Director of Human Resources or designate from the Human Resources Department to the employee in the presence of a Union representative or by registered mail to the employee and the Union if the employee is unable to attend at City Hall.
- 20.09 Employment Insurance coverage shall be provided for employees under the provisions of the Employment Insurance Act.
- 20.10 The Corporation and the Union agree that in so far as any of the by-laws referred to in Articles 20.01 and 20.02 are inconsistent with the provisions of this Article, the said by-laws shall be deemed to be amended in order to give effect thereto. The Parties also

agree that the said by-laws may be further amended from time to time by mutual consent.

20.11 "Fringe Benefits" in addition to the benefits mentioned in this Article, shall include pay for vacations and statutory holidays, clothing allowances, long service pay and payments made by the Corporation, on behalf of the employees, for Canada Pension.

20.12 Professional and Licence Fees - Effective August 1, 1984, where an employee, as a condition of continuing employment, is required to renew a professional accreditation or renew a licence, the Corporation shall pay the full cost of such renewal. If, however, the licence being renewed is a driver's licence, the Corporation will only pay the difference between the cost of a Class "G" licence and that being renewed.

Effective January 1, 2017, if the employee leaves the Corporation, including termination, in the first three (3) months of the calendar year, the employee shall reimburse to the Corporation the full cost of such renewal.

If the employee leaves in the second three (3) months of the calendar year, the employee shall reimburse the Corporation fifty (50%) per cent of the cost of such renewal.

If the employee leaves in the third three (3) months of the calendar year, the employee shall reimburse the Corporation twenty-five (25%) per cent of the cost of such renewal.

20.13 Only the following fringe benefits shall be applied to regular part-time employees following completion of the first ninety (90) working days of their probationary period unless such employee is transferring from temporary status to probationary regular part-time status whereby such benefits will continue at the applicable rate as set out herein. The cost of such benefits, which the employee chooses to receive shall be shared by the Corporation and the employee on a 50-50% basis, the employee's share to be paid by payroll deduction.

(i) Ontario Health Insurance Plan

(ii) Semi-Private Hospital Accommodation Plan 1, as offered by Green Shield Pre-Paid Services Inc.

(iii) Apoth-a-Care Prescription Drug Plan "0" with mandatory product selection (\$1.00 co-pay) Effective **June 20, 2025** - Apoth-a-Care Prescription Drug Plan "9" (\$6.00 co-pay), no over the counter drugs, and mandatory product selection.

-and -

the benefits of Extended Health Services "Plan T-4" with Vision Care Plan "7", (Effective January 1, **2025** - \$500 every 24 months, laser eye surgery eligible, eye exams eligible. Effective January 1, **2026**- \$550 every 24 months, laser eye surgery eligible, eye exams eligible), Effective January 1, **2028**- \$550 every 24 months, laser eye surgery eligible) **Optometrist eye exam eligible once every 24 months, reasonable and customary in addition to the \$550.** Audio "H-1" (Effective January 1, 2013 – Ability to use the benefit of conventional audio towards non-conventional audio), and Nursing Home Care Plan "N3", and Out-of-Province

Hospital, Surgical and Medical Expenses Benefit Plan 07, and MEDEX Group 787, as offered by Green Shield Prepaid Services Inc. Effective November 1, 1996, Green Shield Deluxe Travel Plan QJ shall replace Out-of-Province Hospital, Surgical and Medical Expenses Benefit Plan 07, and MEDEX Group 787.

- (iv) Dental Care Plan DV (with a \$2,000 co-pay orthodontic lifetime maximum benefit effective May 1, 1990). **Dental Care Plan DV (with a \$3,000 co-pay orthodontic lifetime maximum benefit effective January 1, 2026).** (Effective January 1<sup>st</sup>, 2025 – 2025 ODA rates. **Effective January 1<sup>st</sup>, 2026 – 2026 ODA rates. Effective January 1<sup>st</sup>, 2027 – 2027 ODA rates, Effective January 1<sup>st</sup>, 2028 – 2028 ODA rates** as offered by Green Shield Prepaid Services Inc.)

**Effective June 20, 2025– Psychologist, Psychotherapist, Social Worker and MSW- \$400 per calendar year. Effective January 1, 2027 - \$600 per calendar year.**

**Effective January 1, 2026 – Massage and Chiropractic – \$600 per calendar year for both benefits pooled together.**

**Effective January 1, 2027 – Massage and Chiropractic – \$700 per calendar year for both benefits pooled together.**

**Effective January 1, 2028 – Massage and Chiropractic – \$800 per calendar year for both benefits pooled together.**

- (v) Regular part-time employees will also qualify for the following:
- (i) statutory holidays with pay - as provided by Article 14 and provided the employee has worked twelve (12) full working days out of the preceding thirty (30) calendar days.
  - (ii) Vacation entitlement in accordance with the annual vacation time as listed in Article 15.01 but paid at the rate of 2% of the employee's accumulated earnings, excluding overtime, for each week of vacation entitlement. For the purpose of vacation entitlement each calendar year shall be measured from date of hire and not calculated as in Article 4.
  - (iii) Effective January 1, 2013, a Regular Part-Time employee who posts into a temporary full-time position and works a full work week as in Article 16, after six (6) months of continuous service, shall earn for every month of regular attendance after January 1, 2013, a sick leave credit at the rate of  $\frac{1}{4}$  days per month and such sick leave credit shall be cumulative to a maximum of nine (9) days.
  - (vi) Regular part-time employees shall also be covered by the fringe benefits described in Articles 20.03, 20.08, 20.09, 20.10 (restricted to agreed upon benefits only), 20.11, 20.12.

Employees who elect coverage as set forth herein, shall be entitled effective the first of the month following completion of the qualifying period and

provided written application has been made; otherwise such coverage shall become effective on the first of the month following receipt of written application. As a condition of written application, regular part-time employees may amend their benefit selection once per year from the coverage effective date.

- 20.14 (i) Effective March 1, 1992, a regular part-time employee who is in receipt of benefits pursuant to Article 20.13 and who is filling a temporary full-time job shall be entitled to continuation of such benefits in Article 20.13 at 100% cost to the Employer upon written notification to the Executive Director of Human Resources or designate.
- (ii) Effective March 1, 1992, a regular part-time employee who is not in receipt of benefits pursuant to Article 20.13 and who is filling a temporary full-time job shall be entitled to the benefits in Article 20.13 at 100% cost to the Employer subject to the completion of a ninety (90) calendar day qualifying period while filling the temporary full-time job and the Executive Director of Human Resources or designate's receipt of written application. The application will include the fringe benefits which the employee chooses to receive.
- (iii) Such cost arrangement as set out in Article 20.14 (i) shall be effective on the first of the month following the commencement of the temporary full-time appointment and provided written notification has been made; otherwise such coverage shall become effective on the first of the month following receipt of written notification. Employees who elect coverage under Article 20.14 (ii) shall be entitled effective the first of the month following completion of the qualifying period and provided written notification has been made; otherwise such coverage shall become effective on the first of the month following receipt of written notification if they elect coverage. Upon the first of the month following the completion of the temporary full-time appointment the cost share of such benefits will revert in accordance with Article 20.13.

#### ARTICLE 21 - TECHNOLOGICAL CHANGE

- 21.01 Where the introduction of technological change or new methods of operation will displace or is likely to displace (or result in the lay-off of) any employee, the employer shall notify the Union of its intention to implement such technological change or new method of operation and will discuss its implications with the Union before putting such technological change or new method of operation in place. The Corporation will make every effort to retrain or to provide alternative employment for such employees.

#### ARTICLE 22 - CLOTHING ALLOWANCES AND TOOLS

The Corporation shall issue, without charge, to its employees who have completed their probationary periods, the items of clothing as hereinafter set forth; the articles where applicable to summer work shall be issued by April 1st and winter clothing by November 1st. Excepting where frequency is indicated, articles of clothing which become worn out or irreparably damaged in the service of the Corporation shall be replaced, without charge, with new articles upon presentation

or surrender of the worn out or irreparably damaged items to the Corporation's central stores by the entitled employee.

22.01 Traffic Engineering Department

<u>ARTICLE</u>	<u>NUMBER</u>	<u>FREQUENCY</u>
(a) <u>Parking Technician, Parking Maintenance Staff:</u>		
Black Horsehide Gloves	1 pair	then, as required
Navy Nylon O.P.P. Parka	1	then, as required
Safety Boots or Shoes	2 pair	then, as required
Toque or Head Band	1	then, as required
Rainwear – Raincoat	1	then, as required
- Zip up Galoshes	1 pair	then, as required
Windbreaker	1	then, as required
Uniform Shirts		
Long Sleeve	3	then, as required
Short Sleeve	3	then, as required
Trousers	3 pair	then, as required

(b) Traffic Operations Division Personnel:

<u>ARTICLE</u>	<u>NUMBER</u>
Work gloves	
Safety Helmets and Liners	
Winter Safety Boots	1 pair
Summer Safety Shoes or Boots	1 pair
** Parka	1
Trousers	5 pair
Shirts - summer lightweight (short sleeve)	2
Shirts - winter heavyweight	2
Rainwear - Coat or Suit	1
- Rubber Boots	1 pair
T-shirts made from 100% cotton or approved cotton blend t-shirts	5
Coat – Lightweight	1
Toque	1
Special Lineman Gloves	1 pair

(c) Signals Division Personnel:

Special Linemen’s Gloves	
Safety Helmets and Liners	
Safety Boots – winter	1 pair
- summer	1 pair
* Parka	1

Shirts - summer lightweight	2
Shirts - winter heavyweight	2
Pants	5
Rainwear - Coat or Suit	1
- Rubber Boots	1 pair
Coat – Lightweight	1
T-shirts made from 100% cotton or approved cotton blend t-shirts	5
Toque	1

\* Signals Maintenance Staff and \*\* Shop Person. Parka issued to be non-flammable material.

22.02 Public Works Department

(a) Survey Crew Members and Inspectors:

Safety Boots or Shoes	2 pair
Shirts – summer	2
Shirts – winter	2
Pants	5 pair
Coat – lightweight	1
Parka	1
Raincoat	1
T-shirts made from 100% cotton or approved cotton blend t-shirts	5
Toque	1
Coveralls	1 pair

Identification flashes to be included on all uniforms.

The Corporation will continue to supply safety helmets with liners, mitts or gloves and rubber overshoes.

(b) Laboratory Technicians:

<u>ARTICLE</u>	<u>NUMBER</u>
Safety Boots or Shoes	2 pair
Shirts – Summer	2
Shirts – Winter	2
Pants	5 pair
Coat – Lightweight	1
T-shirts made from 100% cotton or approved cotton blend t-shirts	5
Toque	1

In addition to the above, commercially laundered coveralls and labcoats (smocks) shall be provided.

(c) Field Engineering Administrative Inspectors:

<u>ARTICLE</u>	<u>NUMBER</u>	
Pants (with reflective stripes)	4	then, as required
Shirts (with City crest)	6	then, as required
Raincoat (with City crest)	1	then, as required
All Weather Nylon Pants(with reflective stripes)	1 pair	then, as required
Sweater/Sweatshirt (with City crest)	1	then, as required
Safety shoes or boots	2 pair	
All weather wind-breaker (with City crest)	1	
Black winter parka (with City crest)	1	

22.03 Building Department Inspector (Effective April 1, 1992)

<u>ARTICLE</u>	<u>NUMBER</u>	<u>FREQUENCY</u>
White Uniform Shirts		
Long Sleeve	3	then, as required
Short Sleeve	3	then, as required
Baseball Cap With Crest	1	then, as required
Windbreaker	1	then, as required
Navy Nylon O.P.P. Parka	1	then, as required
Safety Helmet	1	then, as required
With Liners	1	then, as required
Safety Boots or Shoes	2 pair	then, as required
Galoshes	1 pair	then, as required
Pants	3 pair	then, as required
Identification Badge	1	then, as required
<b>Winter toque with crest</b>	<b>1</b>	<b>then, as required</b>
<b>Sweater/Sweatshirt</b>	<b>1</b>	<b>then, as required</b>
<b>Gloves</b>	<b>1</b>	<b>then, as required</b>

22.02 (b) Building Bylaw Officer

<u>ARTICLE</u>	<u>NUMBER</u>	<u>FREQUENCY</u>
White Uniform Shirts		
Long Sleeve	3	then, as required
Short Sleeve	3	then, as required
Baseball Cap with Crest	1	then, as required
Windbreaker	1	then, as required
Navy Nylon O.P.P. Parka	1	then, as required
Galoshes	1 pair	then, as required
Pants	3 pair	then, as required
Identification Badge	1	then, as required
Winter toque with crest	1	then, as required

<b>Sweater/Sweatshirt</b>	<b>1</b>	<b>then, as required</b>
<b>Gloves</b>	<b>1</b>	<b>then, as required</b>

22.04 Facility Management Department

All stationary engineers, storekeepers, building maintenance, resident building custodians and caretaking employees shall be supplied with the following articles of clothing:

Item	Number
Safety Boots or Shoes	2 pairs
T-Shirts	5
Shirts – Long Sleeved Button-Down - Short Sleeved Button-Down or Golf Shirt	2
Sweatshirt	1
Pants – Summer	2 pairs
Pants – Winter	2 pairs
Coveralls (one pair insulated at employee’s option)	2 pairs
Coat – Lightweight or quilted jacket or insulated vest	1
Parka or Bomber Jacket	1
Rain Pants or Leggings	1 pair
Rain Jacket (long or short)	1

Painters shall be supplied with the following articles of clothing:

<u>ARTICLE</u>	<u>NUMBER</u>
Shirts	6
Trousers	6
Safety Shoes (soft soles)	2 pair

The Mail and Delivery Person shall be supplied with:

<u>ARTICLE</u>	<u>NUMBER</u>
Shirts	3
Trousers	3 pairs
Winter Coat or Parka	1
Winter Overshoes	1 pair
Safety Boots	1 pair

22.05 Parks, Recreation and Facilities Department

Permanent Aquatic Staff:

All permanent Aquatic Staff shall be supplied with the following articles of clothing without charge:

- 2 bathing suits or swim trunks each year
- 1 sweat shirt each year
- 1 pair of sport flip flops with sufficient tread or water shoe each year
- 3 T-shirts made from 100% cotton or approved cotton blend t-shirts each year

22.06 Huron Lodge

(i) All employees, excluding the clerical staff, shall be supplied with the following articles of clothing:

	Regular Full-Time	Regular Part-Time	Cooks
Trouser	3 per year	3 per year	3 per year
Shirts	3 per year	3 per year	None
Double Breasted Jacket	None	None	3 per year
Safety Shoes	None	None	1 pair, then as required

**(ii) Regular Full-Time and Regular Part-Time Kitchen Staff II (543178) will receive 1 pair of Safety Shoes upon ratification.**

22.07 Smocks will be made available to all personnel working any area where the employee's clothing may be exposed to materials or dyes that may soil their clothing.

The Corporation shall provide one (1) pair of safety boots or safety shoes per year, then as required, for Work Activity Instructors.

22.08 Licensing and Enforcement Services Department

(a) By-Law Enforcement Officer:

- Shirts: Dark Navy Military Shirt with Shoulder Crests - Short and Long Sleeved 6 shirts total
- Pants: Navy Cargo Pant, No Stripe 3
- Jacket: Winter- Navy Nylon O.P.P. Parka 1
- Sweater: Line Knit Sweater with Shoulder Crests 1
- Vest: Body Armour - External Carrier 1
- Winter Safety Boots or Shoes 1
- Hat: Baseball Cap Style with Crest 1
- Winter Toque 1

(b) General Provisions Referrable to All Clothing Issue In All Departments

As a condition of employment each probationary employee shall provide at their own expense one pair of safety shoes or boots (if required by the job) and two pairs of pants and two shirts. The shirts, pants, and safety shoes must be worn and must be in accordance with the standard issue worn by other employees at the particular time of the

year. It is the intent of the parties that the probationary employee be outfitted as hereinbefore described on the first day of their employment.

The clothing issue is the maximum allowance and any clothing lost or destroyed must be replaced by the employee at their own expense, except in the case of a justifiable insurance claim.

The clothing issue is for the sole personal use of the employee to whom it is issued and will not be sold, exchanged or given by the employee to any other person.

The clothing issue must be worn by the employee during working hours and must be appropriate to weather conditions and the season of the year.

Immediately following the initial clothing issue, without reservation, the wearing of regulation clothing is mandatory and failure to comply with this regulation will result in suspension without pay until the employee complies.

When it is a requirement of an employee's position that safety glasses be worn and the employee requires prescription glasses, the Corporation shall provide prescription safety glasses of a type and from a supplier chosen by the Corporation, and in the event the prescription safety glasses have to be replaced due to excessive wear or work-related damage, the Corporation shall replace the glasses. The Corporation shall provide glasses with ultraviolet ray protection as necessary if prescribed.

Regular part-time employees shall be provided with the clothing issues as set out for regular full-time positions on a pro rata basis as follows:

When the frequency of the clothing issue is on an "as required replacement basis", the initial issue shall be one-half of the regular full-time issue for such position with the greater benefit provided to the employee. When the frequency is on an "annual basis" such clothing issue will be provided every two years.

- 22.09 The Corporation agrees that the Manager of Purchasing, or their delegate, and a Management representative of the Department, and two (2) employees designated by the Union will meet to choose the style and material of the clothing.
- 22.10 The Corporation agrees to supply the employees with all the tools which, in its opinion, are required by the employees to perform their duties.
- 22.11 Any change in the clothing issue negotiated under subsequent collective agreements will not become effective until one (1) year following the date upon which such subsequent collective agreement shall commence to operate.

#### ARTICLE 23 - AUTOMOBILE ALLOWANCES

- 23.01 (a) Every employee who, is requested or required to provide their own automobile for purposes of the Corporation shall be paid a monthly allowance on all mileage in performance of work for the Corporation from the first to the last day of the month, calculated at the rate as noted in the Corporation's Travel and Business Expense Policy.

- (b) In addition to the allowances provided by paragraph (a), the Corporation agrees to pay also the difference, excluding surcharges (as a result of accidents or convictions) in the premium rate for insurance on the employee's automobile, up to the following maximum limits, and the premium rate required to insure such automobile for the same coverage if used as well for the purposes of the Corporation:

Public Liability and Property Damage - \$1,000,000.00 limit,  
effective August 1, 1984

Collision - \$250.00 deductible

Provided however, the employee with their Union representative shall have the right to appeal, to an Appeals Committee to be established by the Corporation, for assumption by the Corporation of any surcharges which the employee feels were imposed as the result of unavoidable accidents which occurred in the performance of their duties, the decision of such review body to be final.

- (c) Notwithstanding the above, employees will be required if requested to provide three written estimates of insurance - one estimate from an agent of, the Corporation's choice. The Corporation will only be required to reimburse to the lowest estimate

#### ARTICLE 24 - SALARIES AND WAGES

- 24.01 (a) Effective January 1, 1991 pursuant to Article 24.05 and in accordance with the Memorandum of Agreement concerning the Implementation of Pay Equity and Internal Equity, it is agreed that the salaries and wages of all employees holding jobs covered by the job evaluation programme, as identified in Schedule B, shall be determined by the job evaluation driven internal equity salary administration provision of the Manual of Procedures dated November 9, 1990 and forming part of this Collective Agreement. It is agreed that the salaries and wages of all employees holding positions not covered by the job evaluation programme shall be determined in accordance with the classification system attached hereto as Schedules "C" and "E" and forming part of this agreement.

It is understood that regular part-time positions shall receive the hourly rate of regular full-time positions unless otherwise agreed.

- (b) Where an employee is appointed or reclassified to a higher rated position, they shall be paid the next higher increment for the higher classified position rather than the rate they were being paid in their previous classification; provided however, the increment shall not be less than approximately \$8.00 bi-weekly.
  - i) Effective August 19, 1996, when an employee's position is reclassified to a higher maximum hourly rated position they shall maintain their incremental status in all regards.
  - ii) When an employee is appointed or promoted to a regular/permanent position which provides a higher maximum hourly rate than the highest maximum hourly rate in the employee's former **regular/permanent** position, the

employee shall be paid the existing rate in the new **regular/permanent** position which provides a minimum five percent increase in their hourly rate over the employee's hourly rate in their former **regular/permanent** position but in no circumstances shall the new hourly rate be greater than the maximum hourly rate in the new **regular/permanent** position. The employee's new increment date shall be the date of appointment to the new **regular/permanent** position.

- iii) When an employee is transferred, appointed or posts to a position which provides a lower maximum hourly rate or the same maximum hourly rate as the employee's former **regular/permanent** position, the employee shall be paid at the increment in the new position providing the hourly rate closest to the former **regular/permanent** rate without being greater. The employee's increment status remains the same in the new position.
- c) It is further agreed that the annual increments shown in Schedule "B" for regular full-time employees only, shall be granted automatically each year on the anniversary date of the employee's appointment or reclassification as the case may be, unless the department head recommends against it, in which event the employee concerned shall be given an explanation in writing thirty (30) days prior to the anniversary date. Where an employee has been on an extended leave of absence (excluding maternity leave) or absent for a compensable injury for any period in excess of one month, the employee shall not be entitled to an increment until they have actually worked for 12 months from the anniversary date of their appointment or the date of their last increment whichever is the later, and future increments, where applicable, will be effective each twelve (12) months from the date of the last increment.
- (d) Increments, where applicable, for regular part-time employees will be subject to the provisions of Article 24.01 (b) and employees will be eligible upon achieving each full year of seniority (1 full year of seniority = 1,750 hours).

Effective January 1, 2000, increments, where applicable for regular part-time employees will be subject to the provisions of Article 24.01 (b) and employees will be eligible upon achieving each full year of seniority (1 full year of seniority = 2,080 hours).

- 24.02 When an employee is appointed or requested by their department head temporarily to perform work of a character for which a higher classification is provided, they shall be paid immediately the next higher increment for the higher graded position than the rate they are being paid in their present classification. The higher rate will only be paid if such duties are performed for a continuous period of 30 minutes or more. When an employee is appointed or requested temporarily to perform work of a character for which a lower classification is provided, they shall continue to be paid the established rate for the higher classification.

Effective August 19, 1996 when an employee is appointed or requested by their department head temporarily to perform work of a character for which a higher

classification is provided, they shall be paid immediately the existing rate which provides a minimum five percent increase in their hourly rate over the employee's hourly rate in their former **regular/permanent** position but in no circumstances shall the new hourly rate be greater than the maximum hourly rate in the higher classified position. The higher rate will only be paid if such duties are performed for a continuous period of 30 minutes or more. When an employee is appointed or requested temporarily to perform

work of a character for which a lower classification is provided, they shall continue to be paid the established rate for the higher classification.

- 24.03 It is agreed that the said salaries and wages shall be paid upon a bi-weekly basis through direct deposit.
- 24.04 The Corporation agrees to grant equal pay to all members of the Union for equal work regardless of the sex of the employee concerned.
- 24.05 (a) In accordance with the Memorandum of Agreement concerning the Implementation of Pay Equity and Internal Equity, all incumbents in a job assigned to a new Classification where the maximum increment level is lower than their current increment level shall continue to receive their current increment level and shall continue to remain eligible for future economic adjustments negotiated between the parties based upon strictly the job evaluation maximum increment level of the position at time of Classification change, until such time as the incumbent has obtained the new maximum increment level Classification end rate or resigns from the position, whichever occurs first. Effective January 2, 1991, all future negotiated economic adjustments for these incumbents shall be strictly calculated on the maximum increment level of the new 1991 Classification end rate.
- (b) Incumbents in a job assigned to a Classification where a rate is higher than their current rate shall receive the higher rate in the following manner:
- (1) Changes resulting from the implementation of any job evaluation results determined prior to July 1, 1991 shall have the new rates implemented as follows:
    - i) For employees with anniversary job appointment dates prior to July 1 and actively working as of said date - implementation on July 1, 1991.
    - ii) For employees with anniversary job appointment dates on or after July 1 - implementation on the said anniversary job appointment date, subject to the incumbent being actively at work on said date.
  - (2) For changes resulting from the implementation of job evaluation results as determined after July 1, 1991, the incumbent shall receive the new rate retroactive to the commencement date of the new duties as recognized by the Joint Job Evaluation Committee. Notwithstanding anything contained herein, there will be no wage retroactivity considered under this Article for any period of time prior to January 2, 1991.

24.06 Wages

<b>January 1, 2025</b>	<b>2.4%</b>
<b>January 1, 2026</b>	<b>3.3%</b>
<b>January 1, 2027</b>	<b>3.3%</b>
<b>January 1, 2028</b>	<b>3.9%</b>

If on March 31, 2007 the Consumer Price Index for Canada for the period December 31, 2005 to December 31, 2006 rises above 5.5%, the increase above 5.5% to a maximum of 6% (maximum 0.5%) will be applied to the 2006 wage rates effective December 31, 2006 and a further increase of 3.0% will be applied effective January 1, 2007. Retroactive pay to January 1, 2007 will only be the adjusted rate less the rate already paid. Examples are included under Schedule “G”. This clause shall only come into effect if the Consumer Price Index is over 5.5% on December 31, 2006.

**Effective January 1, 2025, through to the end of the collective agreement,** the Employer shall pay a premium of \$3 per hour for all hours worked for RPN’s (543198) and \$2 per hour for all hours worked for Therapeutic Recreation Aide’s (543189), Entertainment and Activity Coordinators (543192) at Huron Lodge. This premium shall remain in effect **through the end of the collective agreement** so long as the Ministry funded Personal Support Worker/Direct Support Worker Compensation Enhancement Program remains in effect. The premium for these position(s) will also cease in the event that a funded compensation enhancement program is introduced for the position(s). Further, if there is any change in the Ministry Funded Personal Support Worker/Direct Support Worker Compensation Enhancement Program, the premium for the above-mentioned positions will be altered proportionately and will be discussed with the Union prior to any changes being made.

ARTICLE 25 - LONG SERVICE PAY

25.01 The Corporation shall pay Long Service Pay to every employee on the first regular pay day after December 1st of each year, based upon continuous full time service as follows:

Upon completion of five years’ and less than ten years’ service	\$ 65.00 annually
Upon completion of ten years’ and less than fifteen years’ service	\$ 130.00 annually
Upon completion of fifteen years’ service and less than twenty years’ service	\$ 195.00 annually
Upon completion of twenty years’ service and less than twenty-five years’ service	\$ 260.00 annually
Upon completion of twenty-five years’ service and over	\$ 325.00 annually

When an employee who is qualified to receive Long Service Pay, completes their fifth, tenth, fifteenth, twentieth or twenty-fifth year of service within any calendar year, they shall be paid the rate applicable to their term of service in that year. Any employee who leaves the service after completing five years' service shall be entitled to receive a proportionate part of the Long Service Pay which would have been payable to them for the calendar year in which they terminate their employment; provided that if any employee leaves the service before December 31st, after receiving Long Service Pay for that calendar year, the Corporation shall have the right to recover from the employee the proportionate part of such Long Service Pay, paid in advance, for which they are no longer entitled.

- 25.02 In the event an employee is laid off or is absent without pay (excluding absences for maternity leave or on long term disability) for any period in excess of one (1) calendar month in any calendar year in which the employee is qualified to receive Long Service Pay, such pay shall be prorated on the basis of one-twelfth (1/12) for each calendar month worked during that year.
- 25.03 Regular part-time employees shall be eligible for 50% of the annual amount based upon their continuous part-time service.
- 25.04 The terms and provisions of this Article shall not apply to any new employees hired on or after January 1, 2000.

ARTICLE 26 - RECREATIONAL EMPLOYEES

- 26.01 It is understood that each year the Corporation hires a number of employees as set out in Schedule E for the purpose of supervising the recreational facilities and carrying out the recreation programmes of the Corporation. It is further agreed that the only articles applicable to recreational employees shall be Article 3, Article 6, Article 11, Article 12.01 (posting list), Article 19.02, and Article 26. The Corporation shall have the right to discharge recreational employees without grievance, other matters however contained in Article 26 and in Schedule E may be the subject of grievance.

The wages and working conditions for such employees shall be those set out in Schedule E attached hereto and forming part of this agreement. In addition, each employee shall be supplied with the following at the expense of the Corporation:

DAY CAMP STAFF

Two Short-sleeved T-shirts made from 100% cotton or approved cotton blend t-shirts

AQUATIC STAFF

Two Bathing Suits

OTHERS

One Golf Shirt

One Long-sleeved T-shirt made from 100% cotton or approved cotton blend t-shirt

One Short-sleeved T-shirt made

from 100% cotton or approved  
cotton blend t-shirt

Recreational Employees shall be entitled to be paid one and one-half (1-1/2) times their regular rate for all hours worked in any calendar week, in excess of the total number of hours contained in their normal work week as per Schedule E.

26.02 (a) Seniority for Recreational Staff shall be separate from all other seniority provisions outlined in this collective agreement. Seniority is defined as the length of service within the Corporation from original date of hire as a Recreational Staff employee employed in those positions outlined under Schedule E.

(b) Seniority rights of Recreational employees shall be established after the satisfactory completion of a probationary period of ninety (90) calendar days from date of hire.

During their probationary period, an employee shall not possess the capacity to file a grievance under the terms of this Agreement or to have any complaint, grievance or dispute referred to arbitration save those involving substantive rights or the payment of wages.

(c) Seniority rights as herein defined shall be limited to determining a recreational employee's right to recall and the appropriate wage rate as outlined under Schedule E.

(d) The exercise of seniority is confined to the Department and confined to only those rights contained in Article 26.

**26.03 The City offers a single annual training allowance per active employee, as outlined in the chart below, to Recreation employees who have worked a minimum of 300 hours in the previous year. This allowance is available upon successful completion of job-required recertification training and submission of proof of payment.**

<b>Completion of 1 Year</b>	<b>\$50.00</b>
<b>Completion of 2 Years</b>	<b>\$55.00</b>
<b>Completion of 3 Years</b>	<b>\$60.00</b>
<b>Completion of 4 Years or more</b>	<b>\$65.00</b>

#### ARTICLE 27 - JOB SECURITY

27.01

(i) Effective January 1, **2025**, no member of the bargaining unit who is presently in the employ of the Corporation and was employed by the Corporation as of December 31, **2006** shall be laid off for any reason.

Effective January 1, **2026**, no member of the bargaining unit who is presently in the employ of the Corporation and was employed by the Corporation as of December 31, **2007** shall be laid off for any reason.

Effective January 1, **2027**, no member of the bargaining unit who is presently in the employ of the Corporation and was employed by the Corporation as of December 31, **2008** shall be laid off for any reason.

**Effective January 1, 2028, no member of the bargaining unit who is presently in the employ of the Corporation and was employed by the Corporation as of December 31, 2009 shall be laid off for any reason.**

- (ii) Any employee who would have been laid off but for Article 27.01 (i) may be assigned to any position within the Corporation regardless of seniority. Such assignment may or may not include training and such assignment including training, shall be at the sole discretion of the Corporation. It is agreed that such assignment may result in the lay-off of an employee not protected by Article 27.01 (i) or the re-assignment of employee as protected by Article 27.01 (i).

27.02 This agreement shall be binding upon the successors of the Parties hereto in so far as it is within the power of the Parties hereto respectively to bind such successors, and in the event the Corporation is amalgamated, united or otherwise joined with one or more municipalities, the provisions of The Labour Relations Act, R.S.O. 1980, C.228, as amended, shall be applicable.

#### ARTICLE 28 – CONTRACTING OUT

28.01 The Corporation shall have the right to contract out any work provided however, that prior to contracting out work normally performed by members of the bargaining unit, advance discussions will take place between the appropriate department heads of the Corporation and the Union. The Corporation agrees to notify the Union in writing at least two months in advance of any contracting out of work.

The Corporation shall set up a meeting and discussions shall commence within two (2) weeks from the date of receipt of such written notice by the Union. At the meeting the Corporation shall identify the work being considered for contracting out and the reasons that have led to the decision to recommend contracting out of the work.

During the meeting, the Corporation agrees to provide the information available to the Corporation which was the basis upon which the decision to contract out was made and that would otherwise be available to the Union through the Freedom of Information process as set out in Municipal Freedom of Information Protection and Privacy Act (“MFIPPA”) without the need to make a formal request.

28.02 The Union shall be accorded an opportunity to make a written submission regarding the Corporation’s plan to contract out work and such submission shall be made within thirty (30) calendar days of the meeting set out in Article 28.01. The appropriate department head shall give weight to such comments in light of all attendant circumstances and within two (2) weeks of receiving the Union’s submission shall make their final recommendation.

- (c) When the Corporation awards a contract for work which is normally performed by members of the bargaining unit as hereinbefore set out, the Corporation agrees to provide alternative employment at no loss of salary, wages or benefits excluding overtime for the employees who normally perform the work contracted out and who were in the employ of the City prior to December 31, 1977. In respect to all other employees affected by the contracting out, the Corporation shall make a sincere effort to provide alternative employment for them and if no work is available the provisions of Article 4.11 respecting lay-offs shall be applicable.

ARTICLE 29 – CORRESPONDENCE

29.01 (a) All correspondence between the Parties arising out of this agreement shall be addressed to the Executive Director of Human Resources or designate or to the Secretary and President of the Union as the case may be.

(b) The Corporation will ensure that copies of all communication from the Corporate Communications Department that are sent to employees are also copied to the Secretary and President of the Union.

ARTICLE 30 - INTERPRETATION

30.01 Whenever the masculine or singular has been used throughout this agreement it shall be deemed to include the feminine or plural where the context so allows or requires.

ARTICLE 31 - TERM OF AGREEMENT AND RETROACTIVITY

31.01 Excepting as otherwise provided herein, the terms of this agreement shall apply from the 1st day of January **2025** and shall remain in force until the 31st day of December, **2028**.

Proposals to revise or amend this agreement shall be exchanged by the parties on the third Friday in September of **2028**, and negotiations between the parties shall begin by not later than the third Friday of October in **2028**. If pursuant to such negotiations an agreement on revision or amendment is not reached prior to the current expiration date, this agreement shall remain in full force and effect after such expiration date in accordance with the provisions of the Labour Relations Act.

31.02 Where, by the terms of this agreement, any benefit is provided which is an improvement upon that which was provided by the terms of the immediately preceding collective agreement which expired on December 31, 2021, such improved benefit or new benefit shall be deemed to apply only to such persons as were employed by the Corporation as of date of Council ratification.

The effective dates of application of such improved benefit shall be as follows:

Wages - shall be paid in each of the respective years as set out in Article 24.

Green Shield Coverage - shall be afforded in accordance with Article 20.01 from and after March 1, 1990.

Safety Glasses - June 1, 1988.

Notwithstanding what is hereinbefore contained, the improved salaries and wages shall be paid retroactively to those employees not in the employ of the Corporation on January 15, 2021,

- (1) Whose employment was terminated between January 1, 2021, and January 15, 2021, each date inclusive as a result of physical incapacity;
- (2) Whose employment during the same period was concluded through retirement on pension;
- (3) Who (having completed the probationary period referred to in Article 4.01) were, during the same period absent from work as a result of normal lay off;
- (4) Who voluntarily quit the employ of the Corporation.

IN WITNESS WHEREOF the Parties hereto have herunto affixed their corporate seals duly attested by the hands of their proper officers in that behalf, respectively.

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 543 "WINDSOR MUNICIPAL EMPLOYEES"

\_\_\_\_\_  
\_\_\_\_\_, CUPE 543 Administrator

\_\_\_\_\_  
\_\_\_\_\_, CUPE 543 National Representative

THE CORPORATION OF THE CITY OF WINDSOR

Authority  
CR269/2025  
Approved  
as to Form  
  
\_\_\_\_\_  
Legal Counsel

Authority  
CR269/2025  
Approved  
as to Financial  
Content  
  
\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
Ray Mensour, Chief Administrative Officer

Authority  
CR269/2025  
Approved  
as to Content  
  
\_\_\_\_\_  
ED, Human  
Resources

\_\_\_\_\_  
Steve Vlachodimos, City Clerk

LOCAL 543, C.U.P.E.

SCHEDULE "A"

POSITIONS AND CLASSIFICATIONS EXCLUDED FROM THE BARGAINING UNIT

UNDER THIS AGREEMENT

(As Referred to in Article 1.01)

- A. All Department Heads, Deputy Department Heads and all positions listed in the salary schedule for Management personnel.
- B. All employees of the Mayor's Office, Office of the Chief Administrative Officer, and the Legal and Human Resources Department.
- C. All employees who come within the jurisdiction of other bargaining units.

Such other employees and/or job classification as may be agreed between the parties hereto in writing, effective from the date of execution of the same for the unexpired term of this agreement.

**CUPE LOCAL 543  
SALARY SCHEDULE "B"**

2.40%	Increase	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
<u>CLASSIFICATION 0.01 [0-235 points]</u>			35.00	Annual	36,745.80	43,225.00		
				Biweekly	1,413.30	1,662.50		
				Hourly	20.19	23.75		
<u>CLASSIFICATION 0.02 [236-265 points]</u>			35.00	Annual	38,129.00	44,863.00		
				Biweekly	1,466.50	1,725.50		
				Hourly	20.95	24.65		
<u>CLASSIFICATION 0.03 [266-295 points]</u>			35.00	Annual	39,494.00	46,482.80		
				Biweekly	1,519.00	1,787.80		
				Hourly	21.70	25.54		
<u>CLASSIFICATION 0.04 [296-325 points]</u>			35.00	Annual	41,077.40	48,230.00		
				Biweekly	1,579.90	1,855.00		
				Hourly	22.57	26.50		
			40.00	Annual	46,945.60	55,120.00		
				Biweekly	1,805.60	2,120.00		
				Hourly	22.57	26.50		
<u>CLASSIFICATION 0.05 [326-355 points]</u>			35.00	Annual	42,606.20	50,141.00		
543212	Clerk Junior (File)	53200 - Customer Service		Biweekly	1,638.70	1,928.50		
543559	Museum Assistant	93300 - Cultural Affairs		Hourly	23.41	27.55		
543178	Kitchen Staff II	57300 - Huron Lodge - Dietary	40.00	Annual	48,692.80	57,304.00		
543178	*Kitchen Staff II	57300 - Huron Lodge - Dietary		Biweekly	1,872.80	2,204.00		
				Hourly	23.41	27.55		
<u>CLASSIFICATION 0.06 [356-385 points]</u>			35.00	Annual	44,116.80	48,048.00	51,924.60	
543138	*Clerk Intermediate	47101 - Lou Romano WRP - 543/NU		Biweekly	1,696.80	1,848.00	1,997.10	
543564	Contract Clerk	54200 - Childrens Serv - Systems		Hourly	24.24	26.40	28.53	
543162	Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543164	Receptionist	90100 - Parks, Rec & Cult & Facilities						
543518	Junior Clerk-Typist	57100 - Huron Lodge - Program Services						
543006	Receptionist/Complaints Clerk	63200 - Inspections - West						
543436	Customer Service Clerk	63200 - Inspections - We						

543004	Document Clerk	63300 - Inspections - East					
543085	Caretaker	91500 - Facilities Operations	40.00	Annual	50,419.20	54,912.00	59,342.40
				Biweekly	1,939.20	2,112.00	2,282.40
				Hourly	24.24	26.40	28.53
<b>CLASSIFICATION 0.07 [386-415 points]</b>							
543053	Customer Service Clerk	24300 - Property Assessment	35.00	Annual	45,809.40	49,868.00	53,890.20
543355	Intake Clerk (Bilingual)	54201 - Children's Services System		Biweekly	1,761.90	1,918.00	2,072.70
543539	Program & Policy Clerk	54203 - CS Program and Policy		Hourly	25.17	27.40	29.61
543378	Bilingual Early Learning Initiatives Clerk	54400 - Ontario Early Years					
543558	*Facility Person	91500 - Facilities Operations					
543265	Recreation Centre Clerk (Adie Knox Pool)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Aquatics & Family Aquatic Cmpx)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Forest Glade Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Gino A. Marcus Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Mackenzie Hall)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Oakwood Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Optimist & AMC Comm. Centres)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (WFCU Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Windsor Water World)	93406 - Adie Knox Pool					
543369	Administrative Clerk	57100 - Huron Lodge - Program Services					
543011	Communications Clerk	63200 - Inspections - West					
543575	Secretary, Contracts, Fleet & Maintenance	43603 - Operations - Contracts	40.00	Annual	52,353.60	56,992.00	61,588.80
543586	Timekeeper, Nursing & Dietary	57400 - Huron Lodge - Nursing		Biweekly	2,013.60	2,192.00	2,368.80
				Hourly	25.17	27.40	29.61
<b>CLASSIFICATION 0.08 [416-445 points]</b>							
543050	Administrative Clerk	23200 - Accounting Services					
543249	Data Entry Operator	23300 - Corp Payroll Admin & Compliance	35.00	Annual	47,502.00	50,268.40	53,125.80
543422	Licensing Clerk	38200 - Licensing		Biweekly	1,827.00	1,933.40	2,043.30
543246	Secretary - Field Services	43601 - Operations - Field Services		Hourly	26.10	27.62	29.19
543277	Records Clerk	44100 - Administration					
543243	Intermediate Clerk	51000 - Human & Health Services Admin					
543206	Records & Supply Clerk	51000 - Human & Health Services Admin					
543259	Clerk Junior	53100 - Policy & Staff Development					
543279	Clerk Jnr-Bckp Rec(Bi-Lingual)	53101 - OW - Leamington Office					
543218	Data Analyst	53200 - Customer Service					
543208	Intermediate Clerk Steno	54201 - Children's Services System					
543166	Records Clerk	90100 - Parks, Rec & Cult & Facilities					
543163	Recreation Clerk	93300 - Cultural Affairs					
543270	*Recreation Centre Clerk - Willistead Manor	93302 - Willistead Manor					
543001	Cashier	63300 - Inspections - East					
543102	Clerk Steno Senior	64300 - Planning - Development CBO					
543031	Comm. of Adjustment Clerk	64200 - Planning - Urban Design					
543247	Clerk Steno	64200 - Planning - Urban Design					
543556	Construction Technician	43601 - Operations - Field Services	37.50	Annual	50,895.00	53,859.00	56,920.50
				Biweekly	1,957.50	2,071.50	2,189.25
				Hourly	26.10	27.62	29.19
							30.67
543113	Parking Violations Cashier	43304 - Compliance & Enforcement-Parkg	40.00	Annual	54,288.00	57,449.60	60,715.20
				Biweekly	2,088.00	2,209.60	2,335.20
							2,453.60

			Hourly	26.10	27.62	29.19	30.67
<b><u>CLASSIFICATION 0.09 [446-475 points]</u></b>							
543397	Intermediate Clerk-Huron Lodge	22300 - Operating Budget Control					
543068	Tax & Accts Receivable Collector	24100 - Treasury & Cash Management	35.00	Annual	49,231.00	52,106.60	55,109.60
543047	Mortgage and Ownership Clerk	24300 - Property Assessment		Biweekly	1,893.50	2,004.10	2,119.60
543059	Property Tax Clerk	24300 - Property Assessment		Hourly	27.05	28.63	30.28
543413	Senior Issuer, Vital Statistics	39200 - Records, Elections & FOI					
543140	Senior Invoice Clerk	44100 - Administration					
543133	Data Research Clerk	44200 - Geomatics					
543357	Clerk Intermediate (Fin)	51000 - Human & Health Services Admin					
543209	Clerk Junior (Fin)	51000 - Human & Health Services Admin					
543574	Clerk - Leamington	53101 - OW - Leamington Office					
543377	Intermediate Receptionist - Leamington	53101 - OW - Leamington Office					
543227	Intake Receptionist	53200 - Customer Service					
543551	Intake Receptionist - Bilingual	53200 - Customer Service					
543264	Resource Centre Greeter	53301 - Employment and Training Serv.					
543553	Resource Centre Greeter - Bilingual	53301 - Employment and Training Serv.					
543420	Parks & Recreation Data Clerk	90100 - Parks, Rec & Cult & Facilities					
543165	Parks Clerk	90100 - Parks, Rec & Cult & Facilities					
543172	Payroll & Accounts Payable Clerk	90100 - Parks, Rec & Cult & Facilities					
543383	By-Law Enforcement Clerk	38300 - Bylaw Enforcement					
543010	Secretary to Mgr of Development Applications	64300 - Planning - Development CBO					
543048	Technical Support Clerk	62000 - Information Technology	37.50	Annual	52,747.50	55,828.50	59,046.00
543021	Administrative Clerk	94200 - Customer Contact Centre		Biweekly	2,028.75	2,147.25	2,271.00
				Hourly	27.05	28.63	30.28
543139	Maintenance Clerk	47101 - Lou Romano WRP - 543/NU	40.00	Annual	56,264.00	59,550.40	62,982.40
543374	Nutritional Administrative Assistant	57300 - Huron Lodge - Dietary		Biweekly	2,164.00	2,290.40	2,422.40
543185	Nursing Records Assistant	57400 - Huron Lodge - Nursing		Hourly	27.05	28.63	30.28
<b><u>CLASSIFICATION 0.10 [476-505 points]</u></b>							
543217	Subsidy Claims Clerk	22500 - Intergovernmental Subsidies	35.00	Annual	51,142.00	54,126.80	57,184.40
543057	Accounting Clerk	23100 - Financial Accounting		Biweekly	1,967.00	2,081.80	2,199.40
543352	Clerk Expediter	33000 - Purchasing		Hourly	28.10	29.74	31.42
543026	Council Agenda Coordinator	39100 - Council Services					
543028	Council Resolutions Coordinator	39100 - Council Services					
543024	Order of Business Coordinator	39100 - Council Services					
543032	Legal Documents Clerk	39200 - Records, Elections & FOI					
543412	Records Analyst	39200 - Records, Elections & FOI					
543128	Clerk-Intermediate	43701 - Env1 - Solid Waste 543/NU					
543130	Print Room Operator	44200 - Geomatics					
543278	Development Clerk	44400 - Right of Way					
543222	Clerk Steno Intermediate(Central)	53100 - Policy & Staff Development					
543220	Retroactive Budget Clerk	53100 - Policy & Staff Development					
543391	Intake Services Representative	53200 - Customer Service					
543548	Intake Services Representative - Bilingual	53200 - Customer Service					
543216	Clerk Junior (Team)	53200 - Customer Service					
543554	Clerk Junior (Team) - Bilingual	53200 - Customer Service					
543183	Senior Clerk	57100 - Huron Lodge - Program Services					
543170	Accounts Receivable Clerk	90100 - Parks, Rec & Cult & Facilities					
543009	Secretary to Manager, Inspections	63300 - Inspections - East					
543442	Museum Collections Assistant	93300 - Cultural Affairs					

543590	Development Support Clerk	63000 - Building						
543594	Tier 1 Help Desk	62400 - IT - Enterprise Systems Supprt	37.50	Annual	54,795.00	57,993.00	61,269.00	64,369.50
543404	Enterprise Support Analyst II	62400 - IT - Enterprise Systems Supprt		Biweekly	2,107.50	2,230.50	2,356.50	2,475.75
				Hourly	28.10	29.74	31.42	33.01
543111	Senior Clerk	43300 - Operations -Traffic Operations	40.00	Annual	58,448.00	61,859.20	65,353.60	68,660.80
543115	Parking Violations Review Clerk	43304 - Compliance & Enforcement-Parkg		Biweekly	2,248.00	2,379.20	2,513.60	2,640.80
543199	Parking Maintenance Staff	43303 - Operations- On/Off Street Park		Hourly	28.10	29.74	31.42	33.01
543191	Cook	57300 - Huron Lodge - Dietary						
543382	Medical Transcriptionist/Admin Assistant	57400 - Huron Lodge - Nursing						
<b><u>CLASSIFICATION 0.11 [506-535 points]</u></b>								
543052	Financial Planning Clerk	22000 - Financial Planning						
543071	Financial Reconciliation Clerk	23100 - Financial Accounting	35.00	Annual	53,089.40	56,219.80	59,277.40	62,480.60
543211	Financial Reconciliation Clerk - Social Services	23100 - Financial Accounting		Biweekly	2,041.90	2,162.30	2,279.90	2,403.10
543066	Accounts Payable Control Clerk	23200 - Accounting Services		Hourly	29.17	30.89	32.57	34.33
543571	Accounts Payable Vendor Control Specialist	23200 - Accounting Services						
543073	Accounts Receivable Clerk	23200 - Accounting Services						
543046	General Accounts Payable Clerk	23200 - Accounting Services						
543036	Development Applications Clerk	38100 - Policy & Gaming						
543282	Development Review Technician	43300 - Operations -Traffic Operations						
543147	Secretary Senior	44100 - Administration						
543152	CAD Technician I	44200 - Geomatics						
543225	Clerk Steno Int.(Special Services)	54203 - CS Program and Policy						
543168	Senior Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543002	Permit Services Clerk	63100 - Building - Permit Services						
543035	Street and Alley Legal Clerk	64100 - Planning - Policy						
543106	Planning Technician	64200 - Planning - Urban Design						
543418	Development Planning Technician	64200 - Planning - Urban Design						
543173	Draftsperson IV	91200 - Parks Development	37.50	Annual	56,881.50	60,235.50	63,511.50	66,943.50
				Biweekly	2,187.75	2,316.75	2,442.75	2,574.75
				Hourly	29.17	30.89	32.57	34.33
543114	Senior Secretary-Parking Permit Coordinator	43300 - Operations -Traffic Operations	40.00	Annual	60,673.60	64,251.20	67,745.60	71,406.40
543438	Transportation Technologist I	43300 - Operations -Traffic Operations		Biweekly	2,333.60	2,471.20	2,605.60	2,746.40
543354	Operations Data Technician	43301 - Operations - Signals		Hourly	29.17	30.89	32.57	34.33
543195	*Personal Support Worker	57400 - Huron Lodge - Nursing	40.415	Annual	61,303.09	64,917.81	68,448.46	72,147.24
543195	Personal Support Worker	57400 - Huron Lodge - Nursing		Biweekly	2,357.81	2,496.84	2,632.63	2,774.89
				Hourly	29.17	30.89	32.57	34.33
<b><u>CLASSIFICATION 0.12 [536-565 points]</u></b>								
543029	Licence Issuer	38200 - Licensing	35.00	Annual	55,000.40	58,203.60	61,479.60	64,628.20
543142	Clerk Senior	44100 - Administration		Biweekly	2,115.40	2,238.60	2,364.60	2,485.70
543146	Intermediate Accounting Clerk	44400 - Right of Way		Hourly	30.22	31.98	33.78	35.51
543576	Social Research and Data Analyst	51000 - Human & Health Services Admin						
543516	Child Care Data Analysis Coord	54201 - Children's Services System						
543388	Bilingual Early Literacy Specialist	54203 - CS Program and Policy						

543515	EarlyON CFC - Data Analysis Coordinator	54203 - CS Program and Policy						
543174	Seasonal & Sports Facilitator	93201 - WFCU Centre						
543266	Graphic Designer & Marketing Assistant	94100 - Communications						
543023	Financial Records & Administrative Clerk	39200 - Records, Elections & FOI						
543076	Tax Accounting & Collection Control Clerk	24000 - Taxation, Treasury & Fin Proj						
543596	Fleet Clerk	43501 - Operations - Fleet 543/NU						
543591	Customer Care Clerk	63000 - Building						
543568	Resource Operations Analyst	91500 - Facilities Operations						
543561	Infrast Location Technician	43601 - Operations - Field Services	37.50	Annual	58,929.00	62,361.00	65,871.00	69,244.50
543230	EarlyON CFC Early Childhood	54400 - Ontario Early Years		Biweekly	2,266.50	2,398.50	2,533.50	2,663.25
543411	Customer Contact Representative	94000 - Communications & Cust. Service		Hourly	30.22	31.98	33.78	35.51
543585	Traffic Inf. Location Tech	43300 - Operations - Traffic Operations	40.00	Annual	62,857.60	66,518.40	70,262.40	73,860.80
543123	Traffic Technician	43300 - Operations - Traffic Operations		Biweekly	2,417.60	2,558.40	2,702.40	2,840.80
543400	Resident Services Assistant	57500 - Huron Lodge- Resident Services		Hourly	30.22	31.98	33.78	35.51
543189	Therapeutic Recreation Aide	57500 - Huron Lodge- Resident Services						
543169	Parks Operations Assistant	90100 - Parks, Rec & Cult & Facilities						
543094	Maintenance Engineer	91500 - Facilities Operations						
543175	Recreation Assistant - Oakwood	93402 - Capri Pizzeria Recreation Cplx						
<b>CLASSIFICATION 0.13 [566-595 points]</b>								
543069	Financial Analysis Accounting Clerk	23100 - Financial Accounting	35.00	Annual	57,038.80	60,351.20	63,791.00	67,067.00
543075	Tax Registration Clerk	24000 - Taxation, Treasury & Fin Proj		Biweekly	2,193.80	2,321.20	2,453.50	2,579.50
543074	Buyer	33000 - Purchasing		Hourly	31.34	33.16	35.05	36.85
543034	Committee Coordinator	39100 - Council Services						
543155	CAD Technician II	44200 - Geomatics						
543149	Right of Way Permit Clerk	44400 - Right of Way						
543430	Policy & Procedure Coordinator	53100 - Policy & Staff Development						
543569	Special Projects Coordinator	54200 - Childrens Serv - Systems						
543015	Customer Service Representative	63100 - Building - Permit Services						
543188	Resident Financial Coordinator	57100 - Huron Lodge - Program Services						
543014	Zoning Coordinator	64100 - Planning - Policy						
543102	Clerk Steno Senior	64300 - Planning - Development CBO						
543566	Biodiversity Coordinator	91401 - Ojibway						
543524	Museum Coordinator	93300 - Cultural Affairs						
543525	Registrar	93300 - Cultural Affairs						
543431	211 Support Analyst	94200 - Customer Contact Centre	37.50	Annual	61,113.00	64,662.00	68,347.50	71,857.50
543428	311 Support Analyst	94200 - Customer Contact Centre		Biweekly	2,350.50	2,487.00	2,628.75	2,763.75
				Hourly	31.34	33.16	35.05	36.85
543118	Maintenance Staff	43302 - Operations - Signs & Markings	40.00	Annual	65,187.20	68,972.80	72,904.00	76,648.00
543193	Adjuvant	57500 - Huron Lodge- Resident Services		Biweekly	2,507.20	2,652.80	2,804.00	2,948.00
543192	Entertainment & Activities Co-ord.	57500 - Huron Lodge- Resident Services		Hourly	31.34	33.16	35.05	36.85
543563	Wildlife&VisitorServices Coord	91401 - Ojibway						
543194	Maintenance Engineer	91501 - Facilities Operations - Huron						
543176	Recreation Assistant	93201 - WFCU Centre						

543198	Registered Practical Nurse	57400 - Huron Lodge - Nursing	41.250	Annual	67,224.30	71,128.20	75,182.25	79,043.25
543198	*Registered Practical Nurse	57400 - Huron Lodge - Nursing		Biweekly	2,585.55	2,735.70	2,891.63	3,040.13
				Hourly	31.34	33.16	35.05	36.85
<b><u>CLASSIFICATION 0.14 [596-625 points]</u></b>								
543572	Payroll Control&Reporting Spec	23300 - Corp Payroll Admin & Complianc	35.00	Annual	59,204.60	62,680.80	66,138.80	69,578.60
543065	Tax Accounting Administrator	24200 - Prop Taxation & Taxpayer Supp		Biweekly	2,277.10	2,410.80	2,543.80	2,676.10
543399	Insurance & Risk Analyst	32500 - Risk Management		Hourly	32.53	34.44	36.34	38.23
543033	Senior Licence Issuer	38200 - Licensing						
543381	Crossing Guard Coordinator	43300 - Operations -Traffic Operations						
543281	Vision Zero Technician	43300 - Operations -Traffic Operations						
543157	CAD Technician III - Special Projects	44200 - Geomatics						
543517	Property Analyst	44200 - Geomatics						
543409	Local Business Expert	53100 - Policy & StaffDevelopment						
543384	Maintenance/Technical Support Person	54000 - Housing & Children's Services						
543526	Special Projects Coordinator	54100 - Residential Support Services						
543429	Children's Services System Analyst	54201 - Children's Services System						
543519	Program Analyst	54203 - CS Program and Policy						
543437	Transportation Planner I	65000 - Transportation Planning						
543441	Environ & Sustainability Coord	25200 - Asset Planning						
543592	Development Services Research & Data Analyst	63000 - Building						
543038	Secretary/Treasurer Committee of Adjustment	64200 - Planning - Urban Design						
543565	GIS Data Analyst	44200 - Geomatics	37.50	Annual	63,433.50	67,158.00	70,863.00	74,548.50
543427	311 Mapping Support Analyst	94200 - Customer Contact Centre		Biweekly	2,439.75	2,583.00	2,725.50	2,867.25
				Hourly	32.53	34.44	36.34	38.23
543578	Signal Maintenance Apprentice	43301 - Operations - Signals	40.00	Annual	67,662.40	71,635.20	75,587.20	79,518.40
543122	Signal System Analyst	43301 - Operations - Signals		Biweekly	2,602.40	2,755.20	2,907.20	3,058.40
543120	Signwriter	43302 - Operations - Signs & Markings		Hourly	32.53	34.44	36.34	38.23
543583	Parking & Compliance Clerk	43304 - Compliance & Enforcement-Parkg						
<b><u>CLASSIFICATION 0.15 [626-655 points]</u></b>								
543263	Municipal Gaming Analyst	38100 - Policy & Gaming	35.00	Annual	61,406.80	65,010.40	68,614.00	72,199.40
543143	Fleet Analyst	43501 - Operations - Fleet 543/NU		Biweekly	2,361.80	2,500.40	2,639.00	2,776.90
543234	Caseworker - Ontario Works	53200 - Customer Service		Hourly	33.74	35.72	37.70	39.67
543231	Caseworker - Discretionary Benefits	53200 - Customer Service						
543550	Caseworker - Ontario Works - Bilingual	53300 - Employment & Training Init.						
543237	Caseworker - Housing Support	54100 - Residential Support Services						
543555	Caseworker - Housing Support - Bilingual	54100 - Residential Support Services						
543577	Erlly Yrs Prgm Dvlpmt Officer	54200 - Childrens Serv - Systems						
543260	Caseworker - Children's Services	54202 - Child Care Subsidy						
543545	Caseworker - Children's Services - Bilingual	54202 - Child Care Subsidy						
543353	Multimedia Solutions Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	65,793.00	69,654.00	73,515.00	77,356.50
				Biweekly	2,530.50	2,679.00	2,827.50	2,975.25
				Hourly	33.74	35.72	37.70	39.67
543160	Administrative Inspector	43601 - Operations - Field Services	40.00	Annual	70,179.20	74,297.60	78,416.00	82,513.60
543159	Environment Technologist	47300 - Environmental Quality		Biweekly	2,699.20	2,857.60	3,016.00	3,173.60
543097	Operating Engineer 4th Class	91500 - Facilities Operations		Hourly	33.74	35.72	37.70	39.67

543095	Painter Brush	91500 - Facilities Operations						
543098	Maintenance Eng. (Carpenter)	91500 - Facilities Operations						
<b><u>CLASSIFICATION 0.16 [656-685 points]</u></b>								
543402	Corporate Collections Analyst	24100 - Treasury & Cash Management	35.00	Annual	63,663.60	67,431.00	71,198.40	74,874.80
543433	Staff Trainer	53100 - Policy & Staff Development		Biweekly	2,448.60	2,593.50	2,738.40	2,879.80
543233	Caseworker - Employment Services	53300 - Employment & Training Init.		Hourly	34.98	37.05	39.12	41.14
543546	Caseworker - Employment Services - Bilingual	53300 - Employment & Training Init.						
543238	Job Developer	53300 - Employment & Training Init.						
543242	Social Worker BSW	53300 - Employment & Training Init.						
543350	GIS Solutions Analyst	44200 - Geomatics						
543426	Program Development Officer	54101 - Social Housing						
543579	Fleet Systems Analyst	43501 - Operations - Fleet 543/NU						
543589	Development Applications Coordinator	63100 - Building - Permit Services						
543380	By-Law Enforcement Officer	38300 - Bylaw Enforcement	37.50	Annual	68,211.00	72,247.50	76,284.00	80,223.00
543079	P.C. Support Analyst	62300 - IT - End User Support		Biweekly	2,623.50	2,778.75	2,934.00	3,085.50
				Hourly	34.98	37.05	39.12	41.14
543077	Senior Buyer	33000 - Purchasing	40.00	Annual	72,758.40	77,064.00	81,369.60	85,571.20
543584	Signal Maintenance Electrician	43301 - Operations - Signals		Biweekly	2,798.40	2,964.00	3,129.60	3,291.20
543200	Parking Technician	43303 - Operations- On/Off Street Park		Hourly	34.98	37.05	39.12	41.14
543560	Operating Engineer - (MURF)	91500 - Facilities Operations						
<b><u>CLASSIFICATION 0.17 [685-715 points]</u></b>								
543240	Eligibility Review Officer	53100 - Policy & Staff Development	35.00	Annual	66,029.60	69,942.60	73,782.80	77,732.20
543415	Property Assessor	24300 - Property Assessment		Biweekly	2,539.60	2,690.10	2,837.80	2,989.70
				Hourly	36.28	38.43	40.54	42.71
543570	Building By-Law Officer	63200 - Inspections - West	37.50	Annual	70,746.00	74,938.50	79,053.00	83,284.50
				Biweekly	2,721.00	2,882.25	3,040.50	3,203.25
				Hourly	36.28	38.43	40.54	42.71
543534	Roof Technologist	91500 - Facilities Operations	40.00	Annual	75,462.40	79,934.40	84,323.20	88,836.80
				Biweekly	2,902.40	3,074.40	3,243.20	3,416.80
				Hourly	36.28	38.43	40.54	42.71
<b><u>CLASSIFICATION 0.18 [716-745 points]</u></b>								
543597	Program Integrity Analyst	53100 - Policy & Staff Development	35.00	Annual	68,523.00	72,490.60	76,531.00	80,589.60
				Biweekly	2,635.50	2,788.10	2,943.50	3,099.60
				Hourly	37.65	39.83	42.05	44.28
543557	Construction Technologist	43601 - Operations - Field Services	37.50	Annual	73,417.50	77,668.50	81,997.50	86,346.00
543562	Mechanical Inspector	63200 - Inspections - West		Biweekly	2,823.75	2,987.25	3,153.75	3,321.00
				Hourly	37.65	39.83	42.05	44.28
543582	Lead Hand - Parking Technician	43303 - Operations- On/Off Street Park	40.00	Annual	78,312.00	82,846.40	87,464.00	92,102.40
543580	Building Automation & Controls Technician	91500 - Facilities Operations		Biweekly	3,012.00	3,186.40	3,364.00	3,542.40
				Hourly	37.65	39.83	42.05	44.28
<b><u>CLASSIFICATION 0.19 [746-775 points]</u></b>								

543016	Plan Examiner	63100 - Building - Permit Services	35.00	Annual	71,071.00	75,220.60	79,370.20	83,592.60
				Biweekly	2,733.50	2,893.10	3,052.70	3,215.10
				Hourly	39.05	41.33	43.61	45.93
543581	*Analyst Programmer	62100 - IT - Business Process Moderniz	37.50	Annual	76,147.50	80,593.50	85,039.50	89,563.50
543078	Analyst Programmer	62100 - IT - Business Process Moderniz		Biweekly	2,928.75	3,099.75	3,270.75	3,444.75
543017	Inspector	63200 - Inspections - West		Hourly	39.05	41.33	43.61	45.93
543407	Enterprise Support Analyst	62400 - IT - Enterprise Systems Supprt						
543190	Social Worker	57500 - Huron Lodge- Resident Services	40.00	Annual	81,224.00	85,966.40	90,708.80	95,534.40
543379	Process Control Programmer	47401 - Proc. Eng & Maint - 543/NU		Biweekly	3,124.00	3,306.40	3,488.80	3,674.40
				Hourly	39.05	41.33	43.61	45.93
<b><u>CLASSIFICATION 0.20 [776-805 points]</u></b>								
543587	Inspector II		37.50	Annual	78,994.50	83,577.00	88,198.50	92,917.50
				Biweekly	3,038.25	3,214.50	3,392.25	3,573.75
				Hourly	40.51	42.86	45.23	47.65
			40.00	Annual	84,260.80	89,148.80	94,078.40	99,112.00
				Biweekly	3,240.80	3,428.80	3,618.40	3,812.00
				Hourly	40.51	42.86	45.23	47.65
<b><u>CLASSIFICATION 0.21 [806-835 points]</u></b>								
543081	Business Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	81,939.00	86,697.00	91,513.50	96,349.50
				Biweekly	3,151.50	3,334.50	3,519.75	3,705.75
				Hourly	42.02	44.46	46.93	49.41
543432	Signal Maintenance - Electrician II	43301 - Operations - Signals	40.00	Annual	87,401.60	92,476.80	97,614.40	102,772.80
				Biweekly	3,361.60	3,556.80	3,754.40	3,952.80
				Hourly	42.02	44.46	46.93	49.41
<b><u>CLASSIFICATION 0.22 [836 and above]</u></b>								
			37.50	Annual	85,020.00	89,934.00	94,906.50	99,957.00
				Biweekly	3,270.00	3,459.00	3,650.25	3,844.50
				Hourly	43.60	46.12	48.67	51.26
			40.00	Annual	90,688.00	95,929.60	101,233.60	106,620.80
				Biweekly	3,488.00	3,689.60	3,893.60	4,100.80
				Hourly	43.60	46.12	48.67	51.26

\* Denotes Regular Part-Time - Hourly Wage Only

CUPE LOCAL 543  
SALARY SCHEDULE "B"

3.30% Increase

		<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
<u>CLASSIFICATION 0.01 [0-235 points]</u>			35.00	Annual	37,965.20	44,644.60		
				Biweekly	1,460.20	1,717.10		
				Hourly	20.86	24.53		
<u>CLASSIFICATION 0.02 [236-265 points]</u>			35.00	Annual	39,384.80	46,337.20		
				Biweekly	1,514.80	1,782.20		
				Hourly	21.64	25.46		
<u>CLASSIFICATION 0.03 [266-295 points]</u>			35.00	Annual	40,804.40	48,011.60		
				Biweekly	1,569.40	1,846.60		
				Hourly	22.42	26.38		
<u>CLASSIFICATION 0.04 [296-325 points]</u>			35.00	Annual	42,424.20	49,813.40		
				Biweekly	1,631.70	1,915.90		
				Hourly	23.31	27.37		
			40.00	Annual	48,484.80	56,929.60		
				Biweekly	1,864.80	2,189.60		
				Hourly	23.31	27.37		
<u>CLASSIFICATION 0.05 [326-355 points]</u>			35.00	Annual	44,007.60	51,797.20		
543212	Clerk Junior (File)	53200 - Customer Service		Biweekly	1,692.60	1,992.20		
543559	Museum Assistant	93300 - Cultural Affairs		Hourly	24.18	28.46		
543178	Kitchen Staff II	57300 - Huron Lodge - Dietary	40.00	Annual	50,294.40	59,196.80		
543178	*Kitchen Staff II	57300 - Huron Lodge - Dietary		Biweekly	1,934.40	2,276.80		
				Hourly	24.18	28.46		
<u>CLASSIFICATION 0.06 [356-385 points]</u>			35.00	Annual	45,572.80	49,631.40	53,635.40	
543138	*Clerk Intermediate	47101 - Lou Romano WRP - 543/NU		Biweekly	1,752.80	1,908.90	2,062.90	
543564	Contract Clerk	54200 - Childrens Serv - Systems						

543162	Accounting Clerk	90100 - Parks, Rec & Cult & Facilities	Hourly	25.04	27.27	29.47	
543164	Receptionist	90100 - Parks, Rec & Cult & Facilities					
543518	Junior Clerk-Typist	57100 - Huron Lodge - Program Services					
543006	Receptionist/Complaints Clerk	63200 - Inspections - West					
543436	Customer Service Clerk	63200 - Inspections - West					
543004	Document Clerk	63300 - Inspections - East					
543085	Caretaker	91500 - Facilities Operations	40.00	Annual	52,083.20	56,721.60	61,297.60
				Biweekly	2,003.20	2,181.60	2,357.60
				Hourly	25.04	27.27	29.47
<b><u>CLASSIFICATION 0.07 [386-415 points]</u></b>							
543053	Customer Service Clerk	24300 - Property Assessment	35.00	Annual	47,320.00	51,506.00	55,673.80
543355	Intake Clerk (Bilingual)	54201 - Children's Services System		Biweekly	1,820.00	1,981.00	2,141.30
543539	Program & Policy Clerk	54203 - CS Program and Policy		Hourly	26.00	28.30	30.59
543378	Bilingual Early Learning Initiatives Clerk	54400 - Ontario Early Years					
543558	*Facility Person	91500 - Facilities Operations					
543265	Recreation Centre Clerk (Adie Knox Pool)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Aquatics & Family Aquatic Cmpx)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Forest Glade Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Gino A. Marcus Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Mackenzie Hall)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Oakwood Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Optimist & AMC Comm. Centres)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (WFCU Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Windsor Water World)	93406 - Adie Knox Pool					
543369	Administrative Clerk	57100 - Huron Lodge - Program Services					
543011	Communications Clerk	63200 - Inspections - West					
543575	Secretary, Contracts, Fleet & Maintenance	43603 - Operations - Contracts	40.00	Annual	54,080.00	58,864.00	63,627.20
543586	Timekeeper, Nursing & Dietary	57400 - Huron Lodge - Nursing		Biweekly	2,080.00	2,264.00	2,447.20
				Hourly	26.00	28.30	30.59
<b><u>CLASSIFICATION 0.08 [416-445 points]</u></b>							
543050	Administrative Clerk	23200 - Accounting Services					
543249	Data Entry Operator	23300 - Corp Payroll Admin & Complianc	35.00	Annual	49,067.20	51,924.60	54,873.00
543422	Licensing Clerk	38200 - Licensing		Biweekly	1,887.20	1,997.10	2,110.50
543246	Secretary - Field Services	43601 - Operations - Field Services		Hourly	26.96	28.53	30.15
543277	Records Clerk	44100 - Administration					
543243	Intermediate Clerk	51000 - Human & Health Services Admin					
543206	Records & Supply Clerk	51000 - Human & Health Services Admin					
543259	Clerk Junior	53100 - Policy & Staff Development					
543279	Clerk Jnr-Bckp Rec(Bi-Lingual)	53101 - OW - Leamington Office					
543218	Data Analyst	53200 - Customer Service					
543208	Intermediate Clerk Steno	54201 - Children's Services System					
543166	Records Clerk	90100 - Parks, Rec & Cult & Facilities					
543163	Recreation Clerk	93300 - Cultural Affairs					
543270	*Recreation Centre Clerk - Willistead Manor	93302 - Willistead Manor					
543001	Cashier	63300 - Inspections - East					
543102	Clerk Steno Senior	64300 - Planning - Development CBO					

543031	Comm. of Adjustment Clerk	64200 - Planning - Urban Design						
543247	Clerk Steno	64200 - Planning - Urban Design						
543556	Construction Technician	43601 - Operations - Field Services	37.50	Annual	52,572.00	55,633.50	58,792.50	61,776.00
				Biweekly	2,022.00	2,139.75	2,261.25	2,376.00
				Hourly	26.96	28.53	30.15	31.68
543113	Parking Violations Cashier	43304 - Compliance & Enforcement-Parkg	40.00	Annual	56,076.80	59,342.40	62,712.00	65,894.40
				Biweekly	2,156.80	2,282.40	2,412.00	2,534.40
				Hourly	26.96	28.53	30.15	31.68
<b><u>CLASSIFICATION 0.09 [446-475 points]</u></b>								
543397	Intermediate Clerk-Huron Lodge	22300 - Operating Budget Control						
543068	Tax & Accts Receivable Collector	24100 - Treasury & Cash Management	35.00	Annual	50,850.80	53,817.40	56,929.60	59,896.20
543047	Mortgage and Ownership Clerk	24300 - Property Assessment		Biweekly	1,955.80	2,069.90	2,189.60	2,303.70
543059	Property Tax Clerk	24300 - Property Assessment		Hourly	27.94	29.57	31.28	32.91
543413	Senior Issuer, Vital Statistics	39200 - Records, Elections & FOI						
543140	Senior Invoice Clerk	44100 - Administration						
543133	Data Research Clerk	44200 - Geomatics						
543357	Clerk Intermediate (Fin)	51000 - Human & Health Services Admin						
543209	Clerk Junior (Fin)	51000 - Human & Health Services Admin						
543574	Clerk - Leamington	53101 - OW - Leamington Office						
543377	Intermediate Receptionist - Leamington	53101 - OW - Leamington Office						
543227	Intake Receptionist	53200 - Customer Service						
543551	Intake Receptionist - Bilingual	53200 - Customer Service						
543264	Resource Centre Greeter	53301 - Employment and Training Serv.						
543553	Resource Centre Greeter - Bilingual	53301 - Employment and Training Serv.						
543420	Parks & Recreation Data Clerk	90100 - Parks, Rec & Cult & Facilities						
543165	Parks Clerk	90100 - Parks, Rec & Cult & Facilities						
543172	Payroll & Accounts Payable Clerk	90100 - Parks, Rec & Cult & Facilities						
543383	By-Law Enforcement Clerk	38300 - Bylaw Enforcement						
543010	Secretary to Mgr of Development Applications	64300 - Planning - Development CBO						
543048	Technical Support Clerk	62000 - Information Technology	37.50	Annual	54,483.00	57,661.50	60,996.00	64,174.50
543021	Administrative Clerk	94200 - Customer Contact Centre		Biweekly	2,095.50	2,217.75	2,346.00	2,468.25
				Hourly	27.94	29.57	31.28	32.91
543139	Maintenance Clerk	47101 - Lou Romano WRP - 543/NU	40.00	Annual	58,115.20	61,505.60	65,062.40	68,452.80
543374	Nutritional Administrative Assistant	57300 - Huron Lodge - Dietary		Biweekly	2,235.20	2,365.60	2,502.40	2,632.80
543185	Nursing Records Assistant	57400 - Huron Lodge - Nursing		Hourly	27.94	29.57	31.28	32.91
<b><u>CLASSIFICATION 0.10 [476-505 points]</u></b>								
543217	Subsidy Claims Clerk	22500 - Intergovernmental Subsidies	35.00	Annual	52,834.60	55,910.40	59,077.20	62,062.00
543057	Accounting Clerk	23100 - Financial Accounting		Biweekly	2,032.10	2,150.40	2,272.20	2,387.00
543352	Clerk Expediter	33000 - Purchasing		Hourly	29.03	30.72	32.46	34.10
543026	Council Agenda Coordinator	39100 - Council Services						
543028	Council Resolutions Coordinator	39100 - Council Services						
543024	Order of Business Coordinator	39100 - Council Services						

543032	Legal Documents Clerk	39200 - Records, Elections & FOI						
543412	Records Analyst	39200 - Records, Elections & FOI						
543128	Clerk-Intermediate	43701 - Envl - Solid Waste 543/NU						
543130	Print Room Operator	44200 - Geomatics						
543278	Development Clerk	44400 - Right of Way						
543222	Clerk Steno Intermediate(Central)	53100 - Policy & Staff Development						
543220	Retroactive Budget Clerk	53100 - Policy & Staff Development						
543391	Intake Services Representative	53200 - Customer Service						
543548	Intake Services Representative - Bilingual	53200 - Customer Service						
543216	Clerk Junior (Team)	53200 - Customer Service						
543554	Clerk Junior (Team) - Bilingual	53200 - Customer Service						
543183	Senior Clerk	57100 - Huron Lodge - Program Services						
543170	Accounts Receivable Clerk	90100 - Parks, Rec & Cult & Facilities						
543009	Secretary to Manager, Inspections	63300 - Inspections - East						
543442	Museum Collections Assistant	93300 - Cultural Affairs						
543590	Development Support Clerk	63000 - Building						
543594	Tier 1 Help Desk	62400 - IT - Enterprise Systems Supprt	37.50	Annual	56,608.50	59,904.00	63,297.00	66,495.00
543404	Enterprise Support Analyst II	62400 - IT - Enterprise Systems Supprt		Biweekly	2,177.25	2,304.00	2,434.50	2,557.50
				Hourly	29.03	30.72	32.46	34.10
543111	Senior Clerk	43300 - Operations -Traffic Operations	40.00	Annual	60,382.40	63,897.60	67,516.80	70,928.00
543115	Parking Violations Review Clerk	43304 - Compliance & Enforcement-Parkg		Biweekly	2,322.40	2,457.60	2,596.80	2,728.00
543199	Parking Maintenance Staff	43303 - Operations- On/Off Street Park		Hourly	29.03	30.72	32.46	34.10
543191	Cook	57300 - Huron Lodge - Dietary						
543382	Medical Transcriptionist/Admin Assistant	57400 - Huron Lodge - Nursing						
<b><u>CLASSIFICATION 0.11 [506-535 points]</u></b>								
543052	Financial Planning Clerk	22000 - Financial Planning						
543071	Financial Reconciliation Clerk	23100 - Financial Accounting	35.00	Annual	54,836.60	58,076.20	61,224.80	64,537.20
543211	Financial Reconciliation Clerk - Social Services	23100 - Financial Accounting		Biweekly	2,109.10	2,233.70	2,354.80	2,482.20
543066	Accounts Payable Control Clerk	23200 - Accounting Services		Hourly	30.13	31.91	33.64	35.46
543571	Accounts Payable Vendor Control Specialist	23200 - Accounting Services						
543073	Accounts Receivable Clerk	23200 - Accounting Services						
543046	General Accounts Payable Clerk	23200 - Accounting Services						
543036	Development Applications Clerk	38100 - Policy & Gaming						
543282	Development Review Technician	43300 - Operations -Traffic Operations						
543147	Secretary Senior	44100 - Administration						
543152	CAD Technician I	44200 - Geomatics						
543225	Clerk Steno Int.(Special Services)	54203 - CS Program and Policy						
543168	Senior Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543002	Permit Services Clerk	63100 - Building - Permit Services						
543035	Street and Alley Legal Clerk	64100 - Planning - Policy						
543106	Planning Technician	64200 - Planning - Urban Design						
543418	Development Planning Technician	64200 - Planning - Urban Design						
543173	Draftsperson IV	91200 - Parks Development	37.50	Annual	58,753.50	62,224.50	65,598.00	69,147.00

			Biweekly	2,259.75	2,393.25	2,523.00	2,659.50	
			Hourly	30.13	31.91	33.64	35.46	
543114	Senior Secretary-Parking Permit Coordinator	43300 - Operations -Traffic Operations	40.00	Annual	62,670.40	66,372.80	69,971.20	73,756.80
543438	Transportation Technologist I	43300 - Operations -Traffic Operations		Biweekly	2,410.40	2,552.80	2,691.20	2,836.80
543354	Operations Data Technician	43301 - Operations - Signals		Hourly	30.13	31.91	33.64	35.46
543195	*Personal Support Worker	57400 - Huron Lodge - Nursing	40.415	Annual	63,320.61	67,061.42	70,697.15	74,522.03
543195	Personal Support Worker	57400 - Huron Lodge - Nursing		Biweekly	2,435.41	2,579.29	2,719.12	2,866.23
				Hourly	30.13	31.91	33.64	35.46
<b><u>CLASSIFICATION 0.12 [536-565 points]</u></b>								
543029	Licence Issuer	38200 - Licensing	35.00	Annual	56,820.40	60,132.80	63,499.80	66,757.60
543142	Clerk Senior	44100 - Administration		Biweekly	2,185.40	2,312.80	2,442.30	2,567.60
543146	Intermediate Accounting Clerk	44400 - Right of Way		Hourly	31.22	33.04	34.89	36.68
543576	Social Research and Data Analyst	51000 - Human & Health Services Admin						
543516	Child Care Data Analysis Coord	54201 - Children's Services System						
543388	Bilingual Early Literacy Specialist	54203 - CS Program and Policy						
543515	EarlyON CFC - Data Analysis Coordinator	54203 - CS Program and Policy						
543174	Seasonal & Sports Facilitator	93201 - WFCU Centre						
543266	Graphic Designer &Marketing Assistant	94100 - Communications						
543023	Financial Records & Administrative Clerk	39200 - Records, Elections & FOI						
543076	Tax Accounting & Collection Control Clerk	24000 - Taxation, Treasury & Fin Proj						
543596	Fleet Clerk	43501 - Operations - Fleet 543/NU						
543591	Customer Care Clerk	63000 - Building						
543568	Resource Operations Analyst	91500 - Facilities Operations						
543561	Infrast Location Technician	43601 - Operations - Field Services	37.50	Annual	60,879.00	64,428.00	68,035.50	71,526.00
543230	EarlyON CFC Early Childhood	54400 - Ontario Early Years		Biweekly	2,341.50	2,478.00	2,616.75	2,751.00
543411	Customer Contact Representative	94000 - Communications & Cust. Service		Hourly	31.22	33.04	34.89	36.68
543585	Traffic Inf. Location Tech	43300 - Operations -Traffic Operations	40.00	Annual	64,937.60	68,723.20	72,571.20	76,294.40
543123	Traffic Technician	43300 - Operations -Traffic Operations		Biweekly	2,497.60	2,643.20	2,791.20	2,934.40
543400	Resident Services Assistant	57500 - Huron Lodge- Resident Services		Hourly	31.22	33.04	34.89	36.68
543189	Therapeutic Recreation Aide	57500 - Huron Lodge- Resident Services						
543169	Parks Operations Assistant	90100 - Parks, Rec & Cult & Facilities						
543094	Maintenance Engineer	91500 - Facilities Operations						
543175	Recreation Assistant - Oakwood	93402 - Capri Pizzeria Recreation Cplx						
<b><u>CLASSIFICATION 0.13 [566-595 points]</u></b>								
543069	Financial Analysis Accounting Clerk	23100 - Financial Accounting	35.00	Annual	58,913.40	62,335.00	65,902.20	69,287.40
543075	Tax Registration Clerk	24000 - Taxation, Treasury & Fin Proj		Biweekly	2,265.90	2,397.50	2,534.70	2,664.90
543074	Buyer	33000 - Purchasing		Hourly	32.37	34.25	36.21	38.07
543034	Committee Coordinator	39100 - Council Services						

543155	CAD Technician II	44200 - Geomatics					
543149	Right of Way Permit Clerk	44400 - Right of Way					
543430	Policy & Procedure Coordinator	53100 - Policy & Staff Development					
543569	Special Projects Coordinator	54200 - Childrens Serv - Systems					
543015	Customer Service Representative	63100 - Building - Permit Services					
543188	Resident Financial Coordinator	57100 - Huron Lodge - Program Services					
543014	Zoning Coordinator	64100 - Planning - Policy					
543102	Clerk Steno Senior	64300 - Planning - Development CBO					
543566	Biodiversity Coordinator	91401 - Ojibway					
543524	Museum Coordinator	93300 - Cultural Affairs					
543525	Registrar	93300 - Cultural Affairs					
543431	211 Support Analyst	94200 - Customer Contact Centre	37.50	Annual	63,121.50	66,787.50	70,609.50
543428	311 Support Analyst	94200 - Customer Contact Centre		Biweekly	2,427.75	2,568.75	2,715.75
				Hourly	32.37	34.25	36.21
543118	Maintenance Staff	43302 - Operations - Signs & Markings	40.00	Annual	67,329.60	71,240.00	75,316.80
543193	Adjuvant	57500 - Huron Lodge- Resident Services		Biweekly	2,589.60	2,740.00	2,896.80
543192	Entertainment & Activities Co-ord.	57500 - Huron Lodge- Resident Services		Hourly	32.37	34.25	36.21
543563	Wildlife&VisitorServices Coord	91401 - Ojibway					
543194	Maintenance Engineer	91501 - Facilities Operations - Huron					
543176	Recreation Assistant	93201 - WFCU Centre					
543198	Registered Practical Nurse	57400 - Huron Lodge - Nursing	41.250	Annual	69,433.65	73,466.25	77,670.45
543198	*Registered Practical Nurse	57400 - Huron Lodge - Nursing		Biweekly	2,670.53	2,825.63	2,987.33
				Hourly	32.37	34.25	36.21
<b><u>CLASSIFICATION 0.14 [596-625 points]</u></b>							
543572	Payroll Control&Reporting Spec	23300 - Corp Payroll Admin & Complianc	35.00	Annual	61,152.00	64,755.60	68,322.80
543065	Tax Accounting Administrator	24200 - Prop Taxation & Taxpayer Supp		Biweekly	2,352.00	2,490.60	2,627.80
543399	Insurance & Risk Analyst	32500 - Risk Management		Hourly	33.60	35.58	37.54
543033	Senior Licence Issuer	38200 - Licensing					
543381	Crossing Guard Coordinator	43300 - Operations -Traffic Operations					
543281	Vision Zero Technician	43300 - Operations -Traffic Operations					
543157	CAD Technician III - Special Projects	44200 - Geomatics					
543517	Property Analyst	44200 - Geomatics					
543409	Local Business Expert	53100 - Policy & Staff Development					
543384	Maintenance/Technical Support Person	54000 - Housing & Children's Services					
543526	Special Projects Coordinator	54100 - Residential Support Services					
543429	Children's Services System Analyst	54201 - Children's Services System					
543519	Program Analyst	54203 - CS Program and Policy					
543437	Transportation Planner I	65000 - Transportation Planning					
543441	Environ & Sustainability Coord	25200 - Asset Planning					
543592	Development Services Research & Data Analyst	63000 - Building					
543038	Secretary/Treasurer Committee of Adjustment	64200 - Planning - Urban Design					

543565	GIS Data Analyst	44200 - Geomatics	37.50	Annual	65,520.00	69,381.00	73,203.00	77,005.50
543427	311 Mapping Support Analyst	94200 - Customer Contact Centre		Biweekly	2,520.00	2,668.50	2,815.50	2,961.75
				Hourly	33.60	35.58	37.54	39.49
543578	Signal Maintenance Apprentice	43301 - Operations - Signals	40.00	Annual	69,888.00	74,006.40	78,083.20	82,139.20
543122	Signal System Analyst	43301 - Operations - Signals		Biweekly	2,688.00	2,846.40	3,003.20	3,159.20
543120	Signwriter	43302 - Operations - Signs & Markings		Hourly	33.60	35.58	37.54	39.49
543583	Parking & Compliance Clerk	43304 - Compliance & Enforcement-Parkg						
<b><u>CLASSIFICATION 0.15 [626-655 points]</u></b>								
543263	Municipal Gaming Analyst	38100 - Policy & Gaming	35.00	Annual	63,427.00	67,158.00	70,870.80	74,583.60
543143	Fleet Analyst	43501 - Operations - Fleet 543/NU		Biweekly	2,439.50	2,583.00	2,725.80	2,868.60
543234	Caseworker - Ontario Works	53200 - Customer Service		Hourly	34.85	36.90	38.94	40.98
543231	Caseworker - Discretionary Benefits	53200 - Customer Service						
543550	Caseworker - Ontario Works - Bilingual	53300 - Employment & Training Init.						
543237	Caseworker - Housing Support	54100 - Residential Support Services						
543555	Caseworker - Housing Support - Bilingual	54100 - Residential Support Services						
543577	Erly Yrs Prgrm Dvlpmt Officer	54200 - Childrens Serv - Systems						
543260	Caseworker - Children's Services	54202 - Child Care Subsidy						
543545	Caseworker - Children's Services - Bilingual	54202 - Child Care Subsidy						
543353	Multimedia Solutions Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	67,957.50	71,955.00	75,933.00	79,911.00
				Biweekly	2,613.75	2,767.50	2,920.50	3,073.50
				Hourly	34.85	36.90	38.94	40.98
543160	Administrative Inspector	43601 - Operations - Field Services	40.00	Annual	72,488.00	76,752.00	80,995.20	85,238.40
543159	Environment Technologist	47300 - Environmental Quality		Biweekly	2,788.00	2,952.00	3,115.20	3,278.40
543097	Operating Engineer 4th Class	91500 - Facilities Operations		Hourly	34.85	36.90	38.94	40.98
543095	Painter Brush	91500 - Facilities Operations						
543098	Maintenance Eng. (Carpenter)	91500 - Facilities Operations						
<b><u>CLASSIFICATION 0.16 [656-685 points]</u></b>								
543402	Corporate Collections Analyst	24100 - Treasury & Cash Management	35.00	Annual	65,756.60	69,651.40	73,546.20	77,350.00
543433	Staff Trainer	53100 - Policy & Staff Development		Biweekly	2,529.10	2,678.90	2,828.70	2,975.00
543233	Caseworker - Employment Services	53300 - Employment & Training Init.		Hourly	36.13	38.27	40.41	42.50
543546	Caseworker - Employment Services - Bilingual	53300 - Employment & Training Init.						
543238	Job Developer	53300 - Employment & Training Init.						
543242	Social Worker BSW	53300 - Employment & Training Init.						
543350	GIS Solutions Analyst	44200 - Geomatics						
543426	Program Development Officer	54101 - Social Housing						
543579	Fleet Systems Analyst	43501 - Operations - Fleet 543/NU						
543589	Development Applications Coordinator	63100 - Building - Permit Services						
543380	By-Law Enforcement Officer	38300 - Bylaw Enforcement	37.50	Annual	70,453.50	74,626.50	78,799.50	82,875.00
543079	P.C. Support Analyst	62300 - IT - End User Support		Biweekly	2,709.75	2,870.25	3,030.75	3,187.50
				Hourly	36.13	38.27	40.41	42.50
543077	Senior Buyer	33000 - Purchasing	40.00	Annual	75,150.40	79,601.60	84,052.80	88,400.00
543584	Signal Maintenance Electrician	43301 - Operations - Signals		Biweekly	2,890.40	3,061.60	3,232.80	3,400.00
543200	Parking Technician	43303 - Operations- On/Off Street Park		Hourly	36.13	38.27	40.41	42.50

543560	Operating Engineer - (MURF)	91500 - Facilities Operations						
	<b><u>CLASSIFICATION 0.17 [685-715 points]</u></b>							
543240	Eligibility Review Officer	53100 - Policy & Staff Development	35.00	Annual	68,213.60	72,254.00	76,221.60	80,298.40
543415	Property Assessor	24300 - Property Assessment		Biweekly	2,623.60	2,779.00	2,931.60	3,088.40
				Hourly	37.48	39.70	41.88	44.12
543570	Building By-Law Officer	63200 - Inspections - West	37.50	Annual	73,086.00	77,415.00	81,666.00	86,034.00
				Biweekly	2,811.00	2,977.50	3,141.00	3,309.00
				Hourly	37.48	39.70	41.88	44.12
543534	Roof Technologist	91500 - Facilities Operations	40.00	Annual	77,958.40	82,576.00	87,110.40	91,769.60
				Biweekly	2,998.40	3,176.00	3,350.40	3,529.60
				Hourly	37.48	39.70	41.88	44.12
	<b><u>CLASSIFICATION 0.18 [716-745 points]</u></b>							
543597	Program Integrity Analyst	53100 - Policy & Staff Development	35.00	Annual	70,779.80	74,874.80	79,060.80	83,246.80
				Biweekly	2,722.30	2,879.80	3,040.80	3,201.80
				Hourly	38.89	41.14	43.44	45.74
543557	Construction Technologist	43601 - Operations - Field Services	37.50	Annual	75,835.50	80,223.00	84,708.00	89,193.00
543562	Mechanical Inspector	63200 - Inspections - West		Biweekly	2,916.75	3,085.50	3,258.00	3,430.50
				Hourly	38.89	41.14	43.44	45.74
543582	Lead Hand - Parking Technician	43303 - Operations- On/Off Street Park	40.00	Annual	80,891.20	85,571.20	90,355.20	95,139.20
543580	Building Automation & Controls Technician	91500 - Facilities Operations		Biweekly	3,111.20	3,291.20	3,475.20	3,659.20
				Hourly	38.89	41.14	43.44	45.74
	<b><u>CLASSIFICATION 0.19 [746-775 points]</u></b>							
543016	Plan Examiner	63100 - Building - Permit Services	35.00	Annual	73,418.80	77,695.80	81,991.00	86,359.00
				Biweekly	2,823.80	2,988.30	3,153.50	3,321.50
				Hourly	40.34	42.69	45.05	47.45
543581	*Analyst Programmer	62100 - IT - Business Process Moderniz	37.50	Annual	78,663.00	83,245.50	87,847.50	92,527.50
543078	Analyst Programmer	62100 - IT - Business Process Moderniz		Biweekly	3,025.50	3,201.75	3,378.75	3,558.75
543017	Inspector	63200 - Inspections - West		Hourly	40.34	42.69	45.05	47.45
543407	Enterprise Support Analyst	62400 - IT - Enterprise Systems Supprt						
543190	Social Worker	57500 - Huron Lodge- Resident Services	40.00	Annual	83,907.20	88,795.20	93,704.00	98,696.00
543379	Process Control Programmer	47401 - Proc. Eng & Maint - 543/NU		Biweekly	3,227.20	3,415.20	3,604.00	3,796.00
				Hourly	40.34	42.69	45.05	47.45
	<b><u>CLASSIFICATION 0.20 [776-805 points]</u></b>							

543587	Inspector II		37.50	Annual	81,607.50	86,326.50	91,104.00	95,979.00
				Biweekly	3,138.75	3,320.25	3,504.00	3,691.50
				Hourly	41.85	44.27	46.72	49.22
			40.00	Annual	87,048.00	92,081.60	97,177.60	102,377.60
				Biweekly	3,348.00	3,541.60	3,737.60	3,937.60
				Hourly	41.85	44.27	46.72	49.22
<b><u>CLASSIFICATION 0.21 [806-835 points]</u></b>								
543081	Business Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	84,649.50	89,563.50	94,536.00	99,528.00
				Biweekly	3,255.75	3,444.75	3,636.00	3,828.00
				Hourly	43.41	45.93	48.48	51.04
543432	Signal Maintenance - Electrician II	43301 - Operations - Signals	40.00	Annual	90,292.80	95,534.40	100,838.40	106,163.20
				Biweekly	3,472.80	3,674.40	3,878.40	4,083.20
				Hourly	43.41	45.93	48.48	51.04
<b><u>CLASSIFICATION 0.22 [836 and above]</u></b>								
			37.50	Annual	87,828.00	92,898.00	98,046.00	103,252.50
				Biweekly	3,378.00	3,573.00	3,771.00	3,971.25
				Hourly	45.04	47.64	50.28	52.95
			40.00	Annual	93,683.20	99,091.20	104,582.40	110,136.00
				Biweekly	3,603.20	3,811.20	4,022.40	4,236.00
				Hourly	45.04	47.64	50.28	52.95

\* Denotes Regular Part-Time - Hourly Wage Only

CUPE LOCAL 543  
SALARY SCHEDULE "B"

3.30% Increase

		<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
<u>CLASSIFICATION 0.01 [0-235 points]</u>			35.00	Annual	39,221.00	46,118.80		
				Biweekly	1,508.50	1,773.80		
				Hourly	21.55	25.34		
<u>CLASSIFICATION 0.02 [236-265 points]</u>			35.00	Annual	40,677.00	47,866.00		
				Biweekly	1,564.50	1,841.00		
				Hourly	22.35	26.30		
<u>CLASSIFICATION 0.03 [266-295 points]</u>			35.00	Annual	42,151.20	49,595.00		
				Biweekly	1,621.20	1,907.50		
				Hourly	23.16	27.25		
<u>CLASSIFICATION 0.04 [296-325 points]</u>			35.00	Annual	43,825.60	51,451.40		
				Biweekly	1,685.60	1,978.90		
				Hourly	24.08	28.27		
			40.00	Annual	50,086.40	58,801.60		
				Biweekly	1,926.40	2,261.60		
				Hourly	24.08	28.27		
<u>CLASSIFICATION 0.05 [326-355 points]</u>			35.00	Annual	45,463.60	53,508.00		
543212	Clerk Junior (File)	53200 - Customer Service		Biweekly	1,748.60	2,058.00		
543559	Museum Assistant	93300 - Cultural Affairs		Hourly	24.98	29.40		
543178	Kitchen Staff II	57300 - Huron Lodge - Dietary	40.00	Annual	51,958.40	61,152.00		
543178	*Kitchen Staff II	57300 - Huron Lodge - Dietary		Biweekly	1,998.40	2,352.00		
				Hourly	24.98	29.40		
<u>CLASSIFICATION 0.06 [356-385 points]</u>			35.00	Annual	47,083.40	51,269.40	55,400.80	
543138	*Clerk Intermediate	47101 - Lou Romano WRP - 543/NU		Biweekly	1,810.90	1,971.90	2,130.80	
543564	Contract Clerk	54200 - Childrens Serv - Systems		Hourly	25.87	28.17	30.44	
543162	Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543164	Receptionist	90100 - Parks, Rec & Cult & Facilities						
543518	Junior Clerk-Typist	57100 - Huron Lodge - Program Services						

543006	Receptionist/Complaints Clerk	63200 - Inspections - West					
543436	Customer Service Clerk	63200 - Inspections - West					
543004	Document Clerk	63300 - Inspections - East					
543085	Caretaker	91500 - Facilities Operations	40.00	Annual	53,809.60	58,593.60	63,315.20
				Biweekly	2,069.60	2,253.60	2,435.20
				Hourly	25.87	28.17	30.44
<b><u>CLASSIFICATION 0.07 [386-415 points]</u></b>							
543053	Customer Service Clerk	24300 - Property Assessment	35.00	Annual	48,885.20	53,198.60	57,512.00
543355	Intake Clerk (Bilingual)	54201 - Children's Services System		Biweekly	1,880.20	2,046.10	2,212.00
543539	Program & Policy Clerk	54203 - CS Program and Policy		Hourly	26.86	29.23	31.60
543378	Bilingual Early Learning Initiatives Clerk	54400 - Ontario Early Years					
543558	*Facility Person	91500 - Facilities Operations					
543265	Recreation Centre Clerk (Adie Knox Pool)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Aquatics & Family Aquatic Cmpx)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Forest Glade Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Gino A. Marcus Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Mackenzie Hall)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Oakwood Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Optimist & AMC Comm. Centres)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (WFCU Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Windsor Water World)	93406 - Adie Knox Pool					
543369	Administrative Clerk	57100 - Huron Lodge - Program Services					
543011	Communications Clerk	63200 - Inspections - West					
543575	Secretary, Contracts, Fleet & Maintenance	43603 - Operations - Contracts	40.00	Annual	55,868.80	60,798.40	65,728.00
543586	Timekeeper, Nursing & Dietary	57400 - Huron Lodge - Nursing		Biweekly	2,148.80	2,338.40	2,528.00
				Hourly	26.86	29.23	31.60
<b><u>CLASSIFICATION 0.08 [416-445 points]</u></b>							
543050	Administrative Clerk	23200 - Accounting Services					
543249	Data Entry Operator	23300 - Corp Payroll Admin & Complianc	35.00	Annual	50,687.00	53,635.40	56,674.80
543422	Licensing Clerk	38200 - Licensing		Biweekly	1,949.50	2,062.90	2,179.80
543246	Secretary - Field Services	43601 - Operations - Field Services		Hourly	27.85	29.47	31.14
543277	Records Clerk	44100 - Administration					
543243	Intermediate Clerk	51000 - Human & Health Services Admin					
543206	Records & Supply Clerk	51000 - Human & Health Services Admin					
543259	Clerk Junior	53100 - Policy & Staff Development					
543279	Clerk Jnr-Bckp Rec(Bi-Lingual)	53101 - OW - Leamington Office					
543218	Data Analyst	53200 - Customer Service					
543208	Intermediate Clerk Steno	54201 - Children's Services System					
543166	Records Clerk	90100 - Parks, Rec & Cult & Facilities					
543163	Recreation Clerk	93300 - Cultural Affairs					
543270	*Recreation Centre Clerk - Willistead Manor	93302 - Willistead Manor					
543001	Cashier	63300 - Inspections - East					
543102	Clerk Steno Senior	64300 - Planning - Development CBO					
543031	Comm. of Adjustment Clerk	64200 - Planning - Urban Design					
543247	Clerk Steno	64200 - Planning - Urban Design					
543556	Construction Technician	43601 - Operations - Field Services	37.50	Annual	54,307.50	57,466.50	60,723.00
				Biweekly	2,088.75	2,210.25	2,335.50
							63,823.50
							2,454.75

			Hourly	27.85	29.47	31.14	32.73	
543113	Parking Violations Cashier	43304 - Compliance & Enforcement-Parkg	40.00	Annual Biweekly Hourly	57,928.00 2,228.00 27.85	61,297.60 2,357.60 29.47	64,771.20 2,491.20 31.14	68,078.40 2,618.40 32.73
<b><u>CLASSIFICATION 0.09 [446-475 points]</u></b>								
543397	Intermediate Clerk-Huron Lodge	22300 - Operating Budget Control						
543068	Tax & Accts Receivable Collector	24100 - Treasury & Cash Management	35.00	Annual	52,525.20	55,601.00	58,804.20	61,880.00
543047	Mortgage and Ownership Clerk	24300 - Property Assessment		Biweekly	2,020.20	2,138.50	2,261.70	2,380.00
543059	Property Tax Clerk	24300 - Property Assessment		Hourly	28.86	30.55	32.31	34.00
543413	Senior Issuer, Vital Statistics	39200 - Records, Elections & FOI						
543140	Senior Invoice Clerk	44100 - Administration						
543133	Data Research Clerk	44200 - Geomatics						
543357	Clerk Intermediate (Fin)	51000 - Human & Health Services Admin						
543209	Clerk Junior (Fin)	51000 - Human & Health Services Admin						
543574	Clerk - Leamington	53101 - OW - Leamington Office						
543377	Intermediate Receptionist - Leamington	53101 - OW - Leamington Office						
543227	Intake Receptionist	53200 - Customer Service						
543551	Intake Receptionist - Bilingual	53200 - Customer Service						
543264	Resource Centre Greeter	53301 - Employment and Training Serv.						
543553	Resource Centre Greeter - Bilingual	53301 - Employment and Training Serv.						
543420	Parks & Recreation Data Clerk	90100 - Parks, Rec & Cult & Facilities						
543165	Parks Clerk	90100 - Parks, Rec & Cult & Facilities						
543172	Payroll & Accounts Payable Clerk	90100 - Parks, Rec & Cult & Facilities						
543383	By-Law Enforcement Clerk	38300 - Bylaw Enforcement						
543010	Secretary to Mgr of Development Applications	64300 - Planning - Development CBO						
543048	Technical Support Clerk	62000 - Information Technology	37.50	Annual	56,277.00	59,572.50	63,004.50	66,300.00
543021	Administrative Clerk	94200 - Customer Contact Centre		Biweekly Hourly	2,164.50 28.86	2,291.25 30.55	2,423.25 32.31	2,550.00 34.00
543139	Maintenance Clerk	47101 - Lou Romano WRP - 543/NU	40.00	Annual	60,028.80	63,544.00	67,204.80	70,720.00
543374	Nutritional Administrative Assistant	57300 - Huron Lodge - Dietary		Biweekly	2,308.80	2,444.00	2,584.80	2,720.00
543185	Nursing Records Assistant	57400 - Huron Lodge - Nursing		Hourly	28.86	30.55	32.31	34.00
<b><u>CLASSIFICATION 0.10 [476-505 points]</u></b>								
543217	Subsidy Claims Clerk	22500 - Intergovernmental Subsidies	35.00	Annual	54,581.80	57,748.60	61,024.60	64,118.60
543057	Accounting Clerk	23100 - Financial Accounting		Biweekly	2,099.30	2,221.10	2,347.10	2,466.10
543352	Clerk Expediter	33000 - Purchasing		Hourly	29.99	31.73	33.53	35.23
543026	Council Agenda Coordinator	39100 - Council Services						
543028	Council Resolutions Coordinator	39100 - Council Services						
543024	Order of Business Coordinator	39100 - Council Services						
543032	Legal Documents Clerk	39200 - Records, Elections & FOI						
543412	Records Analyst	39200 - Records, Elections & FOI						
543128	Clerk-Intermediate	43701 - Envl - Solid Waste 543/NU						
543130	Print Room Operator	44200 - Geomatics						
543278	Development Clerk	44400 - Right of Way						
543222	Clerk Steno Intermediate(Central)	53100 - Policy & Staff Development						
543220	Retroactive Budget Clerk	53100 - Policy & Staff Development						
543391	Intake Services Representative	53200 - Customer Service						
543548	Intake Services Representative - Bilingual	53200 - Customer Service						

543216	Clerk Junior (Team)	53200 - Customer Service						
543554	Clerk Junior (Team) - Bilingual	53200 - Customer Service						
543183	Senior Clerk	57100 - Huron Lodge - Program Services						
543170	Accounts Receivable Clerk	90100 - Parks, Rec & Cult & Facilities						
543009	Secretary to Manager, Inspections	63300 - Inspections - East						
543442	Museum Collections Assistant	93300 - Cultural Affairs						
543590	Development Support Clerk	63000 - Building						
543594	Tier 1 Help Desk	62400 - IT - Enterprise Systems Supprt	37.50	Annual	58,480.50	61,873.50	65,383.50	68,698.50
543404	Enterprise Support Analyst II	62400 - IT - Enterprise Systems Supprt		Biweekly	2,249.25	2,379.75	2,514.75	2,642.25
				Hourly	29.99	31.73	33.53	35.23
543111	Senior Clerk	43300 - Operations -Traffic Operations	40.00	Annual	62,379.20	65,998.40	69,742.40	73,278.40
543115	Parking Violations Review Clerk	43304 - Compliance & Enforcement-Parkg		Biweekly	2,399.20	2,538.40	2,682.40	2,818.40
543199	Parking Maintenance Staff	43303 - Operations- On/Off Street Park		Hourly	29.99	31.73	33.53	35.23
543191	Cook	57300 - Huron Lodge - Dietary						
543382	Medical Transcriptionist/Admin Assistant	57400 - Huron Lodge - Nursing						
<b><u>CLASSIFICATION 0.11 [506-535 points]</u></b>								
543052	Financial Planning Clerk	22000 - Financial Planning						
543071	Financial Reconciliation Clerk	23100 - Financial Accounting	35.00	Annual	56,638.40	59,987.20	63,245.00	66,666.60
543211	Financial Reconciliation Clerk - Social Services	23100 - Financial Accounting		Biweekly	2,178.40	2,307.20	2,432.50	2,564.10
543066	Accounts Payable Control Clerk	23200 - Accounting Services		Hourly	31.12	32.96	34.75	36.63
543571	Accounts Payable Vendor Control Specialist	23200 - Accounting Services						
543073	Accounts Receivable Clerk	23200 - Accounting Services						
543046	General Accounts Payable Clerk	23200 - Accounting Services						
543036	Development Applications Clerk	38100 - Policy & Gaming						
543282	Development Review Technician	43300 - Operations -Traffic Operations						
543147	Secretary Senior	44100 - Administration						
543152	CAD Technician I	44200 - Geomatics						
543225	Clerk Steno Int.(Special Services)	54203 - CS Program and Policy						
543168	Senior Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543002	Permit Services Clerk	63100 - Building - Permit Services						
543035	Street and Alley Legal Clerk	64100 - Planning - Policy						
543106	Planning Technician	64200 - Planning - Urban Design						
543418	Development Planning Technician	64200 - Planning - Urban Design						
543173	Draftsperson IV	91200 - Parks Development	37.50	Annual	60,684.00	64,272.00	67,762.50	71,428.50
				Biweekly	2,334.00	2,472.00	2,606.25	2,747.25
				Hourly	31.12	32.96	34.75	36.63
543114	Senior Secretary-Parking Permit Coordinator	43300 - Operations -Traffic Operations	40.00	Annual	64,729.60	68,556.80	72,280.00	76,190.40
543438	Transportation Technologist I	43300 - Operations -Traffic Operations		Biweekly	2,489.60	2,636.80	2,780.00	2,930.40
543354	Operations Data Technician	43301 - Operations - Signals		Hourly	31.12	32.96	34.75	36.63
543195	*Personal Support Worker	57400 - Huron Lodge - Nursing	40.415	Annual	65,401.17	69,268.08	73,029.91	76,980.88
543195	Personal Support Worker	57400 - Huron Lodge - Nursing		Biweekly	2,515.43	2,664.16	2,808.84	2,960.80
				Hourly	31.12	32.96	34.75	36.63
<b><u>CLASSIFICATION 0.12 [536-565 points]</u></b>								

543029	Licence Issuer	38200 - Licensing	35.00	Annual	58,695.00	62,116.60	65,592.80	68,959.80
543142	Clerk Senior	44100 - Administration		Biweekly	2,257.50	2,389.10	2,522.80	2,652.30
543146	Intermediate Accounting Clerk	44400 - Right of Way		Hourly	32.25	34.13	36.04	37.89
543576	Social Research and Data Analyst	51000 - Human & Health Services Admin						
543516	Child Care Data Analysis Coord	54201 - Children's Services System						
543388	Bilingual Early Literacy Specialist	54203 - CS Program and Policy						
543515	EarlyON CFC - Data Analysis Coordinator	54203 - CS Program and Policy						
543174	Seasonal & Sports Facilitator	93201 - WFCU Centre						
543266	Graphic Designer &Marketing Assistant	94100 - Communications						
543023	Financial Records & Administrative Clerk	39200 - Records, Elections & FOI						
543076	Tax Accounting & Collection Control Clerk	24000 - Taxation, Treasury & Fin Proj						
543596	Fleet Clerk	43501 - Operations - Fleet 543/NU						
543591	Customer Care Clerk	63000 - Building						
543568	Resource Operations Analyst	91500 - Facilities Operations						
543561	Infrast Location Technician	43601 - Operations - Field Services	37.50	Annual	62,887.50	66,553.50	70,278.00	73,885.50
543230	EarlyON CFC Early Childhood	54400 - Ontario Early Years		Biweekly	2,418.75	2,559.75	2,703.00	2,841.75
543411	Customer Contact Representative	94000 - Communications & Cust. Service		Hourly	32.25	34.13	36.04	37.89
543585	Traffic Inf. Location Tech	43300 - Operations -Traffic Operations	40.00	Annual	67,080.00	70,990.40	74,963.20	78,811.20
543123	Traffic Technician	43300 - Operations -Traffic Operations		Biweekly	2,580.00	2,730.40	2,883.20	3,031.20
543400	Resident Services Assistant	57500 - Huron Lodge- Resident Services		Hourly	32.25	34.13	36.04	37.89
543189	Therapeutic Recreation Aide	57500 - Huron Lodge- Resident Services						
543169	Parks Operations Assistant	90100 - Parks, Rec & Cult & Facilities						
543094	Maintenance Engineer	91500 - Facilities Operations						
543175	Recreation Assistant - Oakwood	93402 - Capri Pizzeria Recreation Cplx						
<b><u>CLASSIFICATION 0.13 [566-595 points]</u></b>								
543069	Financial Analysis Accounting Clerk	23100 - Financial Accounting	35.00	Annual	60,860.80	64,391.60	68,068.00	71,580.60
543075	Tax Registration Clerk	24000 - Taxation, Treasury & Fin Proj		Biweekly	2,340.80	2,476.60	2,618.00	2,753.10
543074	Buyer	33000 - Purchasing		Hourly	33.44	35.38	37.40	39.33
543034	Committee Coordinator	39100 - Council Services						
543155	CAD Technician II	44200 - Geomatics						
543149	Right of Way Permit Clerk	44400 - Right of Way						
543430	Policy & Procedure Coordinator	53100 - Policy & Staff Development						
543569	Special Projects Coordinator	54200 - Childrens Serv - Systems						
543015	Customer Service Representative	63100 - Building - Permit Services						
543188	Resident Financial Coordinator	57100 - Huron Lodge - Program Services						
543014	Zoning Coordinator	64100 - Planning - Policy						
543102	Clerk Steno Senior	64300 - Planning - Development CBO						
543566	Biodiversity Coordinator	91401 - Ojibway						
543524	Museum Coordinator	93300 - Cultural Affairs						
543525	Registrar	93300 - Cultural Affairs						

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543431	211 Support Analyst	94200 - Customer Contact Centre	37.50	Annual	65,208.00	68,991.00	72,930.00	76,693.50
543428	311 Support Analyst	94200 - Customer Contact Centre		Biweekly	2,508.00	2,653.50	2,805.00	2,949.75
				Hourly	33.44	35.38	37.40	39.33
543118	Maintenance Staff	43302 - Operations - Signs & Markings	40.00	Annual	69,555.20	73,590.40	77,792.00	81,806.40
543193	Adjuvant	57500 - Huron Lodge- Resident Services		Biweekly	2,675.20	2,830.40	2,992.00	3,146.40
543192	Entertainment & Activities Co-ord.	57500 - Huron Lodge- Resident Services		Hourly	33.44	35.38	37.40	39.33
543563	Wildlife&VisitorServices Coord	91401 - Ojibway						
543194	Maintenance Engineer	91501 - Facilities Operations - Huron						
543176	Recreation Assistant	93201 - WFCU Centre						
543198	Registered Practical Nurse	57400 - Huron Lodge - Nursing	41.250	Annual	71,728.80	75,890.10	80,223.00	84,362.85
543198	*Registered Practical Nurse	57400 - Huron Lodge - Nursing		Biweekly	2,758.80	2,918.85	3,085.50	3,244.73
				Hourly	33.44	35.38	37.40	39.33
<b><u>CLASSIFICATION 0.14 [596-625 points]</u></b>								
543572	Payroll Control&Reporting Spec	23300 - Corp Payroll Admin & Complianc	35.00	Annual	63,172.20	66,885.00	70,579.60	74,237.80
543065	Tax Accounting Administrator	24200 - Prop Taxation & Taxpayer Supp		Biweekly	2,429.70	2,572.50	2,714.60	2,855.30
543399	Insurance & Risk Analyst	32500 - Risk Management		Hourly	34.71	36.75	38.78	40.79
543033	Senior Licence Issuer	38200 - Licensing						
543381	Crossing Guard Coordinator	43300 - Operations -Traffic Operations						
543281	Vision Zero Technician	43300 - Operations -Traffic Operations						
543157	CAD Technician III - Special Projects	44200 - Geomatics						
543517	Property Analyst	44200 - Geomatics						
543409	Local Business Expert	53100 - Policy & Staff Development						
543384	Maintenance/Technical Support Person	54000 - Housing & Children's Services						
543526	Special Projects Coordinator	54100 - Residential Support Services						
543429	Children's Services System Analyst	54201 - Children's Services System						
543519	Program Analyst	54203 - CS Program and Policy						
543437	Transportation Planner I	65000 - Transportation Planning						
543441	Environ & Sustainability Coord	25200 - Asset Planning						
543592	Development Services Research & Data Analyst	63000 - Building						
543038	Secretary/Treasurer Committee of Adjustment	64200 - Planning - Urban Design						
543565	GIS Data Analyst	44200 - Geomatics	37.50	Annual	67,684.50	71,662.50	75,621.00	79,540.50
543427	311 Mapping Support Analyst	94200 - Customer Contact Centre		Biweekly	2,603.25	2,756.25	2,908.50	3,059.25
				Hourly	34.71	36.75	38.78	40.79
543578	Signal Maintenance Apprentice	43301 - Operations - Signals	40.00	Annual	72,196.80	76,440.00	80,662.40	84,843.20
543122	Signal System Analyst	43301 - Operations - Signals		Biweekly	2,776.80	2,940.00	3,102.40	3,263.20
543120	Signwriter	43302 - Operations - Signs & Markings		Hourly	34.71	36.75	38.78	40.79
543583	Parking & Compliance Clerk	43304 - Compliance & Enforcement-Parkg						
<b><u>CLASSIFICATION 0.15 [626-655 points]</u></b>								
543263	Municipal Gaming Analyst	38100 - Policy & Gaming	35.00	Annual	65,520.00	69,378.40	73,218.60	77,040.60
543143	Fleet Analyst	43501 - Operations - Fleet 543/NU		Biweekly	2,520.00	2,668.40	2,816.10	2,963.10
543234	Caseworker - Ontario Works	53200 - Customer Service		Hourly	36.00	38.12	40.23	42.33
543231	Caseworker - Discretionary Benefits	53200 - Customer Service						
543550	Caseworker - Ontario Works - Bilingual	53300 - Employment & Training Init.						
543237	Caseworker - Housing Support	54100 - Residential Support Services						

543555	Caseworker - Housing Support - Bilingual	54100 - Residential Support Services						
543577	Erly Yrs Prgrm Dvlpmt Officer	54200 - Childrens Serv - Systems						
543260	Caseworker - Children's Services	54202 - Child Care Subsidy						
543545	Caseworker - Children's Services - Bilingual	54202 - Child Care Subsidy						
543353	Multimedia Solutions Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	70,200.00	74,334.00	78,448.50	82,543.50
				Biweekly	2,700.00	2,859.00	3,017.25	3,174.75
				Hourly	36.00	38.12	40.23	42.33
543160	Administrative Inspector	43601 - Operations - Field Services	40.00	Annual	74,880.00	79,289.60	83,678.40	88,046.40
543159	Environment Technologist	47300 - Environmental Quality		Biweekly	2,880.00	3,049.60	3,218.40	3,386.40
543097	Operating Engineer 4th Class	91500 - Facilities Operations		Hourly	36.00	38.12	40.23	42.33
543095	Painter Brush	91500 - Facilities Operations						
543098	Maintenance Eng. (Carpenter)	91500 - Facilities Operations						
	<b><u>CLASSIFICATION 0.16 [656-685 points]</u></b>							
543402	Corporate Collections Analyst	24100 - Treasury & Cash Management	35.00	Annual	67,922.40	71,944.60	75,966.80	79,898.00
543433	Staff Trainer	53100 - Policy & Staff Development		Biweekly	2,612.40	2,767.10	2,921.80	3,073.00
543233	Caseworker - Employment Services	53300 - Employment & Training Init.		Hourly	37.32	39.53	41.74	43.90
543546	Caseworker - Employment Services - Bilingual	53300 - Employment & Training Init.						
543238	Job Developer	53300 - Employment & Training Init.						
543242	Social Worker BSW	53300 - Employment & Training Init.						
543350	GIS Solutions Analyst	44200 - Geomatics						
543426	Program Development Officer	54101 - Social Housing						
543579	Fleet Systems Analyst	43501 - Operations - Fleet 543/NU						
543589	Development Applications Coordinator	63100 - Building - Permit Services						
543380	By-Law Enforcement Officer	38300 - Bylaw Enforcement	37.50	Annual	72,774.00	77,083.50	81,393.00	85,605.00
543079	P.C. Support Analyst	62300 - IT - End User Support		Biweekly	2,799.00	2,964.75	3,130.50	3,292.50
				Hourly	37.32	39.53	41.74	43.90
543077	Senior Buyer	33000 - Purchasing	40.00	Annual	77,625.60	82,222.40	86,819.20	91,312.00
543584	Signal Maintenance Electrician	43301 - Operations - Signals		Biweekly	2,985.60	3,162.40	3,339.20	3,512.00
543200	Parking Technician	43303 - Operations- On/Off Street Park		Hourly	37.32	39.53	41.74	43.90
543560	Operating Engineer - (MURF)	91500 - Facilities Operations						
	<b><u>CLASSIFICATION 0.17 [685-715 points]</u></b>							
543240	Eligibility Review Officer	53100 - Policy & Staff Development	35.00	Annual	70,470.40	74,638.20	78,733.20	82,955.60
543415	Property Assessor	24300 - Property Assessment		Biweekly	2,710.40	2,870.70	3,028.20	3,190.60
				Hourly	38.72	41.01	43.26	45.58
543570	Building By-Law Officer	63200 - Inspections - West	37.50	Annual	75,504.00	79,969.50	84,357.00	88,881.00
				Biweekly	2,904.00	3,075.75	3,244.50	3,418.50
				Hourly	38.72	41.01	43.26	45.58
543534	Roof Technologist	91500 - Facilities Operations	40.00	Annual	80,537.60	85,300.80	89,980.80	94,806.40
				Biweekly	3,097.60	3,280.80	3,460.80	3,646.40
				Hourly	38.72	41.01	43.26	45.58
	<b><u>CLASSIFICATION 0.18 [716-745 points]</u></b>							
543597	Program Integrity Analyst	53100 - Policy & Staff Development	35.00	Annual	73,109.40	77,350.00	81,663.40	85,995.00

				Biweekly	2,811.90	2,975.00	3,140.90	3,307.50
				Hourly	40.17	42.50	44.87	47.25
543557	Construction Technologist	43601 - Operations - Field Services	37.50	Annual	78,331.50	82,875.00	87,496.50	92,137.50
543562	Mechanical Inspector	63200 - Inspections - West		Biweekly	3,012.75	3,187.50	3,365.25	3,543.75
				Hourly	40.17	42.50	44.87	47.25
543582	Lead Hand - Parking Technician	43303 - Operations- On/Off Street Park	40.00	Annual	83,553.60	88,400.00	93,329.60	98,280.00
543580	Building Automation & Controls Technician	91500 - Facilities Operations		Biweekly	3,213.60	3,400.00	3,589.60	3,780.00
				Hourly	40.17	42.50	44.87	47.25
<b><u>CLASSIFICATION 0.19 [746-775 points]</u></b>								
543016	Plan Examiner	63100 - Building - Permit Services	35.00	Annual	75,839.40	80,262.00	84,702.80	89,216.40
				Biweekly	2,916.90	3,087.00	3,257.80	3,431.40
				Hourly	41.67	44.10	46.54	49.02
543581	*Analyst Programmer	62100 - IT - Business Process Moderniz	37.50	Annual	81,256.50	85,995.00	90,753.00	95,589.00
543078	Analyst Programmer	62100 - IT - Business Process Moderniz		Biweekly	3,125.25	3,307.50	3,490.50	3,676.50
543017	Inspector	63200 - Inspections - West		Hourly	41.67	44.10	46.54	49.02
543407	Enterprise Support Analyst	62400 - IT - Enterprise Systems Supprt						
543190	Social Worker	57500 - Huron Lodge- Resident Services	40.00	Annual	86,673.60	91,728.00	96,803.20	101,961.60
543379	Process Control Programmer	47401 - Proc. Eng & Maint - 543/NU		Biweekly	3,333.60	3,528.00	3,723.20	3,921.60
				Hourly	41.67	44.10	46.54	49.02
<b><u>CLASSIFICATION 0.20 [776-805 points]</u></b>								
543587	Inspector II		37.50	Annual	84,298.50	89,173.50	94,107.00	99,138.00
				Biweekly	3,242.25	3,429.75	3,619.50	3,813.00
				Hourly	43.23	45.73	48.26	50.84
			40.00	Annual	89,918.40	95,118.40	100,380.80	105,747.20
				Biweekly	3,458.40	3,658.40	3,860.80	4,067.20
				Hourly	43.23	45.73	48.26	50.84
<b><u>CLASSIFICATION 0.21 [806-835 points]</u></b>								
543081	Business Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	87,438.00	92,527.50	97,656.00	102,804.00
				Biweekly	3,363.00	3,558.75	3,756.00	3,954.00
				Hourly	44.84	47.45	50.08	52.72
543432	Signal Maintenance - Electrician II	43301 - Operations - Signals	40.00	Annual	93,267.20	98,696.00	104,166.40	109,657.60
				Biweekly	3,587.20	3,796.00	4,006.40	4,217.60
				Hourly	44.84	47.45	50.08	52.72
<b><u>CLASSIFICATION 0.22 [836 and above]</u></b>								
			37.50	Annual	90,733.50	95,959.50	101,283.00	106,665.00
				Biweekly	3,489.75	3,690.75	3,895.50	4,102.50

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	Hourly	46.53	49.21	51.94	54.70
40.00	Annual	96,782.40	102,356.80	108,035.20	113,776.00
	Biweekly	3,722.40	3,936.80	4,155.20	4,376.00
	Hourly	46.53	49.21	51.94	54.70

\* Denotes Regular Part-Time - Hourly Wage Only

CUPE LOCAL 543  
SALARY SCHEDULE "B"

3.90% Increase

		<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
<u>CLASSIFICATION 0.01 [0-235 points]</u>			35.00	Annual	40,749.80	47,920.60		
				Biweekly	1,567.30	1,843.10		
				Hourly	22.39	26.33		
<u>CLASSIFICATION 0.02 [236-265 points]</u>			35.00	Annual	42,260.40	49,740.60		
				Biweekly	1,625.40	1,913.10		
				Hourly	23.22	27.33		
<u>CLASSIFICATION 0.03 [266-295 points]</u>			35.00	Annual	43,789.20	51,524.20		
				Biweekly	1,684.20	1,981.70		
				Hourly	24.06	28.31		
<u>CLASSIFICATION 0.04 [296-325 points]</u>			35.00	Annual	45,536.40	53,453.40		
				Biweekly	1,751.40	2,055.90		
				Hourly	25.02	29.37		
			40.00	Annual	52,041.60	61,089.60		
				Biweekly	2,001.60	2,349.60		
				Hourly	25.02	29.37		
<u>CLASSIFICATION 0.05 [326-355 points]</u>			35.00	Annual	47,229.00	55,601.00		
543212	Clerk Junior (File)	53200 - Customer Service		Biweekly	1,816.50	2,138.50		
543559	Museum Assistant	93300 - Cultural Affairs		Hourly	25.95	30.55		
543178	Kitchen Staff II	57300 - Huron Lodge - Dietary	40.00	Annual	53,976.00	63,544.00		
543178	*Kitchen Staff II	57300 - Huron Lodge - Dietary		Biweekly	2,076.00	2,444.00		
				Hourly	25.95	30.55		
<u>CLASSIFICATION 0.06 [356-385 points]</u>			35.00	Annual	48,921.60	57,566.60	57,566.60	
543138	*Clerk Intermediate	47101 - Lou Romano WRP - 543/NU		Biweekly	1,881.60	2,048.90	2,214.10	
543564	Contract Clerk	54200 - Childrens Serv - Systems						

543162	Accounting Clerk	90100 - Parks, Rec & Cult & Facilities	Hourly	26.88	29.27	31.63	
543164	Receptionist	90100 - Parks, Rec & Cult & Facilities					
543518	Junior Clerk-Typist	57100 - Huron Lodge - Program Services					
543006	Receptionist/Complaints Clerk	63200 - Inspections - West					
543436	Customer Service Clerk	63200 - Inspections - West					
543004	Document Clerk	63300 - Inspections - East					
543085	Caretaker	91500 - Facilities Operations	40.00	Annual	55,910.40	60,881.60	65,790.40
				Biweekly	2,150.40	2,341.60	2,530.40
				Hourly	26.88	29.27	31.63
<b><u>CLASSIFICATION 0.07 [386-415 points]</u></b>							
543053	Customer Service Clerk	24300 - Property Assessment	35.00	Annual	50,796.20	55,273.40	59,750.60
543355	Intake Clerk (Bilingual)	54201 - Children's Services System		Biweekly	1,953.70	2,125.90	2,298.10
543539	Program & Policy Clerk	54203 - CS Program and Policy		Hourly	27.91	30.37	32.83
543378	Bilingual Early Learning Initiatives Clerk	54400 - Ontario Early Years					
543558	*Facility Person	91500 - Facilities Operations					
543265	Recreation Centre Clerk (Adie Knox Pool)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Aquatics & Family Aquatic Cmpx)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Forest Glade Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Gino A. Marcus Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Mackenzie Hall)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Oakwood Comm. Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Optimist & AMC Comm. Centres)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (WFCU Centre)	93406 - Adie Knox Pool					
543265	Recreation Centre Clerk (Windsor Water World)	93406 - Adie Knox Pool					
543369	Administrative Clerk	57100 - Huron Lodge - Program Services					
543011	Communications Clerk	63200 - Inspections - West					
543575	Secretary, Contracts, Fleet & Maintenance	43603 - Operations - Contracts	40.00	Annual	58,052.80	63,169.60	68,286.40
543586	Timekeeper, Nursing & Dietary	57400 - Huron Lodge - Nursing		Biweekly	2,232.80	2,429.60	2,626.40
				Hourly	27.91	30.37	32.83
<b><u>CLASSIFICATION 0.08 [416-445 points]</u></b>							
543050	Administrative Clerk	23200 - Accounting Services					
543249	Data Entry Operator	23300 - Corp Payroll Admin & Complianc	35.00	Annual	52,670.80	55,728.40	58,877.00
543422	Licensing Clerk	38200 - Licensing		Biweekly	2,025.80	2,143.40	2,264.50
543246	Secretary - Field Services	43601 - Operations - Field Services		Hourly	28.94	30.62	32.35
543277	Records Clerk	44100 - Administration					
543243	Intermediate Clerk	51000 - Human & Health Services Admin					
543206	Records & Supply Clerk	51000 - Human & Health Services Admin					
543259	Clerk Junior	53100 - Policy & Staff Development					
543279	Clerk Jnr-Bckp Rec(Bi-Lingual)	53101 - OW - Leamington Office					
543218	Data Analyst	53200 - Customer Service					
543208	Intermediate Clerk Steno	54201 - Children's Services System					
543166	Records Clerk	90100 - Parks, Rec & Cult & Facilities					
543163	Recreation Clerk	93300 - Cultural Affairs					
543270	*Recreation Centre Clerk - Willistead Manor	93302 - Willistead Manor					
543001	Cashier	63300 - Inspections - East					
543102	Clerk Steno Senior	64300 - Planning - Development CBO					

543031	Comm. of Adjustment Clerk	64200 - Planning - Urban Design						
543247	Clerk Steno	64200 - Planning - Urban Design						
543556	Construction Technician	43601 - Operations - Field Services	37.50	Annual	56,433.00	59,709.00	63,082.50	66,319.50
				Biweekly	2,170.50	2,296.50	2,426.25	2,550.75
				Hourly	28.94	30.62	32.35	34.01
543113	Parking Violations Cashier	43304 - Compliance & Enforcement-Parkg	40.00	Annual	60,195.20	63,689.60	67,288.00	70,740.80
				Biweekly	2,315.20	2,449.60	2,588.00	2,720.80
				Hourly	28.94	30.62	32.35	34.01
<b><u>CLASSIFICATION 0.09 [446-475 points]</u></b>								
543397	Intermediate Clerk-Huron Lodge	22300 - Operating Budget Control						
543068	Tax & Accts Receivable Collector	24100 - Treasury & Cash Management	35.00	Annual	54,581.80	57,766.80	61,097.40	64,300.60
543047	Mortgage and Ownership Clerk	24300 - Property Assessment		Biweekly	2,099.30	2,221.80	2,349.90	2,473.10
543059	Property Tax Clerk	24300 - Property Assessment		Hourly	29.99	31.74	33.57	35.33
543413	Senior Issuer, Vital Statistics	39200 - Records, Elections & FOI						
543140	Senior Invoice Clerk	44100 - Administration						
543133	Data Research Clerk	44200 - Geomatics						
543357	Clerk Intermediate (Fin)	51000 - Human & Health Services Admin						
543209	Clerk Junior (Fin)	51000 - Human & Health Services Admin						
543574	Clerk - Leamington	53101 - OW - Leamington Office						
543377	Intermediate Receptionist - Leamington	53101 - OW - Leamington Office						
543227	Intake Receptionist	53200 - Customer Service						
543551	Intake Receptionist - Bilingual	53200 - Customer Service						
543264	Resource Centre Greeter	53301 - Employment and Training Serv.						
543553	Resource Centre Greeter - Bilingual	53301 - Employment and Training Serv.						
543420	Parks & Recreation Data Clerk	90100 - Parks, Rec & Cult & Facilities						
543165	Parks Clerk	90100 - Parks, Rec & Cult & Facilities						
543172	Payroll & Accounts Payable Clerk	90100 - Parks, Rec & Cult & Facilities						
543383	By-Law Enforcement Clerk	38300 - Bylaw Enforcement						
543010	Secretary to Mgr of Development Applications	64300 - Planning - Development CBO						
543048	Technical Support Clerk	62000 - Information Technology	37.50	Annual	58,480.50	61,893.00	65,461.50	68,893.50
543021	Administrative Clerk	94200 - Customer Contact Centre		Biweekly	2,249.25	2,380.50	2,517.75	2,649.75
				Hourly	29.99	31.74	33.57	35.33
543139	Maintenance Clerk	47101 - Lou Romano WRP - 543/NU	40.00	Annual	62,379.20	66,019.20	69,825.60	73,486.40
543374	Nutritional Administrative Assistant	57300 - Huron Lodge - Dietary		Biweekly	2,399.20	2,539.20	2,685.60	2,826.40
543185	Nursing Records Assistant	57400 - Huron Lodge - Nursing		Hourly	29.99	31.74	33.57	35.33
<b><u>CLASSIFICATION 0.10 [476-505 points]</u></b>								
543217	Subsidy Claims Clerk	22500 - Intergovernmental Subsidies	35.00	Annual	56,711.20	60,005.40	63,408.80	66,612.00
543057	Accounting Clerk	23100 - Financial Accounting		Biweekly	2,181.20	2,307.90	2,438.80	2,562.00
543352	Clerk Expediter	33000 - Purchasing		Hourly	31.16	32.97	34.84	36.60
543026	Council Agenda Coordinator	39100 - Council Services						
543028	Council Resolutions Coordinator	39100 - Council Services						
543024	Order of Business Coordinator	39100 - Council Services						

543032	Legal Documents Clerk	39200 - Records, Elections & FOI						
543412	Records Analyst	39200 - Records, Elections & FOI						
543128	Clerk-Intermediate	43701 - Envl - Solid Waste 543/NU						
543130	Print Room Operator	44200 - Geomatics						
543278	Development Clerk	44400 - Right of Way						
543222	Clerk Steno Intermediate(Central)	53100 - Policy & Staff Development						
543220	Retroactive Budget Clerk	53100 - Policy & Staff Development						
543391	Intake Services Representative	53200 - Customer Service						
543548	Intake Services Representative - Bilingual	53200 - Customer Service						
543216	Clerk Junior (Team)	53200 - Customer Service						
543554	Clerk Junior (Team) - Bilingual	53200 - Customer Service						
543183	Senior Clerk	57100 - Huron Lodge - Program Services						
543170	Accounts Receivable Clerk	90100 - Parks, Rec & Cult & Facilities						
543009	Secretary to Manager, Inspections	63300 - Inspections - East						
543442	Museum Collections Assistant	93300 - Cultural Affairs						
543590	Development Support Clerk	63000 - Building						
543594	Tier 1 Help Desk	62400 - IT - Enterprise Systems Supprt	37.50	Annual	60,762.00	64,291.50	67,938.00	71,370.00
543404	Enterprise Support Analyst II	62400 - IT - Enterprise Systems Supprt		Biweekly	2,337.00	2,472.75	2,613.00	2,745.00
				Hourly	31.16	32.97	34.84	36.60
543111	Senior Clerk	43300 - Operations -Traffic Operations	40.00	Annual	64,812.80	68,577.60	72,467.20	76,128.00
543115	Parking Violations Review Clerk	43304 - Compliance & Enforcement-Parkg		Biweekly	2,492.80	2,637.60	2,787.20	2,928.00
543199	Parking Maintenance Staff	43303 - Operations- On/Off Street Park		Hourly	31.16	32.97	34.84	36.60
543191	Cook	57300 - Huron Lodge - Dietary						
543382	Medical Transcriptionist/Admin Assistant	57400 - Huron Lodge - Nursing						
<b><u>CLASSIFICATION 0.11 [506-535 points]</u></b>								
543052	Financial Planning Clerk	22000 - Financial Planning						
543071	Financial Reconciliation Clerk	23100 - Financial Accounting	35.00	Annual	58,840.60	62,335.00	65,720.20	69,269.20
543211	Financial Reconciliation Clerk - Social Services	23100 - Financial Accounting		Biweekly	2,263.10	2,397.50	2,527.70	2,664.20
543066	Accounts Payable Control Clerk	23200 - Accounting Services		Hourly	32.33	34.25	36.11	38.06
543571	Accounts Payable Vendor Control Specialist	23200 - Accounting Services						
543073	Accounts Receivable Clerk	23200 - Accounting Services						
543046	General Accounts Payable Clerk	23200 - Accounting Services						
543036	Development Applications Clerk	38100 - Policy & Gaming						
543282	Development Review Technician	43300 - Operations -Traffic Operations						
543147	Secretary Senior	44100 - Administration						
543152	CAD Technician I	44200 - Geomatics						
543225	Clerk Steno Int.(Special Services)	54203 - CS Program and Policy						
543168	Senior Accounting Clerk	90100 - Parks, Rec & Cult & Facilities						
543002	Permit Services Clerk	63100 - Building - Permit Services						
543035	Street and Alley Legal Clerk	64100 - Planning - Policy						
543106	Planning Technician	64200 - Planning - Urban Design						
543418	Development Planning Technician	64200 - Planning - Urban Design						
543173	Draftsperson IV	91200 - Parks Development	37.50	Annual	63,043.50	66,787.50	70,414.50	74,217.00

			Biweekly	2,424.75	2,568.75	2,708.25	2,854.50	
			Hourly	32.33	34.25	36.11	38.06	
543114	Senior Secretary-Parking Permit Coordinator	43300 - Operations -Traffic Operations	40.00	Annual	67,246.40	71,240.00	75,108.80	79,164.80
543438	Transportation Technologist I	43300 - Operations -Traffic Operations		Biweekly	2,586.40	2,740.00	2,888.80	3,044.80
543354	Operations Data Technician	43301 - Operations - Signals		Hourly	32.33	34.25	36.11	38.06
543195	*Personal Support Worker	57400 - Huron Lodge - Nursing	40.415	Annual	67,944.08	71,979.12	75,888.05	79,986.13
543195	Personal Support Worker	57400 - Huron Lodge - Nursing		Biweekly	2,613.23	2,768.43	2,918.77	3,076.39
				Hourly	32.33	34.25	36.11	38.06
	<b><u>CLASSIFICATION 0.12 [536-565 points]</u></b>							
543029	Licence Issuer	38200 - Licensing	35.00	Annual	60,988.20	64,537.20	68,159.00	71,653.40
543142	Clerk Senior	44100 - Administration		Biweekly	2,345.70	2,482.20	2,621.50	2,755.90
543146	Intermediate Accounting Clerk	44400 - Right of Way		Hourly	33.51	35.46	37.45	39.37
543576	Social Research and Data Analyst	51000 - Human & Health Services Admin						
543516	Child Care Data Analysis Coord	54201 - Children's Services System						
543388	Bilingual Early Literacy Specialist	54203 - CS Program and Policy						
543515	EarlyON CFC - Data Analysis Coordinator	54203 - CS Program and Policy						
543174	Seasonal & Sports Facilitator	93201 - WFCU Centre						
543266	Graphic Designer &Marketing Assistant	94100 - Communications						
543023	Financial Records & Administrative Clerk	39200 - Records, Elections & FOI						
543076	Tax Accounting & Collection Control Clerk	24000 - Taxation, Treasury & Fin Proj						
543596	Fleet Clerk	43501 - Operations - Fleet 543/NU						
543591	Customer Care Clerk	63000 - Building						
543568	Resource Operations Analyst	91500 - Facilities Operations						
543561	Infrast Location Technician	43601 - Operations - Field Services	37.50	Annual	65,344.50	69,147.00	73,027.50	76,771.50
543230	EarlyON CFC Early Childhood	54400 - Ontario Early Years		Biweekly	2,513.25	2,659.50	2,808.75	2,952.75
543411	Customer Contact Representative	94000 - Communications & Cust. Service		Hourly	33.51	35.46	37.45	39.37
543585	Traffic Inf. Location Tech	43300 - Operations -Traffic Operations	40.00	Annual	69,700.80	73,756.80	77,896.00	81,889.60
543123	Traffic Technician	43300 - Operations -Traffic Operations		Biweekly	2,680.80	2,836.80	2,996.00	3,149.60
543400	Resident Services Assistant	57500 - Huron Lodge- Resident Services		Hourly	33.51	35.46	37.45	39.37
543189	Therapeutic Recreation Aide	57500 - Huron Lodge- Resident Services						
543169	Parks Operations Assistant	90100 - Parks, Rec & Cult & Facilities						
543094	Maintenance Engineer	91500 - Facilities Operations						
543175	Recreation Assistant - Oakwood	93402 - Capri Pizzeria Recreation Cplx						
	<b><u>CLASSIFICATION 0.13 [566-595 points]</u></b>							
543069	Financial Analysis Accounting Clerk	23100 - Financial Accounting	35.00	Annual	63,226.80	66,903.20	70,725.20	74,365.20
543075	Tax Registration Clerk	24000 - Taxation, Treasury & Fin Proj		Biweekly	2,431.80	2,573.20	2,720.20	2,860.20
543074	Buyer	33000 - Purchasing		Hourly	34.74	36.76	38.86	40.86
543034	Committee Coordinator	39100 - Council Services						

543155	CAD Technician II	44200 - Geomatics						
543149	Right of Way Permit Clerk	44400 - Right of Way						
543430	Policy & Procedure Coordinator	53100 - Policy & Staff Development						
543569	Special Projects Coordinator	54200 - Childrens Serv - Systems						
543015	Customer Service Representative	63100 - Building - Permit Services						
543188	Resident Financial Coordinator	57100 - Huron Lodge - Program Services						
543014	Zoning Coordinator	64100 - Planning - Policy						
543102	Clerk Steno Senior	64300 - Planning - Development CBO						
543566	Biodiversity Coordinator	91401 - Ojibway						
543524	Museum Coordinator	93300 - Cultural Affairs						
543525	Registrar	93300 - Cultural Affairs						
543431	211 Support Analyst	94200 - Customer Contact Centre	37.50	Annual	67,743.00	71,682.00	75,777.00	79,677.00
543428	311 Support Analyst	94200 - Customer Contact Centre		Biweekly	2,605.50	2,757.00	2,914.50	3,064.50
				Hourly	34.74	36.76	38.86	40.86
543118	Maintenance Staff	43302 - Operations - Signs & Markings	40.00	Annual	72,259.20	76,460.80	80,828.80	84,988.80
543193	Adjuvant	57500 - Huron Lodge- Resident Services		Biweekly	2,779.20	2,940.80	3,108.80	3,268.80
543192	Entertainment & Activities Co-ord.	57500 - Huron Lodge- Resident Services		Hourly	34.74	36.76	38.86	40.86
543563	Wildlife&VisitorServices Coord	91401 - Ojibway						
543194	Maintenance Engineer	91501 - Facilities Operations - Huron						
543176	Recreation Assistant	93201 - WFCU Centre						
543198	Registered Practical Nurse	57400 - Huron Lodge - Nursing	41.250	Annual	74,517.30	78,850.20	83,354.70	87,644.70
543198	*Registered Practical Nurse	57400 - Huron Lodge - Nursing		Biweekly	2,866.05	3,032.70	3,205.95	3,370.95
				Hourly	34.74	36.76	38.86	40.86
<b><u>CLASSIFICATION 0.14 [596-625 points]</u></b>								
543572	Payroll Control&Reporting Spec	23300 - Corp Payroll Admin & Complianc	35.00	Annual	65,629.20	69,487.60	73,327.80	77,131.60
543065	Tax Accounting Administrator	24200 - Prop Taxation & Taxpayer Supp		Biweekly	2,524.20	2,672.60	2,820.30	2,966.60
543399	Insurance & Risk Analyst	32500 - Risk Management		Hourly	36.06	38.18	40.29	42.38
543033	Senior Licence Issuer	38200 - Licensing						
543381	Crossing Guard Coordinator	43300 - Operations -Traffic Operations						
543281	Vision Zero Technician	43300 - Operations -Traffic Operations						
543157	CAD Technician III - Special Projects	44200 - Geomatics						
543517	Property Analyst	44200 - Geomatics						
543409	Local Business Expert	53100 - Policy & Staff Development						
543384	Maintenance/Technical Support Person	54000 - Housing & Children's Services						
543526	Special Projects Coordinator	54100 - Residential Support Services						
543429	Children's Services System Analyst	54201 - Children's Services System						
543519	Program Analyst	54203 - CS Program and Policy						
543437	Transportation Planner I	65000 - Transportation Planning						
543441	Environ & Sustainability Coord	25200 - Asset Planning						
543592	Development Services Research & Data Analyst	63000 - Building						
543038	Secretary/Treasurer Committee of Adjustment	64200 - Planning - Urban Design						

543565	GIS Data Analyst	44200 - Geomatics	37.50	Annual	70,317.00	74,451.00	78,565.50	82,641.00
543427	311 Mapping Support Analyst	94200 - Customer Contact Centre		Biweekly	2,704.50	2,863.50	3,021.75	3,178.50
				Hourly	36.06	38.18	40.29	42.38
543578	Signal Maintenance Apprentice	43301 - Operations - Signals	40.00	Annual	75,004.80	79,414.40	83,803.20	88,150.40
543122	Signal System Analyst	43301 - Operations - Signals		Biweekly	2,884.80	3,054.40	3,223.20	3,390.40
543120	Signwriter	43302 - Operations - Signs & Markings		Hourly	36.06	38.18	40.29	42.38
543583	Parking & Compliance Clerk	43304 - Compliance & Enforcement-Parkg						
<b><u>CLASSIFICATION 0.15 [626-655 points]</u></b>								
543263	Municipal Gaming Analyst	38100 - Policy & Gaming	35.00	Annual	68,068.00	72,090.20	76,076.00	80,043.60
543143	Fleet Analyst	43501 - Operations - Fleet 543/NU		Biweekly	2,618.00	2,772.70	2,926.00	3,078.60
543234	Caseworker - Ontario Works	53200 - Customer Service		Hourly	37.40	39.61	41.80	43.98
543231	Caseworker - Discretionary Benefits	53200 - Customer Service						
543550	Caseworker - Ontario Works - Bilingual	53300 - Employment & Training Init.						
543237	Caseworker - Housing Support	54100 - Residential Support Services						
543555	Caseworker - Housing Support - Bilingual	54100 - Residential Support Services						
543577	Erly Yrs Prgrm Dvlpmt Officer	54200 - Childrens Serv - Systems						
543260	Caseworker - Children's Services	54202 - Child Care Subsidy						
543545	Caseworker - Children's Services - Bilingual	54202 - Child Care Subsidy						
543353	Multimedia Solutions Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	72,930.00	77,239.50	81,510.00	85,761.00
				Biweekly	2,805.00	2,970.75	3,135.00	3,298.50
				Hourly	37.40	39.61	41.80	43.98
543160	Administrative Inspector	43601 - Operations - Field Services	40.00	Annual	77,792.00	82,388.80	86,944.00	91,478.40
543159	Environment Technologist	47300 - Environmental Quality		Biweekly	2,992.00	3,168.80	3,344.00	3,518.40
543097	Operating Engineer 4th Class	91500 - Facilities Operations		Hourly	37.40	39.61	41.80	43.98
543095	Painter Brush	91500 - Facilities Operations						
543098	Maintenance Eng. (Carpenter)	91500 - Facilities Operations						
<b><u>CLASSIFICATION 0.16 [656-685 points]</u></b>								
543402	Corporate Collections Analyst	24100 - Treasury & Cash Management	35.00	Annual	70,579.60	74,747.40	78,933.40	83,010.20
543433	Staff Trainer	53100 - Policy & Staff Development		Biweekly	2,714.60	2,874.90	3,035.90	3,192.70
543233	Caseworker - Employment Services	53300 - Employment & Training Init.		Hourly	38.78	41.07	43.37	45.61
543546	Caseworker - Employment Services - Bilingual	53300 - Employment & Training Init.						
543238	Job Developer	53300 - Employment & Training Init.						
543242	Social Worker BSW	53300 - Employment & Training Init.						
543350	GIS Solutions Analyst	44200 - Geomatics						
543426	Program Development Officer	54101 - Social Housing						
543579	Fleet Systems Analyst	43501 - Operations - Fleet 543/NU						
543589	Development Applications Coordinator	63100 - Building - Permit Services						
543380	By-Law Enforcement Officer	38300 - Bylaw Enforcement	37.50	Annual	75,621.00	80,086.50	84,571.50	88,939.50
543079	P.C. Support Analyst	62300 - IT - End User Support		Biweekly	2,908.50	3,080.25	3,252.75	3,420.75
				Hourly	38.78	41.07	43.37	45.61
543077	Senior Buyer	33000 - Purchasing	40.00	Annual	80,662.40	85,425.60	90,209.60	94,868.80
543584	Signal Maintenance Electrician	43301 - Operations - Signals		Biweekly	3,102.40	3,285.60	3,469.60	3,648.80
543200	Parking Technician	43303 - Operations- On/Off Street Park		Hourly	38.78	41.07	43.37	45.61

543560	Operating Engineer - (MURF)	91500 - Facilities Operations						
	<b><u>CLASSIFICATION 0.17 [685-715 points]</u></b>							
543240	Eligibility Review Officer	53100 - Policy & Staff Development	35.00	Annual	73,218.60	77,550.20	81,809.00	86,195.20
543415	Property Assessor	24300 - Property Assessment		Biweekly	2,816.10	2,982.70	3,146.50	3,315.20
				Hourly	40.23	42.61	44.95	47.36
543570	Building By-Law Officer	63200 - Inspections - West	37.50	Annual	78,448.50	83,089.50	87,652.50	92,352.00
				Biweekly	3,017.25	3,195.75	3,371.25	3,552.00
				Hourly	40.23	42.61	44.95	47.36
543534	Roof Technologist	91500 - Facilities Operations	40.00	Annual	83,678.40	88,628.80	93,496.00	98,508.80
				Biweekly	3,218.40	3,408.80	3,596.00	3,788.80
				Hourly	40.23	42.61	44.95	47.36
	<b><u>CLASSIFICATION 0.18 [716-745 points]</u></b>							
543597	Program Integrity Analyst	53100 - Policy & Staff Development	35.00	Annual	75,966.80	80,371.20	84,848.40	89,343.80
				Biweekly	2,921.80	3,091.20	3,263.40	3,436.30
				Hourly	41.74	44.16	46.62	49.09
543557	Construction Technologist	43601 - Operations - Field Services	37.50	Annual	81,393.00	86,112.00	90,909.00	95,725.50
543562	Mechanical Inspector	63200 - Inspections - West		Biweekly	3,130.50	3,312.00	3,496.50	3,681.75
				Hourly	41.74	44.16	46.62	49.09
543582	Lead Hand - Parking Technician	43303 - Operations- On/Off Street Park	40.00	Annual	86,819.20	91,852.80	96,969.60	102,107.20
543580	Building Automation & Controls Technician	91500 - Facilities Operations		Biweekly	3,339.20	3,532.80	3,729.60	3,927.20
				Hourly	41.74	44.16	46.62	49.09
	<b><u>CLASSIFICATION 0.19 [746-775 points]</u></b>							
543016	Plan Examiner	63100 - Building - Permit Services	35.00	Annual	78,806.00	83,392.40	88,015.20	92,692.60
				Biweekly	3,031.00	3,207.40	3,385.20	3,565.10
				Hourly	43.30	45.82	48.36	50.93
543581	*Analyst Programmer	62100 - IT - Business Process Moderniz	37.50	Annual	84,435.00	89,349.00	94,302.00	99,313.50
543078	Analyst Programmer	62100 - IT - Business Process Moderniz		Biweekly	3,247.50	3,436.50	3,627.00	3,819.75
543017	Inspector	63200 - Inspections - West		Hourly	43.30	45.82	48.36	50.93
543407	Enterprise Support Analyst	62400 - IT - Enterprise Systems Supprt						
543190	Social Worker	57500 - Huron Lodge- Resident Services	40.00	Annual	90,064.00	95,305.60	100,588.80	105,934.40
543379	Process Control Programmer	47401 - Proc. Eng & Maint - 543/NU		Biweekly	3,464.00	3,665.60	3,868.80	4,074.40
				Hourly	43.30	45.82	48.36	50.93
	<b><u>CLASSIFICATION 0.20 [776-805 points]</u></b>							

543587	Inspector II		37.50	Annual	87,594.00	92,644.50	97,773.00	102,999.00
				Biweekly	3,369.00	3,563.25	3,760.50	3,961.50
				Hourly	44.92	47.51	50.14	52.82
			40.00	Annual	93,433.60	98,820.80	104,291.20	109,865.60
				Biweekly	3,593.60	3,800.80	4,011.20	4,225.60
				Hourly	44.92	47.51	50.14	52.82
<b><u>CLASSIFICATION 0.21 [806-835 points]</u></b>								
543081	Business Analyst	62100 - IT - Business Process Moderniz	37.50	Annual	90,850.50	96,135.00	101,458.50	106,821.00
				Biweekly	3,494.25	3,697.50	3,902.25	4,108.50
				Hourly	46.59	49.30	52.03	54.78
543432	Signal Maintenance - Electrician II	43301 - Operations - Signals	40.00	Annual	96,907.20	102,544.00	108,222.40	113,942.40
				Biweekly	3,727.20	3,944.00	4,162.40	4,382.40
				Hourly	46.59	49.30	52.03	54.78
<b><u>CLASSIFICATION 0.22 [836 and above]</u></b>								
			37.50	Annual	94,263.00	99,703.50	105,241.50	110,818.50
				Biweekly	3,625.50	3,834.75	4,047.75	4,262.25
				Hourly	48.34	51.13	53.97	56.83
			40.00	Annual	100,547.20	106,350.40	112,257.60	118,206.40
				Biweekly	3,867.20	4,090.40	4,317.60	4,546.40
				Hourly	48.34	51.13	53.97	56.83

\* Denotes Regular Part-Time - Hourly Wage Only

**CUPE LOCAL 543  
SALARY SCHEDULE "C" - STUDENT RATES**

2.40% Increase

<u>CLASSIFICATION 001</u>	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>
Student		35.00	Annual	34,416.20
			Biweekly	1,323.70
			Hourly	18.91
Student		40.00	Annual	39,332.80
			Biweekly	1,512.80
			Hourly	18.91

**CUPE LOCAL 543  
SALARY SCHEDULE "C" - STUDENT RATES**

3.30% Increase

DEPARTMENT    HRS/WK    PAY FREQ    STEP 1

CLASSIFICATION 001

Student		35.00	Annual	35,544.60
			Biweekly	1,367.10
			Hourly	19.53
Student		40.00	Annual	40,622.40
			Biweekly	1,562.40
			Hourly	19.53

**CUPE LOCAL 543  
SALARY SCHEDULE "C" - STUDENT RATES**

3.30% Increase

<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>
<u>CLASSIFICATION 001</u>			
Student	35.00	Annual	36,709.40
		Biweekly	1,411.90
		Hourly	20.17
Student	40.00	Annual	41,953.60
		Biweekly	1,613.60
		Hourly	20.17

**CUPE LOCAL 543  
SALARY SCHEDULE "C" - STUDENT RATES**

3.90% Increase

DEPARTMENT    HRS/WK    PAY FREQ    STEP 1

CLASSIFICATION 001

Student		35.00	Annual	38,147.20
			Biweekly	1,467.20
			Hourly	20.96
Student		40.00	Annual	43,596.80
			Biweekly	1,676.80
			Hourly	20.96

SCHEDULE "D"

JOB EVALUATION

MANUAL OF PROCEDURES

between

THE CORPORATION OF THE CITY OF WINDSOR

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS LOCAL 543

November 9, 1990

This Manual of Procedures is supplemental to and forms part of the current Collective Agreement.

## ARTICLE 1 - PURPOSE

This Manual of Procedures is established to provide an ongoing maintenance programme for the agreed upon Joint Job Evaluation Programme, designed to provide and maintain the basis of a gender-bias free and equitable salary and wage structure, and providing the method by which job descriptions and job ratings shall be maintained to meet changing conditions and work requirements.

## ARTICLE 2 - DEFINITIONS

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Programme:

Benchmark Job	or “Key Jobs” are a representative selection of job activities chosen from the classifications covered by the Plan. These are used as a basis for comparison and as guides for maintaining relativity of rating under the Rating Manual.
Classification	The designation in the Salaries and Wages Schedule of the Collective Agreement for a particular salary or wage level or range.
Classification Differential	The difference between the maximum salary or wage rates in the Salaries and Wages Schedule of the Collective Agreement.
Classification Increments	The salary or wage steps for a particular Classification.
Collective Agreement	The Collective Agreement currently in effect between the Corporation of the City of Windsor (hereinafter referred to as the Corporation) and C.U.P.E. Local 543 (hereinafter referred to as the Union).
Duty	A recognizably different segment of a job comprised of a number of tasks, defining what is to be done.

Employee	An employee of the Corporation in the bargaining unit for which the Union is the recognized bargaining agent as defined in the Collective Agreement.
Factors	The major criteria, i.e. experience, responsibility, working conditions, etc. as set out in the Rating Manual.
Factor Degrees	The actual measurement levels within each Factor.
Green Circled	A job identified as having a salary or wage rate identified as below that established as a result of job evaluation.
Incumbent	An employee who has been appointed or promoted to a job. An employee is an incumbent in one job only.
Job	A group of duties assigned to and performed by the incumbent(s).
Job Analysis	The process of determining and recording the tasks and duties comprising a job and the required skill, responsibility, effort and working conditions involved in the performing of that job, through the use of questionnaires, observation and study.
Job Description	The official record of the principle tasks and duties of a job, necessary for job rating purposes only, and not to be confused with a Notice of Vacancy.
Job Documents	Comprised of all documentation used in the job analysis process, specifically job content questionnaires, job site review reports, job descriptions, and interviews.
Job Evaluation	The process of studying and analyzing a job to obtain detailed information about the content of the job, and the rating of the job by use of the Rating Manual, which is set out in the Collective Agreement, to determine the relationship of the job to other jobs covered by this Job Evaluation Programme.

Job Rating	The selected degree levels, points, and reasons for the rating and the total points established for a job, in accordance with the Rating Manual, which becomes the official rating for the job.
Joint Job Evaluation Committee	The Joint Committee appointed by the parties to the Collective Agreement to deal with matters relating to the rating of jobs as governed by this Manual of Procedures and the Rating Manual as set out in the Collective Agreement.
Out of Schedule Rate	A salary or wage rate paid to an employee, for a specific purpose and for a specified period of time, that is in excess of the maximum rate that is determined for the job in accordance with the Job Evaluation Programme.
Points	The numerical expression adopted for the measurement of each degree within each Factor.
Rating	The Rating Manual contains the basic guides for analyzing and evaluating the content of a job.
Red Circled	A job identified as having a salary or wage rate identified as above that established as a result of job evaluation.
Salaries and Wages Schedule	The salary and wage classifications as set forth in the Collective Agreement.
Staff Establishment Position	A staff position authorized as such by Council resolution.
Task	An activity undertaken in order to complete specific duty, defining how a duty is done.
Total Points	The sum of all points allotted to each job for all factors as determined in accordance with the Rating Manual.

### ARTICLE 3 - RATING METHODOLOGY

- 3.1 Job documents serve to record the basis from which the job is rated and to compare and judge changes in job content which result, from time to time, from new or changed circumstances or requirements of the job.
- 3.2 Job documents are for the purpose of rating a job and assigning the job into the proper Classification for application of the Salary and Wage Schedule. Job documents shall be in sufficient detail to enable the job to be identified and rated.
- 3.3 A job description reflects the major duties and responsibilities required for proper evaluation and shall not be construed as a detailed description of all the work requirements inherent to the job.
- 3.4 The rating of jobs on the basis of job content involves certain basic determinations being made with respect to the skill, responsibility and effort required and the working conditions involved in each job. In order to reduce possible errors of personal judgement into practical but reasonable working limits, such determinations and considerations are subdivided and refined into an analysis and rating of each job to assess the relative worth on the basis of specific Factors as shown in Schedule 2.
- 3.5 Job ratings serve to:
  - (a) group jobs which have relatively equivalent point values into the same Classification;
  - (b) provide the basis from which to gauge equitable salary and wage relationships between the jobs;
  - (c) form the foundation from which to measure changes in job content;
  - (d) enable the assignment of jobs into their proper Classifications.

### ARTICLE 4 - MAINTAINING THE JOB DESCRIPTIONS AND RATINGS

- 4.1 It is important that each party maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the Programme. It is the intention of the parties to jointly review all job descriptions over a five (5) year period. Such review shall commence from the installation date of this Job Evaluation Programme.
- 4.2 Job evaluation rating reviews shall be undertaken when:
  - (a) changes to existing job duties take place
  - (b) a new job is created.

- 4.3 Whenever the Corporation creates a new job, the following procedures shall apply:
- (a) The Corporation shall prepare a draft job description for the new job, which, along with any other job documents, shall be forwarded to the Joint Job Evaluation Committee, for evaluation.
  - (b) The Corporation shall notify the Union of the new job by means of a copy of the job description, along with any other job documents that have been forwarded to the Joint Job Evaluation Committee.
  - (c) The Joint Job Evaluation Committee shall evaluate the job. Such evaluation shall determine the job's temporary Classification. In the event that the Committee cannot agree on the rating, the Corporation shall not be precluded from establishing a temporary Grade for the new job and assigning an employee to it, in accordance with the provisions of the Collective Agreement. The establishment of such a temporary Classification shall not serve to prejudice the Committee in their continued attempts to reach agreement on the appropriate rating.
  - (d) Within six (6) months of the incumbent commencing employment in the new job, the Joint Job Evaluation Committee will determine the final rating for the job using the job description and other job documents relating to the duties actually being performed at the time of review. Should it be determined through the Committee's final evaluation that a change should be made in the job's Classification, such a change shall be retroactive to the date that the incumbent commenced continuous employment in the new job.
  - (e) Should the Union consider that a new job has been established and that Sections 4.3 (a-d) have not been complied with, it shall notify the Executive Director of Human Resources or designate, giving the reasons in detail for its contention. Should the Executive Director of Human Resources or designate not agree with the Union's contention, either party may refer the matter to the Job Evaluation Referee.
- 4.4 (a) Whenever the Corporation changes the duties of a job and considers that the change in job content is less than that required to move the job to a different Classification, it shall prepare a revised job description and forward a copy of it to the Union and the incumbent.
- (b) Should the Union or incumbent disagree with the Corporation, a Request for Review may be filed under Article 4.6.
- 4.5 Whenever the Corporation changes the duties of a job and the change in job content requires review by the Joint Job Evaluation Committee to determine an appropriate Classification, the following procedure shall apply:
- (a) The revised job description and any other job document shall be submitted to the Joint Job Evaluation Committee, with a copy to the Union.

- (b) The Joint Job Evaluation Committee shall review the changes to the job description and any other job document and, if required, re-rate the job. The results of the re-evaluation will be communicated to the Corporation, the Union, and the incumbent.

In the event that the Committee cannot meet or if the Corporation must proceed with the staffing process urgently, the Chair of the Committee may establish an interim rating. In such instance, notice shall be provided to the Union's Recording Secretary within five (5) working days. The establishment of a temporary salary classification shall not prejudice the Committee in the continued attempts to reach agreement on the rating of the job.

\*The Corporation will review all jobs in the queue in Human Resources as at April 1st, 2013. Any retroactivity from reviewing these positions in the queue shall be retroactive to the commencement date of the new duties as determined by the Department Head or designate.

- (c) Effective January 1, 2013, the job shall be assigned to the appropriate classification retroactive to the actual date of the change, if required, to a maximum of six (6) months preceding the date the questionnaire is received in Human Resources. The actual date of the change shall be determined by the Department Head or designate.

4.6 A review of the job rating for a job may be initiated by the incumbent(s) or Union as follows:

- (a) The initiator shall complete the form "Request for Job Evaluation Review", available from the Legal and Human Resources Department.
- (b) The Request, upon completion and authorized by the Union must be forwarded to the Executive Director of Human Resources or designate, who shall forward it to the Joint Job Evaluation Committee, with a copy to the Union and the appropriate Department Head.
- (c) If it is the decision of the Joint Job Evaluation Committee that the job rating should be reviewed, the job shall be evaluated, in accordance with Article 5. The results of the re-evaluation will be communicated to the incumbent(s), the appropriate Department Head, the Corporation and the Union.
- (d) If it is the decision of the Joint Job Evaluation Committee that the job rating should not be reviewed, then this decision will be communicated to the incumbent(s), the Department Head, the Corporation and the Union.
- (e) If no decision can be reached by the Joint Job Evaluation Committee as to whether or not the job rating should be reviewed, then the matter shall be referred to the Job Evaluation Referee, in accordance with Article 7.

- (f) Effective January 1, 2013, the job shall be assigned to the appropriate classification retroactive to the actual date of the change, if required, to a maximum of six (6) months preceding the date the questionnaire is received in Human Resources. The actual date of the change shall be determined by the Department Head or designate.
- 4.7 In the event that an “out of schedule” higher rate for a job is introduced by the Corporation, the Union shall be notified in writing, and such rate shall continue in effect until the Corporation determines that the conditions which gave rise to it no longer exist. At that time the rate for the job shall be the evaluated Classification. Any employee who was being paid at the “out of schedule” rate while working in the job shall continue to receive the “out of schedule” rate for a period of three (3) months following the Corporation’s termination of the “out of schedule” rate, at which time the incumbent shall revert to their previously held rate, adjusted to reflect economic adjustment or increment advance.
- 4.8 The Corporation shall notify the Union in writing within ten (10) working days prior to any change in the job evaluation identification details of a job (i.e., Department, job code, job title, etc.).
- 4.9 If the Corporation decides to eliminate a job from the staff establishment, the Union shall be notified in writing within twenty (20) working days prior to such a decision.

#### ARTICLE 5 - JOB EVALUATION PROCEDURES

- 5.1 The Joint Job Evaluation Committee shall review the job description and other job documents provided to them for the job under review, to clarify information required for rating purposes. Such review may include:
  - (a) Site inspection by the Committee
  - (b) Interviewing, by the Committee, of incumbents and supervisors.
- 5.2 The Joint Job Evaluation Committee shall then evaluate the job utilizing the Rating Manual (Schedule 1).
- 5.3 In making the determinations necessary for the rating of a job from the description of the job’s content, certain basic characteristics are considered to be inherent in the performance of all jobs, and are not considered in the evaluation of any job in this programme. These characteristics are honesty, integrity, normal discretion, reasonable care and attention, ordinary tact, and common courtesy.
- 5.4 In the application of the Rating Manual (Schedule 1), the following general rules shall apply:
  - (a) It is the content of the job that is being analyzed, not the incumbent(s).
  - (b) Jobs are to be evaluated without regard to existing Classifications.

- (c) Jobs are to be placed in the appropriate Factor Degree by considering the specific requirements of each job, the Factor definition, and the description of each Factor Degree.
  - (d) Workload is not a consideration when evaluating a job.
  - (e) No interpolation of Factor Degrees is to be made in the use of this programme (i.e. no insertion of a Factor rating that falls between the established Factor Degrees).
  - (f) The job description and rating of each job shall be relative to, consistent with, and conform to the job descriptions and ratings of the benchmark jobs and all other jobs included in the job evaluation programme.
- 5.5 Should the Joint Job Evaluation Committee not be able to make a decision on the matter(s) before it, the matter(s) shall be referred to the Job Evaluation Referee, as provided for in Article 7.
- 5.6 The Chairperson of the Joint Job Evaluation Committee shall communicate all rating and/or other decisions made by the Committee to the incumbent(s), the appropriate Department Head, the Legal and Human Resources Department, and the Union within ten (10) working days of the Committee's decision.

#### ARTICLE 6 - THE JOINT JOB EVALUATION COMMITTEE

- 6.1 The Joint Job Evaluation Committee shall consist of:
- two (2) representatives of the Corporation, as selected by the Corporation
  - two (2) representatives of the Union, as selected by the Union
  - one (1) Chairperson, non-voting, appointed by the Legal and Human Resources Department, following discussion with the Union
- 6.2 It shall be the purpose of the Joint Job Evaluation Committee:
- (a) to review, confirm or revise job ratings as initiated through the agreed to process.
  - (b) to establish and review, for rating consistency and to ensure the maintenance of relativities, a sampling of established benchmark jobs.
  - (c) to review problems pertaining to the application of the Rating Manual, and recommend solutions to the Corporation and the Union.
  - (d) to recommend changes to the Rating Manual and the Job Evaluation process to the Corporation and the Union.
- 6.3 The Chairperson of the Joint Job Evaluation Committee shall be responsible for coordinating all aspects of the rating proceedings and administration, including the calling

and chairing of all Committee meetings. All correspondence to and from the Committee shall go through the Chairperson.

- 6.4 Decisions of the Joint Job Evaluation shall require total consensus. When such consensus is not possible, the matter under review shall be referred to the Job Evaluation Referee.
- 6.5 The Joint Job Evaluation Committee shall meet at least once a month.

#### ARTICLE 7 - JOB EVALUATION REFEREE

- 7.1 (a) The Corporation and the Union shall, by January 31 of each year, agree upon a Job Evaluation Referee. The parties agree that said Referee shall have a background in job evaluation, and will not have any conflict of interest regarding the matter under review.
  - (b) Should either party determine that a new Referee should be appointed for the following year, notice to the other party shall be given, in writing, during December of the current year. Such notice shall contain a list of individuals being proposed as Referee by the initiating party.
  - (c) Should the Referee withdraw for any reason during the term of appointment, the parties shall, within seven (7) work days of such notification, agree upon a replacement.
  - (d) Should the parties agree that the Referee does not exhibit a satisfactory work ethic and/or disregards the established principles of these Job Evaluation Procedures, the Referee shall be replaced within seven (7) work days of such decision, pursuant to Article 7.1 (a).
- 7.2 The cost of the Job Evaluation Referee's remuneration and personal expenses shall be shared equally by the Corporation and the Union.
  - 7.3 The Job Evaluation Referee will be required to meet and make decisions on matters where consensus was not achieved by the Joint Job Evaluation Committee, or under Article 4.3 (e). In the latter case, the Referee need not consult with the Joint Job Evaluation Committee.
  - 7.4 The following procedure will be followed to resolve any matters before the Job Evaluation Referee, save and accept as provided for in Article 4.3 (e):
    - (a) The Job Evaluation Referee shall meet with the Joint Job Evaluation Committee to review the matter under consideration. If, following this meeting, the Committee can reach consensus, then the Referee will immediately issue a concurring decision.

- (b) If consensus is not reached under (a), the Job Evaluation Referee will make decision(s) which will be final and binding on all parties. Such decision(s) shall be in writing to the Chairperson of the Joint Job Evaluation Committee, who will forward it to the Committee, the incumbent(s), the appropriate Department Head, the Legal and Human Resources Department, and the Union within five (5) working days of its receipt.
- (c) Effective January 1, 2013, the job shall be assigned to the appropriate classification retroactive to the actual date of the change, if required, to a maximum of six (6) months preceding the date the questionnaire is received in Human Resources. The actual date of the change shall be determined by the Department Head or designate.

\*The Corporation will review all jobs in the queue in Human Resources as of April 1<sup>st</sup>, 2013. Any retroactivity from reviewing these positions in the queue shall be retroactive to the commencement date of the new duties as determined by the Department Head or designate

- (d) All decisions and ratings of jobs shall be carried out in a manner consistent with and relative to all other job rating decisions for jobs covered by this programme.

7.5 The Job Evaluation Referee will, prior to any meeting with the Joint Job Evaluation Committee, be forwarded all job documents or information to the matter under review. In addition, the Job Evaluation Referee will have the opportunity to interview the incumbent(s) and supervisory personnel.

#### ARTICLE 8 - APPLICATION OF THE JOB EVALUATION RESULTS

- 8.1 Upon the completion of the job evaluation process, the Chairperson of the Joint Job Evaluation Committee shall total the points assigned to each Factor Degree, using the attached Schedule 2, Job Evaluation Factors and Weights, and Schedule 3, Job Evaluation Factor Degree Points to determine the Total Points for the job under review. Upon determining the Total Points for the job, the Chairperson shall use Schedule 4, Job Evaluation Classifications, to determine the appropriate Classification for the job.
- 8.2 The Chairperson of the Joint Job Evaluation Committee shall notify the Human Resources Department and the Union of the results of 8.1.
- 8.3 The Human Resources Department shall notify the incumbent(s) of the job and the appropriate Department Head of any changes in Classification resulting from job evaluation.

# CITY OF WINDSOR

## JOINT JOB EVALUATION RATING MANUAL



MAY 1990

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JOB EVALUATION PLAN	
SKILL	EDUCATION EXPERIENCE INITIATIVE
RESPONSIBILITY	CONSEQUENCE OF ERROR FINANCIAL RESPONSIBILITY RESPONSIBILITY FOR HUMAN RESOURCES RESPONSIBILITY FOR CONTACTS
EFFORT	PHYSICAL DEMAND SENSORY DEMAND
WORKING CONDITIONS	WORKING CONDITIONS

GENERAL NOTE

Where changes have been made in the collective agreement to recognize changes in responsibilities (such as Article 24.02 regarding temporary appointments) or working conditions (such as Article 18 regarding shift premiums), these areas should not be considered for purposes of job evaluation.

### FACTOR 1 - EDUCATION

This factor is used to measure the amount of formal vocational education required to undertake the duties of the position. The following characteristics of the work are to be considered in selecting a degree:

- the specialized knowledge necessary for a comprehensive understanding of the work elements involved.
- the minimum formal/vocational education necessary to perform the work.

DEGREE	DEGREE DEFINITION
1	Required education level is completion of secondary school (grade 10) or equivalent. <span style="float: right;">(9-10 years)</span>
2	Required education level is completion of secondary school (grade 12) or equivalent. <span style="float: right;">(11-12 years)</span>
3	Required education level is completion of secondary school (grade 12) or equivalent plus 1 year post secondary training. <span style="float: right;">(13 years)</span>
4	Required education level is completion of secondary school (grade 12) or equivalent plus 2 years post secondary training. <span style="float: right;">(14 years)</span>
5	Required education level is completion of secondary school (grade 12) or equivalent plus 3 years post secondary training. <span style="float: right;">(15 years)</span>
6	Required education level is completion of secondary school (grade 12) or equivalent plus 4 years post secondary training. <span style="float: right;">(16 years)</span>

## NOTES TO RATERS - EDUCATION

1. The factor definition characteristic “the minimum formal/vocational education necessary to perform the work elements involved” refers to such things as the coordination capability and supervisory skills required in some positions or the accumulation of knowledge of the work methods and “tricks of the trade”.
2. Select the education level that most appropriately meets the job requirements. Do not consider the educational level of the incumbent or the requirements set out in the job description.
3. The most common source of education is through formal education, such as secondary school, vocational centre, community college, university, etc.
4. Completion of high school means completion of grade 12.
5. Vocational training means a concentrated course of study in a specific field applicable to the work. If the duration of such a course is less than full-time and/or less than one year, then evaluate such training as being “up to one year training”.
6. “Equivalent” means equal to another Province or Country’s educational level or number of years in a classroom setting at the post-secondary level. For example, “Grade 12 or equivalent” can mean Grade 10 and up to 2 years at the Community College level.
7. Classroom time required under an apprenticeship program is to be rated under “Education”. Work experience time required under an apprenticeship program is to be rated under “Experience”.
8. The education factor must be rated before the experience factor.

## FACTOR 2 - EXPERIENCE

This factor is used to measure the amount of work experience required to undertake the duties of the position. The following characteristics of the work are to be considered in selecting a degree:

- the application of techniques and procedures that must be learned.
- the minimum amount of practical experience on any related work or work in a lesser position required to competently perform the job.
- the period of training or adjustment on the job itself to become competent on the job, without necessarily knowing every facet of the job.

DEGREE	DEGREE DEFINITION
1	Up to and including 3 months.
2	Over 3 months and up to and including 6 months.
3	Over 6 months and up to and including 1 year.
4	Over 1 year and up to and including 3 years.
5	Over 3 years and up to and including 5 years.
6	Over 5 years and up to and including 7 years.

## NOTES TO RATERS - EXPERIENCE

1. Before this factor is rated, the education factor must be established.
2. Select the experience factor that most appropriately meets the job requirements. Do not consider the experience level of the incumbent or the requirements set out in the job description.
3. The experience required refers only to prior experience which is related to the position being evaluated including true life skills.
4. When evaluating a position on the experience factor, the evaluation should be consistent with the evaluation given under the education factor. Failure to do so could result in double counting.
5. The characteristic “the amount of practical experience an average individual requires to adequately perform the job” refers to the minimum amount of work experience on related work or lesser positions and the breaking-in time or training period on the job itself that is needed to become competent. This minimum experience requirement is normally less than the amount of experience possessed by incumbents, since it refers to the “learning curve” function of experience and not total personal experience.
6. Work experience time required under an apprenticeship program is to be rated under “Experience”. Classroom time required under an apprenticeship program is to be rated under “Education”.

### FACTOR 3 - INITIATIVE

This factor is used to measure the requirement of the position to exercise judgement. The following characteristics of the work are to be considered in selecting a degree:

- the extent of methods, procedures or direction that prevails.
- the extent of initiative that may be exercised.

DEGREE	DEGREE DEFINITION
1	<ul style="list-style-type: none"> <li>• Tasks are clearly defined.</li> <li>• Little or no latitude exists for exercising initiative.</li> </ul> <p>Most problems are referred to the supervisor.</p>
2	<ul style="list-style-type: none"> <li>• Assignments are covered by well defined methods and procedures.</li> <li>• Some latitude exists for exercising initiative within established guidelines.</li> </ul> <p>Most unusual problems are referred to the supervisor.</p>
3	<ul style="list-style-type: none"> <li>• While assignments are covered by established methods and procedures, some initiative is required in adapting these guidelines to obtain the desired end result.</li> <li>• The exercise of initiative is a normal requirement, but is restrained by program objectives.</li> </ul> <p>Direction is sought when apparent solutions to problems are not within the intent of established practices.</p>
4	<ul style="list-style-type: none"> <li>• Assignments frequently involve changing departmental established methods or procedures or devising new courses of action with the intent of existing programs or legislation.</li> <li>• The exercise of initiative is extensive and is complicated by the need to consult and coordinate action plans.</li> </ul> <p>While difficult problems may be discussed with the supervisor, solutions are not normally expected during such discussions.</p>
5	<ul style="list-style-type: none"> <li>• Assignments involve development of solutions to diverse and inter-related problems often having conflicting requirements.</li> <li>• The exercise of initiative is extensive and involves complex, far-reaching, and sensitive issues.</li> </ul> <p>Consultation with a supervisor concerning difficult problems is not normally possible.</p>

## NOTES TO RATERS - INITIATIVE

1. It is important to evaluate the initiative that is permitted within the constraints of the position and not the capability of the incumbent. Initiative is the mandated authority to carry out assignments.
2. When evaluating a position under this factor, the majority of the items of the selected degree must be met. (e.g., a position meets one of the three items in Degree 2 and two of the three items in Degree 3; the position is therefore properly evaluated in Degree 3.)
3. “Adapting”, means the ability to interpret and decide.

## FACTOR 4 - CONSEQUENCE OF ERROR

This factor is used to measure the consequence of making errors. The following characteristics of the work is to be considered in selecting a degree:

- the consequence on the organization of making errors in the decision-making process.

DEGREE	DEGREE DEFINITION
1	Incorrect or inappropriate recommendations/decisions/actions have little effect on service to the public and/or financial costs.
2	Incorrect or inappropriate recommendations/decisions/actions have limited consequences on the department such as limited financial costs or limited effect on service to the public.
3	Incorrect or inappropriate recommendations/decisions/actions have obvious consequences on financial costs, adverse client, patient, public relations, reduced service to the public, and requires intervention by senior staff to deal with repercussions.
4	Incorrect or inappropriate recommendations/decisions/actions have serious, usually short-term consequences; significant financial costs; reduced or impaired service to the public; negative media reaction; and requires Department Head or Deputy Head to deal with the repercussions.
5	Incorrect or inappropriate recommendations/decisions/actions have major, frequently long-term consequences; very substantial financial costs; negative media reaction; and requires CAO and/or political debate to deal with the repercussions.

## NOTES TO RATERS - CONSEQUENCE OF ERROR

1. In evaluating the consequences of error, consider the frequency of work checks. If an employee's work is checked daily or weekly, an incorrect decision is likely to have little influence on the organization. If work is checked less frequently, e.g., work is subject to monthly audit, there is a possibility that an incorrect decision will have some consequences for the organization.
2. "Decision" is defined as the final determination of a course of action that is to be followed.
3. Formal recommendations made on a regular basis that result in decisions are the same as decisions. Suggestions are not considered to be recommendations.
4. "Service to the public" is any service rendered to an individual, group, or part or all of the general public. The general public shall include taxpayers, residents, and clients.
5. (a) "Little" means
  - an inconvenience
  - having financial consequences of under \$1,000
  - where an incorrect decision can be corrected by the individual or be referred to the supervisor.
- (b) "Limited" means
  - short term creation of work for someone else to correct a situation
  - having financial consequences of \$1,000 to \$5,000
  - where an incorrect decision requires the supervisor to correct it or to provide direction on how to correct it.
- (c) "Obvious" means
  - having financial consequences of \$5,001 to \$10,000
  - where an incorrect decision requires senior staff or outside agency involvement to correct it.
- (d) "Serious" means
  - having financial consequences of \$10,001 to \$50,000
  - where an incorrect decision requires Deputy Department Head or Department Head involvement to correct it.
- (e) "Major" means
  - having financial consequences of over \$50,000
  - where an incorrect decision requires Chief Administrative Officer or political involvement to correct it.
6. The norm for each job and not the exception is to be rated.
7. The need to exercise discretion with regards to sensitive information is to be considered under this Factor.
8. Decisions, not mistakes, are rated.

## FACTOR 5 - FINANCIAL RESPONSIBILITY

This factor is used to measure the responsibility of accountability for financial resources. The following characteristics of the work are to be considered in selecting a degree:

- A - the accountability, control and administration for a budget, taking into consideration its magnitude
- B - the responsibility for financial processing; and
  - the responsibility for activities that result in making financial commitments.

### A. BUDGETARY ACCOUNTABILITY, CONTROL AND ADMINISTRATION

DOLLAR MAGNITUDE	A	B	C	D	E	F
1. None						
2. Up to \$10,000						
3. Up to \$50,000						
4. Up to \$100,000						
5. Up to \$500,000						
6. Up to \$1,000,000						
7. Over \$1,000,000						

- A. No budgetary responsibility.
- B. Responsibility to administer part or all of a departmental budget.
- C. Accountability and/or control of an organizational sub-division of a department budget.
- D. Accountability and/or control of an organization division of a departmental budget.
- E. Accountability and/or control of a budget of a department.
- F. Accountability and/or control and/or responsibility for corporate budgetary matters.

## FINANCIAL RESPONSIBILITY

### B. FINANCIAL PROCESSING AND COMMITMENT

DEGREE	DEGREE DEFINITION
1	Little or no responsibility for handling or processing cash, financial instruments (i.e., emergency purchase orders, petty cash, occasionally issuing receipts.)
2	Responsibility for processing cash and financial instruments on a daily basis (i.e., reconciling, balancing, checking, signing/issuing receipts).
3	Responsibility under the SHOP system for signing stamp as the authorized signature for accounts payable.
4	Responsibility for signing or initiating requests to make expenditures or recoveries in accordance with detailed written procedures.
5	Responsibility for activities which result in financial commitments made in the absence of detailed written procedures.

## NOTES TO RATERS - FINANCIAL RESPONSIBILITY

1. The dollar values indicated are stated in the 1988 budget dollars.
2. “May provide input into the budget” is not rated. To be rated, the incumbent must be required to provide input generally not available elsewhere, as a job responsibility.
3. Accountability and Control for budget purposes, means a position is answerable to a supervisor for making decisions which will ensure expenditures are in concert with budget limits. Financial decisions to re-direct funds from one purpose to another are also indicative.
4. Budget magnitude includes both operational and capital costs and non-budget items.
5. Administration of a budget, is deemed to include data collection for budget preparation, monitoring and tracking of expenditures during the fiscal year, and any coordinating or data reporting activities that may be required during the budget preparation or execution phases.
6. Signing for receipt is only relevant if this action serves as a subsequent basis for payment of a supplier.
7. Financial commitment refers to specific activities directly resulting in financial obligation or costs.
8. Financial Instruments refer to cheques, bonds, T-bills, contracts, requisitions, invoices, purchase orders, vouchers, income statements that result in cheques, violations, food vouchers, and drug cards.
9. “Processing” must equal an accounting function.

## FACTOR 6 - RESPONSIBILITY FOR HUMAN RESOURCES

This factor is used to measure the continuing responsibility that the incumbent of the position assumes for the supervision and direction of staff. The following characteristics of the work are to be considered in selecting a degree:

- the nature of supervision given, that is either direct, indirect or functional
- the number of employees supervised.

Occasional supervision, such as that performed during the absence of the supervisor on annual or sick leave is not to be considered.

NATURE OF SUPERVISION		A 0-5	B 6-10	C 11-15	D 16+
1.	The work does not have the requirement to exercise supervision. Occasionally work procedures may be explained to new or inexperienced employees.				
2.	The work requires providing functional supervision to other employees or coordinating/supervising the activities of volunteers.				
3.	The work involves performing such first-line (lead hand) supervisory responsibilities as assigning or explaining work to others, maintaining quality and work output providing functional supervision to others, ensuring work procedures and guidelines are followed. The supervisor also frequently performs duties similar to those of the employees supervised.				
4.	The work involves a continuing responsibility to supervise the activities of others. Non-supervisory duties are of secondary importance. Supervisory duties typically include assigning work, maintaining quality and work output norms, advising, instructing or directing workers, scheduling and coordinating unit activities, and providing functional supervision to others.				
5.	The work involves continuing responsibility to supervise, through subordinate supervisors, the activities of other employees. The work is typified as a full-time supervisor and includes organizing, scheduling, coordinating and may also involve providing functional supervision to employees outside own organizational unit.				
6.	The work includes managing the human resources for a major program or organizational unit, through a small number of other employees. Primary				

<p>concerns include making optimum use of existing person years to achieve program goals, approving proposals to recruit or terminate employees, providing the broad framework for functional supervision to others.</p>				
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13.

NOTES TO RATERS - RESPONSIBILITY FOR HUMAN RESOURCES

1. Employees who are permitted (but not required) to pass work to others, to explain or to elaborate the objective, and to point out errors, are to be assigned to degree A1.
2. To qualify for a higher degree, supervisory responsibilities must be a regular and on-going requirement of the job. Incumbents of positions who perform these supervisory duties on an irregular basis (such as replacing a vacationing or sick supervisor) are to be granted degree A1.
3. The “number supervised” may seasonally fluctuate for some positions. In these cases, the annual person-years supervised should be used (i.e., number of employees x number of months supervised ÷ 12 = person-years supervised).
4. Functional supervision involves giving technician/specialized instruction specifically of a policy or procedural nature or, related to a work project or program, to employees supervised directly and indirectly by someone else. In each case, the person receiving the functional supervision must follow the instructions.
5. Supervisory responsibility refers to City of Windsor employees and volunteers (including Ambassadors of Tourism, Work Activity and Home Support Program participants) only.

14.

## FACTOR 7 - RESPONSIBILITY FOR CONTACTS

This factor is used to measure the responsibility for effective handling of personal contacts with other staff, with members of other organizations and with the general public. Consideration should be given to the nature and purpose of such contacts. The following characteristics of the work are to be considered in selecting a degree:

- the purpose of initiating the contact. (A-E)
- the extent to which tact, persuasiveness and negotiating skills are required on a regular basis (skills required) (1-3)

	A	B	C	D	E
	Contact involves the exchange of routine information and are casual and informal in nature.	Purpose is to exchange or discuss existing information in accordance with current policies and procedures, administrative policies and technical practices.	Purpose is to interpret, discuss and or follow up on information of a detailed or specialized nature.	Purpose is to coordinate the action of others and/or obtain necessary cooperation to achieve accomplishment of overall organizational goals and objectives.	Purpose is to influence, persuade, motivate or negotiate with others.
1. Contacts require courtesy					
2. Contacts require communication skills					
3. Contacts require human relation and communications skills					

## NOTES TO RATERS - CONTACTS

1. It is important to analyze the purpose of the contact in conjunction with the nature of the contact. The level of the person contacted is relevant to the extent that it serves as check on the nature and purpose of the contact. (i.e., a file clerk might very well provide information to a department head but it is extremely unlikely that this file clerk would be required to explain or follow-up on matters calling for persuasiveness or negotiating skills.)
2. Contacts of a “detailed or specialized nature” are those dealing with a subject area that is complex and typically requires specialized formal training or extensive experience to enable the participants to communicate in a meaningful fashion.
3. Overall organizational goals and objectives may refer to unit, division, department and/or corporation.
4. In the case of letters or reports, credit is given to the individual signing.
5. The purpose of the contact is what is to be rated, not the volume of contacts.
6. “Communication skills” include skills such as oral presentation skills, writing skill (reports, correspondence), listening and observation skills, tact and discretion.
7. “Human Relations skills” include skills such as empathy, sensitivity, understanding of human and organizational behaviour, motivational techniques, and counselling skills.

## FACTOR 8 - PHYSICAL DEMAND

This factor refers to the physical fatigue that results from performing the duties of the job. The following characteristics of the work are to be considered in selecting a degree:

- the frequency of performing tasks that cause fatigue
- the requirements to assume an uncomfortable or awkward posture
- the requirement to lift, push or pull objects.

DEGREE	DEGREE DEFINITION
1	The work involves occasional light physical activity.
2	The work involves frequent light physical activity or occasional moderate physical activity.
3	The work involves almost continuous light physical activity or frequent moderate physical activity or occasional heavy physical activity.
4	The work involves almost continuous moderate physical activity or frequent heavy physical activity.
5	The work involves almost continuous heavy physical activity.

## NOTES TO RATERS - PHYSICAL DEMAND

1. In applying this factor, consider the fatiguing effort of the tasks performed rather than the strength or energy needed to perform the task. Always assume that each job will be carried out by persons of adequate physique for the type of work involved, regardless of sex.
2. Examples of “light physical activity” are: lifting light weight objects up to 20 lbs., standing up to 50% of the work day, typing several times a day totalling one hour or less, and walking over smooth terrain.
3. Examples of “moderate physical activity” are: working in awkward positions or confined spaces, climbing ladders, lifting medium weight objects between 20 - 35 lbs., standing between 50 -75% of the work day, typing, and walking over rough terrain.
4. Examples of “heavy physical activity” are: lifting heavy weight objects over 35 lbs., standing over 75% of the work day.
5. The frequency of physical demands must be related to work on a continuing basis throughout the year:

- |                      |   |
|----------------------|---|
| Occasional           | - means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily but not everyday. |
| Frequent             | - means often over a period of time such as three or more times daily almost everyday.  |
| Almost<br>Continuous | - means that with the exception of coffee and meal breaks, the activity is done over 75 per cent of the day.                  |

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## FACTOR 9 - SENSORY DEMAND

This factor refers to the sensory fatigue that results from performing the duties of the job. The following characteristics of the work are to be considered in selecting a degree:

- the frequency of performing tasks that cause sensory fatigue
- the length of time spent on tasks that cause sensory fatigue.

DEGREE	DEGREE DEFINITION
1	The work involves occasional short periods of concentration which result in only normal sensory concentration.
2	The work involves frequent short, or occasional intermediate periods of sensory concentration.
3	The work involves almost continuous short, or frequent intermediate or occasional lengthy periods of sensory concentration.
4	The work involves almost continuous intermediate or frequent lengthy periods of sensory concentration.
5	The work involves almost continuous lengthy periods of sensory concentration.

1. In evaluating this factor, the fatigue resulting from concentration and intensive visual demand must be determined. To do this analysis, analyze the character of the activities and determine the phases of the work requiring concentration, their duration and frequency.
2. Sensory concentration is the focusing of the mental faculties/eyes on various phases of the work, i.e., the requirement to reason, read, drive, do precision work, counselling, teaching, report writing, etc.
3. The duration of sensory concentration is measured in terms of short (about one hour or less), intermediate (more than one hour but less than two hours) or long (more than two hours) periods of activity which cannot be interrupted.
4. The frequency of short, intermediate or long periods of visual concentration must be related to work on a continuing basis throughout the year.

Occasional - means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily but not everyday.

Frequent - means often over a period of time such as three or more times daily almost everyday.

Almost Continuous - means that with the exception of coffee and meal breaks, the activity is continuous almost everyday.

20.

## FACTOR 10 - WORKING CONDITIONS

This factor is used to measure the frequency of exposure to undesirable or disagreeable working conditions under which the work is performed. The following characteristics of the work are to be considered in selecting a degree:

- exposure to such unpleasant or disagreeable conditions as dirt, dust, temperature extremes, fumes, chemicals, obnoxious odours, noise, vibration, inclement weather, pressure, deadlines, poor lighting, interruptions.
- exposure to hazards which present a risk to health or personal safety.

DEGREE	DEGREE DEFINITION
1	The work is performed in an environment with almost no exposure to disagreeable conditions and/or hazards.
2	The work is performed in an environment with occasional exposure to minor disagreeable conditions and/or hazards.
3	The work is performed in an environment with frequent exposure to minor or occasional exposure to major disagreeable conditions and/or hazards.
4	The work is performed in an environment with frequent exposure to major or almost continuous exposure to minor disagreeable conditions and/or hazards.
5	The work is performed in an environment with almost continuous exposure to major disagreeable conditions and/or hazards.

## NOTE TO RATERS - WORKING CONDITIONS

1. Typical minor undesirable and disagreeable conditions are as follows:
  - (a) minor conditions of dust, dirt, fumes, heat or cold, obnoxious odours, noise, vibration, inclement weather, pressure, deadlines, poor lighting, interruptions.
  - (b) minor health and accident hazards including the possibility of lost time accidents and/or exposure to infectious diseases.
  - (c) exposure to behaviorally difficult clients/residents, including dealing with complaints/threats on a regular basis.
  - (d) minor cuts, burns, bruises, etc. Injury causes slight discomfort for a short period of time, little inconvenience to work, and requires at most a simple protective dressing.
  
2. Typical major undesirable and disagreeable conditions are as follows:
  - (a) extreme conditions of dust, dirt, fumes, heat or cold, noise, vibration, inclement weather, pressure, deadlines, poor lighting, interruptions.
  - (b) health and accident hazards of a serious nature involving lost time or which may result in partial or permanent disability.
  - (c) exposure to violence.
  - (d) severe cuts, burns, bruises, other serious injury. Injury extends beyond the day of occurrence, necessitates change in work pattern, requires medical attention, and involves lost time.
  
3. Consider only those conditions which are inherent in the nature of the work. Do not consider extreme situations, that is, where the risk of a specific accident or situation occurring is unlikely.
  
4. The frequency of exposure to undesirable working conditions must be related to work on a continuing basis throughout the year:
 

Occasional	- means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily but not everyday.
Frequent	- means often over a period of time such as several times daily almost everyday.
Almost Continuous	- means that with the exception of coffee and meal breaks, the activity is continuous almost everyday.
  
5. Minor - means annoying but doesn't affect the performance of the job.  
 Major - means performance is affected by the conditions.
  
6. When considering obnoxious odours, only situations where the incumbent is directly exposed to the cause of the odour should be included.
  
7. The norm and not the extreme is rated.

MANUAL OF PROCEDURES

SCHEDULE 2

JOB EVALUATION FACTORS AND WEIGHTS

The following are the Factors utilized for job evaluation purposes, along with their corresponding Factor Weights:

	FACTOR	FACTOR WEIGHTS (%)
SKILL	EDUCATION	15
	EXPERIENCE	15
	INITIATIVE	10
RESPONSIBILITY	CONSEQUENCE OF ERROR	10
	FINANCIAL RESPONSIBILITY	
	A. Budgetary Accountability, Control & Administration	3
	B. Financial Processing & Commitment	3
	RESPONSIBILITY FOR HUMAN RESOURCES	6
EFFORT	CONTACTS	13
	PHYSICAL DEMAND	9
WORKING CONDITIONS	SENSORY DEMAND	8
	WORKING CONDITIONS	8
	Total	100

MANUAL OF PROCEDURES

SCHEDULE 3

JOB EVALUATION FACTOR DEGREE POINTS

FACTOR	DEGREE/POINTS							
EDUCATION	Degree	<u>1</u> 25	<u>2</u> 50	<u>3</u> 75	<u>4</u> 100	<u>5</u> 125	<u>6</u> 150	
EXPERIENCE	Degree	<u>1</u> 25	<u>2</u> 50	<u>3</u> 75	<u>4</u> 100	<u>5</u> 125	<u>6</u> 150	
INITIATIVE	Degree	<u>1</u> 20	<u>2</u> 40	<u>3</u> 60	<u>4</u> 80	<u>5</u> 100		
CONSEQUENCE OF ERROR	Degree	<u>1</u> 20	<u>2</u> 40	<u>3</u> 60	<u>4</u> 80	<u>5</u> 100		
FINANCIAL RESPONSIBILITY A. Budgetary Accountability, Control & Administration	Degree	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
	<u>A</u>	5	7	9	11	13	15	18
	<u>B</u>	7	9	11	14	16	18	20
	<u>C</u>	10	12	14	16	18	20	23
	<u>D</u>	12	14	16	19	21	23	25
	<u>E</u>	15	17	19	21	23	25	28
FINANCIAL RESPONSIBILITY B. Financial Responsibility and Commitment	Degree	<u>1</u> 6	<u>2</u> 12	<u>3</u> 18	<u>4</u> 24	<u>5</u> 30		
	<u>A</u>	5	7	9	11	13	15	18
	<u>B</u>	7	9	11	14	16	18	20
	<u>C</u>	10	12	14	16	18	20	23
	<u>D</u>	12	14	16	19	21	23	25
	<u>E</u>	15	17	19	21	23	25	28
RESPONSIBILITY FOR HUMAN RESOURCES	Degree	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
	<u>A</u>	12	19	26	33	40	47	
	<u>B</u>	16	23	30	37	44	51	
	<u>C</u>	21	28	35	42	49	56	
	<u>D</u>	25	32	39	46	53	60	
CONTACTS	Degree	<u>1</u>	<u>2</u>	<u>3</u>				
	<u>A</u>	35	56	78				
	<u>B</u>	48	69	91				
	<u>C</u>	61	82	104				
	<u>D</u>	74	95	117				
	<u>E</u>	87	108	130				
PHYSICAL DEMAND	Degree	<u>1</u> 18	<u>2</u> 36	<u>3</u> 54	<u>4</u> 72	<u>5</u> 90		
SENSORY DEMAND	Degree	<u>1</u> 16	<u>2</u> 32	<u>3</u> 48	<u>4</u> 64	<u>5</u> 80		
WORKING CONDITIONS	Degree	<u>1</u> 16	<u>2</u> 32	<u>3</u> 48	<u>4</u> 64	<u>5</u> 80		

MANUAL OF PROCEDURES

SCHEDULE 4

JOB EVALUATION CLASSIFICATIONS

<u>CLASSIFICATION</u>	<u>POINTS</u>
1	Up to 235
2	236 - 265
3	266 - 295
4	296 - 325
5	326 - 355
6	356 - 385
7	386 - 415
8	416 - 445
9	446 - 475
10	476 - 505
11	506 - 535
12	536 - 565
13	566 - 595
14	596 - 625
15	626 - 655
16	656 - 685
17	686 - 715
18	716 - 745
19	746 - 775
20	776 - 805
21	806 - 835
22	Above 836

**CUPE LOCAL 543  
SALARY SCHEDULE "E1" - SEASONAL RECREATION STAFF**

2.40%	Increase	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		<b><u>GRADE 001</u></b>					
REC002	Checker	Parks & Recreation	44.00	Annual	43,266.08	43,380.48	46,194.72
REC030	Guide	Parks & Recreation		Biweekly	1,664.08	1,668.48	1,776.72
				Hourly	18.91	18.96	20.19
		<b><u>GRADE 002</u></b>					
REC027	Recreation Program Instructor	Parks & Recreation	44.00	Annual	43,266.08	44,272.80	47,933.60
				Biweekly	1,664.08	1,702.80	1,843.60
				Hourly	18.91	19.35	20.95
		<b><u>GRADE 003</u></b>					
REC029	Facility Attendant	Parks & Recreation	44.00	Annual	43,266.08	45,096.48	49,649.60
REC024	Lifeguard	Parks & Recreation		Biweekly	1,664.08	1,734.48	1,909.60
REC013	Marina Attendant	Parks & Recreation		Hourly	18.91	19.71	21.70
		<b><u>GRADE 004</u></b>					
REC012	Aquatics Instructor	Parks & Recreation	44.00	Annual	43,266.08	46,126.08	51,640.16
				Biweekly	1,664.08	1,774.08	1,986.16
				Hourly	18.91	20.16	22.57
		<b><u>GRADE 005</u></b>					
REC023	Marina Coordinator	Parks & Recreation	44.00	Annual	43,266.08	47,087.04	53,562.08
REC028	Program Coordinator	Parks & Recreation		Biweekly	1,664.08	1,811.04	2,060.08
				Hourly	18.91	20.58	23.41

<b>GRADE 006</b>							
REC026	Program Development Supervisor	Parks & Recreation	44.00	Annual	43,266.08	48,025.12	55,461.12
REC003	Aquatics Area Supervisor	Parks & Recreation		Biweekly	1,664.08	1,847.12	2,133.12
REC014	Pool Supervisor	Parks & Recreation		Hourly	18.91	20.99	24.24

Note: All employees will progress through the grid based on years of service whereby each two years of employment from start date will entitle an employee to move up one step in the grid until they achieve the level three job rate. All employees employed on or before 31 December 2012 shall receive the level two job rate.

**CUPE LOCAL 543  
SALARY SCHEDULE "E1" - SEASONAL RECREATION STAFF**

3.30%	Increase	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		<b><u>GRADE 001</u></b>					
REC002	Checker	Parks & Recreation	44.00	Annual	44,684.64	44,821.92	47,727.68
REC030	Guide	Parks & Recreation		Biweekly	1,718.64	1,723.92	1,835.68
				Hourly	19.53	19.59	20.86
		<b><u>GRADE 002</u></b>					
REC027	Recreation Program Instructor	Parks & Recreation	44.00	Annual	44,684.64	45,737.12	49,512.32
				Biweekly	1,718.64	1,759.12	1,904.32
				Hourly	19.53	19.99	21.64
		<b><u>GRADE 003</u></b>					
REC029	Facility Attendant	Parks & Recreation	44.00	Annual	44,684.64	46,583.68	51,296.96
REC024	Lifeguard	Parks & Recreation		Biweekly	1,718.64	1,791.68	1,972.96
REC013	Marina Attendant	Parks & Recreation		Hourly	19.53	20.36	22.42
		<b><u>GRADE 004</u></b>					
REC012	Aquatics Instructor	Parks & Recreation	44.00	Annual	44,684.64	47,659.04	53,333.28
				Biweekly	1,718.64	1,833.04	2,051.28
				Hourly	19.53	20.83	23.31
		<b><u>GRADE 005</u></b>					
REC023	Marina Coordinator	Parks & Recreation	44.00	Annual	44,684.64	48,642.88	55,323.84
REC028	Program Coordinator	Parks & Recreation		Biweekly	1,718.64	1,870.88	2,127.84
				Hourly	19.53	21.26	24.18

<b>GRADE 006</b>							
REC026	Program Development Supervisor	Parks & Recreation	44.00	Annual	44,684.64	49,603.84	57,291.52
REC003	Aquatics Area Supervisor	Parks & Recreation		Biweekly	1,718.64	1,907.84	2,203.52
REC014	Pool Supervisor	Parks & Recreation		Hourly	19.53	21.68	25.04

Note: All employees will progress through the grid based on years of service whereby each two years of employment from start date will entitle an employee to move up one step in the grid until they achieve the level three job rate. All employees employed on or before 31 December 2012 shall receive the level two job rate.

**CUPE LOCAL 543  
SALARY SCHEDULE "E1" - SEASONAL RECREATION STAFF**

3.30%	Increase	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		<b><u>GRADE 001</u></b>					
REC002	Checker	Parks & Recreation	44.00	Annual	46,148.96	46,309.12	49,306.40
REC030	Guide	Parks & Recreation		Biweekly	1,774.96	1,781.12	1,896.40
				Hourly	20.17	20.24	21.55
		<b><u>GRADE 002</u></b>					
REC027	Recreation Program Instructor	Parks & Recreation	44.00	Annual	46,148.96	47,247.20	51,136.80
				Biweekly	1,774.96	1,817.20	1,966.80
				Hourly	20.17	20.65	22.35
		<b><u>GRADE 003</u></b>					
REC029	Facility Attendant	Parks & Recreation	44.00	Annual	46,148.96	48,116.64	52,990.08
REC024	Lifeguard	Parks & Recreation		Biweekly	1,774.96	1,850.64	2,038.08
REC013	Marina Attendant	Parks & Recreation		Hourly	20.17	21.03	23.16
		<b><u>GRADE 004</u></b>					
REC012	Aquatics Instructor	Parks & Recreation	44.00	Annual	46,148.96	49,237.76	55,095.04
				Biweekly	1,774.96	1,893.76	2,119.04
				Hourly	20.17	21.52	24.08
		<b><u>GRADE 005</u></b>					
REC023	Marina Coordinator	Parks & Recreation	44.00	Annual	46,148.96	50,244.48	57,154.24
REC028	Program Coordinator	Parks & Recreation		Biweekly	1,774.96	1,932.48	2,198.24
				Hourly	20.17	21.96	24.98

<b>GRADE 006</b>							
REC026	Program Development Supervisor	Parks & Recreation	44.00	Annual	46,148.96	51,251.20	59,190.56
REC003	Aquatics Area Supervisor	Parks & Recreation		Biweekly	1,774.96	1,971.20	2,276.56
REC014	Pool Supervisor	Parks & Recreation		Hourly	20.17	22.40	25.87

Note: All employees will progress through the grid based on years of service whereby each two years of employment from start date will entitle an employee to move up one step in the grid until they achieve the level three job rate. All employees employed on or before 31 December 2012 shall receive the level two job rate.

**CUPE LOCAL 543  
SALARY SCHEDULE "E1" - SEASONAL RECREATION STAFF**

3.90%	Increase	<u>DEPARTMENT</u>	<u>HRS/WK</u>	<u>PAY FREQ</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		<b><u>GRADE 001</u></b>					
REC002	Checker	Parks & Recreation	44.00	Annual	47,956.48	48,116.64	51,228.32
REC030	Guide	Parks & Recreation		Biweekly	1,844.48	1,850.64	1,970.32
				Hourly	20.96	21.03	22.39
		<b><u>GRADE 002</u></b>					
REC027	Recreation Program Instructor	Parks & Recreation	44.00	Annual	47,956.48	49,100.48	53,127.36
				Biweekly	1,844.48	1,888.48	2,043.36
				Hourly	20.96	21.46	23.22
		<b><u>GRADE 003</u></b>					
REC029	Facility Attendant	Parks & Recreation	44.00	Annual	47,956.48	49,992.80	55,049.28
REC024	Lifeguard	Parks & Recreation		Biweekly	1,844.48	1,922.80	2,117.28
REC013	Marina Attendant	Parks & Recreation		Hourly	20.96	21.85	24.06
		<b><u>GRADE 004</u></b>					
REC012	Aquatics Instructor	Parks & Recreation	44.00	Annual	47,956.48	51,159.68	57,245.76
				Biweekly	1,844.48	1,967.68	2,201.76
				Hourly	20.96	22.36	25.02
		<b><u>GRADE 005</u></b>					
REC023	Marina Coordinator	Parks & Recreation	44.00	Annual	47,956.48	52,212.16	59,373.60
REC028	Program Coordinator	Parks & Recreation		Biweekly	1,844.48	2,008.16	2,283.60
				Hourly	20.96	22.82	25.95

<b>GRADE 006</b>							
REC026	Program Development Supervisor	Parks & Recreation	44.00	Annual	47,956.48	53,241.76	61,501.44
REC003	Aquatics Area Supervisor	Parks & Recreation		Biweekly	1,844.48	2,047.76	2,365.44
REC014	Pool Supervisor	Parks & Recreation		Hourly	20.96	23.27	26.88

Note: All employees will progress through the grid based on years of service whereby each two years of employment from start date will entitle an employee to move up one step in the grid until they achieve the level three job rate. All employees employed on or before 31 December 2012 shall receive the level two job rate.

SCHEDULE "F"  
ASSUMING CAPPING AS OF JANUARY 1, 1986

Example - Gratuity Cap January 1, 1986

Employee A

has on January 1, 1986, 400 days in their sick leave bank and therefore has the maximum possible number of days in the sick leave gratuity of 130 days.

- if they use 100 days in 1986, they will have at the end of 1986 been credited with 18 days sick leave to the sick leave bank but also suffered a deduction of 100 days from the bank for a sick leave bank total of 318 days (400 + 18 - 100).
- the employee's gratuity does not change 130 days.

Employee B

has on January 1, 1986, 100 days in the sick leave bank and therefore has a gratuity of 50 days.

- if the employee in 1986 uses no sick days, their sick leave bank grows to 118 days - their gratuity however remains at 50 days. (Under the present system one-half of the credited days (9) would be added to the gratuity bank for a total of 59).
- the sick leave bank continues to grow in order to protect the employee in the event of illness.

Employee C

January, 1986

- has 200 days in the sick leave bank as of January 1, 1986 and therefore has a gratuity of 100 days (1/2 of 200, to a maximum of 130 days).
- If the employee suffers a long term illness of 30 days in 1986, they would at the end of 1986 have in their sick leave bank 188 days (200 + 18 - 30). (Please note that an employee who is on sick leave is still credited with one and half days per month sick leave even if absent for the whole month on sick leave.)
- therefore, since the sick leave bank has now been reduced from 200 to 188, the sick leave gratuity reduces to 94 days (1/2 of 188) as of December 31, 1986.

However

- Employee C who does suffer the reduction from 100 days to 94 days in 1986 will be allowed to increase their gratuity back to the capped limit of 100 days by increasing their sick leave bank.
- Therefore, if employee C, after reducing their gratuity to 94 days (as above) - increases their sick leave bank from 188 to say 206 (188 + 18) in 1987, their gratuity will return to the previous capped level of 100.
- If Employee C in 1987 credits 10 days to their sick leave bank (18 - 8 days ill in 1987), they therefore have 198 days in their sick leave bank at December 31, 1987, and therefore 99 days in the sick leave gratuity; similarly the 99 days could be increased or decreased in subsequent years to the gratuity cap of 100).

## SCHEDULE "G"

### EXAMPLES OF WAGE ADJUSTMENT BASED ON CONSUMER PRICE INDEX

#### Example #1

Assume Hourly Rate of \$15.00

January 1, 2005 - apply 3.0%	\$15.45
January 1, 2006 - apply 3.0%	\$15.91
January 1, 2007 - apply 3.0%	\$16.39
January 1, 2008 – apply 3.0%	\$16.88

On March 1, 2007

Assume Consumer Price Index (Canada) rise of 5.8% from December 31, 2005 to December 31, 2006.

- Deduct 5.5% from 5.8% = 0.3%

- Apply 0.3% to 2006 rate of \$15.91 for a rate of \$15.96

- Then apply 2007 rate increase of 3.0% for a January 1, 2007 rate of \$16.44

- Then retroactively pay to January 1, 2007 only based on the \$16.93 rate minus pay already received at \$16.39

Consumer Price Index - is % change December 31, 2006 to December 31, 2007

#### Example #2

Assume Hourly Rate of \$15.00

January 1, 2005 - apply 3.0%	\$15.45
January 1, 2006 - apply 3.0%	\$15.91
January 1, 2007 - apply 3.0%	\$16.39
January 1, 2008 – apply 3.0%	\$16.88

On March 1, 2007

Assume Consumer Price Index (Canada) of 7.0% - since there is 6.0% cap on the Consumer Price Index rise - 5.5% is deducted from 6.0% to equal 0.5%.

- Apply 0.5% to 2006 rate of \$15.91 for a rate of \$15.99

- Then apply 2007 rate increase of 3.0% for a January 1, 2007 rate of \$16.47

- Then retroactively pay to January 1, 2007 only based on the \$16.47 rate minus pay already received at \$16.39

#### Example #3

Assume Hourly Rate of \$15.00

January 1, 2005 - apply 3.0%	\$15.45
January 1, 2006 - apply 3.0%	\$15.91
January 1, 2007 - apply 3.0%	\$16.39
January 1, 2008 – apply 3.0%	\$16.88

On March 1, 2007

Assume Consumer Price Index (Canada) of 3.5% - since Price Index rise is less than 5.5% there is no adjustment.

LETTER OF INTENT  
EMPLOYEE PARKING FEE

Effective March 1, 2002, any and all employees parking in City-owned parking lots and facilities or parking spaces controlled by the Corporation of the City of Windsor, all as set out in “Schedule H”, shall pay a monthly parking fee plus tax as follows:

Effective March 1, 2002 - \$10.00 per month plus tax

Effective January 1, 2003 - \$ 15.00 per month plus tax

Effective January 1, 2004 - \$ 20.00 per month plus tax

Effective April 1, 2017 - \$ 25.00 per month plus tax

Effective April 1, 2018 - \$ 30.00 per month plus tax

Such payment shall be made by payroll deduction.

Dated this 28th day of October, 2002.

(George Wilkki)  
Commissioner of Legal & Human Resources

(Mark McArthur)  
President CUPE Local 543

Note that “Schedule H” is as amended 2002-09-18 as attached.

Signed (Mark McArthur) 28/10/02.

Effective January 1, 2013, the Corporation will follow the applicable legislation and guidelines from Canada Revenue Agency and, where appropriate in accordance with the noted legislation and guidelines, a taxable benefit will be assessed to the impacted employees.

SCHEDULE "H"

Lot 10 (City Hall Gated Lot)

Lot 11 (Arena Lot)

Lot 17 (City Hall Pay and Display Lot)

Lot 22 (University/Bruce Lot)

Lot 23 (Caron Ave. Lot)

Lot 31 (Glengarry Pool Lot)

Garage #1 (Place Goyeau Garage)

Garage # 2 (Park/Pelissier Garage)

Mady Garage (Wyandotte St. East at Dufferin Street)

Westcourt Garage (Westcourt Building)

500 Ouellette Avenue (Deck or Underground Spaces)

Amended  
2002-09-18

Signed (Mark McArthur)	28/10/02
Signed (Mike Virga)	29/10/02

## SCHEDULE "I"

July 27, 2009

### WITHOUT PREJUDICE OR PRECEDENT

Mr. Mark Vander Voort  
Recording Secretary  
CUPE Local 543  
1576 Parent Avenue  
Windsor, Ontario N8X 4J7

ATTENTION: Jean Fox, President

Dear Mark:

**RE: HOUSING & CHILDREN'S SERVICES - SPLIT SHIFTS FOR REGULAR PART-TIME AND TEMPORARY PART-TIME EARLY CHILDHOOD EDUCATORS**

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The Corporation wishes to return to the offering of multiple shifts (split shifts) to the Regular Part-Time (RPT) Early Childhood Educators (ECE's), and the Temporary Part-Time (TPT) ECE's. These ECE's would be allowed to work up to 7.5 non-consecutive hours in any given day at any Ontario Early Years Centre, or multiple Centres, should they choose to do so.

Currently, RPT and TPT ECE's who commit to working a steady short shift (i.e. 3 hours in an after school program) are penalized by not permitting them to accept additional hours of work unless it follows or precedes the additional shift offered. Many ECE's who are TPT's also work at other organizations in an effort to increase their income and gain further experience in the field.

The offer of multiple shifts has been requested by the RPT and TPT ECE's, and would be of benefit to them. It would also serve as a benefit to children and families using services to have consistent, regular caregivers.

- Additional shifts (split shifts) not to exceed a 7.5 hour day may be offered to Regular Part-Time ECE's and Temporary Part-Time ECE's.
- The above mentioned ECE's may seek working additional shifts (not to exceed 7.5 hours per day) should the need arise at a particular Centre.

This Memorandum of Agreement is made Without Prejudice or Precedent. The terms and conditions of this Memorandum of Agreement are not admissible in any other proceeding, arbitration case, or hearing.

Please review and if agreeable, please sign below in the spaces provided. If you have any questions or concerns, feel free to contact the Manager of Employee Relations & Occupational Health & Safety Services at (519) 255-6515 Ext. 6819.

**RE: HOUSING & CHILDREN'S SERVICES - SPLIT SHIFTS FOR REGULAR  
PART-TIME AND TEMPORARY PART-TIME EARLY CHILDHOOD  
EDUCATORS**

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Respectfully,

*Vincenza Mihalo*

Vincenza Mihalo  
Executive Director of Human Resources

JL: cb

pc: Executive Director of Housing & Children's Services  
Manager of Employment Services  
Manager of Employee Relations & Occupational Health & Safety Services  
Supervisor of Payroll

**CONCUR**

**Dated this 7<sup>th</sup> day of September, 2011.**

**FOR THE CORPORATION**

**FOR THE UNION**

**(Debbie Cercone)** \_\_\_\_\_  
Executive Director of Housing & Children's Services

**(Jean Fox)** \_\_\_\_\_  
President, CUPE Local 543

**(Vincenza Mihalo)** \_\_\_\_\_  
Executive Director of Human Resources

**(Jessie Simonetti)** \_\_\_\_\_  
Recording Secretary, CUPE Local 543

## SCHEDULE "X"

The following Promissory Note shall be issued to each eligible employee in his or her personal capacity and upon such issuance, all such promissory notes shall also form part of this Collective Agreement

### Promissory Note

To: <Insert Name

To: <Insert Name of Employee> (the employee),

FOR VALUE RECEIVED subject to the eligibility requirements for post retirement benefits for employees of the undersigned applicable as the date hereof, upon the retirement of the Employee, either by reaching normal retirement age or by reason of being unable to discharge his or her duties efficiently because of illness or other incapacity, the undersigned agrees to provide post retirement benefits to the Employee, and his or her eligible spouse and eligible dependant children, in accordance with by-law Number 6342 as amended by By-law 7732 and by-law 8133 passed by the undersigned on September 24, 1979.

For clarity, it is the intention of this note to permanently enshrine the rights of the Employee, and his or her eligible spouse and eligible dependent children, to be eligible for post retirement benefits for life provided they qualify for same. It is agreed that this document forms part of the Collective Agreement and shall be enforceable on its terms both within the Collective Agreement by the Union and by each of the individuals to whom it applies in their personal capacity in a civil court. It is expressly intended that this Schedule shall be automatically renewed with each successive Collective Agreement and form part of such Collective Agreement. Further, in the event of any expiry of any Collective Agreement to which this Schedule is attached, this Schedule shall continue to be enforceable in the interim period until the next Collective Agreement is in place. Further, this note is also being provided independently of the terms and conditions of any applicable collective agreement binding on the undersigned and will continue in full force and effect notwithstanding the following:

- i) The amendment of the applicable terms and conditions of the collective agreement between the undersigned and the Canadian Union of Public Employees and its Local 543;
- ii) The merger of the Corporation of the City of Windsor with any other municipality (including, but not limited to, the creation of a "Regional Government") that includes some or all of the undersigned;
- iii) The dissolution or any other re-organization of the Corporation of the City of Windsor at its own doing or by any act of the provincial legislature
- iv) The merger of the Canadian Union of Public Employees and/or Local 543 with any other union and/or one or more Canadian Union of Public Employees locals;
- v) The repeal or amendment of By-Law Number 6342;

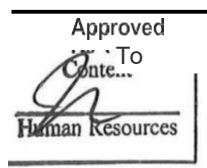
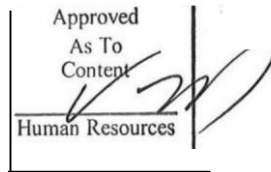
For clarity, this note can only be cancelled or amended with the express written consent of the Corporation, and the Canadian Union of Public Employees, Local 543 (and/or legal successors to each of these three entities) and with the express written consent of the Employee (or their individual personal representatives) and/or the eligible spouse and eligible dependents of the Employee (or their respective individual personal representatives).

This Schedule and the Promissory Note shall be made the subject of its own City of Windsor bylaw, duly passed, authorizing the Corporation to enter into these separate promissory notes and incorporating the terms herein that bind the Corporation to all of the terms herein.



  
\_\_\_\_\_  
Helga Reidel  
Chief Administrative Officer

  
\_\_\_\_\_  
Valerie Critchley  
City Clerk & License Commissioner



BY-LAW NUMBER 980

(as amended - for amending By-laws see last page)

A BY-LAW TO ESTABLISH A PLAN OF SICK LEAVE CREDIT GRATUITIES FOR  
EMPLOYEES OF THE CORPORATION

Passed the 1<sup>st</sup> day of April, 1952

WHEREAS it is deemed expedient to establish a plan of sick leave credit gratuities for the employees of The Corporation of the City of Windsor;

THEREFORE the Municipal Council of The Corporation of the City of Windsor enacts as follows -

1. In this by-law –

(a) “Employee” means any salaried officer, clerk, workman, servant or other person in the employ of The Corporation of the City of Windsor, and unless otherwise provided herein, shall include a temporary employee who has been employed continuously on a full-time basis for not less than six (6) months, if such temporary employee has submitted a medical examination report satisfactory to the Corporation. (added B/L 2294)

(b) “Month” shall mean a calendar month

(c) “Regular attendance” means for any month the attendance of an employee at their duties on the days during the hours for which their attendance is required during that month, according to the terms of their employment, subject to the proviso that no credit shall be given to an employee in any month who, in that month, was absent from duty without leave, or who is absent for more than six (6) days for any reason other than vacation leave of absence or attendance, with the permission of Council, at any meeting or convention of any organization or association with which any Union which has a collective agreement with the Corporation is affiliated. (amended - B/L 1913)

(d) “Sick leave certificate” means a certificate, Form “A” attached to and forming part of this by-law, verifying a claim for sick leave.

(e) “Sick leave absence” means absence from regular attendance by sickness or other physical incapacity.

(f) “Sick leave credit” means an allowance as provided by this by-law for sick leave absence with pay.

(g) “Council” means the Council of The Corporation of the City of Windsor.

2. (a) A plan of sick leave credit gratuities is hereby established for every employee, and subject to the control of Council, the conduct and management of the plan shall be vested in the Treasurer, or such other employee of the Corporation as the Council by resolution may designate, from time to time.

(b) The Treasurer shall perform all things necessary or incidental to the due carrying on of the sick leave credit gratuities plan, including the power to allow or disallow any sick leave credit or sick leave absence for any employee provided, however, that the disallowance by the Treasurer of any sick leave credit or sick leave absence shall be subject to appeal as hereinafter set forth.

(c) The Treasurer shall provide and keep a register in which all sick leave credits shall be recorded so that the register will show the net sick leave credit of every employee which remains after all their sick leave absences have been deducted from their accumulated sick leave credit.

3. (a) Each employee shall be entitled, for every month of regular attendance, to a sick leave credit at the rate of not more than 1 ½ days per month, and the sick leave credit of an employee shall be cumulative.

Effective January 1, 2013, each eligible Regular Full Time employee shall be entitled to a sick leave credit of three-quarter (3/4) days per month and the sick leave credits of each eligible Regular Full Time employee shall be capped at a maximum of one hundred and thirty (130) days. Those Regular Full Time employees with one hundred and thirty (130) days or more on January 1, 2013 shall not accumulate three-quarter (3/4) days per month until such time as their sick leave credits are one hundred and twenty-nine (129) days or less, after which the Regular Full Time employee shall accumulate three-quarters (3/4) day per month to a maximum of one hundred and thirty (130) sick leave days.

(aa) Each employee excepting those employees subject to The Police Act R.S.O. 1970 as amended, shall be entitled to accumulate sick leave credits after three (3) months of continuous service with the Corporation, provided that where the Collective Agreement provides for a probationary period of more than three (3) months, such sick leave credits shall not be available for the use of the employee until the employee has completed such probationary period or six (6) months, whichever is earlier, and thereafter the employee shall be credited with one and one-half ( 1 ½) days' sick leave credits retroactive to the first day of the calendar month following three (3) months of continuous service for each and every month thereafter. (Amended - B/L 6333)

(b) Where an employee has been employed for more than three years, they may, subject to the approval of the City Manager, be allowed sick leave absence for not more than thirty days at any one time in excess of their accumulated sick leave credit, as recorded in the register, provided that, such excess allowance shall be chargeable to and debited in the register against future sick leave credits to which the employee may become entitled. The decision of the City Manager disallowing an application for extension of sick

leave absence as foresaid, may be appealed to the Council. This paragraph shall not apply to a temporary employee. (Amended - B/L 4053)

(bb) Employees subject to The Police Act R.S.O. 1970 as amended, shall be entitled to accumulate sick leave credits after three (3) months of continuous service with the Corporation. (Amended by B/L 6333)

(c) Where an employee is absent due to an accident and is in receipt of Workmen's Compensation and the municipality makes up the twenty-five percent (25%) difference between such compensation allowance and their total salary or wage, their sick leave credit shall not be debited with one-quarter day for each day's absence. (Amended by By-law 1913).

(d) Where an employee is absent due to attendance at a military hospital for observation, examination or treatment in connection with any disability sustained by such employee as a result of military service, and the Municipality makes up the difference between the employee's normal salary or wages for such period of absence and any allowance or gratuity, other than for transportation and meals, received by the employee from the Department of Veterans Affairs while attending at such hospital, their sick leave credit, if any, shall be debited with the period of time determined by the ratio that the Municipality's supplemental payment bears to the employee's normal salary or wages for the period of absence. This paragraph shall not apply to a temporary employee. (B/L's 1165 & 2294).

(e) If an employee is absent from work for any period of time during which they are entitled to receive sick leave payments or is awarded compensation under The Workmen's Compensation Act, their normal accumulation of sick leave shall not be interrupted by reason of such absence. (Added - B/L 4053)

(f) Where an employee is on layoff, they are entitled to receive sick leave payments, as provided for in this by-law, for a maximum of fifteen (15) weeks for the period of their illness, or until the total number of accumulated sick leave credits have been used, whichever occurs first, provided that the absence began more than two months prior to the layoff and that no notice of layoff had been given prior to the commencement of the absence, provided that during the period of illness, the employee shall provide the Corporation with a medical certificate issued by a medical practitioner, on a weekly basis, certifying continuing illness. (Amended B/L 6333)

(g) Where an illness or injury commenced prior to a strike or lockout, an employee is entitled to receive sick leave payments as provided for in this by-law for the period of their illness or injury commenced prior to a strike or lockout, an employee is entitled to receive sick leave payments as provided for in this by-law for the period of their illness or injury for a maximum of fifteen (15) weeks or until the total number of accumulated sick leave credits have been used, whichever occurs first, provided that during the period of sickness or injury an employee shall be required to provide the Corporation

with a medical certificate issued by a medical practitioner, on a weekly basis, certifying continuing illness or injury. (Amended B/L 6333)

4. (a) An employee shall report their illness to their immediate superior during the first day on which such employee is absent from their work, and no later than one (1) hour prior to the commencement of their shift.

(b) Upon the return to work of an employee or during their absence if requested, the sick leave certificate, as set out in Form "A" which forms part of this by-law must be filed with the Treasurer, and where the absence has been in excess of three (3) days at one time the physician's portion of the certificate must also be completed as soon as practicable.

(c) The sick leave certificate, supported by a physician's certificate or other satisfactory evidence of illness, shall be required if requested by the City Treasurer. (By-law 2030)

(d) An employee absent for more than one month shall furnish immediately following such period, and each subsequent month, a certificate from their personal physician covering the nature of the illness, latest date of attendance and the probable date on which the employee will return to duty.

5. (a) Whenever the Treasurer disallows any application for sick leave credit, or sick leave absence for any employee, or does not make an entry in regard to such employee's sick leave credit, in accordance with the terms of this by-law, such employee may appeal against the decision or action of the Treasurer by filing with the City Manager a written notice of appeal within seven (7) days of the date of mailing or delivery to them of notice of the decision or action of the Treasurer. (B/L 3501)

(b) The City Manager shall be and is hereby empowered to hear such appeal and the City Manager, upon notice to all interested parties, may fix the time and place of the hearing of such appeal and may adopt such rules of procedure and practice as they in their sole discretion may determine. (B/L 3501)

(c) All notices of hearing of any such appeal shall be mailed or delivered to all parties concerned, not less than three (3) days prior to the date set by the City Manager for hearing any such appeal.

(d) The decision of the City Manager in respect to any such appeal shall be reported to the Treasurer and the Treasurer shall record the decision of the City Manager in the Register, and act upon it. (By-law 2030) (Amended by By-law 2007)

6. The Treasurer shall report monthly to the City Manager of the said Corporation all sick leave absences. (By-law 2030)

7. (a) Where an employee has heretofore accumulated sick leave credits under any plan established by the Corporation, the employee shall be entitled to credits equal in number to the sick leave credits so accumulated, in addition to any credits to which they may become entitled under the provisions of this by-law. (Amended B/L 4053)

(b) Upon the application of an employee who immediately prior to their employment by the Corporation was employed by another municipality or local board which has established a sick-leave plan under The Municipal Act or any other general or special Act, the total sick-leave credits standing to the credit of such employee in the plan of such municipality or local board shall be placed to the credit of such employee in the plan of the Corporation, provided that, such total credits shall not exceed the amount of the credits which could have been earned by such employee under the plan of the Corporation for the same term of employment. (B/L 4578)

8. Subject to Section 9 hereof, when an employee, having more than five (5) years' service, ceases to be employed by the Municipality, or when an employee having less than five (5) years' service dies, there shall be paid to them or their personal representatives as the case may be, or failing a personal representative, to such other person as the Council may determine, an amount computed on the basis of their pay at the date of their cessation of employment with the Municipality, for a period equal to fifty per cent (50%) of the value of their credits or fraction thereof, but the amount shall not exceed six (6) months' pay, and any such employee shall be entitled to be paid such amount in a lump sum, or in regular, consecutive monthly payments of not less than Fifty Dollars (\$50.00), and the balance remaining at any given time after all previous payments have been deducted shall be paid to the employee upon their request. This section shall not apply to a temporary employee. Interest at a rate of one per cent below the average prime lending rate charged by the chartered banks in the preceding calendar year shall be paid upon the monthly balance of sick leave credits left on deposit with the Corporation from time to time, and such interest shall be payable annually not later than January 15<sup>th</sup> in each year with the final payment thereof to be made within thirty (30) days after the final withdrawal of such credits. (Amended by B/L's 1437, 2294, 4053 and 4959)

9. Any employee discharged by Council for cause shall lose or forfeit all benefits under this by-law.

10. By-law Number 960, passed the fifth day of February, 1952, is hereby repealed.

11. This by-law shall come into force on the 1<sup>st</sup> day of January, 1952.

(SEAL)

(Signed)

J. F. Martin  
Presiding Officer

(Signed)

C. V. Waters  
City Clerk

First Reading            April 1, 1952  
Second Reading        April 1, 1952  
Third Reading          April 1, 1952

“APPROVED

(Signed) G. H. Dunbar  
Minister of Municipal Affairs  
April 8, 1952”

As Amended By:

By-law 1074 - July 7, 1953  
By-law 1165 - April 21, 1954  
By-law 1437 - March 2, 1956  
By-law 1913 - November 17, 1958  
By-law 2007 - June 15, 1959  
By-law 2030 - September 14, 1959  
By-law 2294 - July 10, 1961  
By-law 3501 - September 3, 1968  
By-law 4053 - March 8, 1971  
By-law 4578 - May 22, 1973  
By-law 4959 - October 21, 1974  
By-law 6333 - September 4, 1979

AGREED UPON AMENDMENTS TO BY-LAW 980 WILL BE INCORPORATED INTO THE COLLECTIVE AGREEMENT SUBJECT TO APPROVAL BY COUNCIL AMENDING THE SAID BY-LAW.

BY-LAW 980

Article 3 (b) shall now read:

“3. (b) Where an employee has been employed for more than three years, they may, subject to the approval of the Chief Administrative Officer, be allowed sick leave absence for not more than thirty days at any one time in excess of **their** accumulated sick leave credit, as recorded in the register, provided that, such excess allowance shall be chargeable to and debited in the register against future sick leave credits to which the employee may become entitled. The decision of the Chief Administrative Officer disallowing an application for extension of sick leave absence as foreshaid, may be appealed to the Council. This paragraph shall not apply to a temporary employee.” (Amended - B/L 4053)

Article 4 (b) shall now read:

“4. (b) Upon the return to work of an employee or during their absence if requested, the sick leave certificate, as set out in Form “A” which forms part of this by-law must be filed with the Commissioner of Corporate Services & Treasurer, and where the absence has been in excess of three (3) days at one time the physician’s portion of the certificate must also be completed as soon as practicable.”

Article 8 shall now read:

“8. Subject to Section 9 hereof, when an employee, having more than five (5) years’ service, ceases to be employed by the Municipality, or when an employee having less than five (5) years’ services dies, there shall be paid to them or their personal representatives as the case may be, or failing a personal representative, to such other person as the Council may determine, an amount computed on the basis of their pay at the date of their cessation of employment with the Municipality, for a period equal to fifty per cent (50%) of the value of their credits or fraction thereof, but the amount shall not exceed six (6) months’ pay, and any such employee shall be entitled to be paid such amount in a lump sum. This section shall not apply to a temporary employee. Interest at a rate of one per cent below the average prime lending rate charged by the chartered banks in the preceding calendar year shall be paid upon the monthly balance of sick leave credits left on deposit with the Corporation from time to time, and such interest shall be payable annually not later than January 15<sup>th</sup> in each year with the final payment thereof to be made within thirty (30) days after the final withdrawal of such credits. (Amended by B/L’s 1437, 2294, 4053 and 4959).”

Section 3 (c) shall now read:

3. (c) Where an employee is absent due to an accident and is in receipt of Worker's Compensation and the municipality makes up the difference between such compensation allowance and their total salary or wage, their sick leave credit shall not be debited with one-quarter day for each such day's absence. (Amended by By-law 1913).

Section 5 shall now read:

5. (a) Whenever the Commissioner of Corporate Services & Treasurer disallows any application for sick leave credit, or sick leave absence for any employee, or does not make an entry in regard to such employee's sick leave credit, in accordance with terms of this by-law, such employee may appeal against the decision or action of the Commissioner of Corporate Services & Treasurer by filing with the Chief Administrative Officer a written notice of appeal within seven (7) days of the date of mailing or delivery to them of notice of the decision or action of the Commissioner of Corporate Services & Treasurer. (B/L 3501)

(b) The Chief Administrative Officer shall be and is hereby empowered to hear such appeal and the Chief Administrative Officer, upon notice to all interested parties, may fix the time and place of the hearing of such appeal and may adopt such rules of procedure and practice as they in their sole discretion may determine. (B/L 3501)

(c) All notices of hearing of any such appeal shall be mailed or delivered to all parties concerned, not less than three (3) days prior to the date set by the Chief Administrative Officer for hearing any such appeal.

(d) The decision of the Chief Administrative Officer in respect to any such appeal shall be reported to the Commissioner of Corporate Services & Treasurer, and the Commissioner of Corporate Services & Treasurer shall record the decision of the Chief Administrative Officer in the register, and act upon it. (B/L 2030) (amended by B/L 2007)

Section 7 (b) Deleted

AGREED UPON AMENDMENTS TO BY-LAW 980 WILL BE INCORPORATED INTO THE COLLECTIVE AGREEMENT SUBJECT TO APPROVAL BY COUNCIL AMENDING THE SAID BY-LAW.

BY-LAW 980

Article 4 (b) shall now read:

“4. (b) Effective January 1, 2000, upon the return to work of an employee or during their absence if requested, the sick leave certificate, as set out in Form “A” which forms part of this by-law must be filed with the Director of Human Resources or designate, and where the absence has been in excess of three (3) days at one time the physician’s portion of the certificate must also be completed as soon as practicable.”

Section 5 shall now read:

“5. (a) Effective January 1, 2000, whenever the Director of Human Resources or designate disallows any application for sick leave credit, or sick leave absence for any employee, or does not make an entry in regard to such employee's sick leave credit, in accordance with terms of this by-law, such employee may appeal against the decision or action of the Director of Human Resources or designate by filing with the Chief Administrative Officer a written notice of appeal within seven (7) days of the date of mailing or delivery to them of notice of the decision or action of the Director of Human Resources or designate.” (B/L 3501)

5. (d) Effective January 1, 2000, the decision of the Chief Administrative Officer in respect to any such appeal shall be reported to the Director of Human Resources or designate, and the Director of Human Resources or designate shall record the decision of the Chief Administrative Officer in the register, and act upon it.” (B/L 2030) (amended by B/L 2007)

BY - LAW NUMBER 18-2013

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 980 BEING A BY-LAW TO ESTABLISH A PLAN OF SICK LEAVE GRATUITIES

Passed the 4<sup>th</sup> day of February, 2013.

**WHEREAS** it is deemed expedient to further amend By-law Number 980 passed the 1st<sup>h</sup> day of April, 1952 by amending the provisions applicable to sick leave credits so far as it effects City of Windsor employees who are members of Canadian Union of Public Employees Locals 82 and 543;

**THEREFORE** the Council of The Corporation of the City of Windsor enacts as follows:

1. This by-law Number 980 be and the same is hereby amended by adding section 12 thereto:

"12. That Schedules "A" and "B" shall be added to this by-law following Form "A"."

2. That By-law Number 980 be and the same is hereby amended by adding Schedule "A" to follow Form "A" as follows:

**"SCHEDULE "A"**

1. This Schedule shall apply to all employees who are members of Canadian Union of Public Employees Local 82.
  2. The provisions of this by-law affecting the acquiring and accumulation of sick leave credits are hereby amended to provide effective January 1, 2013, each eligible Regular Full Time employee shall be entitled to a sick leave credit of three-quarter (3/4) days per month and the sick leave credits of each eligible Regular Full Time employee shall be capped at a maximum of one hundred and thirty (130) days. Those Regular Full Time employees with 130 days or more on January 1, 2013 shall not accumulate 3/4 days per month until such time as their sick leave credits are 129 days or less, after which the Regular Full Time employee shall accumulate 3/4 days per month to a maximum of 130 sick leave days."
3. That By-law Number 980 be and the same is hereby amended by adding Schedule "B" to follow Schedule "A" as follows:

**"SCHEDULE "B"**

1. This Schedule shall apply to all employees who are member of Canadian Union of Public Employees Local 543.
2. The provisions of this by-law affecting the acquisition and accumulation of sick leave credits are hereby amended to provide that effective January 1, 2013, each eligible Regular Full Time employee shall be entitled to a sick leave credit of three quarter (3/4) days per month and the sick leave credits of each eligible Regular Full Time employee shall be capped at a maximum of one hundred and thirty (130) days. Those Regular Full Time employees with 130 days or more on January 1, 2013 shall not accumulate 3/4 days per month until such time as their regular sick leave credits are 129 days or less, after which the Regular Full time employee shall accumulate 3/4 days per month to a maximum of 130 sick leave days."

3. Effective January 1, 2013, a temporary employee working a full work week as in Article 16, after six (6) months of continuous service shall earn in every month of regular attendance after January 1, 2013, a sick leave credit at the rate of ¼ days per month and such sick leave credit shall be cumulative to a maximum of nine (9) days.
  4. Effective January 1, 2013, a Regular Part-Time employee who posts into a temporary full-time position and works a full work week as in Article 16, after six (6) months of continuous service, shall earn for every month of regular attendance after January 1, 2013, a sick leave credit at the rate of ¼ days per month and such sick leave credit shall be cumulative to a maximum of nine (9) days.”
4. This by-law shall come into force and take effect on the day following the final passing thereof.



EDDIE FRANCIS, MAYOR



CLERK

First Reading - February 4, 2013  
Second Reading - February 4, 2013  
Third Reading - February 4, 2013

LETTER OF INTENT given this 4th day of February, 1992

TO:

CANADIAN UNION OF PUBLICEMPLOYEES  
LOCAL 543 "WINDSOR MUNICIPAL EMPLOYEES"

I. It is the intention of The Corporation of the City of Windsor to continue the following:

1. Rest Periods:

That all employees shall be allowed two fifteen-minute rest periods (including coffee breaks) during their normal work day to be taken at a time to be designated by the employee's immediate supervisor, one such period to be taken during each half of the work day. The fifteen-minute rest period will be calculated from the time the employee stops their work and again resumes it.

2. Wash-Up Time for Employees of Traffic Control and Signals Division Performing Manual Work:

That those employees of the Traffic Control and Signals Division of the Traffic Engineering Department performing manual work shall be allowed wash-up time of five minutes before lunch and five minutes prior to quitting time.

3. Legal Picket Lines Established During Industrial Strikes at Premises Other Than Those Under the Control of the Corporation:

That in the event of industrial strikes, the Corporation will instruct its supervisors that the municipal employees are not to be ordered to cross legal picket lines unless prior permission is obtained from the proper Union authority.

II. The Corporation shall possess the capacity to introduce a four day work week on an experimental basis, in selected areas after prior consultation with the Union.

III. It is the intention of the Corporation of the City of Windsor to continue the following with reference to members of Local 543, C.U.P.E. who are members of the Survey Crews of the Public Works Department Engineering Division.

1. Work Week:

(a) A normal work week shall consist of thirty-four (34) hours, Monday through Friday. A work day shall consist of nine and one-half (9-1/2) hours, 7:30 a.m. to 5:00 p.m., including a lunch period of one (1) hour. The lunch period shall commence when the instruments are taken down and shall end when work is resumed.

(b) Work shall be scheduled by the Corporation to provide four (4) working days per work week, the schedule to be posted one full week in advance. Work schedules shall only be changed after mutual agreement between the employee and the Department Head.

2. Overtime:

Overtime rates shall be paid in accordance with the provisions of Article 17.01 of the Union's collective agreement for all hours worked prior to or in excess of those hours set forth in paragraph (1) above during any twenty-four (24) hour period in any calendar day and for all hours worked in excess of the employee's normal work week as defined therein.

3. Vacations:

Employees of the Survey Crews, Public Works Department, shall be entitled in the calendar year 1989 to an annual vacation with pay upon the following basis:

In the first calendar year of employment having accumulated less than six months of employment	4% of accumulated earnings
In the first calendar year of employment having accumulated more than six months of employment	At the employee's option and if time permits, one week consisting of four (4) working days; provided however, their vacation pay for the year shall be not less than 4% of their accumulated earnings. If time does not permit or the employee does not exercise their option, they shall receive 4% of their accumulated earnings for the year.
In the second and third calendar year of employment	Two (2) weeks consisting of eight (8) working days
In the fourth through the ninth calendar year of employment	Three (3) weeks consisting of twelve (12) working days
In the tenth through the seventeenth calendar year of employment	Four (4) weeks consisting of sixteen (16) working days
In the eighteenth through the twenty-fourth calendar year of employment	Five (5) weeks consisting of twenty (20) working days
In the twenty-fifth calendar year of employment	Five (5) weeks (20) days and (1) day consisting of twenty-one (21) working days
In the twenty-sixth and all subsequent calendar years of employment	Six (6) weeks consisting of twenty-four (24) working days

Effective January 1, 1991, employees of the Survey Crews, Public Works Department, shall be entitled to an annual vacation with pay upon the following basis:

In the first calendar year of employment having accumulated less than six months of employment	4% of accumulated earnings
In the first calendar year of employment having accumulated more than six months of employment	At the employee's option and if time permits, one week consisting of four (4) working days; provided, however, their vacation pay for the year shall be not less than 4% of their accumulated earnings. If time does not permit or the employee does not exercise their option, they shall receive 4% of their accumulated earnings for the year.
In the second calendar year of employment	Two (2) weeks consisting of eight (8) working days
In the third through the sixth calendar year of employment	Three (3) weeks consisting of twelve (12) working days
In the seventh calendar year of employment	Three (3) weeks (12) days and two (2) days consisting of fourteen (14) working days
In the eighth calendar year of employment	Three (3) weeks (12) days and three (3) days consisting of fifteen (15) working days
In the ninth calendar year of employment	Three (3) weeks (12) days and three (3) days consisting of fifteen (15) working days
In the tenth through the seventeenth calendar year of employment	Four (4) weeks consisting of sixteen (16) working days
In the eighteenth through the twenty-fourth calendar year of employment	Five (5) weeks consisting of twenty (20) working days
In the twenty-fifth calendar year of employment	Five (5) weeks (20) days and one (1) day consisting of twenty-one (21) working days
In the twenty-sixth and all subsequent calendar years of employment	Six (6) weeks consisting of twenty-four (24) working days

4. Statutory Holidays:

In the case of employees of the Survey Crews, Public Works Department, should any of the above described holidays fall on an employee's scheduled day off, the employee shall be entitled to be paid their regular rate for one day in lieu of such holiday.

5. Sick Leave:

For the purpose of calculating sick leave absence with pay, as provided by By-law 980, as amended, absence due to illness of employees of the Survey Crews, Public Works Department, shall be charged against sick leave credits at 1 1/4 days for each day's absence.

6. Rest Periods:

All employees of the Survey Crews, Public Works Department, shall be allowed two fifteen-minute rest periods (including coffee breaks) during their normal day to be taken at a time to be designated by the employee's immediate supervisor, one such period to be taken during each one-half of the work day. The fifteen-minute rest period will be calculated from the time the employee stops **their** work and again resumes it. Rest periods shall be taken on site and during such periods, instruments are not to be taken down. If refreshment is required during the rest period

- (i) The supervisor may, themselves, obtain it; or
- (ii) they may dispatch one man to obtain it and the rest period of the one man so selected shall be extended accordingly.

7. Term:

The four day work week for the Survey Crews, Public Works Department, and other terms and conditions of employment referable to these Crews as contained in this Letter of Intent shall be continued for the years 1990 and 1991. During the period that the four day work week and other terms and conditions of employment as herein contained are in operation, the terms of this Letter of Intent shall, where they are in conflict with the terms of the collective agreement supersede the terms and provisions of the collective agreement. In all other respects, the terms of the collective agreement shall apply to the Survey Crews.

IV. It is further the intention of the Corporation of the City of Windsor to implement on a trial basis the following procedures for the banking of overtime hours for time off in lieu of overtime pay as follows:

- (a) An employee may bank overtime to a maximum of 40 straight time hours once annually, inclusive of any carry-over as defined in subparagraph (e) (ii) below.
- (b) The banking of hours in lieu of overtime pay shall be at the option of the employee.
- (c) Employees shall be credited with banked time at the premium rates as specified in the contract. (e.g. time and one-half: - one hour overtime work will be banked to the employee's credit as one and one-half hours; double time - one hour's overtime worked shall be banked to the employee's credit as two hours.)
- (d) An employee may use overtime hours banked for limited leave of absence with pay subject to the approval of the department head so far as may be allowed to ensure the efficient operation of the department concerned.
- (e) (i) All hours banked to the credit of an employee shall, if unused, be paid out to the said employee at their then current rate of pay on the first pay day after December 1st each year.
  - (ii) Notwithstanding the foregoing, if any employee wishes to carry banked time from one year to the

next they must make their election to do so by November 1st. It is further agreed that the time carried forward must be used as time off work in the year to which it is transferred and shall not be subject to pay in lieu of or any further transfer.

- (iii) Under no circumstances shall an employee be allowed to use in excess of 40 hours of banked time, inclusive of time carried forward from the previous year, in any one calendar year.
- (iv) If an employee has not taken time off by November 1st, in the year to which it was transferred, the employee shall take the time off as directed by and at the discretion of their department head.

IT IS UNDERSTOOD that this Letter of Intent is not to be construed as supplementary to, explanatory of, or incorporated in the collective agreement in any manner whatsoever.

DATED at Windsor, Ontario this 4th day of February, 1992.

THE CORPORATION OF THE CITY OF WINDSOR

(M. Hurst)

MAYOR

(T. Lynd)

CLERK

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 543 "Windsor Municipal Employees" hereby acknowledge receipt of a copy of the above Letter of Intent and agree to its terms.

DATED at Windsor, Ontario this 4th day of February, 1992

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 543, "WINDSOR MUNICIPAL EMPLOYEES"

(R. Whitson)

PRESIDENT

(M. Suthers)

SECRETARY

LETTER OF INTENT given this 21<sup>st</sup> day of March A.D. 1986.  
TOURIST & CONVENTION BUREAU UNIFORMS

TO: CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 543 "WINDSOR MUNICIPAL EMPLOYEES"

It is the intention of the Corporation of the City of Windsor that members of the staff of the Tourist and Convention Bureau will wear their prescribed uniforms at officially recognized functions of the Bureau whereby they will be readily distinguishable from the general public, and that no new uniforms will be acquired until the present inventory of uniforms is depleted.

It is understood that this Letter of Intent is not to be construed as supplementary to, explanatory of, or incorporated in the collective agreement in any manner whatsoever.

DATED at Windsor, Ontario this 21<sup>st</sup> day of March, 1986.

THE CORPORATION OF THE CITY OF WINDSOR

(David S. Cassivi)  
ACTING MAYOR

(Thomas Lynd)  
CLERK

The Canadian Union of Public Employees, Local 543 "Windsor Municipal Employees" hereby acknowledges receipt of a copy of the above Letter of Intent and agrees to its terms.

DATED at Windsor, Ontario this 21<sup>st</sup> day of March, 1986

CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 543, "WINDSOR MUNICIPAL EMPLOYEES"

(Alex Gyemi)  
PRESIDENT

(Monika Ballance)  
RECORDING SECRETARY

## LETTER OF INTENT given this 4th day of February, 1992.-HL

TO: WINDSOR MUNICIPAL EMPLOYEES LOCAL 543,  
CANADIAN UNION OF PUBLIC EMPLOYEES

It is the intention of The Corporation of the City of Windsor to adhere to the following:

1. Flex Time

The Corporation has agreed to discuss the possibility of introducing some flexibility where practicable into the current hours of work.

2. Older Worker

The Corporation will consider on an individual basis the request of the Union on behalf of an employee who is within 5 years of normal retirement to work at an alternate position conducive to their physical abilities with no loss of pay or seniority.

3. Hours of Work - Huron Lodge

The Corporation has agreed to establish a committee of four, two members of C.U.P.E. Local 543 and two members from the administration for the purpose of attempting to negotiate a schedule of working conditions which would provide one weekend off in two for full-time employees at Huron Lodge.

The Corporation will attempt to negotiate such schedule for implementation on January 1, 1993.

Part-Time Shift - Huron Lodge

The Corporation has agreed to discuss the issue of preferred part-time shift at Huron Lodge.

4. Non-Union Persons Working

The Corporation has agreed that employees not in the Bargaining Unit shall not perform the duties of employees in the Bargaining Unit except for the purpose of investigation, inspection or instruction.

5. The Employer does not intend as a practice to replace full-time positions with part-time staff.

6. That if Local 543 negotiates an agreement with an insurance company to provide group rates for auto and/or house insurance, that the City of Windsor will, pursuant to directions from the employees concerned, implement payroll deductions for such payments.

7. The Corporation has agreed to attempt to implement a computerized system to maintain and distribute overtime.

8. Any employee who as of April 20th, 1988 is employed in a position requiring Grade 12 or

who has a Grade 12 Community College equivalency shall be recognized as having the equivalency of a Grade 12 as recognized by the Ontario Ministry of Education for the purpose of applying for posted positions. The employee will however not advance beyond the first increment of the posted position or the increment level at which they were hired into unless the employee obtains Grade 12 as recognized by the Ontario Ministry of Education.

It is understood that this Letter of Intent is not to be construed as supplementary to, explanatory of, or incorporated in the Collective Agreement in any manner whatsoever.

Dated at Windsor, Ontario, this 4th day of February, 1992.

THE CORPORATION OF THE CITY OF WINDSOR

(M. Hurst)  
MAYOR

(T. Lynd)  
CITY CLERK

Windsor Municipal Employees, Local 543, Canadian Union of Public Employees hereby acknowledges receipt of a copy of the above Letter of Intent.

Dated at Windsor, Ontario, this 4th day of February, 1992.

WINDSOR MUNICIPAL EMPLOYEES, LOCAL 543  
CANADIAN UNION OF PUBLIC EMPLOYEES

(R. Whitson)  
PRESIDENT

(M. Suthers)  
SECRETARY

LETTER OF UNDERSTANDING  
Parking Operations Division & Building Inspectors

THE PARTIES AGREE that only those employees posting into or being hired into meter maintenance staff under the Parking Operations Division, after January 1, 1990, shall be required to work the six-day operation.

THE PARTIES FURTHER AGREE that those employees hired as of March 1, 1990, as Plumbing Inspectors, Heating Inspectors or Building Inspectors shall not be required to become Generalist Inspectors.

(A. Glajch)  
PERSONNEL DIRECTOR

(Laura Moore)  
PRESIDENT  
C.U.P.E. LOCAL 543

# MEMORANDUM OF AGREEMENT

## on Implementation of Pay Equity and Internal Equity Programmes

BETWEEN

THE CORPORATION OF THE CITY OF WINDSOR  
(hereinafter referred to as the "Corporation")

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES,  
LOCAL 543 - "WINDSOR MUNICIPAL EMPLOYEES"  
(hereinafter referred to as the "Union")

The Negotiating Committees of the Parties have negotiated agreement on the terms and conditions which constitute settlement of all matters with respect to the implementation and maintenance of a job evaluation programme applying to designated jobs coming within the Union, as well as the meeting of all requirements of The Pay Equity Act, 1987. As a result, the undersigned representatives of the Parties do hereby agree to recommend to their respective principals the complete acceptance of the terms and conditions as set out in this Memorandum of Agreement.

### A. Implementation of Pay Equity

1. The Parties agree that the Pay Equity Adjustment Report, attached hereto as Attachment I and the Band Comparators attached as Attachment 1A, shall serve as the basis for the CUPE Local 543 Pay Equity Plan.
2. Implementation Dates: For those employees working for the Corporation as of November 9, 1990, and identified as being entitled to a Pay Equity wage adjustment: 50% of the individual's pay equity adjustment will be made retroactive to January 1, 1990, with the remaining 50% pay equity adjustment made effective the first pay period following July 6, 1990.
3. Those identified as being entitled to a Pay Equity wage adjustment shall be those employees in jobs identified in the Pay Equity Adjustment Report, as follows:
  - (a) Regular employees - for all time spent in the job.
  - (b) Regular employees in another job on an acting basis - must have worked in the acting job for a period of not less than six (6) continuous months, commencing no earlier than January 1, 1990. The employee shall receive the greater of the green circled

adjustment for the job that they hold on a permanent basis or the job that they hold on an acting basis.

- (c) Temporary employees - must have worked in the temporary job for a period of not less than six (6) continuous months, commencing no earlier than January 1, 1990.

B. Implementation of the Joint Job Evaluation Programme

1. The Parties agree to the amendments to the current Collective Agreement between the Corporation and the Union, enclosed as Attachment II. Said amendments shall put into place a gender-neutral Joint Job Evaluation Programme as detailed in the Job Evaluation Manual of Procedures.
2. It is agreed that both Parties will submit their nominees for the Joint Job Evaluation Committee by January 31, 1991. Said Committee will re-convene in February, 1991 and will begin to receive Classification evaluation requests at a date mutually agreed upon by the Committee members.

C. Implementation of Internal Equity Results

1. (a) Effective July 1, 1991, all employees whose jobs are contained in Attachment IIIA shall be placed in the appropriate new Classification and Increment level as outlined in Attachment III, and subject to Article 24.05 of the amended Collective Agreement.
- (b) Regular full-time and regular part-time incumbents hired prior to November 28, 1990 will be placed in the second increment of the new Classification, in accordance with Article 24.01 of the Collective Agreement.
2. All vacancies and temporary appointments for Salary Schedule B jobs filled after January 1, 1991, shall be paid in accordance with the 1991 current Collective Agreement rate (revised if necessary for pay equity) or revised 1991 internal equity rate, whichever is the lower.
3. Pay equity and/or internal equity wage adjustments for regular employees performing a job on a temporary basis shall be determined as follows:
  - (i) The incumbent shall receive the greater of the wage adjustments for either the job that they hold on a permanent basis or the job that they hold on a temporary basis.
  - (ii) In those instances where an incumbent's regular job rate is higher than the incumbent's existing temporary rate, the incumbent has the right to so continue in their temporary assignment or return to their regular position, subject to ten (10) working days' written notice to the concerned Department Head.

D. Notices of Vacancy

In order to ensure compliance with the spirit and intent of the job evaluation programme, it is understood by the Parties that the Notices of Vacancy shall be the sole responsibility of the Personnel Department.

Signed this 15 day of January, 1991.

FOR THE CORPORATION

FOR THE UNION

(John S. Nicol)  
Chairperson

(Laura Moore)  
President, CUPE Local 543

(John Box)

(John Wolf)

(Janis Antinori)

(David Saunders)

1-15-91

CORPORATION'S LETTER OF AGREEMENT RE LTD RESOLUTION  
TO CUPE LOCAL 543

1. The Parties agree that no grievance will be filed until such time as the entire LTD process, including appeals is exhausted. (see no. 5 for details)
2. Human Resources will arrange a meeting with two representatives of the Union, the Carrier and Human Resources to discuss the timeliness of decisions with a view to improving the expediency of the process.
3. The Human Resources Department will copy the Union on the "Application for LTD Claim" package as presented to the member at 60 days.
4. (a) Within 30 days of the date of ratification by Council of the Collective Agreement, the Union and Corporation shall each choose three persons from the List of Members of the Ontario Labour-Management Arbitrators Association, which six persons shall constitute the list of arbitrators for the purposes of this LTD agreement. The Union and the Corporation shall provide replacement appointees to the list as required from time to time, selected from the above lists, to maintain the full list of six persons.  
  
(b) The Corporation and the Union shall share equally the cost of the arbitrator. The party seeking to arbitrate may proceed directly to arbitration upon the exhaustion of the claims appeal procedure including the third party independent physician agreed upon by both parties, but must do so within 10 days of the delivery of the final decision of the carrier by the Corporation to the Union.
5. (a) Amended language. Proposal as attached. (Clarification that method of payment has changed).  
– Language as agreed.  
  
(b) Corporation agrees to delete paragraph 2 in section 2.3 (Manner of Performance) of the Administrative Services Agreement.  
  
(c) Letter - Employees must fully exhaust the claims appeal procedure under the LTD Plan including the third party independent physician agreed upon by both parties. Thereafter should the Union decide to proceed to Arbitration, the selection of an Arbitrator will be from the above list of names, on a rotating basis, depending upon availability.  
  
(d) The parties also agree that the existing grievances filed by LTD claimants who have not exhausted the claims appeal procedure under the Plan including the third party independent physician agreed upon by both parties will be held in abeyance until such time as they have exhausted the claims appeal procedure including the third party independent physician agreed upon by both parties, and the process for arbitration as set out herein will apply should the claims proceed to arbitration.  
  
(e) The decision of the arbitrator shall be final and binding on all parties without further appeal.  
  
(f) Continuation of benefits for an applicant whose claim has been allowed by the arbitrator shall be subject to the applicant abiding by the normal rules and practices of the LTD Plan as administered by the carrier.

Dated this 28th day of October, 2002.

FOR THE CORPORATION

FOR THE UNION

\_\_\_\_\_  
(Janis Antinori)

\_\_\_\_\_  
(Mark McArthur)

(John Lechicky)

(Mike Virga)

**LETTER OF INTENT**  
**RECREATION STAFF-HIRING PROCESS**

Effective February 11, 2002, the Parties agree that the attached list of Recreational employees are eligible for purposes of Article 12.01 (4) pertaining to appointment to a regular full-time position (excluding temporary or acting appointments) and as such will be considered at the same time as temporary and probationary regular full-time and regular part-time employees. Such Recreational employees must be actively working for the Corporation during the posting period to apply. This list shall be updated by the Parks, Recreation and Facilities Department on an annual basis as at December 31<sup>st</sup> based on the same formula used on arriving at this list.

Should a Temporary Full-time, Temporary Part-time or Recreation members(s) of CUPE Local 543 hired before April 17, 2009, as listed in Article 20.01(a)(viii) be competing for a permanent full-time position against a Temporary Full-time, Temporary Part-time or Recreation member(s) of CUPE Local 543 hired on or after April 17, 2009 and they are deemed equivalent within the hiring process, the highest ranked member(s) hired before April 17, 2009 shall be offered the position.

Dated this 7th day of September 2011.

Agreed to by:

CORPORATION OF CITY OF WINDSOR

CUPE LOCAL 543

(Valerie Critchley) \_\_\_\_\_

(Jean Fox) \_\_\_\_\_

(Helga Reidel) \_\_\_\_\_

(Jessie Simonetti) \_\_\_\_\_

# LETTER OF UNDERSTANDING

BETWEEN

**THE CORPORATION OF THE CITY OF WINDSOR**

(Hereinafter referred to as the "Corporation")

AND

**LOCAL 543, CANADIAN UNION OF PUBLIC EMPLOYEES**

(Hereinafter referred to as the "Union")

The Parties have agreed as follows:

During the term of this Collective Agreement (January 1, 2005 to December 31, 2008), the Corporation agrees to discuss with the Union, any tax, premium or cost that is legislated, changed or levied as they relate to any of the benefits within this Collective Agreement.

Signed this 7<sup>th</sup> day of September, 2011.

FOR THE CORPORATION

FOR THE UNION

(Vincenza Mihalo)  
Executive Director of Human Resources

(Jean Fox)  
President CUPE Local 543

(John Lechicky)  
Manager of Employee Relations

(Jessie Simonetti)  
Recording Secretary, CUPE Local 543