

COLLECTIVE AGREEMENT

BETWEEN:

The Corporation of the Township of King

and

**The Canadian Union of Public Employees
and its Local 905.23**

TERM: APRIL 1, 2023 TO MARCH 31, 2027

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PREAMBLE

WHEREAS it is the desire of both parties to this Agreement to maintain and develop the existing harmonious relations between the Employer and the members of the Union, to promote co-operation and understanding between the Employer and its employees, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions and elimination of waste, and to promote morale and well-being of all employees included in the bargaining unit represented by the Union;

And whereas this agreement is designed to set out clearly the rates of pay, hours of work and conditions of employment to be observed by the Employer and the Union.

THEREFORE, to implement the foregoing, the parties hereby mutually covenant and agree to the following:

ARTICLE 1 - RECOGNITION

1.1 The Employer recognizes the Union as the bargaining agent of all office, clerical and technical employees of The Corporation of the Township of King in the Township of King, save and except, Human Resources Coordinator, Executive Assistant to the Mayor, Executive Assistant to Chief Administrative Officer, Assistant to the Fire Chief, supervisors, persons above the rank of supervisor, students employed during the school vacation period or during a work term as a co-op student, current Grants as of November 2007, and Part Time Recreation Instructors.

1.2 **Definitions**

Permanent full time employee – shall be defined as employees normally working (35) thirty-five hours per week, year round.

Permanent part time employee – shall be defined as employees normally working a minimum of twenty-one (21) hours to a maximum of twenty-five (25) hours per week.

ARTICLE 2 - RELATIONSHIP

2.1 The Employer and the Union agree that every employee has a right to freedom from harassment and agree there will be no bullying, intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or their representatives or members because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability, or membership or non-membership in the Union or because of activity or lack of activity in the Union.

- 2.2 The Union agrees that there will be no solicitation for membership, collection of dues, or other Union activities on the premises of the Employer, except as specifically permitted by this Agreement.

ARTICLE 3 - MANAGEMENT FUNCTIONS

- 3.1 The Union acknowledges that it is exclusively the function of the Employer to:
- (a) maintain order, discipline and efficiency;
 - (b) hire, retire, discharge, direct, classify, transfer, promote, demote, layoff, and suspend or otherwise discipline employees subject to the provisions of this Agreement provided that a claim of discriminatory promotion, demotion or layoff, or that an employee has been disciplined without just cause may be treated as a grievance as provided under the Grievance Procedure in Article 7;
 - (c) maintain and enforce rules and regulations governing the conduct of the employees; and generally to manage, and, without restricting the generality of the foregoing, to determine the number of personnel required from time to time, the methods, procedures, machinery and equipment to be used, schedules of work and all other matters concerning the operation not otherwise specifically dealt with elsewhere in the agreement.
- 3.2 The Employer agrees that these functions shall be exercised in a manner consistent with the provisions of this Agreement.

ARTICLE 4 - UNION SECURITY

- 4.1 The Employer shall deduct such dues and assessments as are authorized by the Union and the Union shall notify the Employer of the exact amounts to be deducted. The monies so collected shall be forwarded monthly to the Union Treasurer together with a list of the names from whom the monies have been collected, not later than the fifteenth (15th) of the month following.
- 4.2 The total amount of Union dues deducted shall be included on the T-4 slips.
- 4.3 Upon receipt of an employee's written request, the employee's personnel file will be made available to them under the supervision of management and at a time that is mutually convenient to the employee and management.
- 4.4 A copy of any written discipline will be provided to the employee and to the Unit Chairperson.
- 4.5 The Employer shall notify an employee in writing of any expression of dissatisfaction concerning their work within twenty (20) working days of the event of the

complaint, with copies to the Union. The record of an employee shall not be used against the employee at any time after eighteen (18) months following a suspension or disciplinary action, including letters of reprimand or any adverse reports provided there occurs no instance of a similar nature within the eighteen (18) month period.

- 4.6 No disciplinary record of more than twelve (12) months will be used in any arbitration proceeding provided there occurs no instance of a similar nature within the twelve (12) month period.
- 4.7 The Employer agrees to introduce all new employees to a Union representative and the Worker Co-Chair of the Joint Health and Safety Committee during the first one hundred and twenty (120) days of such Employee's employment. Such introduction shall not exceed one (1) hour in each quarter to meet with all new Employees since the last orientation. The purpose of the introduction shall be to allow the Union representative to acquaint each new CUPE Employee with the benefits and responsibilities contained in the Collective Agreement.

Time so spent shall be deemed time worked for the Union representative and the new Employees.

- 4.8 The Employer shall not enter into any agreement with any Employee which is inconsistent with the provisions of this Agreement.

ARTICLE 5 - STRIKE AND LOCKOUTS

- 5.1 The Union agrees that during the term of this Agreement there shall be no strike, picketing, slowdown or stoppage of work either complete or partial. The Employer agrees that there shall be no lockout during the term of this Agreement.

ARTICLE 6 - STEWARDS

- 6.1 In order to provide an orderly procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint Stewards whose duties shall be to assist employees in preparing and presenting grievances in accordance with the grievance procedure.

The Union shall notify the Employer in writing of the name of each Union Official (employees holding elected or appointed positions in the Union) before the Employer shall be required to recognize them as officially representing the Union.

- 6.2 It is agreed that the two (2) Stewards, or the Unit Chairperson and one (1) Steward shall constitute the Union Grievance Committee as so recognized in accordance with the Grievance procedure.
- 6.3 If proper discharge of grievance responsibility requires the absence from work of a Union official, in order that the work of the Employer shall not be unreasonably interrupted, no official shall leave their work without obtaining the permission of their immediate supervisor. Such permission shall not be unreasonably withheld and such authorized absence shall be without loss of regular pay.

It is agreed and understood the meetings between the parties, which relate to the discharge of grievances will be conducted within the normal workday hours.

- 6.4 When the Employer arranges a meeting with an employee and such meeting may result in disciplinary action, the employee shall have a union official present. No employee who has successfully completed their probation shall be disciplined or discharged without just cause.
- 6.5 The grievor shall have the right to be present at any of the Steps of the Grievance Procedure.

ARTICLE 7 - GRIEVANCE PROCEDURE

- 7.1 For the purpose of this Agreement a grievance is defined as any dispute or difference arising between the parties as to the interpretation, application or administration of this Agreement and shall be considered a proper subject matter for grievance.

For the purposes of this Article "working days" shall be defined as Monday to Friday exclusive of Statutory Holidays. The day of filing a grievance and day of meeting shall not be included in the calculations of the count.

It is agreed and understood that "in writing" includes submissions through email.

Complaint Stage

It is mutually agreed between the parties that the complaints of employees shall be presented within five (5) working days from the date of the occurrence giving rise to the complaint, or from the date they became aware of the occurrence and shall be adjusted as informally as possible. If an employee has any complaint they shall confer personally with their immediate supervisor and have their Steward present. The immediate supervisor and the employee(s) with their Steward will co-operate in making this informal complaint procedure effective in the clarification of misunderstanding, complaints and redress sought.

If the complaint is not resolved within five (5) working days it may be referred to Step 1 of the Grievance Procedure.

Step #1

Failing satisfactory settlement in the complaint stage, the Union, through a shop Steward, shall file the grievance in writing within five (5) working days to the Department Head setting forth the particulars of the grievance, the redress sought and, where possible, the article or clause of the Agreement violated.

The Employer shall advise the shop Steward of its decision in writing within five (5) working days after receiving the written grievance.

Step #2

Failing satisfactory settlement in Step #1, the Union Grievance Committee shall

advise the Chief Administrative Officer (with a copy to the Manager of Human Resources) within ten (10) working days that the Union wishes to proceed to Step #2, setting forth the particulars of the grievance, the redress sought and the article or clause of the Agreement violated.

The Employer shall, within five (5) working days, arrange a meeting with the Union Committee and the Grievor to discuss the grievance and attempt to resolve the issue.

The Union Committee shall be advised of the Employer's decision in writing within five (5) working days after the Step#2 Grievance Meeting has taken place.

Step #3

Failing a satisfactory settlement and providing that the grievance procedure has been properly observed, the Union Committee may, within fifteen (15) working days, refer the matter to arbitration as provided in Article 8.

- 7.2 The time limits as set throughout the Grievance Procedure and Arbitration Procedure may be extended only by mutual consent in writing.
- 7.3 A Union policy grievance which is defined as an alleged violation of this Agreement arising directly between the Employer and the Union shall be originated at Step #2 and the time limit set out with respect to the step shall appropriately apply. A dispute, which is properly a matter between an individual employee and an Employer, shall not be processed as a policy grievance. In clarification, matters involving individual seniority rights or disciplinary matters are issues which do not arise directly between the Employer and Union
- 7.4 The Employer may enter a grievance against the Union by filing proper notification in writing addressed to the Union Secretary within ten (10) working days from the date of the occurrence giving rise to the complaint or from the day they became aware of the occurrence.

The Employer shall be advised of the Union decision, in writing, within ten (10) working days after receiving the written grievance.

Failing a satisfactory settlement, the Employer may, within fifteen (15) working days, refer the matter to arbitration as provided in Article 8.

- 7.5 An employee considered by the Union to be discharged or suspended contrary to the terms within the Collective Agreement shall be entitled to a hearing at Step #2 of the Grievance Procedure. The complaint stage and #1 of the Grievance Procedures shall be omitted in such cases.
- 7.6 The parties may agree to participate in a process of grievance mediation prior to either party filing the matter to Arbitration. This process is not binding and either party may reserve the right to proceed to Arbitration if a satisfactory resolution is

not reached. Should the parties move forward with mediation the timeline to forward the matter to Arbitration will be extended. A list of mutually agreed upon mediators will be selected by their first available date.

ARTICLE 8 - ARBITRATION

8.1 When either party requests that any matter be submitted to arbitration it shall make such request in writing addressed to the other party to the Agreement.

8.2 In general, it is intended that grievances shall be submitted to an impartial single arbitrator; however, the parties may agree to submit a grievance to an Arbitration Board of three (3) members.

8.3 **Single Arbitrator**

The parties to the Collective Agreement shall attempt to agree on naming the Arbitrator as soon as the grieving party has given notice, in writing, of its decision to proceed to arbitration. If the parties cannot agree, the Arbitrator shall be appointed by the Ontario Ministry of Labour upon request of either party.

8.4 **Arbitration Board**

If a grievance is to be arbitrated by an arbitration board of three (3) members, the grieving party shall notify the other party in writing of the name of its appointee to the arbitration board. The recipient of the notice shall, within five (5) days, advise the other party of the name of its appointee to the arbitration board. The two (2) appointees so selected shall within five (5) days of the appointment of the second of them, appoint a third person as the Chair. If the two (2) appointees fail to agree upon the Chair within the time limit, the appointment shall be made by the Ontario Ministry of Labour upon the request of either party.

The Arbitrator or Arbitration Board shall proceed as soon as practical to examine the grievance and render a judgment. The decision shall be final and binding upon the parties and upon any employee affected by it. The decision of the majority shall be the decision of the Arbitration Board but if there is no majority the decision of the Chair shall govern.

Each party shall bear the fees and expenses of its appointee and one-half the fees and expenses of the Chair.

The Arbitrator or Arbitration Board shall not have jurisdiction to amend, alter or modify any of the provisions of this Agreement nor to make any decision inconsistent therewith.

8.5 A griever and the members of the Union Grievance Committee shall not lose any pay for regular time spent at an arbitration hearing.

ARTICLE 9 - CONDUCT OF UNION - AFFAIRS

- 9.1 For the purpose of negotiations between the parties, the Employer shall recognize a negotiating committee of the Union to be composed of the Unit Chairperson or their designated representative, and not more than two (2) additional employees who are members covered by the terms of this Agreement. There shall be only one (1) committee member from any particular department unless there is no alternative. The Employer agrees to reimburse the employee committee members for time lost from normal working hours due to negotiating meetings with the Employer. The Employer shall also allow the Union bargaining committee two (2) days (in whole or in broken periods) in order to prepare for negotiations which will be paid for by the Employer.
- (a) In its dealings with the Employer, the Union shall be entitled to have present a representative of the Canadian Union of Public Employees at all meetings between the parties, pertaining to any matters of this Collective Agreement. The representative shall be recognized as having the right to advise and speak on the Union's behalf at any such meetings.

Labour/Management Committee and Joint Health and Safety Committee

- (b) There shall be a Joint Health and Safety Committee, on which the union shall have one (1) representative. The function of the Joint Health and Safety Committee shall be to discuss Health and Safety issues and function in accordance with the *Occupational Health and Safety Act*. The Union Chair and Steward will meet on an as needed basis, at a time convenient to the parties to discuss Labour/ Management matters of mutual concern to the parties, but it is understood and agreed that there will be no discussion of grievances.

ARTICLE 10 - SENIORITY

- 10.1 Seniority is defined as the length of continuous service in the bargaining unit and shall include continuous service with the Employer prior to the certification of the Union. Seniority shall be used in determining preference or priority for promotions, transfers, demotions, lay-off, permanent reduction of the work force, and recall, as set out in other provisions of this Agreement. Seniority shall operate on a bargaining unit-wide basis.
- 10.2 An employee will be considered on probation and will not be subject to the seniority provisions of this Agreement, nor shall their name be placed on the seniority list until after they have completed six (6) calendar months of employment with the Employer. Performance reviews will be completed at least once prior to the expiry of the probationary period. It is understood that the termination of employment of a probationary employee is at the sole discretion of the Employer and is not

reviewable by an arbitrator provided that the termination is not a violation of the no discrimination provisions of Article 2.1.

Upon completion of such probationary period the employee's name shall be placed on the seniority list with seniority dating from the time the employee was last placed on the active payroll of the Employer.

- 10.3 A temporary employee who is hired into a permanent position and who remains employed beyond twelve (12) months as set out in Article 11.4 shall not undergo a probationary period pursuant to Article 10.2, provided the permanent position is the same position as their temporary contract. The employee's seniority date shall be dated to the first day the employee assumes the permanent position and shall thereafter be considered a permanent bargaining unit employee.

The Employer shall maintain a seniority list showing the date upon which each employee commenced employment in the bargaining unit and the person's classification.

An up-to-date seniority list shall be posted in January and July for each year. A copy of such list shall be mailed to the Unit Chairperson.

Notwithstanding the provisions of Article 10, an employee shall lose all seniority and shall be deemed to have terminated their employment if they:

- (a) resigns in writing from the employ of the Employer;
- (b) is discharged and is not reinstated;
- (c) is laid off for a period of more than twelve (12) months;
- (d) is absent from work without permission for two (2) consecutive working days unless an explanation satisfactory to the Employer is given by the employee;
- (e) fails to return to work upon termination of an authorized leave of absence unless a reasonable explanation is given by the employee or utilizes a leave of absence for purposes other than those for which the leave of absence was granted;
- (f) fails to return to work within seven (7) calendar days after being recalled from layoff by notice sent by registered mail unless a reasonable explanation is given by the employee;
- (g) is absent from work due to illness or disability which absence continues more than twenty four (24) months except where the employee is absent and in receipt of Workers' Compensation benefits in which case the provisions of the *Workplace Safety and Insurance Act* apply;
- (h) Should an employee not return to the bargaining unit within three (3) months of leaving the bargaining unit, their seniority shall cease to exist and

they may only return to the bargaining unit as an external applicant. In cases of backfill for maternity/parental or disability leaves this period shall be extended to eighteen (18) months and union dues shall continue to be deducted.

ARTICLE 11 - PROMOTIONS AND STAFF CHANGES

- 11.1 (a) When a vacancy occurs in an existing position within the bargaining unit and is one which the Employer wishes to fill, the Employer shall post a notice within thirty (30) calendar days of the vacancy occurring showing wage, classification, hours of work, duties and job requirements on all bulletin boards for a period of one week and shall send a copy to the Union Chair and post. When a permanent part time position becomes a permanent full time position, the position shall be posted internally in accordance with the process above.

All new positions shall be evaluated by the JJE Committee and a copy provided to the Union Chairperson prior to being posted or advertised.

- (b) When it is known at the time of posting that the position will be reviewed within six (6) months of the posting date, then the words under review will be added.
- (c) Employees who have completed their probationary period may make written application for such job vacancy within such posting period.
- (d) Every effort will be made to select the successful applicant within four (4) weeks of the completion of the posting.
- (e) In case of promotion (other than to positions outside the scope of the bargaining unit), the following factors shall be considered:
- (1) seniority, and
 - (2) qualifications, ability and efficiency. Where two or more qualified applicants are relatively equal for the position, seniority shall govern.
- (f) It is understood that the employer may advertise externally for the new position or vacancy during or after the posting period, provided there exists a bona fide belief that no qualified internal applicant is likely to apply. Qualified employees, however, maintain priority for the position and applicants will be notified of the successful filling of the vacancy.
- (g) Job positions outside of the bargaining unit will be advertised in order that any interested bargaining unit employee may apply.
- (h) Where an Employee applies for and is successful to a job considered a promotion (into a higher paying classification) they shall move to the salary rate closest to and higher than their previous rate of pay in the new

classification.

11.2 **Trial Period**

The successful applicant shall be notified within four (4) weeks of the completion of the selection process. They shall be placed on trial for a period of two (2) months and during that time shall receive job instruction. In the event the successful applicant proves unsatisfactory in the position during the trial period or if the employee so chooses within the first four (4) weeks of the trial period, they shall be returned to their former position and wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to their former position and wage, without loss of seniority.

The Union will be notified of all changes within the bargaining unit, including promotions, demotions, hiring, transfers, resignations, and retirements, other terminations of employment, or any proposed lay-offs or recalls from lay-off.

No employee shall be transferred to a position outside the bargaining unit without their consent. Any employee temporarily transferred to a position outside of the bargaining unit may, within three (3) months of the transfer, be returned to the bargaining unit position they vacated, with full seniority including the time spent outside of the bargaining unit, up to a maximum of three (3) months. The parties may extend by mutual consent, in writing, the three (3) month maximum. Employees would continue to pay union dues during the transfer in accordance with the Agreement for purposes of maintaining their seniority only.

The Employer and Union agree to establish a list which records expressions of interest by particular Employees in classifications they do not currently hold. The use of the list will be at the Employer's sole discretion in the event it is assigning employees to fill a temporary opening or vacancy in positions covered by the Collective Agreement. The list is not binding on the Employer nor does it prevent the Employer from using a temporary contract Employee outside the Bargaining Unit to fill temporary openings, vacancies or new positions, provided such temporary contract does not exceed twelve (12) months. The successful applicant will receive job instruction during the trial period.

It is understood that an Employee who has passed their probationary period and has moved to a new classification is not required to serve a new probation period however the Trial Period shall apply.

11.3 **Temporary Vacancies**

When a permanent bargaining unit employee is to be temporarily absent from their normal position and there is a need to temporarily replace that employee, the position will be posted in accordance with Article 11.1, or be made known to permanent employees by such alternative method as may be agreed between the Employer and an authorized officer of the Union.

If the temporary position is filled by a permanent bargaining unit employee, the position shall be included in the bargaining unit for the duration of the temporary assignment. If the temporary position is filled by a temporary employee, the position will be excluded from the bargaining unit for the duration.

11.4 Temporary Staffing

Where there is a need to create a temporary position for a purpose other than the temporary replacement of a permanent employee, and the intended duration is twelve (12) months or less the following restrictions shall apply:

The wage rate established for the temporary position shall not be greater than that of the same or comparable bargaining unit position.

If the temporary position continues for more than twelve (12) months, unless extended by the mutual agreement of the Employer and an authorized officer of the Union, it shall thereupon become a permanent position and shall be posted in accordance with Article 11.1.

ARTICLE 12 - LAYOFF AND RECALL

12.1 A Layoff shall be defined as an Employer initiated reduction in the hours of work of an employee(s), or a reduction in the workforce.

In cases of layoff and recall from layoff, seniority shall govern, providing the remaining employees have the ability and qualifications to perform the work available. It is understood, that probationary employees shall be laid off first.

Employees shall be provided thirty (30) calendar days' notice prior to the effective date of any layoff unless the notice of termination requirement as outlined in the *Employment Standards Act, 2000* or its replacement legislation provides a greater notice period. In such circumstances, that notice period shall apply.

If the employee(s) have not had the opportunity to work the said thirty (30) calendar days, they shall receive pay-in-lieu of notice. This shall not apply in the event that the layoff is due to a reason beyond the control of the Employer.

12.2 No new employee will be hired to perform work that an employee on layoff is able, qualified and willing to perform.

ARTICLE 13 - HOLIDAYS

- 13.1 The parties agree that any statutory holiday, which is proclaimed by either the Federal or Provincial government, shall be added to this clause. Employees shall be entitled the following holidays with pay:

New Year's Day	National Day of Truth and Reconciliation
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve Day
Labour Day	

Any employee required by their supervisor to work on a holiday shall be paid double their straight time rate of pay for all hours worked in addition to their holiday pay. Any such work is to be pre-approved by the supervisor.

In the event that any of the above holidays, except Remembrance Day and the National Day for Truth and Reconciliation, fall on a Saturday or Sunday, the following Monday, shall be considered as the Statutory Holiday for the purpose of this Agreement with the exception of Remembrance Day and the National Day for Truth and Reconciliation, which will be taken as an additional vacation day in conjunction with the employee's normal vacation.

- 13.2 In order to be entitled to the holiday payment set out above, the employee must have worked fully the last scheduled working day immediately preceding the holiday and the first scheduled working day immediately following the holiday unless absent from work with the permission of the Employer. The employee absent through illness on either of these qualifying days will be eligible for the holiday pay provided such employee has worked at least one of the working days in the two-week period preceding the holiday and presents promptly a certificate from a duly qualified medical practitioner that the reason for their absence from work on the qualifying day was due to illness.
- 13.3 Holiday Pay for part-time employees shall be calculated in accordance with the method of calculation set out in the *Employment Standards Act, 2000* or its replacement legislation.

ARTICLE 14 - LEAVE OF ABSENCE

14.1 Pregnancy Leave

Upon written request to the Employer, an employee who has completed thirteen (13) weeks of employment shall, upon receipt of a certificate of a legally qualified medical practitioner stating that the employee named therein is pregnant and specifying the date upon which delivery will occur, in their opinion, be granted seventeen (17) weeks pregnancy leave without pay in accordance with the provisions of the Ontario *Employment Standards Act*

14.2 Parental Leave

Unpaid Parental Leave of up to sixty-one (61) or sixty-three (63) weeks will be granted to employees who have completed thirteen (13) weeks employment upon written request to the Employer. The Parental Leave for a female employee who has taken Pregnancy Leave must ordinarily commence immediately following the expiration of their Pregnancy Leave and is for a period up to an ending sixty-one (61) weeks after it began. For birth mothers that are employees, who do not take pregnancy leave and all other new parents that are employees, the Parental Leave must begin no later than seventy-eight (78) weeks after:

- (i) the birth of a child, or,
- (ii) the date the child first comes into the care and custody of the parent.

14.3 The following Provisions apply to Parental and Pregnancy Leave:

- (i) Benefit coverage will continue throughout such leave at the same rate of contribution by the employee and Employer, unless the employee elects in writing not to do so;
- (ii) The employee will continue to accrue seniority while on Pregnancy Leave and/or Parental Leave;
- (iii) At the expiration of such leave, the employee will be reinstated to the same or comparable position held prior to their leave.

14.4 Contingent on the business needs of the Employer, an employee may be granted a leave of absence without pay and without loss of seniority when they requests such leave for good and sufficient cause. Such request shall be in writing and must first be approved by the Employer.

14.5 Personal Days

Employees shall be entitled to up to five (5) paid personal day's leave of absence during any calendar year and such days shall not accumulate from year to year or be subject to pay out if not used. Leave will be granted upon reasonable notice and to access more than one day per month or consecutive days, a reason shall be provided in writing to the Employer.

Part-time employees shall receive personal days on a prorated basis. For clarification, an employee who works a .6 FTE will receive three (3) personal days paid at their normal working day.

14.6 **Sick Leave**

Sick leave will be granted to full-time permanent Employees on the basis of one (1) day per month to a total of twelve (12) days after one year's service. An employee may be required to produce proof of sickness, and where so required by the Employer, the Employee will be reimbursed the cost of providing for the medical certificate to a maximum of fifty (\$50.00) dollars. All unused sick leaves may be accumulated to the credit of an Employee. An Employee after five (5) years of service whose employment terminates shall be paid an amount equal to the Employee's remuneration for one half (1/2) of the number of days standing to an Employee's credit, and in any event not in excess of the amount of one half (1/2) year's earnings at the rate received by the Employee immediately prior thereto. In the event of the death of an Employee, the Employee's estate shall be entitled to receive an amount equal to one half (1/2) of the unused accumulative sick leave credits at the date of the Employee's death up to a maximum of one half year's earnings at the rate received by him immediately prior to the date of the Employee's death.

(a) Permanent part-time Employees will be pro-rated on the basis of hours worked in comparison to a Permanent full-time Employee.

14.7 **Union Leave of Absence**

- a) The Employer, upon reasonable notice of not less than one (1) week, shall grant leave of absence without pay and without loss of seniority upon request to employees elected or appointed to represent the Union to Union conventions, external meetings specifically CUPE Ontario Boards/Committees, CUPE National boards/committees, CUPE Local 905 meetings, seminars, conferences or schools. The Employer shall pay the employee's wages and benefits, invoice the Union and the Union shall forthwith provide full reimbursement to the Employer within thirty (30) days of submission.
- b) Such leave of absence shall not exceed twenty (20) days for any individual Employee per calendar year and a total of sixty (60) person days in any calendar year. It is understood and agreed that the Union may utilize Union business days for the purposes of collective bargaining preparation so long as total individual and total bargaining unit days as herein allocated are not exceeded.
- c) Where an Employee who is elected or appointed to a full time or part time office or employment with CUPE local 905 or CUPE National or CUPE Ontario, the Employer may consider a request for an extended leave of absence for such

Employee and the Employer may grant such leave of absence. Such leave shall not be unreasonably denied.

- d) The Employer shall pay the Employee's wages and benefits during such leave and may be required to top up the salary / Grade / level, to that which is assigned by the 905 Executive board. However, it is agreed and understood by the parties that the Employer shall invoice the Union and the Union shall forthwith provide full reimbursement to the Employer within thirty (30) days of submission.
- e) Upon 30 days written notice, the Employee shall be returned to their former position or to a position comparable to which they/they were employed before taking office. It is understood the Employer may fill the position with a temporary Employee for the length of the leave.

14.8 Bereavement Leave

- (a) An Employee shall be granted up to six (6) regularly scheduled consecutive work days leave without loss of remuneration in the case of death of a spouse, child, grandchild or parent, (including step parents), sibling; and up to three (3) regularly scheduled consecutive work days leave without loss of remuneration in the case of death of a parent-in-law, sibling-in-law or grandparent; one (1) regularly scheduled work days leave without loss of remuneration in the case of death of a relative not referred to above. Proof of attendance may be required, upon request.
- (b) Where necessary, an Employee may be granted unpaid leave to extend the bereavement leave period after the leave is complete as noted in Article 14.8 (a).
- (c) Where the burial occurs outside the province or more than four hundred (400) km from the Employee's home, such leave shall include reasonable traveling time, the latter not to exceed four (4) days. The employee must provide proof of attendance at the funeral upon request.

14.9 Citizenship

When an Employee is scheduled to take the oath of citizenship or attend any other ceremony related to becoming a Canadian citizen, they shall be granted one (1) day leave without loss of wages or benefits.

ARTICLE 15 - TECHNOLOGICAL CHANGE

- 15.1 In the event of layoff or dismissal because of any substantial change in the method of operation or due to mechanization of the employee's job, the Employer will provide one hundred and twenty (120) days' notice of termination or layoff to the effected employee and the Union. It is understood that during one hundred and twenty (120) such day period, the employee will be given first preference to fill any postings for which the employee may qualify.

ARTICLE 16 - TRAVEL ALLOWANCE

- 16.1 Employees who are required and have been authorized by the Employer to use their own automobiles on Township business shall be entitled to a mileage allowance equal to sixty five (\$0 .65) cents or the Township of King's prevailing rate, whichever is greater.

ARTICLE 17 - BULLETIN BOARDS

- 17.1 The Employer will provide one bulletin board for the Union's purpose of posting notices regarding meetings and other matters restricted to Union activity. All such notices must be signed by an officer of the Local Union.

ARTICLE 18 - HOURS OF WORK

- 18.1 The following sections are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or days of work per week or schedule of work.
- 18.2 The normal work week shall consist of thirty five (35) hours per week from Monday through Friday.
- 18.3 The normal workday shall consist of seven (7) hours of work between the hours 8:30 a.m. to 4:30 p.m., which will include a one (1) hour unpaid lunch period to be started between the third and fifth hours of work.

In order to accommodate the employer's business needs in the areas of Recreation and By-law, it is agreed by the parties that if requested by the employer and by mutual consent of the employee: employees may work a variation of the above noted hours. In the area of By-law, staggered shifts including night shifts and weekend shifts may apply with a minimum of two (2) consecutive days off, except where a variation is agreed to with mutual consent between the Employer and the Employee.

In order to accommodate the employer's business needs or the employee's personal needs all other Employees may work a variation of the above noted hours with mutual consent and within the confines of the hours 7 a.m. to 6 p.m. Such request

for variation of hours shall not be unreasonably denied. A schedule shall be prepared and posted, available to all staff to ensure adequate staffing is maintained and each department knows who is on duty in order to better serve the public. In the area of By-law, Recreation and Facilities the Employer agrees to pay a shift premium of \$1.50 per hour for each hour worked Monday to Friday between the hours of 4:30 p.m. and 6:00 a.m. or Friday at 4:30 p.m. to Monday at 6:00 a.m.

18.4 Permanent Part-Time Employee

The normal hours of work and days of work for a permanent part-time Employee will be decided by the Department Head to a minimum of twenty-one (21) hours to a maximum of twenty-five (25) hours per week.

ARTICLE 19 - WAGES

19.1 Pay date shall be every second Wednesday for all employees. In the event of a holiday falling on a pay date Employees shall be paid on the preceding work day.

The schedule of wages as set forth in Schedule "A", attached hereto, shall form part of this agreement.

ARTICLE 20 - OVERTIME

20.1 Overtime work is defined as any and all work done over the employee's regular seven (7) hour workday or thirty-five (35) hour workweek.

Overtime work shall be on a voluntary basis and it is mutually agreed that overtime opportunity shall be distributed as equitably as practical among the Employees who normally perform the work.

Overtime hours must be approved, by the Department Heads/Manager in advance where possible.

20.2 Any Employee authorized by the Employer to work overtime shall be paid at the rate of one and one - half (1 1/2) times their hourly rate of pay as listed in Schedule "A". This does not apply to Article 27 Call In Pay.

20.3 At an Employee's request, the Employer may at its sole discretion permit the Employee to take equivalent dollar value in time off in lieu of overtime pay, in such case, the supervisor and the Employee shall mutually agree to a suitable time and date for such lieu time.

It is further understood and agreed that any Employee required by the Employer to work on Sunday as provided for in this Agreement, shall be paid at the rate of double time (2x) their hourly rate of pay as listed in Schedule "A".

20.4 Staff who work the municipal elections shall receive regular pay for the workday of seven (7) hours plus overtime for excess above the workday. Should Employees

be assigned to work in another location from their regular position location, mileage shall be paid.

ARTICLE 21 - BENEFITS

21.1 (a) The Employer agrees that it will pay the full premium cost for all active Employees required to maintain the following benefits:

- i. Group Life and Accidental Death and Dismemberment Insurance;
- ii. Extended Health Care Insurance;
- iii. Long Term Disability Insurance;
- iv. Dental Insurance;

(b) The Employer reserves the right to change insurance carriers, provided the level of benefits and service are not reduced.

(c) Post 65 Employee benefits

All active Employees shall receive all rights and benefits under the Collective Agreement with the amendment of the following:

- L.T.D. Coverage shall not be provided to Employees over the age of sixty-five years, unless the law changes to allow for such a benefit or the insurance carrier is able to provide such benefit.
- Ontario Drug benefit plan shall be considered first payer for Employees over the age of sixty-five, and the Township of King shall pay any current deductible for the Employee. It is understood that if the Ontario government legislates any changes the Employer will continue to ensure all coverage will remain equal to that which is allowed for in the agreement.

21.2 Early Retirement Benefit Plan

Whereas the Corporate Early Retirement Plan was adopted by the Township of King in 2001, the Parties agree that the following Early Retirement Benefit Plan will be provided to all full-time Employees:

Coverage:

The Plan would continue the Extended Health Care, Dental Care and Travel Benefits as in the present day plan. There would be no continuation of Life Insurance or Long Term Disability.

Eligibility:

All permanent full-time Employees who are retiring and have attained:

- i) Either age fifty-five (55) or are in receipt of their OMERS Pension Benefits, and
- ii) A minimum of fifteen (15) years of service to the Township.

Financing:

The Township and the retirees would share the premiums based on the length of service as follows:

Years of Service	Paid by Employee	Paid by Employer
15 years	50%	50%
20 years	35%	65%
25 years	20%	80%
30 years	0%	100%

Participation:

The plan carriers always request that the plan be mandatory for all eligible Employees except those who qualify for spousal exemption. Some discretion can however, be applied if a retiree refuses the plan.

Termination:

All coverage would terminate on the Employee's sixty-fifth (65th) birthday or 5 years from the date of retirement. If the retiree passes away during the coverage period, the coverage would continue for the spouse for the term that the retiree would have been covered.

21.3 The Employer agrees that it will continue to pay premiums for benefit plan continuation for up to twelve (12) months from the date of commencement of any absence due to illness or accident. The following 12 months payment will be outlined as follows:

- a) less than 5 years of service 0% paid by Employer 100% paid by Employee
- b) 5 – 10 years of service 50% paid by Employer 50% paid by Employee
- c) 11 – 15 years of service 75% paid by Employer 25% paid by Employee
- d) More than 15 + years of service 100% paid by Employer

21.4 The employer will provide the Employees covered under this Collective Agreement with a reimbursement up to six hundred (\$600.00) dollars annually to be utilized in the purchase of a fitness membership, fitness or health club program (i.e., including but not limited to programs for smoking cessation, nutrition, personal trainer, and fitness assessments and fitness equipment.) Attire and footwear are exempted.

21.5 Town Issued Clothing

The Employer shall provide Township issued personal protective equipment and Township crested clothing to all those who conduct outside inspections as a regular part of their job requirements.

ARTICLE 22 - VACATION

22.1 Employees shall be entitled to the following annual vacation with pay:

- (a) All Employees who have less than one (1) year of continuous service during the current year shall be entitled to a vacation with pay in the amount of one day for every month worked up to a maximum of ten (10) days.
- (b) Employees who have completed one or more years of continuous service during the current year shall be entitled to vacation with pay, at their pay rate, according to the following schedule:

<u>Complete Yrs. of Service</u>	<u>Days' vacation with Pay</u>
1	15
2	15
3	16
4	17
5	20
6	20
7	20
8	20
9	21
10	22
11	23
12	23
13	24
14	24
15	25
16	25
17	26
18	26
19	27
20	27
21	28
22	28
23	29
24	29
25+	30

Employees shall not take more than fifteen (15) continuous days of vacation without prior approval of their supervisor.

Vacations shall be taken at a time approved by the Department Head. Employees may, subject to written approval by the Department Head, carry over vacation with pay into the subsequent year, provided that the vacation carried over is taken by June 30th of the subsequent year. The June 30th deadline may be waived where lengthy illness has prevented the taking of vacation entitlement.

Employees who wish to reserve up to two (2) weeks of vacation time in either a one week block or one two week block shall have their vacation request submitted to their Department Head no later than January 31st of the vacation year and such vacation request shall be confirmed or denied within 5 working days from the date of application.

- 22.1 (c) Permanent part-time Employees will be pro-rated on the basis of hours worked in comparison to a Permanent full-time Employee.

ARTICLE 23 - JURY DUTY

- 23.1 Where an Employee is summoned for jury selection or duty, or as a Crown witness, in any criminal or civil action, or subpoenaed as a witness in court or upon examination for discovery for matters related to the performance of their duties with their Employer, the Employer will continue to pay the Employee's regular salary and the Employer will reimburse the Employer any witness fees received.

In order to be eligible for payment in this provision the Employee must furnish a Certificate of Service signed by the appropriate public official setting out the time and dates served and the amount of pay received.

ARTICLE 24 - CALL IN PAY / REPORTING PAY

- 24.1 An Employee who leaves their place of work, having worked their regular shift, and/or who is called back to work outside of their regular scheduled hours shall be paid overtime for all such additional hours worked or three (3) hours at their regular rate of pay, whichever is greater.

ARTICLE 25 – TEMPORARY RECLASSIFICATION BY THE EMPLOYER

- 25.1 Employees temporarily transferred for the convenience of the Employer to a lower rated classification shall receive the wage rate of their regular classification.

Employees temporarily transferred for the convenience of the Employer to a higher rated classification shall receive the wage rate of the higher classification.

ARTICLE 26 - NEW CLASSIFICATIONS

- 26.1 In the event that subsequent to ratification the Employer establishes any new job classification, or amends subsequently any existing job classification within the bargaining unit, the wage rate therefore shall be discussed by the parties. If the parties are not able to agree on the wage rate the Union reserves the right to arbitrate the wage only. The jurisdiction of any arbitrator is strictly limited to setting a wage rate based on internal equity using the present wage structure in this Collective Agreement.
- 26.2 In the event that the Union determines that a position requires re-evaluation a written proposal must be made to the Human Resources Department. The corporation shall respond to the Union within thirty (30) days of the written submission.

The Wage rate therefore shall be discussed by the parties. If the parties are not able to agree on wage rate the Union reserve the right to arbitrate the wage rate only. The jurisdiction of any arbitrator is strictly limited to settling a wage rate based on internal equity using the present wage structure in this collective agreement.

ARTICLE 27 - CONTINUING EDUCATION

- 27.1 An Employee shall be reimbursed for registration, tuition fees and any required course material costs for any courses that are related to the Employee's duties with the Corporation, provided that their supervisor has approved an application by an Employee to undertake the course or it is requested or required by the Employer. The Employee will be entitled to reimbursement upon presenting proof of registration and payment to the Employer. Should the Employee not obtain a passing grade on a course the Employee requested, the Employee shall reimburse the Employer for all fees paid.
- 27.2 Where the Employer has so authorized, the Employer shall reimburse Employees for any membership association fees that an Employee is required to affiliate to as part of their job requirements.

ARTICLE 28 - PENSION PLAN

- 28.1 Employees shall join the Ontario Municipal Employees Retirement System, and the Employer and Employees shall make contributions for the basic pension in accordance with the *Ontario Municipal Employees Retirement System Act* and Regulations thereto.

ARTICLE 29 - CONTRACTING OUT

29.1 Persons whose jobs are not in the bargaining unit shall not perform any duty that is part of a bargaining unit position when there is a qualified bargaining unit member available except for the purpose of instruction, demonstration or in case of emergency and or peak periods.

There shall be no contracting out of the Bargaining Unit.

ARTICLE 30 - AMALGAMATION OR MERGER

30.1 In the event the Employer may merge or amalgamate with any other body, the Employer shall notify the Union and the affected Employees as soon as they are reasonably able, recognizing that such notice may be delayed where confidentiality is initially required.

30.2 Upon such notification, the parties agree to discuss potential impacts on the Employees of the Bargaining Unit. These discussions shall include but not be limited to pertinent financial and staffing implications.

30.3 Where possible, the Employer agrees that in the event the Employer merges or amalgamates with any other body, that it shall use its best efforts, to the extent that it is within the control of the Corporation, to obtain an agreement that will preserve the following rights of its Employees:

- a) Credit for all accumulated seniority rights to be carried into employment with a new Employer;
- b) Full service credits with respect to vacations with pay and all other negotiated benefits;
- c) That the work and services performed by members of the Canadian Union of Public Employees Local 905 shall continue to be performed by such members in the employ if the new Employer;
- d) That Employees shall receive the better of their conditions of employment and wage rates under this agreement or the conditions of employment and wage rates obtained or in effect with the new Employer;
- e) That no Employee shall suffer loss of employment as a result of such merger.

30.4 **Job Security**

The Township will commit to make every possible effort during the term of this Agreement to maintain the existing staff complement. If, in the Township's view, workforce reductions may become necessary, the Township will request the assistance of the Union to explore alternative means of meeting the Township's needs prior to any implementation.

In the event of layoff caused by municipal amalgamation or provincial government legislation directing the elimination of services performed by bargaining unit members, Employees shall be laid off in reverse order of their seniority provided that those Employees that remain have the qualifications and ability to do the jobs remaining. The Township will guarantee that 75% of those Employees who were permanent full-time at the start date of this Collective Agreement will be provided with full-time employment during the term of this Agreement. This does not guarantee that Employees will retain the positions which they occupied at the start of this agreement.

SCHEDULE "A" – WAGES

SCHEDULE "A" – WAGES 2023

01-Apr-23 @ 3.00%

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY
Building Inspector Project Manager Project Manager - Development Project Manager - Environmental Project Manager - Parks Senior Project Manager	12	1 2	51.27 56.98	1,794.45 1,994.30	93,311.40 103,703.60
Senior Planner - Development Senior Planner - Policy	11	1 2	47.34 52.60	1,656.90 1,841.00	86,158.80 95,732.00
By-Law Enforcement Officer Civil Engineering Technologist Construction Inspector Economic Development Coordinator GIS Coordinator IT Business Systems Analyst Network System Analyst Records Management Coordinator	10	1 2	43.70 48.56	1,529.50 1,699.60	79,534.00 88,379.20
By-Law Coordinator By-Law Officer I Climate Change Coordinator Environmental Outreach Sustainability Environmental Stewardship & Outreach Coordinator Financial Analyst Planner II – Heritage Planner II Purchasing Coordinator Strategic Policy & Asset Management Coordinator Strategic Policy Coordinator	9	1 2	40.36 44.85	1,412.60 1,569.75	73,455.20 81,627.00

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY
Administrative Clerk - Council Committees Administrative Clerk - Licencing & Public Services Corporate Information Coordinator Engineering Technician - Utilities Coordinator Facility Operator - General Maintenance Finance - Tax & Assessment Analyst Recreation Coordinator - Outdoor Education	8	1 2	37.26 41.36	1,304.10 1,447.60	67,813.20 75,275.20
Administrative Clerk - Clerks Service Coordinator Finance - Tax/Water Marketing, Advertising and Sponsorship Coordinator Planner I Planning Coordinator - Secretary Treasurer Plans Exam - Zoning Recreation Coordinator - Active Living Recreation Coordinator - Business Systems Recreation Coordinator - Camps & Inclusion Recreation Coordinator - Programs and Volunteer Engagement Recreation Coordinator - Special Events & Marketing Service King Associate	7	1 2	35.81 39.79	1,253.35 1,392.65	65,174.20 72,417.80
Administrative Clerk - Community Services Administrative Clerk - Engineering & Public Works Booking & Events Coordinator Collections & Exhibit Coordinator Finance Clerk - Accounts Payable & Receivables IT Desktop Support Permit Administrator II Public Works Coordinator	6	1 2	34.36 38.19	1,202.60 1,336.65	62,535.20 69,505.80

Salary Stage 1 - normal starting

-90%

Salary Stage 2 - after completion of 6 months

-100%

SCHEDULE "A" – WAGES 2024

01-Apr-24 @ 2.50%

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY	
Building Inspector	12	1	52.55	1,839.25	95,641.00	
Project Manager		2	58.40	2,044.00	106,288.00	
Project Manager - Development						
Project Manager - Environmental						
Project Manager - Parks						
Senior Project Manager						
Senior Planner - Development	11	1	48.52	1,698.20	88,306.40	
Senior Planner - Policy		2	53.92	1,887.20	98,134.40	
By-Law Enforcement Officer	10	1	44.79	1,567.65	81,517.80	
Civil Engineering Technologist		2	49.77	1,741.95	90,581.40	
Construction Inspector						
Economic Development Coordinator						
GIS Coordinator						
IT Business Systems Analyst						
Network System Analyst						
Records Management Coordinator						
By-Law Coordinator	9	1	41.37	1,447.95	75,293.40	
By-Law Officer I		2	45.97	1,608.95	83,665.40	
Climate Change Coordinator						
Environmental Outreach Sustainability						
Environmental Stewardship & Outreach Coordinator						
Financial Analyst						
Planner II – Heritage						
Planner II						
Purchasing Coordinator						
Strategic Policy & Asset Management Coordinator						
Strategic Policy Coordinator						

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY	
Administrative Clerk - Council Committees	8	1	38.19	1,336.65	69,505.80	
Administrative Clerk - Licencing & Public Services		2	42.39	1,483.65	77,149.80	
Corporate Information Coordinator						
Engineering Technician - Utilities Coordinator						
Facility Operator - General Maintenance						
Finance - Tax & Assessment Analyst						
Recreation Coordinator - Outdoor Education						
Administrative Clerk - Clerks Service Coordinator	7	1	36.71	1,284.85	66,812.20	
Finance - Tax/Water		2	40.78	1,427.30	74,219.60	
Marketing, Advertising and Sponsorship Coordinator						
Planner I						
Planning Coordinator - Secretary Treasurer						
Plans Exam - Zoning						
Recreation Coordinator - Active Living						
Recreation Coordinator - Business Systems						
Recreation Coordinator - Camps & Inclusion						
Recreation Coordinator - Programs and Volunteer Engagement						
Recreation Coordinator - Special Events & Marketing						
Service King Associate						
Administrative Clerk - Community Services	6	1	35.22	1,232.70	64,100.40	
Administrative Clerk - Engineering & Public Works		2	39.14	1,369.90	71,234.80	
Booking & Events Coordinator						
Collections & Exhibit Coordinator						
Finance Clerk - Accounts Payable & Receivables						
IT Desktop Support						
Permit Administrator II						
Public Works Coordinator						

Salary Stage 1 - normal starting

-90%

Salary Stage 2 - after completion of 6 months

-100%

SCHEDULE "A" – WAGES 2025

01-Apr-25 @ 2.50%

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY	
Building Inspector	12	1	53.86	1,885.10	98,025.20	
Project Manager		2	59.86	2,095.10	108,945.20	
Project Manager - Development						
Project Manager - Environmental						
Project Manager - Parks						
Senior Project Manager						
Senior Planner - Development	11	1	49.73	1,740.55	90,508.60	
Senior Planner - Policy		2	55.27	1,934.45	100,591.40	
By-Law Enforcement Officer	10	1	45.91	1,606.85	83,556.20	
Civil Engineering Technologist		2	51.01	1,785.35	92,838.20	
Construction Inspector						
Economic Development Coordinator						
GIS Coordinator						
IT Business Systems Analyst						
Network System Analyst						
Records Management Coordinator						
By-Law Coordinator	9	1	42.40	1,484.00	77,168.00	
By-Law Officer I		2	47.12	1,649.20	85,758.40	
Climate Change Coordinator						
Environmental Outreach Sustainability						
Environmental Stewardship & Outreach Coordinator						
Financial Analyst						
Planner II – Heritage						
Planner II						
Purchasing Coordinator						
Strategic Policy & Asset Management Coordinator						
Strategic Policy Coordinator						

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY
Administrative Clerk - Council Committees	8	1	39.14	1,369.90	71,234.80
Administrative Clerk - Licencing & Public Services		2	43.45	1,520.75	79,079.00
Corporate Information Coordinator					
Engineering Technician - Utilities Coordinator					
Facility Operator - General Maintenance					
Finance - Tax & Assessment Analyst					
Recreation Coordinator - Outdoor Education					
Administrative Clerk - Clerks Service Coordinator	7	1	37.63	1,317.05	68,486.60
Finance - Tax/Water		2	41.80	1,463.00	76,076.00
Marketing, Advertising and Sponsorship Coordinator					
Planner I					
Planning Coordinator - Secretary Treasurer					
Plans Exam - Zoning					
Recreation Coordinator - Active Living					
Recreation Coordinator - Business Systems					
Recreation Coordinator - Camps & Inclusion					
Recreation Coordinator - Programs and Volunteer Engagement					
Recreation Coordinator - Special Events & Marketing					
Service King Associate					
Administrative Clerk - Community Services	6	1	36.10	1,263.50	65,702.00
Administrative Clerk - Engineering & Public Works		2	40.12	1,404.20	73,018.40
Booking & Events Coordinator					
Collections & Exhibit Coordinator					
Finance Clerk - Accounts Payable & Receivables					
IT Desktop Support					
Permit Administrator II					
Public Works Coordinator					

Salary Stage 1 - normal starting

-90%

Salary Stage 2 - after completion of 6 months

-100%

SCHEDULE "A" – WAGES 2026

01-Apr-26 @ 2.0%

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY	
Building Inspector	12	1	54.94	1,922.90	99,990.80	
Project Manager		2	61.06	2,137.10	111,129.20	
Project Manager - Development						
Project Manager - Environmental						
Project Manager - Parks						
Senior Project Manager						
Senior Planner - Development	11	1	50.72	1,775.20	92,310.40	
Senior Planner - Policy		2	56.38	1,973.30	102,611.60	
By-Law Enforcement Officer	10	1	46.83	1,639.05	85,230.60	
Civil Engineering Technologist		2	52.03	1,821.05	94,694.60	
Construction Inspector						
Economic Development Coordinator						
GIS Coordinator						
IT Business Systems Analyst						
Network System Analyst						
Records Management Coordinator						
By-Law Coordinator	9	1	43.25	1,513.75	78,715.00	
By-Law Officer I		2	48.06	1,682.10	87,469.20	
Climate Change Coordinator						
Environmental Outreach Sustainability						
Environmental Stewardship & Outreach Coordinator						
Financial Analyst						
Planner II – Heritage						
Planner II						
Purchasing Coordinator						
Strategic Policy & Asset Management Coordinator						
Strategic Policy Coordinator						

POSITION	CLASSIFICATION	STAGE	HOURLY	WEEKLY	ANNUALLY	
Administrative Clerk - Council Committees	8	1	39.92	1,397.20	72,654.40	
Administrative Clerk - Licencing & Public Services		2	44.32	1,551.20	80,662.40	
Corporate Information Coordinator						
Engineering Technician - Utilities Coordinator						
Facility Operator - General Maintenance						
Finance - Tax & Assessment Analyst						
Recreation Coordinator - Outdoor Education						
Administrative Clerk - Clerks Service Coordinator	7	1	38.38	1,343.30	69,851.60	
Finance - Tax/Water		2	42.64	1,492.40	77,604.80	
Marketing, Advertising and Sponsorship Coordinator						
Planner I						
Planning Coordinator - Secretary Treasurer						
Plans Exam - Zoning						
Recreation Coordinator - Active Living						
Recreation Coordinator - Business Systems						
Recreation Coordinator - Camps & Inclusion						
Recreation Coordinator - Programs and Volunteer Engagement						
Recreation Coordinator - Special Events & Marketing						
Service King Associate						
Administrative Clerk - Community Services	6	1	36.82	1,288.70	67,012.40	
Administrative Clerk - Engineering & Public Works		2	40.92	1,432.20	74,474.40	
Booking & Events Coordinator						
Collections & Exhibit Coordinator						
Finance Clerk - Accounts Payable & Receivables						
IT Desktop Support						
Permit Administrator II						
Public Works Coordinator						

Salary Stage 1 - normal starting

-90%

Salary Stage 2 - after completion of 6 months

-100%

LETTER OF UNDERSTANDING

Between:

**The Corporation of the Township of King
(the "Employer")**

AND

**The Canadian Union of Public Employees and its Local 905.23
(the "Union")**

RE: Alternate Work Arrangement Policy – Termination notification period

In the event that the Employer decides to terminate ADM-POL-165

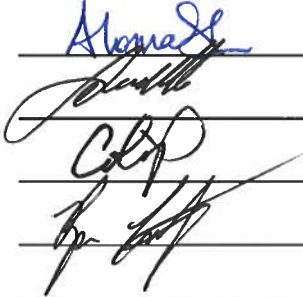
It is understood that the Employer agrees to provide staff with a notification period of three months.

This Letter of Understanding shall remain in effect until the expiry of the Collective Agreement.

Dated this 23rd day of August, 2023.

FOR THE UNION

FOR THE EMPLOYER



LETTER OF UNDERSTANDING

Between:

**The Corporation of the Township of King
(the "Employer")**

AND

**The Canadian Union of Public Employees and its Local 905.23
(the "Union")**

RE: Potential Implementation of Four Day Work Week

During bargaining, the Employer advised the Union that, during the term of the Collective Agreement, it may consider implementing a 4 day work week, or a compressed work week. The Employer advised the Union that such an arrangement is only being considered at this time and that the Employer may decline to implement such arrangement.


In the event that the Employer decides to implement a 4 day work week, or compressed work week for any single employee or group of employees, the parties will meet to negotiate a Letter of Understanding to append to the Collective Agreement respecting the terms and conditions of employment for affected employees.


It is specifically understood that the Employer retains sole discretion whether to implement such a work week.


This Letter of Understanding shall remain in effect until the expiry of the Collective Agreement.

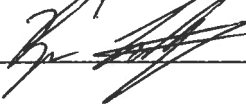
Dated this 23rd day of August, 2023.

FOR THE UNION









FOR THE EMPLOYER

LETTER OF UNDERSTANDING

Between:

**The Corporation of the Township of King
(the "Employer")**

AND

**The Canadian Union of Public Employees and its Local 905.23
(the "Union")**

RE: Joint Job Evaluation (JJE)

The parties agree that following 180 days of ratification of this Collective Agreement, the Union and the Employer will develop and complete Terms of Reference for a joint job evaluation maintenance process, with training, facilitation and support provided by the Union and the Employer Job Evaluation/Pay Equity Advisors.

This Letter of Understanding shall remain in effect until the expiry of the Collective Agreement.

Dated this 23rd day of August, 2023.

FOR THE UNION

FOR THE EMPLOYER

