

COLLECTIVE AGREEMENT

BETWEEN

THE CITY OF SASKATOON

AND

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

COVERING THE PERIOD FROM JANUARY 1, 2007 TO DECEMBER 31, 2009

**THE CITY OF SASKATOON
- AND -
THE AMALGAMATED TRANSIT UNION
LOCAL NO. 615**

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**THE CITY OF SASKATOON
- AND -
THE AMALGAMATED TRANSIT UNION
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LETTERS OF UNDERSTANDING:

Dispatch Grievance Committee

Sunday Work Hours

Court, Jury Appearances, Jury Duty

Summer Workers Pilot Project

Wellness Program

New Employee Training

Mechanics, Apprentice(s) Servicepersons and Utilitypersons Sign Up

Sick Leave Bank Guidelines

Rearranged Work Week

Maintenance Shop Hours of Work and Sign Up

E.I. Layoff Procedure

Stewards Banked Time

Acting Mechanical/Body Shop Supervisor Rate

Training for Classification of Inspector

Career Path for Inspectors

WCB Workplace Accommodation

ACCESS TRANSIT

Transportation Organization Chart

THIS AGREEMENT made this 5th day of March, 2008, BETWEEN:

**THE CITY OF SASKATOON
hereinafter called the City**

OF THE FIRST PART

- and -

**THE AMALGAMATED TRANSIT UNION
LOCAL NO. 615
hereinafter called the Union**

OF THE SECOND PART

SECTION A – GENERAL

ARTICLE A1 TERM OF AGREEMENT

Revised

This Agreement shall be deemed to have come into force, and shall take effect, from January 1, 2007. It shall continue in force until December 31, 2009, and from year to year thereafter unless either party gives written notice to terminate or renegotiate this Agreement, such notice to be given not less than thirty (30) days nor more than sixty (60) days prior to December 31, 2009.

ARTICLE A2 COVERAGE

- a) This Agreement will constitute the wages and working conditions of all employees of the City within the collective bargaining unit represented by the Union.
- b) This Agreement will not cover the Transit Manager, Business Manager, Occupational Safety Administrator, Operations Manager, Maintenance Manager, Planning and Access Transit Manager, Planning Supervisor, Body Shop Supervisor, Mechanical Supervisor, Service Supervisor, Secretary to Transit Manager, Accounting Coordinator, Access Transit Supervisor, Customer Service Manager

ARTICLE A3 DEFINITIONS

- a) "Section" means one of the following Branch Sections:
 - i) Maintenance and Stores
 - ii) Office/Information
 - iii) Operations
 - iv) ACCESS TRANSIT
- b) "City" means the Corporation of the City of Saskatoon.
- c) "Classification" means a position within a Section as outlined in Schedules "A" and "B".
- d) "Classification Seniority" means the length of continuous service in the classification of employment in which the employee is engaged.

- e) "Day" means the earliest report time in each Section and continues for twenty-four (24) hours, unless otherwise stated in context.
- f) "Department" means the Utility Services Department. "Branch" means the Saskatoon Transit Services Branch.
- g) "Employee" means any person within the scope of this Agreement as described in Article A2.
- h) "Employer" means the City of Saskatoon and the Saskatoon Transit Services Branch.
- i) "Month" means any calendar month.
- j) "System Seniority" means the length of continuous service in the Transit Services Branch.
- k) "Transit Management" means the Out-of-Scope Managerial employees of the Saskatoon Transit Services Branch or designate.
- l) "Union" means Local No. 615 of the Amalgamated Transit Union.
- m) "Week" means Sunday a.m. to Saturday p.m.
- n) A "Part time ACCESS TRANSIT employee" is an employee who works less than the full time hours of forty (40) hours per week."

ARTICLE A4 UNION SECURITY AND CHECK OFF

- a) Every employee, who is now or hereafter becomes a member of the Union, shall maintain membership in the Union as a condition of employment, and every new employee whose employment commenced hereafter shall, within thirty (30) days after the commencement of employment, apply for and maintain membership in the Union as a condition of employment.
- b) Upon the written request of an employee, and upon request of the Union, the City shall deduct and pay at the end of each month, to the Union, payments as requested out of the wages due to the employees, union dues, assessments and initiation fees and the employer shall furnish to the union the names of the employees who have had the above deductions made to their wages. If the Labour Relations Board orders it, the dues of an employee will be contributed to a charity mutually agreed to by the employee and the Union.

ARTICLE A5 RATES OF PAY

The wages and salaries of the employees to whom this Agreement applies shall be in accordance with the rates set out in Salaries Schedule "A," which is attached and forms part of this Agreement.

ARTICLE A6 STATUTORY AND CIVIC HOLIDAYS

- Revised
- a) Pay, at straight time, shall be calculated on the number of hours normally worked, as a normal shift if it had not been a public holiday ie: 7.33, 8 and 10 hrs. Public holidays shall be: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day and Remembrance Day.

Part time ACCESS TRANSIT employees shall receive a prorata of regular hours worked as per *The Labour Standards Act*.

- b) If the holiday falls on an employee's day off, pay shall be a full day's pay - at straight time. This payment shall be deemed to include compliance with that provision of *The Labour Standards Act* which requires that work in excess of thirty-two (32) hours in a week in which a public holiday occurs shall be paid for at time and one-half (1½X). Part time employees receive pay in a) above.
- c) If an employee does not work a full week, but is not laid off or has not quit, he is to be paid for the hours he would have worked had that day not been a holiday - at straight time.
- d) In addition, all employees who are required to work on any day of the above statutory holidays shall be paid time and one-half (1 1/2X) for the time worked.
- e) The term "civic holiday" shall include any day or part of a day declared to be a holiday by City Council. Each employee shall be paid at the regular rate of pay for such a day or part of a day, and in addition, each employee who is required to work shall be paid time and one-half (1½X) for the time worked on such a civic holiday.

Applies to full time ACCESS TRANSIT employees and does not apply to part-time ACCESS TRANSIT employees.

- f) Where such a holiday falls on a Saturday or Sunday, and is instead observed on any other day, if so proclaimed by City Council or Provincial or Federal Governments:
- i) for Office, the statutory holiday will be observed on the day so proclaimed.
 - ii) for Operations, Customer Service, ACCESS TRANSIT and Maintenance/Stores Sections, the holiday will be observed on the calendar date on which the holiday falls and not on the day otherwise proclaimed.

ARTICLE A7 OVERTIME

Overtime shall be paid as detailed in Sections B, C and D of this Agreement.

ARTICLE A8 ANNUAL VACATION

- a) After one (1) year of completed service with the City, employees shall be entitled to fifteen (15) days' vacation per year.
- b) After eight (8) years' completed service with the City, employees shall be entitled to twenty (20) days' vacation per year.

- c) After sixteen (16) years' completed service with the City, employees shall be entitled to twenty-five (25) days' vacation per year.
- d) After twenty-four (24) years' completed service with the City, employees shall be entitled to thirty (30) days' vacation per year.
- e) The vacation year is April 1 to the following March 31. Effective July 1, 1995, the employee's anniversary date will be used for the purpose of establishing vacation credits as in (a), (b), (c), and (d), above. (E.g. An employee hired on August 11, 1980 will be entitled to a fifth week after August 11, 1996, to be taken after August 11, 1996.)
- f) Completed service shall be interpreted to mean the total time elapsed since the date the employee was first placed on the City payroll and shall only be broken on separation from employment with the City, or a layoff or leave of absence to cause a proportionate deduction from the holiday entitlement.
- g) Provided a request is made by an employee to the Transit Branch one (1) week before commencing his holidays, payment in advance shall be made for the unworked portion of the payroll period or the entire vacation period if the employee so requests.
- h) Annual vacation shall be arranged by the City to suit the convenience of the service and so far as may be possible to suit the convenience of the employees provided, however, that a minimum of twelve percent (12%) of Operators and nine (9) maintenance staff shall be on vacation at one time during the prime vacation period (June 1 to August 31). Management shall determine the number of employees allowed to take annual vacation leave during Exhibition Week. Notwithstanding the foregoing, vacation arrangements for staff may be varied as a result of "mutual" agreement between Transit Management and the Union.

ACCESS TRANSIT employees' vacations shall be arranged as per operational needs.

- i) After five (5) years' service, employees may be allowed to accumulate two (2) years' holidays subject to Transit Management's approval and must be requested in writing by November 30 prior to the vacation sign-up. In case of any appeals due to Transit Management's decision, the General Manager, Human Resources, shall hear such appeals and his decision shall be final.
- j) does not apply to ACCESS TRANSIT employees
 - i) All vacation sign ups will be posted no later than January 30 of each year and the actual signing on will commence no later than February 15 of that year, with the exception of the Maintenance Section, which will have their holiday sign ups posted no later than February 15 of each year.
 - ii) Copies of all vacation sign ups and employee entitlement lists will be given to the Union President two (2) weeks prior to the posting of the vacation sign ups.
 - iii) Maintenance staff will sign for annual holidays at the same time they sign the May 1 to August 31 shift sign up. Both sign ups are to be completed prior to March 31 of each year.

- k) i) does not apply to ACCESS TRANSIT employees.
In the event that an employee should experience illness or injury of a serious nature prior to his annual vacation, he shall be entitled to a deferred vacation - provided that the illness or injury is documented by a physician. Such deferred vacation may be taken at the discretion of Transit Management
- ii) An Employee on Worker's Compensation shall not continue to accumulate vacation credits beyond a period of twelve (12) months absence.
- l) In the event of illness or injury of a serious nature occurring during an employee's vacation, which requires hospitalization, the employee will be allowed to defer such vacation for double (2) the period of hospitalization up to the total period of vacation booked. All time lost as a result of the serious illness or injury will be charged to the employee's sick credit. Other requests for deferred vacations due to serious illness or injury may be allowed at the discretion of Transit Management whose decision shall be final and not subject to appeal.
- m) Employees may request deferral of accumulated annual vacation credits towards maternity, parental or adoption leave provided that:
 - i) leave is taken in one (1) week blocks (i.e. five (5) working days plus two (2) off days) and, in this case, the one (1) week block can start on any day of the week.
 - ii) leave is taken within two (2) weeks before or after the birth or arrival of the child or children.
 - iii) the request for deferral is submitted to Transit Management at the time of vacation sign ups, or two (2) weeks prior to commencing the vacation time already signed on.
- n) does not apply to ACCESS TRANSIT operators
The annual vacation sign-ups for Operators will allow two (2) blocks per week during the months of January, February and March.
- o) The annual vacation adjustment will be paid by May 15 each year to all employees other than those deferring or carrying over vacation credits.
- p) All vacation pay entitlement will be paid at the classification rate that the employee is earning at the time vacation allotment is taken, except this will not be deemed to include superior duty assignments or premium pay circumstances (such as shift differential). Inspectors are excepted and will receive vacation pay at the Inspector rate.
- q) All full week vacations will start on Sunday and will consist of five (5) vacation days and two (2) days off.
- r) i) The annual vacation sign ups for Maintenance staff will allow one (1) person per week for each of the following groups for the month of April and from September 1 to March 31 as winter vacation. These are to be signed in one (1) week blocks in classification seniority in accordance with Schedule B.

1. Utility persons and Shift Supervisor
 2. Servicepersons
 3. Journeyman (Body Repair, Mechanics, Machinist and Apprentices)
 4. Relief Mechanical/Body Shop Supervisor
 5. Stores
- ii) The annual vacation sign up for Utility persons will allow one (1) additional person to be on vacation during the week in which Christmas occurs.
- iii) The month of May is to be part of the summer vacation period for the Maintenance Section and one (1) person in each of the following classifications can be on annual holidays at any one time.
1. Utility persons, and Shift Supervisor
 2. Servicepersons
 3. Journeyman Mechanics and Apprentices
 4. Body Repair and Apprentices
 5. Machinist(s)
 6. Relief Mechanical/Body Shop Supervisor
 7. Stores
- s) Annual Vacation for ACCESS TRANSIT employees will be decided by the Transit Manager.
- t) i) does not apply to ACCESS TRANSIT employees
For office and operations staff, one week (5 days) of annual vacation may be banked on the Banked Time Calendar provided a written request is submitted to Transit Management prior to November 30. The five (5) days must be taken within the vacation year (April 1 to March 31). (This does not apply to employees during their first vacation year.)
- ii) If banked vacation is not scheduled prior to November 1 of the vacation year in which it is to be used, employees will be reminded by letter to schedule same. Failure to do so by November 30 will result in Transit Management scheduling the banked vacation to be used prior to March 31.
- iii) Banked vacation shall not be paid out.

ARTICLE A9 MEDICAL LEAVE does not apply to ACCESS TRANSIT.

TERMS AND CONDITIONS OF GAIN SHARING
MEDICAL LEAVE PROJECT TO REPLACE ARTICLE A9 (SICK LEAVE)

The gain sharing project shall continue until December 31, 2009. Thirty (30) days written notice by either party can be given to end this project on December 31, 2009 resulting in Article A9 (Sick Leave) resuming as if Article A9 (Medical Leave) does not exist. All accrued credits under sections e and f will be paid to each individual employee. Accumulated medical leave will revert into days as per A9 Sick Leave.

Revised

Additional changes as per Letter of Understanding dated March 24, 2004.
Effective January 1, 2008, the calculation of averaged medical leave usage and full-time equivalent employees excludes time employees are absent due to Sick No Pay.

New

- a) An employee shall, during the first ten (10) years of employment, be entitled to an allowance for medical leave to the extent of ten (10) hours (9.16 for reduced work week) for every month of employment.

Employees having over ten (10) years of employment shall be entitled to an allowance for medical leave to the extent of 12 hours (11.00 hours for reduced work week) per month.

The total unused accumulation of medical leave shall not, however, exceed 1408 hours (1290.78 hours for reduced work week).

- b) The Employer and the employee will contribute to the Sick Bank as outlined in the Sick Bank Guidelines, attached to this agreement for information purposes.

The Guidelines will state:

- i) The City will contribute 1.07% of payroll, and year after year thereafter to the Sick Bank.
- ii) All vacation and sick leave accumulation, while on Sick Bank benefits, will be converted to cash and paid out at a rate of 75% (credits are paid on a monthly basis). All vacation standing to the credit of an employee prior to going on Sick Bank will remain to said employees credit
- iii) The starting balance will be reviewed annually and, if below \$125,000, employees will contribute \$10.00 per month until the plan balance surpasses \$150,000, at which time employee contributions cease.
- iv) Where the balance in the Sick Bank falls below \$50,000 at any time, employees will contribute \$20.00 per month until the balance reaches \$125,000.
- v) The Sick Bank Account shall be adjusted monthly with the net of 1/12th of the City's annual contribution (contributed in advance, on the first day of each month) plus any semi-monthly employee contributions, less all semi-monthly sick bank withdrawals. The month end balance in the Sick Bank shall earn interest at a rate equal to the thirty (30) day Treasury Bill rate in effect at the end of each month.

NOTE: The parties do hereby agree to investigate the possibility of implementing benefits, available through the Employment Insurance Corporation, to be used prior to collecting Sick Bank benefits. The parties will only consider this upon mutual agreement.

- c) Where an employee is replaced from duty, the minimum charge to Medical Leave will be (2) hours. An employee relieved from duty for Medical Leave will be paid for actual time lost, which will be charged against employee's accumulated hours.
- i) For pay purposes, all such leave must have a Leave Report submitted to Transit Management recording the date, the specific time of booking off and booking on, and the total of the time off which will be charged against the employees accumulated Medical Leave hours.

- ii) Once per calendar year each employee will be entitled to two (2) hours off with pay for an appointment with a qualified medical practitioner, which will be charged against the employees accumulated Medical Leave hours.
- d) The City shall not be required to pay an employee for time absent through medical leave during his first three (3) months; however, the medical leave allowance at the conclusion of the first three (3) months' employment shall be taken into consideration in determining the number of hours of medical leave allowance to which the employee is entitled.
- e) Effective January 1, 2004 the following gain sharing project for Medical Leave will come into effect:
 - i) The bargaining unit average yearly medical leave usage of one hundred (100) hours will be used as a baseline.
 - ii) A usage of sixty-eight (68) hours will be the target, however time spent on Workers Compensation, time spent outside the bargaining unit, as in A14f(ii), new or terminated employees will have their time worked prorated to the amount of hours worked in that year (2080 or 1906 hours) (e.g.: 80 hours WCB / 2080 = 4%, therefore the target number above will be reduced by the 4% the employee was actually away from work due to WCB.)
 - iii) The City shall implement a system that will provide an ongoing usage report as well as an annual listing of all employee names and accruals.
 - iv) a) Each employee who uses less than sixty-eight (68) hours of medical leave in a calendar year will be credited 1/3 of any remaining portion of their unused sixty-eight (68) hours which will be credited to the individual employee's account . For example:
 - 1) if an employee uses twenty (20) hours of Medical Leave during the said calendar year, they would receive the following credits;

$$(68 - 20) \frac{1}{3} = 16 \text{ hrs}$$
 - 2) if an employee has perfect attendance during the said calendar year, they would receive the following credits;

$$(68 - 0) \frac{1}{3} = 22.7 \text{ hrs.}$$
 - b) 1/3 will remain with transit general revenue to be used as decided by Transit Management.
 - c) The remaining 1/3 will be credited to the Sick Bank account.

Note: Prorating of all employee credits, a) and c) above, will take place if the Bargaining Unit's average is greater than eighty-four (84) hours of Medical Leave, as follows:

Baseline = 100 Target = 68 therefore Target Reduction = 32
 Break-even = 84 If actual Bargaining Unit average = 90

Credits as per a) and c) above, will be prorated as follows;

$$\frac{100 - 90}{32} = 10/32$$

- v) Accounts will be credited on a year to year basis and will be calculated to include December 31 of each year. Upon completion of the first year of the gain sharing project, a formal Date as close as possible to January 1 of each year will be established for the release of account credits.
- vi) Pay will be calculated at the rate of pay the employee is being paid as of December 31 of that same year, at which time a balance will be reported to each employee.
- vii) Upon retirement or termination of employment or permanently leaving the bargaining unit the employee will be paid in full, the balance of the above year to year accrual.

Revised

- f) Effective January 1, 2008 upon retirement, termination of employment or permanently leaving the bargaining unit, an Employee with a minimum of ten (10) years' service the following will apply:

Revised

- i) Providing the individual employee's medical leave usage is thirty (30) to sixty (60) hours over a five (5) year average, using the lowest (5) year sick usage out of the past six (6) years, the employee will receive a payment of 75% of their unused sick leave accumulation during the above-noted five (5) year period. If the employee's medical leave usage is six (6) to twenty-nine (29) hours over a five (5) year average, using the lowest (5) year sick usage out of the past six (6) years, the employee will receive an applicable prorated amount from 76% to 99% of their unused sick leave accumulation during the above-noted five-(5) year period (for example: 6 hours = 99%, 7 hours = 98%, 28 hours = 77%, 29 hours = 76%, etc.) If the employee's medical leave usage is zero (0) to five (5) hours over a five (5) year average, using the lowest (5) year sick usage out of the past six (6) years, the employee will receive 100% of their unused sick leave accumulation during the above-noted five-(5) year period.

New

<u>Hours of Medical Leave Usage</u> <u>(Average using the lowest 5 of 6 years)</u>	<u>Payout of Unused Hours</u> <u>(Accrued over the 5-year Period)</u>
0 – 5	100%
6 – 29	76% to 99% Prorated
30 – 60	75%
61+	0%

- ii) a calculation will be made for each year using the employee's rate of pay as of December 31 of that year.
- iii) any employee covered under Article A24 Severance Pay, will not be entitled to the benefits of the gain sharing project.

- g) Penalty:
- i) If in a calendar year the average medical leave for all employees exceeds one hundred (100) hours as in e)i) above, during that calendar year any employee who is away on medical leave in excess of one hundred (100) hours will be paid only 2/3 of any time away on medical leave above one hundred (100) hours in the same calendar year.
 - ii) The Sick Leave Bank will pay the remaining 1/3 to an employee who receives 2/3 pay as in i) above.
- h) Transit Management, may at its discretion require an employee to confirm use of medical leave with an acceptable medical certificate for benefits to be approved or maintained.
- i) If an order of the Medical Health Officer requires an employee to remain at home on account of the quarantine illness of a member of the employee's family, the employee is to be paid for time lost at his/her regular rate of pay, and such absence shall not be charged to the employee's medical leave credit.
 - j) The City's obligations in the granting of accumulated medical leave shall cease immediately when an employee is separated from the City service, either voluntarily or otherwise.
 - k) Any medical leave standing to the credit of an employee temporarily laid off shall remain to his credit, but, during the period of layoff, the employee shall not be entitled to any medical leave pay.
 - l) The following shall replace Article A9 (j) and (k). In the event that the Federal Employment Insurance Plan (E.I.) does not grant the Employer a premium reduction under the E.I. Premium Reduction Program, then Article A9 (h) and (i) Medical Leave shall apply forthwith and Article A9 (j) shall cease to apply.

Where an employee is disabled prior to notice of a layoff or termination, benefits are payable until the earliest of:

- the period of disability, or
- the exhaustion of accumulated medical leave credits, or
- the end of 75 work days, or
- the employee's retirement, or
- the date of separation for any reason other than illness or injury where notice of separation was given before the onset of the illness or injury.

Where the employee continues to be disabled after layoff or termination, the City and the Union shall pay jointly such medical leave claim in the ratio of 7/12 by the City and 5/12 by the Union until a sum equivalent to the total reduction in EI premiums with respect to the Union under the E.I. Premium Reduction Program of record for the preceding calendar year has been expended. Thereafter the City and the Union shall pay jointly such sick leave claim in an equal ratio.

- m) All staff are requested to notify the supervisor on duty, wherever possible prior report time, if said employee cannot report to work due to illness. Information regarding his/her expected date of return shall also be provided at that time. The employee will follow established agreed-upon procedures in notifying the Branch with the exact date of return.

Revised **ARTICLE A9 SICK LEAVE** applies to ACCESS TRANSIT full time

- a) i) An employee shall, during the first ten (10) years of employment, be entitled to an allowance for sickness to the extent of one and one-quarter (1 1/4) working days for every month of employment.
- ii) Employees having over ten (10) years of employment shall be entitled to an allowance for sickness to the extent of one and one-half (1 1/2) working days per month.
- iii) The total unused accumulation of sick leave shall not, however, exceed one hundred and seventy-six (176) working days (eight (8) months).

New iv) Effective March 17, 2008 part-time employees shall be entitled to an allowance for sickness based on the following formula:
Regular Hours Worked x .0577 = Allowance for Sickness

- b) The Employer and the employee will contribute to the Sick Bank as outlined in the Sick Bank Guidelines, attached to this agreement for information purposes.

The Guidelines will state:

- i) The City will contribute 1.07% of payroll, and year after year thereafter to the Sick Bank.
- ii) All vacation and sick leave accumulation, while on Sick Bank benefits, will be converted to cash and paid out at a rate of 75% (credits are paid on a monthly basis). All vacation standing to the credit of an employee prior to going on Sick Bank will remain to said employees credit.
- iii) The starting balance will be reviewed annually and, if below \$125,000, employees will contribute \$10.00 per month until the plan balance surpasses \$150,000, at which time employee contributions cease.
- iv) Where the balance in the Sick Bank falls below \$50,000 at any time, employees will contribute \$20.00 per month until the balance reaches \$125,000.
- v) The Sick Bank Account shall be adjusted monthly with the net of 1/12th of the City's annual contribution (contributed in advance, on the first day of each month) plus any semi-monthly employee contributions, less all semi-monthly sick bank withdrawals. The month end balance in the Sick Bank shall earn interest at a rate equal to the 30 day Treasury Bill rate in effect at the end of each month.

NOTE: The parties do hereby agree to investigate the possibility of implementing benefits, available through the Unemployment Insurance corporation, to be used prior to collecting Sick Bank benefits. This will only be considered upon mutual agreement by the parties.

- c)
 - i) On the sixth (6th) and any subsequent occurrence of sick leave in any one (1) calendar year, the first (1st) day of that sick leave shall be without pay.
 - ii) Leave on Workers' Compensation shall not be charged as an occurrence.
- d) The City shall not be required to pay an employee for time absent through sickness during his first three (3) months; however, the sick allowance at the conclusion of the first three (3) months' employment shall be taken into consideration in determining the number of days of sickness allowance to which the employee is entitled.
- e)
 - i) An employee relieved from duty for booking sick, and having completed less than two (2) hours' paid time will claim a full day sick credit to receive full pay.
 - ii) An employee relieved from duty for booking sick, and having completed more than two (2) hours' paid time, but less than six (6) hours' paid time will claim one-half (1/2) day sick credit to receive full pay.
 - iii) An employee relieved from duty for booking sick, and having completed six (6) hours or more paid time will not be deducted sick credit to receive full pay.
- f)
 - i) Sick leave pay will not be allowed for a longer period than three (3) days on each occasion unless a medical certificate, satisfactory to Transit Management, is supplied. All such certificates shall be submitted to Transit Management with the Leave Report.
 - ii) Notwithstanding the foregoing, and in accordance with administrative regulations, occasions of sick leave in excess of two times (2X) in a calendar year shall require a medical certificate covering the entire absence in order to receive pay.
 - iii) In the case of suspected misuse of sick leave, Transit Management may, at its discretion, require an employee to produce a medical certificate at any time.
- g) If an order of the Medical Health Officer requires an employee to remain at home on account of the quarantine illness of a member of the employee's family, the employee is to be paid for time lost at his regular rate of pay, and such absence shall not be charged to the employee's sick leave credit.
- h) The City's obligations in the granting of accumulated sick leave shall cease immediately when an employee is separated from the City service, either voluntarily or otherwise.
- i) Any sick leave standing to the credit of an employee temporarily laid off shall remain to his credit, but, during the period of layoff, the employee shall not be entitled to any sick leave pay.
- j) The following shall replace Article A9(h) and i). In the event that the Federal Employment Insurance Plan (E.I.) does not grant the Employer a premium reduction under the E.I. Premium Reduction Program, then Article A9(h) and i) Sick Leave shall apply forthwith and Article A9(j) shall cease to apply.

Where an employee is disabled prior to notice of a layoff or termination, benefits are payable until the earliest of:

the period of disability, or
 the exhaustion of accumulated sick leave credits, or
 the end of 75 work days, or
 the employee's retirement, or
 the date of separation for any reason other than illness or injury where notice of separation was given before the onset of the illness or injury.

Where the employee continues to be disabled after layoff or termination, the City and the Union shall pay jointly such sick leave claim in the ratio of 7/12 by the City and 5/12 by the Union until a sum equivalent to the total reduction in EI premiums with respect to the Union under the E.I. Premium Reduction Program of record for the preceding calendar year has been expended. Thereafter the City and the Union shall pay jointly such sick leave claim in an equal ratio.

- k) All staff are requested to notify the supervisor on duty, wherever possible prior to report time, if said employee cannot report to work due to illness. Information regarding his/her expected date of return shall also be provided at that time. The employee will follow established agreed-upon procedures in notifying the Branch with the exact date of return.
- l) Where a qualified medical practitioner requires an employee to attend a series of appointments for medical treatments and/or tests or requires the employee to be absent from work, and any of the aforementioned are directly attributed to the original diagnosis, these shall not be charged as additional "occurrences." To obtain approval for a single "occurrence," the employee must obtain a letter from his physician, confirming the appointment dates and that the treatments and/or tests or absences are directly attributable to the original "occurrence." This agreement does not apply in respect of compensation-related injuries.

ARTICLE A10 DENTAL PLAN AND MEDI-PLAN

Revised

- a) Effective January 1, 2007, the City of Saskatoon will contribute a total of three point five percent (3.5%) of payroll towards the Dental and Medi-Plan premiums.
- b) The employees will contribute any amount necessary in excess of the City of Saskatoon payment.
- c) In the event of a surplus the benefit plans will be enhanced to a level determined by the Union in consultation with the City.
- d) Part time employees receive a full benefit plan.

ARTICLE A11 WORKERS' COMPENSATION

- a) When an employee who has been in the service of the City for six (6) continuous months is injured in the performance of his duties during working hours, the City shall pay to such employee for all periods of absence resulting from the injury (not exceeding a total of twelve (12) months) an amount, which when combined with Workers' Compensation Board payments, shall ensure to such employee the maintenance of his regular basic wage less normal income tax and other deductions. In the event the Workers' Compensation Board payments are reduced, the City's payment shall be proportionately reduced.

- b) All Workers' Compensation wage payments shall be made by the Workers' Compensation Board directly to the City.

ARTICLE A12 PAY DAYS

All employees shall be paid on the fifteenth (15th) and the last day of the month or, when any of these days fall on a Sunday or statutory holiday, on the previous day.

ARTICLE A13 TRANSPORTATION

Free transportation on the City's buses will be granted to all employees of the Branch when Branch-provided identification is shown.

ARTICLE A14 VACANCIES OR NEW POSITIONS

- a) When vacancies occur or new positions of a permanent nature are created within the scope of this Agreement, a notice thereof outlining the position and stating the minimum applicable rate of pay shall be bulletined at least one (1) week prior to an appointment being made.

However, where permanent position vacancies occur of a nature not requiring posting outside the Transit Branch, the Employer will endeavour to post two (2) weeks in advance.

- b) does not apply for ACCESS TRANSIT applicants
- i) In filling vacancies and/or new positions listed on Schedule 1, the applicant with the most system seniority, qualifications and ability being sufficient, shall fill the following positions. However in filling a vacant position of Accountant, Schedules Planner II or Payroll Coordinator, qualifications and ability being sufficient and in accordance with Schedule I, the position will be filled by the Assistant Accountant, Schedules Planner I, Assistant Payroll Coordinator, respectfully.
- Accountant
 - Assistant Accountant
 - Schedules Planner I
 - Schedules Planner II
 - Payroll Coordinator
 - Assistant Payroll Coordinator
 - Clerk Steno
 - Revenue Clerk
- ii) In making promotions for positions which require competency testing, a candidate will be selected in order of the appropriate seniority as determined in Article 14 b), above, provided the candidate is sufficiently competent. "Competency" refers to knowledge, skills and abilities as related to the particular job description. A candidate's competencies will be determined through testing and assessments including job interviews. Candidates required to do such tests during their normal working hours will not suffer a loss of regular earnings.
- c) Classification rankings for the purposes of this Article, are attached as Schedule "B". ACCESS TRANSIT is a stand alone unit with no 'transfer rights'.

- d) Applicants who wish to know why they were not selected for a position will receive the reasons in writing from Transit Management within three (3) days of their request.
- e) does not apply to ACCESS TRANSIT.
 - i) When a temporary job or position is to last for a period in excess of sixty (60) days and permanent employees are applying for such temporary position, classification seniority will govern in filling the position.
 - ii) All such positions must be posted and must state the duties, shift and rate of pay.
 - iii) Following completion of such temporary position, employees will be reinstated in their former position with no loss of classification, seniority, benefits or wage.
- f) i) Employees promoted, appointed or transferred to new positions within the scope of this Agreement, shall be given a six (6) month probationary period. Employees who do not complete the probationary period, for whatever reason, shall be returned to their former position without loss of classification seniority or benefits in the former position. Inspectors will return to the Operator's classification.

Employee's returning to their former classification, will lose all seniority accumulated in the classification they are vacating.

- ii) Employees promoted or appointed to positions outside the scope of this Agreement, but within the Corporation of the City of Saskatoon, shall retain reversion rights as described in i) above for a six (6) month period.
- iii) does not apply to ACCESS TRANSIT.
When an employee applies for the positions of Charter Co-ordinator, Schedules Planner I, Schedules Planner II, Accountant, Revenue Clerk, and Time Clerks and is subsequently appointed, the probationary period will be one (1) year. Employees who do not complete the probationary period, for whatever reason, shall be returned to their former position without loss of classification seniority or benefits in the former position.
- g) does not apply to ACCESS TRANSIT
Non-operating employees are not eligible for transfer to other permanent positions during their first nine (9) months service. However, where no qualified applicants with more than nine (9) months seniority apply for a permanent, vacant position, consideration will be given to applicants with less than nine (9) months of service.

Maintenance employees with a start date after March 21, 2005 are not eligible for transfer to operator positions during their first twelve (12) months service.
- h) In filling vacancies outside the scope of this Agreement, Transit Management will post the position prior to appointment and/or notify the Union so that members of the bargaining unit may apply.
- i) does not apply to ACCESS TRANSIT
Employees who transfer laterally within the same Section will not lose classification seniority with respect to future applications for positions.

New

- j) Effective March 17, 2008 when an employee is appointed to a new position carrying a higher maximum wage, the employee will be paid the minimum for the new position, or the wage at the time of promotion plus one year's annual increment on the salary schedule for the new position, whichever is the greater.

ARTICLE A15 SENIORITY - LAYOFF AND RECALL

- a) System seniority is the length of continuous service in the Transit Branch.
- b) Classification seniority is the length of continuous service in the classification of employment in which the employee is engaged.
- c) The parties in this Agreement agree to the principle of "last on, first off" and "last off, first on" in the event of a layoff in the Transit Branch.

Employees given notice of layoff shall have the right to exercise bumping rights in formerly-held classifications or alternatively to accept the layoff and exercise their right to recall by seniority. Employees who have worked and established seniority in previously-held classifications shall have the seniority earned in such classifications retained for the purpose of "bumping" to avoid layoff, as per the following example:

Example: Junior Journeyman is given notice of layoff but had previously held the following classifications:

Serviceman - 3 years

Utilityman - 2 years

The Junior Journeyman may, therefore, exercise bumping rights in the Serviceman Classification if there is a Serviceman who has less than three (3) years' seniority. If all of the Servicemen have more than three (3) years' seniority, the Junior Journeyman may exercise bumping rights in the Utilityman Classification if there is a Utilityman who has less than two (2) years' seniority. If all of the Utilitymen have more than two (2) years' seniority, the Junior Journeyman will take the layoff, as he/she has exhausted bumping rights.

Recall Rights - Following a layoff, employees affected shall have the right of recall, by seniority, to the classification from which they were laid off. In the event a laid-off employee is not recalled to the classification from which he/she was laid off from and other classifications within the Transit Branch have vacancies or new positions, laid-off employees, if qualified, shall be recalled by seniority to fill those positions prior to the Branch hiring new employees.

It is agreed that laid-off employees shall provide the Transit Branch with their current address and telephone number in order to retain recall rights. Employees laid off shall have the right to refuse a recall for a "temporary" position or to a position in a classification in which they previously earned seniority, and will not lose their rights as outlined in this subclause by refusing same. Employees who fail to report for duty within fourteen (14) days of notice of receipt of recall to the classification, from which they were laid off, will be deemed to have terminated their employment.

- d) Upon successful recall to employment after layoff, all previously unexpended benefits will be reinstated. This provision shall only apply when the layoff is for a period of less than three (3) years.
- e) ACCESS TRANSIT employees shall have part time or full time classification seniority from start date.
Classifications being:
- Full time Operator
 - Part time Operator
 - Full time Booking and Scheduling Clerk
 - Part time Booking and Scheduling

Layoff and Recall procedure:

1. Part Time ACCESS TRANSIT employees shall have a reduction of hours up to and including lay off (with last on/first off rights).
2. Full Time ACCESS TRANSIT employees may be reduced to part time.

ARTICLE A16 BANKING OF TIME This article shall not apply to ACCESS TRANSIT employees.

a) Banking Time

i) Accumulation of Banked Statutory Holidays

A banked statutory holiday may be earned for:

- work on a statutory holiday;
- a statutory holiday which falls on a day off;
- a statutory holiday which falls within or adjacent to annual vacation, provided the intent to bank such day(s) is indicated at the time of annual vacation sign up.

ii) Accumulation of Banked Overtime

- Banking of overtime is restricted to Operations, Office and Customer Service.
- One hour of overtime is equal to one and one half (1½) or two (2) banked hours as applicable.

iii) Vacation

- For Operations and Office, (5) five days of annual vacation can be applied to the banked time calendar as per Article A8 t) i.

b) General Rules

Revised

- i) A sliding twelve (12) month sign-up calendar will be maintained by the Union in each Section of the Branch with sign-up space for four (4) Operators, one (1) Mechanic, one (1) Serviceperson, one (1) Machinist, one (1) Body Shop Person, one (1) Utility person, one (1) Office person and one (1) Inspector. All banked time will be taken in full days.
- ii) Transit Management will be responsible for keeping a record of banked time accumulated, taken and pay for same.

- iii) No employee will be allowed to work for the Transit Branch in any capacity on any days off in lieu of banked time.
- iv) Banked time shall be paid at the employee's current rate of pay.
- v) Cash payouts of banked time will only be made upon resignation, retirement or termination. However, payouts may be made on an exceptional basis.
- vi) The maximum number of statutory holidays/overtime an employee can bank will be eighty (80) hours. Any hours of statutory holidays/overtime in excess of eighty (80) hours will be paid on the following paycheque.
- vii) Banked statutory holidays/overtime can be carried over from year to year.
- viii) With the exception of Maintenance employees, who will notify Transit Management, at the time of annual vacation sign up, of their intent to append a statutory holiday which falls within or adjacent to their annual vacation period, the provisions of this Article shall be deemed to be compliance with Section 34 of *The Labour Standards Act* and to be a more "favourable condition" with respect to Section 72(1) of the same *Act*.
- ix) Banked time shall not be taken during the months of June, July or August unless approved by Transit Management.
- x) Employees will notify Transit Management, in writing, of their intent to bank statutory holidays/overtime one (1) week before the holiday/overtime or at the time of sign-up where applicable.
- xi) The Banked Time calendar will be signed up on a "first come, first-served" basis. In the case of a dispute, classification seniority will prevail.

In the event that an employee has received permission due to unforeseen circumstances, to cancel a statutory or civic holiday, the day(s) that become available will be offered to those employees who have applied for the day(s) in question, based upon the date and time on the leave report, regardless of seniority.

- xii) When an employee signs up for banked time, the day must be taken. However, if an employee is sick for more than three (3) days, or the day(s) are cancelled as in above, the employee may request that the taking of the banked time day be returned to the bank. Should the return of these hours exceed the eighty (80) hour limit, such time will be paid out to the employee.
- xiii) Transit Management will be notified in writing (Leave Report) by 4:00 p.m. on the preceding day by employees taking all or part of their accumulated banked time. All Leave Reports must be signed and dated by a Service Supervisor, or an Inspector when assigned, and the Maintenance Supervisor, or the Shift Supervisor when assigned, and the employee will retain a copy. No employees can sign the Banked Time calendar until they have accumulated the days/time.
- xiv) The rules for operation of the banking of time may be changed only by mutual agreement between the Union and Transit Management.

ARTICLE A17 LEAVE OF ABSENCE

- a) i) Reasonable leave of absence will be granted to all employees when their services can be spared.
- ii) When it is anticipated that, through any change in the service or schedule, a number of employees will not be required, leave of absence will be granted to as many employees as can be spared.
- iii) Applications for such leave will be considered in order as filed. Should more than one (1) application be made on the same day, they will be considered in accordance with classification seniority.
- iv) Any employee who has completed one (1) year of service, and who is elected to Public Office (other than Municipal) shall be granted leave of absence without pay for the period of holding office. During leave of this nature, the provisions of Article A17 a) v) shall apply.
- v) Where it is possible, on an extended leave of absence, that the employee pay both employee and Employer share of benefits premiums, those benefits which are being paid will continue.

vi) Leave for Union Position

An employee who is elected or selected for a full-time position with the Union or any labour body with which the Union is affiliated, shall be granted an unpaid leave of absence. Such leave may be renewed as necessary.

- vii) During an approved leave of absence of less than thirty (30) days, all benefits will continue to accrue. However, during leaves in excess of thirty (30) days, only seniority will continue to accrue.

b) Maternity or Adoption Leave

- i) An employee who has been in the employment of the City for a period of at least twenty (20) weeks in the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence, and who provides Transit Management with a medical certificate from a qualified medical practitioner certifying that she is pregnant and specifying the estimated date of birth, or submit proof of the adoption of a child, shall be entitled, upon written application, to maternity or adoption leave without pay. The request for maternity or adoption leave, indicating the date on which she wishes to commence the leave, together with the required medical certificate, must be submitted not later than four (4) weeks prior to the date on which she wishes to commence leave. The maximum leave to be granted is eighteen (18) weeks and may be apportioned in any combination prior to and after the date of confinement. Where the actual date of the birth is later than the estimated date of the birth, the employee is entitled to not less than six (6) weeks leave after the actual date of birth.

- ii) All maternity and adoption leave shall continue for an agreed period of a maximum of eighteen (18) weeks. Employees shall give a minimum of four (4) weeks notice of their intent to return to work. Where the employee and Transit Management agree that the portion of the leave following the actual date of birth, or adoption, should be less than six (6) weeks, then Transit Management may permit the employee to resume her employment at the time agreed provided that, at or before the time the employee resumes her employment, she provides Transit Management with a certificate from a qualified medical practitioner, certifying that resumption of employment at the time so agreed will not in his/her opinion endanger the health of the employee.
 - iii) Should an employee not return to work within eighteen (18) weeks she shall be deemed to have terminated employment from the City.
 - iv) Where the pregnancy of an employee would reasonably interfere with the performance of the employee's duties, the City may require the employee to take a maximum of three (3) months' leave prior to the estimated date of birth. The onus for establishing that the pregnancy would reasonably interfere with duties shall lie with the City.
 - v) Employees returning from maternity or adoption leave shall return to their former position with no loss of accrued seniority or benefits (being Medical Plan, Dental Plan, Disability Plan, Life Insurance Plan, Superannuation Plan, and Accidental Death/Dismemberment Plan) or reduction in wages. For the purposes of seniority, being on maternity or adoption leave does not constitute a break in service.
 - vi) An employee may apply for general leave under A17(a) following Maternity, or Adoption Leave, and Parental Leave.
 - vii) Employees on maternity or adoption leave may participate in benefit plans provided the employee continues to pay the Employer and employee share of the premiums. Benefits available are Dental Plan, Medical Plan, Life Insurance Plan and Accidental Death/Dismemberment Plan.
- c) Parental Leave
- i) An employee who has been in the employment of the City for a total of at least twenty (20) weeks in the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence and who submits to Transit Management a written application for parental leave without pay at least four (4) weeks before the day specified by the employee in the application as the intended day of leave commencement, is eligible for unpaid leave not exceeding thirty-four (34) weeks to be taken during the twelve (12) weeks before the estimated date of birth of the child or the estimated date on which the child is to come into the employee's care, as the case may be, or the fifty-two (52) weeks following the actual date of birth or the actual date the child comes into the employee's care.

An employee who is not entitled to maternity or adoption leave is entitled for unpaid leave not exceeding thirty seven (37) weeks to be taken during the twelve (12) weeks before the estimated date of birth of the child or the estimated date on which the child is to come into the employee's care, as the case may be, or, the fifty-two (52) weeks following the actual date of birth or the actual date the child comes into the employee's care.

If the employee fails to submit a proper application as specified and is entitled to maternity leave, the employee will be granted up to thirty-four (34) weeks' leave without pay beginning on a date within three (3) weeks from the date of birth of the child or on the date the child comes into the employee's care, upon provision of written notice.

If the employee fails to submit a proper application as specified and is not entitled to maternity leave, the employee will be granted up to thirty-seven (37) weeks' leave without pay beginning on a date within three (3) weeks from the date of birth of the child, or on the date the child comes into the employee's care, upon provision of written notice.

- ii) Section b) subsections ii), v), and vii) apply with any modification to parental leave.

ARTICLE A18 GRIEVANCE PROCEDURE

a) Settlement Through Discussion

Whenever possible, the Union will discuss complaints with Transit Management prior to filing formal grievances. If a matter cannot be resolved through discussions, then the Grievance Procedure shall be as follows:

Step One: Grievances shall be referred to the Transit Manager, Transit Branch within seven (7) working days of their occurrence in order to be considered as such. They shall be dealt with by the Transit Manager as far as possible within five (5) working days.

Step Two: Grievances unresolved at Step One may be referred to the General Manager, Utility Services, who, as far as possible, will deal with them within seven (7) working days.

Step Three: Grievances unresolved at Step Two may be referred to the City Manager, who, as far as possible, will deal with them within seven (7) working days.

Step Four: Grievances unresolved at Step Three may, within forty-five (45) calendar days of receipt of the City Manager's decision, be referred to arbitration or City Council; otherwise, the grievance shall be considered resolved. Where a grievance is referred to City Council, the Union may, within forty-five (45) calendar days of receipt of City Council's decision, refer the grievance to arbitration; otherwise, the grievance shall be considered resolved.

- b) Notice of intent to proceed to arbitration shall be sent, in writing, to the Labour Relations Branch.
- c) The parties shall exchange the names of their nominees within ten (10) working days from receipt of notice under (b) above. If the nominees are unable to mutually agree on an Arbitrator, either nominee may request the appointment of an Arbitrator by the Minister of Labour.
- d) An Arbitrator shall not have the power to alter the terms and conditions of this Agreement.

- e) Working day means Monday to Friday excluding Saturday, Sunday, and statutory holidays.
- f) The time limits set out in this Article may be varied by mutual agreement between the parties.
- g) The costs of the Chairperson at an arbitration case will be shared equally by the parties.
- h) Time Limits
 - i) All time limits specified in the Grievance Procedure can be extended by mutual agreement between the parties.
 - ii) If the Employer fails to answer any of the steps in the Grievance Procedure within the time limits, the Union may move the grievance to the next step in the procedure.

ARTICLE A19 PROBATIONARY PERIOD

- a) All employees entering the service will be on probation for nine (9) months of service time.
- b) The discharge of an employee during their probationary period will be preceded by discussion of the matter between Transit Management and the Union President or their designates.

ARTICLE A20 PROGRESSIVE PAY

If an employee has not reached the maximum wage for his classification and is absent from duty for any reason other than sickness, compensable injury, vacation or paid leave of absence, then his next ensuing wage increase date shall be postponed by the number of calendar days of such absence.

ARTICLE A21 SUPERANNUATION

Superannuation Plan negotiations shall take place from time to time which may be separate from negotiations for the Collective Agreement. The appropriate forum for such negotiations shall be as agreed between the parties and may involve other members of the Pension Administration Board.

ARTICLE A22 SUNDAY WORK

This article does not apply to ACCESS TRANSIT employees.

Employees required to work on Sundays shall be paid one (1) hour extra pay if full shift worked in addition to the regular rate for time worked, unless Sunday is normally their regular day off, in which case they shall be paid the premium rate for work on a regular "off day." (NOTE: The foregoing shall not apply when a public holiday occurs on a Sunday and premium rates are paid for all hours worked.)

Any overtime rates applied to Sunday work shall be calculated on the basic rates of pay.

ARTICLE A23 GROUP INSURANCE

This article applies to ACCESS TRANSIT employees. However, part time employees shall receive the benefit on a pro rated basis.

- a) Basic Coverage - Two times (2X) annual salary for all employees, the cost of such insurance shall be shared equally by the Employer and employee.
- b) Optional Coverage - Three times (3X) annual salary, the cost of such insurance shall be shared equally by the Employer and employee.
- c) Optional Coverage - Four times (4X) annual salary, the cost of such additional insurance in excess of (b) above shall be shared equally by the Employer and employee.
- d) Optional Dependent Coverage - Coverage of three thousand dollars (\$3,000) for the employee's spouse, and coverage of fifteen hundred dollars (\$1,500) for each dependent child and the cost shall be shared equally by the employee and the Employer.
- e) Employees who have retired after April 1, 1995, may purchase life insurance as per the terms of the Group Life Policy. The cost for insurance shall be paid fully by the retiree.

ARTICLE A24 SEVERANCE PAY

Severance pay will be payable on the basis of two percent (2%) per year of employment of accumulated sick leave credit as of the date the employee actually leaves the Civic service to a maximum of sixty percent (60%) of such credit. Payment to be based on the average hourly rate during the best six (6) consecutive years of service and to be paid in cash to the employee - or in such manner as the employee may elect.

Payment shall be made on retirement or involuntary release from the service on account of technological changes (but not on dismissal for cause), provided the employee has completed ten (10) years of service.

Should an employee die while in the service, and having completed ten (10) years of service, a gratuity shall be paid to his estate - such gratuity to be calculated in the same manner as for retirement.

The City shall consider severance pay for resignation due to proven medical reasons supported by documentation from medical authorities.

This condition of employment shall not be applicable to employees employed after September 1, 1974.

ARTICLE A25 SERVICE PAY

- a) Employees shall receive service pay on the following basis:
 - After five (5) years of completed service - \$ 4.50 per month
 - After ten (10) years of completed service - \$ 9.00 per month
 - After fifteen (15) years of completed service - \$13.50 per month
 - After twenty (20) years of completed service - \$18.00 per month

- b) Effective July 1, 1988, Article A25(a) above becomes null and void, however, employees who, on July 1, 1988, are receiving \$13.50 per month or \$18.00 per month service pay shall continue to receive the same until retirement or termination.

ARTICLE A26 COMPASSIONATE LEAVE

Revised Effective March 17, 2008 applies to part-time employees on a pro-rated basis for scheduled hours of work.

- a) Compassionate leave with pay shall be granted for one (1), two (2) or three (3) days as may be necessary, where employees suffer a death of and/or attend to a member of their immediate family who is terminally ill. Such paid leave shall be cumulative in all cases and shall not exceed a total of three (3) days in respect of the illness and/or death of an immediate family member.

Immediate family member shall include spouse, brother, sister, mother, father, son, daughter or some other relative with whom the employee has experienced a very close personal relationship ordinarily subscribed to that of an immediate member of the family.

- b) One (1) additional day of compassionate leave will be granted, if required, where travel beyond a three hundred kilometre (300 km) from Saskatoon is necessary.
- c) Under exceptional circumstances, the Employer will consider a request to use accumulated banked statutory holidays or annual vacation credit, if additional leave is necessary, or an additional two (2) days without pay will be granted if the employee submits a written request before or during the compassionate leave period.
- d) The Employer will consider a request to use accumulated banked statutory holidays, accumulated overtime, annual vacation or leave of absence without pay for immediate family emergencies.

ARTICLE A27 REPRESENTATIVE RIGHTS

- a) If a member of Local No. 615 with at least two (2) years of service is elected to a full-time Union position with the Union or International, the member shall be granted a leave of absence without pay for a maximum of two (2) years. This period shall be extended upon application to the General Manager, Human Resources, provided the member still holds said Union position. During the period, the member shall retain full seniority rights and rates of pay.
- b) When Union officers are relieved for Union business, they shall "book off." Where a relief is required, their reliefs shall be paid by the Department for the relief period.
- c) During a new employee's orientation and training period with the Transit Branch, time will be provided for the purpose of initiation to the Union; such time to be provided at a mutually-agreed time. (Time off with pay shall not be provided to the Union Officer(s) conducting such initiation.)

ARTICLE A28 PRODUCTIVITY COMMITTEE

This article does not apply to ACCESS TRANSIT employees.

- a) It is agreed that a Joint Productivity Committee be established to explore the possibilities of jointly recommending changes to improve the efficiency and effectiveness of the Transit operation.
- b) This Committee shall be comprised of three (3) representatives from the Union and three (3) Transit Management representatives.
- c) This Committee shall not deal with items that are subject to the normal grievance procedure or negotiations.
- d) The Human Resources Department shall participate as observers.
- e) This Committee will meet a minimum of once every three (3) months or as may be required.

ARTICLE A29 REPRESENTATION

- a) Upon request, written or verbal, from an employee, he and/or his Union representative shall have access, within a reasonable time after the request, to the official personal file of the employee in the presence of an authorised representative of Transit Management.
- b)
 - i) Wherever possible, the discharge of an employee will be preceded by discussions of the matter between the Transit Manager and the Union President or their designates.
 - ii) An employee summoned for an investigative or disciplinary interview shall have the right, if he so requests, to be accompanied by a Union representative.
- c) An employee who has been reprimanded after the date of signing of this agreement, may request that a record of minimum reprimand (written warning) be removed from the employee's personnel record after expiration of twenty- four (24) months after the date of such reprimand.
- d) All Transit Branch notices, bulletins, job postings, policies, transfers, successful applicants and rates of pay, which apply to bargaining unit employees shall be copied to the Union President on or before the date of issuance.

ARTICLE A30 GENDER

Wherever the masculine is used in this Agreement, it shall refer equally to the feminine.

ARTICLE A31 TRADING OF OFF DAYS

- a) Employees shall be permitted to trade off days with employees in their classification group.
- b) The Transit Branch shall be notified in advance of any "trades."
- c)
 - i) Trading of days will be on a day-to-day basis.

- ii) Trading of weeks will be on a week-to-week basis, including off days, and upon the approval of both the Union and Transit Management.
- d) The provisions of this Article shall be deemed to be in compliance with the provisions of *The Labour Standards Act*
- e) When an ACCESS TRANSIT employee makes a trade, there shall be an eight (8) hour rest period prior to the commencement of the next shift.

ARTICLE A32 PAY FOR CALLS TO OFFICE, JURY AND WITNESS DUTY

- a) Any employee requested by Transit Management to attend, outside of the employee's scheduled working hours, Court or an Office of the City, or Supervisor, shall be paid for all such time at his regular rate.
- b) Employees are required to report any accidents involving a Transit vehicle, a passenger or pedestrian, verbally to the immediate supervisor, within one (1) hour of the accident and submit a written report within twenty-four (24) hours of the accident.
- c) Employees will receive a minimum of fifteen (15) minutes' pay at regular rates for completion of an Accident or Incident Report.
- Revised d) Effective March 17, 2008 applies to part-time employees on a pro-rated basis for scheduled hours of work.

An employee who is required to serve as a juror, or is subpoenaed to appear in court as a witness, except for appearances arising as a result of personal misdemeanour(s), shall be paid any difference between payment receivable as jury or witness fees and that which are normally receivable as wages.

NOTE: See PAY FOR COURT APPEARANCES

JURY DUTY

REIMBURSEMENT FOR COURT APPEARANCES OR JURY DUTY

ARTICLE A33 RETROACTIVITY

- a) Unless otherwise stated in this Agreement, all terms and conditions are effective upon ratification by both parties.
- b) Wages

Wages are effective from January 1, 2007, for all employees of the bargaining unit.

ARTICLE A34 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (E.F.A.P.)

The employees of the Transit Branch will have access to the E.F.A.P. in accordance with the terms of the City of Saskatoon Employee and Family Assistance Program.

ARTICLE A35 SIGN UPS

- a) All sign ups will be signed on in order of classification seniority, with the most senior in the classification signing first, with the exception of the Office Section, who will sign into their vacation sign ups in order of Section seniority.
- b) All sign ups will be dated and timed as mutually agreed.

ARTICLE A36 LIABILITY

The City agrees to indemnify employees of the Transit Branch in keeping with (or in accordance with) *The Cities Act 2003*.

SECTION B - OPERATING**ARTICLE B1 SELECTION OF RUNS** a), b) and c) do not apply to ACCESS employees

- a) i) Each employee shall have the opportunity of selecting his run in accordance with seniority. Subject to operational requirements all runs shall be posted so that selection can be made to the run desired at least four times (4X) a year.
- ii) Operators/Inspectors shall sign the sign-up sheet promptly within a reasonable timing schedule designed by Transit Management in consultation with the Union. If an Operator/Inspector is not present at his assigned time when a sign up occurs and he has not indicated his choice to Transit Management in writing, then his selection shall be made by a Union official who shall assist in all regular sign ups. An Operator/Inspector shall be bound by the decision of the Union official, acting on behalf of Transit Management, for the duration of the sign-up period.
- iii) The total time for completion of a sign up shall normally be seven (7) days at eight (8) hours per day, unless otherwise mutually agreed. The Union officials (2), on behalf of Management, assisting in the sign up shall be compensated for such time at his regular rate of pay. Sign ups will be posted for one (1) full week prior to a sign up.
- iv) The parties agree to explore various alternate concepts to the existing sign up in an attempt to improve the shifts and days off, subject to efficiency. The principle of the existing sign up will be retained until the parties mutually agree to implement a revised sign up.
- v) Two (2) Union members appointed by the Union, aside from the Management sign-up staff, will be allowed one (1) day at City expense to review the sign up and make recommendations for improvements or changes. This review will be done, wherever possible, two (2) weeks prior to the sign up being posted and the report given to Transit Management and the Union.
- b) The City reserves the right to institute a special sign up in the event of some unforeseen emergency. Such requirement shall be advised to the Union immediately when it is known to Transit Management that a special sign up is necessary. No change shall be made in an employee's pay status on account of such sign up until forty-eight (48) hours have elapsed from the time the Union has been notified.

There shall be no change made in running time or route alterations without prior consultation with the Union after a sign up has been signed.

- c) The Union agrees that it will co-operate in ensuring that sign ups are effected with all possible dispatch.
- d) Full time Sign-ups and Part time Sign-ups for ACCESS TRANSIT operators will be established by the Transit Manager.

ARTICLE B2 APPOINTMENT TO VACANT POSITIONS IN OPERATIONS SECTIONS

This article does not apply to ACCESS TRANSIT employees.

- a) The Driving Instructor shall be selected from the most senior qualified applicant from Operators Classification.
 - i) When vacancies occur, no Operator with less than five (5) years of service with the Branch shall be considered, or as agreed to by Transit Management and Union.
 - ii) Any Operator senior to the applicant selected shall, if they so request, be given the reason for the rejection by Transit Management.
- b) Selections of Inspectors shall be made from the most senior qualified applicant from the Operators Classification.
 - i) When vacancies occur, no Operator with less than five (5) years of service with the Branch shall be considered, or as agreed to by Transit Management and Union.
 - ii) Any Operator senior to the applicant selected shall, if they so request, be given the reason for the rejection by Transit Management.
 - iii) Inspectors will continue to accrue seniority in Operators classification
- c) Selection of Time Clerks shall be made as follows:
Any vacant and subsequent positions will be offered to and filled by the next junior Time Clerk and any unfilled positions will be filled by the most senior qualified applicant from the Operation Classification.

ARTICLE B3 INSPECTORS - HOURS OF DUTY

- a) An agreeable work schedule, including overtime work shall be drawn up between Transit Management and the Union.

ARTICLE B4 EQUIPMENT OF BUSES

ACCESS TRANSIT operators shall be governed by the ACCESS TRANSIT Operators' Manual.

- a) All vehicles will be cleaned and properly equipped for operating safely before leaving the garage for their respective runs.
- b) Operators of each vehicle, before leaving the garage, or upon taking over a vehicle on the road, shall ensure that the vehicle is fully equipped with a broom, tire-testing hammer, waste paper basket and floor scraper. If any of these items is noted to be missing, the Operator will notify a supervisor or Foreman, and continue to operate the vehicle.
- c) Each Operator will be supplied with one (1) windshield scraper per year during October.
- d) Operators will submit a written defect report upon the completion of their shift noting any defects in the vehicle.

ARTICLE B5 UNIFORMS**OPERATORS UNIFORMS**

- New
- a) Effective March 17, 2008 employees who are on Workers' Compensation, Sick Bank, Sick No Pay, temporarily working outside the bargaining unit, hired during the year, working in a part-time position during the year, leaves of absence in excess of thirty (30) days, maternity, adoption or parental leave during a calendar year will have their annual allotment of points prorated for the following year.
 - b) New Operators will be issued one full uniform consisting of a three in one jacket, two pairs of pants, three shirts and one tie plus, if hired between January 1 and March 31, they will be issued an additional one hundred (100) points; if between April 1 and June 30, an additional sixty-six (66) points; and, if between July 1 and September 30, and additional thirty-three (33) points. Also, any person hired between October 1 and December 31 will be issued an additional two (2) shirts.
 - c) The following will be considered the basic uniform for the purpose of calculating the value of a uniform points; a three in one jacket (every 1.285 years), two (2) pair of dress trousers, three (3) dress shirts, one (1) tie. Any uniform issued under the provisions of this Section shall be considered the property of the City for a period of twelve (12) months after its issue.
 - d) All Operators/Inspectors will be issued clothing under a system of points which can be utilized by staff to acquire items of clothing of their choice.
 - e) Using the total cost of the basic uniform issue in c) above, point values of each item will be adjusted according to price changes, with the annual total of one hundred (100) points to be maintained.
 - f) In addition to the standard clothing issue, a list of optional items is also available. Any or all of these items may be selected as part of the total clothing package. Operators can use issued points to purchase additional items, as they require them. Points are for the Operators use and items purchased shall not be sold or given away by the employee.
 - g) Regardless of items selected, employees are required to comply with the established uniform appearance standards.
 - h) Should an employee meet the dress standards using less than the annual allotment of one hundred (100) points, the remaining points may, at the employee's option, be carried forward to future years. Points shall have no cash value, shall be non-transferable and the accumulation will not exceed four hundred (400) points at any time.
 - i) Points will be credited and order forms will be posted at the beginning of the year and orders will be placed once annually, immediately following receipt of employee requirements.

j) APPAREL

The following are uniform items:

- Trouser
- Shirt (short or long sleeves)
- Ties
- Three in one jacket
- Parka
- New - Lightweight jacket (Effective January 1, 2008)
- Sweater (long sleeves)
- Sweater vest
- Short pants
- Fur hat
- Gloves
- Golf shirt
- Socks
- Ball cap
- Cardigan
- Turtleneck
- Fleece jackets
- Toque

The Employer will share the cost of approved footwear on a 50:50 cost-shared basis. Employees may use up to 26 points every 2nd year, or 13 points every year; toward the cost of approved footwear (as per the approved dress code). Receipts for the purchase of such footwear must be provided.

- k) Additional items of uniform apparel required shall be purchased at time of issue.
- l) 3 in 1 shall remain the property of the City for twenty-four (24) months after issue.
- m) A Uniform Committee (two (2) Union and two (2) Management) will be established to review the type of uniform clothing and parkas presently in use and to see what improvements can be made to upgrade the quality of issue.
- n) All Operators and Inspectors (except as noted below) will receive \$175.00 per year as a uniform dry cleaning allowance. Payment will be made once per year on the last payday of June.
- o) Employees on full-time Sick Bank will have their annual dry cleaning allowance prorated. Employees who retire, resign or are terminated before July 1 each year will not be paid the dry cleaning allowance for that year
- p) All new Operators will have their dry cleaning allowance prorated in the first year i.e., $\$175.00/365 \times$ number of days Operator was in the classification

q) TIME CLERKS UNIFORMS

New

Effective March 17, 2008 employees who are on Workers' Compensation, Sick Bank, Sick No Pay, temporarily working outside the bargaining unit, hired during the year, working in a part-time position during the year, leaves of absence in excess of thirty (30) days, maternity, adoption or parental leave during a calendar year will have their annual allotment of points prorated for the following year.

Time Clerks will be issued uniform apparel, to be worn while on duty, under a system of points, which can be utilised by staff to acquire items of approved clothing listed below of their choice.

The approved apparel will include the following:

- Navy blue pants/skirt
- White shirt/blouse
- White golf shirt
- Black/Grey shoes
- Fleece jacket

The City will share the cost of approved footwear on a 50:50 cost shared basis.

Employees may use up to 26 points every 2nd year, or 13 points every year; toward the cost of approved footwear (as per the approved dress code). Receipts for the purchase of such footwear must be provided.

- i) Each employee will be issued a total of ninety-six (96) points each year. The Uniform Committee shall determine value of uniform points and corresponding apparel point value prior to each year's order.
- ii) Point values of each item will be adjusted according to price changes, but the annual total of ninety-six (96) points will be maintained.
- iii) The employee (except as noted below) will receive seventy-five dollars (\$75.00) per year as a uniform dry cleaning allowance. Payment will be made once per year on the last payday of June
- iv) Employees on full-time Sick Bank will have their annual dry cleaning allowance prorated.
- v) Employees who retire, resign or are terminated before July 1 each year will not be paid the dry cleaning allowance for that year.
- vi) New Employees will have their dry cleaning allowance prorated in the first year i.e., $\$75.00/365 \times$ number of days employee was in the classification.

New r) ACCESS TRANSIT OPERATOR UNIFORMS (Effective March 17, 2008)

The City shall provide Access Transit Operators a uniform, determined by management, valued at one hundred (100) points each year. The point value of the uniform will be determined based on the cost of the previous year's uniform purchase. Employees who are on Workers' Compensation, Sick Bank, Sick No Pay, temporarily working outside the bargaining unit, hired during the year, working in a part-time position during the year, leaves of absence in excess of thirty (30) days, maternity, adoption or parental leave during a calendar year will have their annual allotment of points prorated for the following year.

Access Transit Operators (except as noted below) will receive \$175.00 per year as a uniform dry cleaning allowance. Payment will be made once per year on the last payday of June.

Access Transit Operators on full-time Sick Bank will have their annual dry cleaning allowance prorated. Employees who retire, resign or are terminated before July 1 each year will not be paid the dry cleaning allowance for that year.

All new Access Transit Operators will have their dry cleaning allowance prorated in the first year i.e., $\$175.00/365 \times \text{number of days Access Transit Operator was in the classification}$.

ARTICLE B6 HOURS OF WORK

This article does not apply to ACCESS TRANSIT employees. However, the Transit Manager will establish the hours of work for ACCESS TRANSIT employees.

- a) Operators and Inspectors shall work a five (5) day, forty (40) hour week, days off to be consecutive, as far as possible.
- b) The Transit Management shall arrange the schedule of regular runs to conform as nearly as possible to the following:

Forty (40) hour week, eight (8) hours per day.
- c) All regular runs to be made in one (1) shift or as near one (1) shift as possible.
- d) All regularly scheduled runs less than forty (40) hours shall be deemed to be forty (40) hour runs for minimum pay purposes. (Eight (8) hours per day.)
- e) When an interval of twenty (20) minutes or less exists between two (2) allotted pieces of work, the Operator shall be paid through the interval. There shall be no stacking of premiums.

ARTICLE B7 WORKING CONDITIONS AND BENEFITS

- a) Full time ACCESS TRANSIT operators will receive, in lieu of rest breaks, a payment of 2.99% of the top hourly rate for the Operator classification. Part time ACCESS TRANSIT operators will receive this benefit only if they work a continuous six (6) hour shift.
- b) Operators/Inspectors will receive, in lieu of rest breaks, a payment of 2.99% of the top hourly rate for the classification for actual regular hours worked.

- c) Payment to be provided on the first payday in December, pro-rated on the basis of service as an Operator/Inspector for the calendar year. Payment will not be made to employees who are terminated for just cause during the calendar year, or for periods of absence from work due to Medical Leave, Sick leave for ACCESS TRANSIT, Workers Compensation or absence in excess of thirty (30) consecutive calendar days.
- d) Time worked in excess of the normal workday i.e.; Article B10 Overtime and Extra Work, a), c), d), e), shall not be considered for payment in lieu of rest breaks.

ARTICLE B8 INSTRUCTION PAY

When training is provided by an ACCESS operator who is qualified to train, then this article will apply for ACCESS TRANSIT.

While operating their buses and having the responsibility of instructing and training new operators into the service, Operators shall be paid forty cents (.40¢) per hour in addition to their regular wage during the time they are giving such instruction.

ARTICLE B9 SPREAD PAY

This article applies to ACCESS TRANSIT employees. However, durations are to be defined as "shifts" rather than "runs".

Any run (shift), which is spread over a period in excess of time shown, shall receive premium pay as outlined:

- i) Ten (10) hours up to eleven (11) hours - fifty cents (.50¢)
- ii) Eleven (11) hours up to twelve (12) hours - one dollar (\$1.00)
- iii) Twelve (12) hours or over - one and one-half times (1½X) regular rate.

ARTICLE B10 OVERTIME AND EXTRA WORK FOR OPERATOR/INSPECTOR

- a) Work in excess of eight (8) hours in any one (1) day, or work on an off day, shall be considered as overtime. Overtime pay rates will be as follows:
 - i) time and one-half (1½X) the regular rate of pay for the first two (2) hours of time on an employee's regular working day;
 - ii) double (2X) the regular rate of pay after the initial two (2) hours of overtime, on an employee's regular working day; and,
 - iii) double (2X) the regular rate of pay for all work on an employee's off day.
- b) does not apply to ACCESS TRANSIT operators.
For charter work only, double time (2X) the regular rate of pay shall be paid for all hours worked after twelve (12) midnight. An employee required to report after midnight, to operate a bus, will be paid at double time (2X) the regular rate of pay for a minimum of two (2) hours.

- c) does not apply to ACCESS TRANSIT operators.
Employees who have been assigned a full run, who are called for extra work before or after the run, shall receive a minimum of two (2) hours' pay, at the applicable rate, or actual time worked, at the applicable rate, whichever is greater.

Exception:

When Employees are required to continue on a run, due to unforeseen circumstances:

- i) If the Employee chooses to be relieved from duty as soon as is reasonably possible, and the relief time is less than two (2) hours after the normal relief time, the Employee will be paid for only the time worked.
 - ii) If the Employee chooses to be paid the two (2) hour minimum call in, the Employee will be required to continue operating the bus, or be at the disposal of Transit Management for a minimum of two (2) hours.
- d) does not apply to ACCESS TRANSIT operators.
Employees who are called in to work on their off days will be paid a minimum of two (2) hours' pay at the applicable rate or actual time worked at the applicable rate, whichever is greater.
- e) does not apply to ACCESS TRANSIT operators.
Employees who are called in to work on a statutory or civic holiday will be paid a minimum of two (2) hours' at the applicable rate of pay.
- f) ACCESS TRANSIT part time employees overtime – time and one-half (1½ X) over forty (40) hours and under forty-four (44) hours in any week, and double time (2X) when hours are in excess of forty-four (44) hours in a week
- g) When an ACCESS TRANSIT operator is required to stay at work at the end of the shift, or is required to come in prior to the start of the shift, the operator will be paid for actual hours worked at applicable rates. ACCESS TRANSIT operators will be paid for actual hour(s) worked at overtime rate.
- h) An ACCESS TRANSIT operator, who is called in shall be paid a minimum of two (2) hours.

ARTICLE B11 SPARE BOARD (Operator/Inspector)

does not apply to ACCESS TRANSIT operators.

- a) i) If a statutory holiday falls on a Spareboard Operator's regular working day, the statutory holiday pay for that day will be considered part of the guarantee pay for that day.
 - ii) All work on the statutory holiday will be considered as part of the eight (8) hour guarantee for that day. (as per Article 6 d.)
 - iii) All banked time taken will be considered part of the eight (8) hour guarantee.
- b) No Spareboard Operator shall be relieved of any portion of a run because of having reached his/her guarantee.

- c) Subject to (g) below, all time spent on reporting shall be paid for at the applicable rates and shall not be included as part of the two (2) hour minimum call in.
- d) Spareboard Operators shall sign for two (2) days off per week, in accordance with their seniority at the time of the regular sign up and in accordance with the sign - up rules.
- e) Spareboard Operators called for extra work shall receive a minimum of two (2) hours' pay at applicable rates for each such call, provided there is an interval of not less than twenty (20) minutes between the end of a minimum paid call period and any subsequent call.
- f) When a Spareboard Operator works a regular-signed run, he shall be paid spread time.
- g) Spareboard Operators who are called in for reporting time and do not receive any work assignment shall receive two (2) hours' pay at the applicable operator's rate for such a call in. This two (2) hours shall be considered in calculating daily hours, and daily guarantee.
- h) The existing Spareboard rules developed between the Union and Transit Management shall continue, subject to review between the parties, every four (4) months.

ARTICLE B12 OPERATORS/INSPECTORS REPORTS, EXTRA WORK, ETC.

- a) does not apply to ACCESS TRANSIT.
Fifteen (15) minutes shall be included in each run for the purpose of the Operator reporting to the office or the dispatcher, preparing to place the vehicle in service. There will be sufficient time, where applicable, incorporated in the run to drop off the fare box and properly house the vehicle within the garage at the end of the run.
- b) does not apply to ACCESS TRANSIT.
Travelling time shall be allowed, as mutually agreed, for the relief of runs.
- c) Personal Record
Should an Operator have no sleep-ins for twelve (12) consecutive months, his previous sleep-in record cannot be used for disciplinary purposes.

ARTICLE B13 NEW OPERATORS-IN-TRAINING

- a) New employees, while training for the position of Operator, shall be appointed to staff and paid fifty percent (50%) of the minimum Operator's rate.
- b) does not apply to ACCESS TRANSIT.
Employees who transfer from other classifications within the Transit Department will, while training for the position of Operator, be paid the first-year Operator rate.

ARTICLE B14 CHAUFFEUR'S LICENSE AND MEDICAL EXAMINATIONS

The City shall pay for the Chauffeur's License required to be held by an Operator/Inspector in the month following renewal. In addition, the City shall pay for medical examinations required of employees. Employees required to take annual medical shall utilize the service of the City's Employee Health Service Program.

ACCESS TRANSIT operators will be reimbursed twenty-five dollars (\$25.00) per year license fee, together with the cost of a medical examination as required by law. There will be no reimbursement for a surcharge.

New **ARTICLE B15 SUNDAY PREMIUM** – Only applies to ACCESS TRANSIT Operators

Effective March 17, 2008 a Sunday premium of fifty cents (\$.50) per hour shall be paid for regular work hours worked by an employee between the hours of midnight Saturday to midnight Sunday. Sunday premium will not apply when an employee is receiving overtime pay or time off in lieu of premium pay, statutory and civic holiday pay, or any other premium pay.

SECTION C – MAINTENANCE does not apply to ACCESS TRANSIT employees

ARTICLE C1 HOURS OF WORK

- a) The Maintenance staff shall work a five (5) day, forty (40) hour week, days off to be consecutive as far as possible.
- b) Transit Management shall, insofar as possible, having in mind the efficient operation of the Transit Branch, arrange the hours of work as follows:
 - i) Day Shift 7:30 a.m. to 3:30 p.m.
 Afternoon Shift 3:30 p.m. to 11:30 p.m.
 Night Shift 11:30 p.m. to 7:30 a.m.
 - ii) Work shall commence promptly at the start of each shift.
 - iii) Sufficient time will be allowed in each shift for personal clean up.
- c) Regular off days, for Maintenance staff, shall be established as a matter of mutual agreement between Transit Management and the Union.
- d) i) Employees will continue to work their normal duties as assigned, but every four (4) months will be able to participate in a sign up to determine hours of work, days off and statutory holidays off, only. Anyone signing or forced to sign to work a statutory or civic holiday cannot sign the banked overtime calendar for that day. The actual assignment of statutory holidays to be handled by mutual agreement between the parties. Shift sign ups shall be posted at least one (1) week prior to signing.
- ii) Sign ups will be signed by classification in order of classification seniority. Each person will be allowed a maximum of twenty-four (24) hours to sign up. A person who does not sign within the twenty-four (24) hour period for any reason, will have their name signed by the Union representative in consultation with Transit Management in a space not previously signed. The Union representative, in consultation with Transit Management, will attempt to sign the person to an open shift which they deem would be as close as possible to the present shift and off days the person is working.

ARTICLE C2 TRADE CERTIFICATES

Should a new Trade Certificate become a requirement for any existing classifications in the Maintenance Section, all existing employees at the time shall be grandfathered in their current position.

ARTICLE C3 WORK CLOTHING

- Revised a) Effective January 1, 2008 each Maintenance employee will be issued one hundred (100) points January 1 each year at a point value of \$2.75. Points are to be carried over from year to year. The points are to be used for the purpose of purchasing coveralls, Operator's 3 in 1 jackets at Operator's point value and C.S.A. approved appropriate foot wear.

- b) New employees will be issued with seventy points for coveralls and fifty points for safety foot wear on the first day of his/her employment. One hundred (100) points will be issued each year (January 1) thereafter.
- c) Smocks shall be supplied for Maintenance staff who are required to change over buses. Parkas shall be supplied for Maintenance staff required to do outside work in cold weather.
- d) The City will supply special work clothing to meet exceptional working conditions (e.g. mitts and insulated pants to wear when employee has to clean the downtown terminal in extreme cold).
- e) A Clothing Committee (two (2) Union and two (2) Management) will be established to discuss specifications and make recommendations regarding new clothing.
- f) Two (2) parkas will be provided for the use of Stores employees.

ARTICLE C4 OVERTIME AND CALLBACK

- a) Work in excess of the employee's regularly-scheduled hours, or work on the employee's off day shall be considered as overtime. Overtime pay rates will be as follows:
 - i) time and one-half (1½X) the regular rate of pay for the first two (2) hours of overtime on the employee's regular working day;
 - ii) double (2X) the regular rate of pay after the initial two (2) hours of overtime; and,
 - iii) double (2X) the regular rate of pay for all work on the employee's off day.
- b) Employees who are requested to continue working after completing their regular schedule of hours in any one (1) day will be paid for the actual time worked, at the applicable rate.
- c) Employees called back to duty after completing their regular day's work, or who are called in to work on their off day(s) will be paid a minimum of two (2) hours' pay at the applicable rate, or actual time worked, at the applicable rate, whichever is greater.
- d) For emergency road work only which will enable a bus to return to the garage double (2X) the regular rate shall be paid for all hours worked by mechanics after 12 midnight.

ARTICLE C5 DIFFERENTIAL PAY

- a)
 - i) Relief Service who are assigned duties for a partial shift as a Relief Service will receive pay at the Relief Service rate for the whole shift period.
 - ii) Upon completion of two thousand eighty (2,080) hours as a Relief Service, he shall be paid top Service rate of pay.
 - iii) Servicepersons working in the Body shop section will be called Body/Non-Journeyman Serviceperson. The starting rate of pay for the above said position shall be the first year rate of pay for the Body Repairman as in Schedule A.

- b) Night shift employees (11:30 p.m. to 7:30 a.m.) and afternoon shift employees (3:30 p.m. to 11:30 p.m.) shall be paid eight-five cents (.85¢) per hour extra for time actually worked. This shall include employees working on night relief.
- c) An employee relieving the Night Utility Shift Supervisor and the Afternoon Utility Shift Supervisor shall be paid minimum of the range while relieving for regular days off, during annual vacation or public holidays. The full rate of the relieved incumbent shall be paid when relief is done for any other cause.

Where no Acting Mechanical Shift Supervisor is working on the day shift (7:30 a.m. to 3:30 p.m.) or Saturdays, Sundays and statutory holidays, the senior regular Serviceperson on the above shift shall be paid the Afternoon Utility Shift Supervisor's rate of pay.

- d) Where no Supervisor is working on day shift (7:30 a.m. to 3:30 p.m.) in the Mechanical area or Bodyshop area within the Maintenance Section, the senior regular Journeyman in the respective section who agrees to perform the duties of the Supervisor will be called Acting Shift Supervisor.
 - i) The rate of pay for the Acting Shift Supervisor shall be his/her existing rate of pay plus 4.8%.
- e) i) Journeymen who are employed in non-trade classification(s) within Transit Branch, who are assigned to work in the trade classification on a rotational basis for partial shift as a Journeyman, will receive the Journeyman starting rate of pay for the whole shift period.
 - ii) Upon completion of 2080 hours as a journeyman in any appropriate trade category, the employee as per e) i) above will be paid the next higher rate of pay.
- f) For the purpose of pay increments for non-journeyman, one (1) year shall be 2080 hours.
- g) The senior regular Journeyman on night shift (23:30 - 07:30) shall be paid an extra fifty cents (.50¢) per hour for the purpose of mechanical responsibility which is described as:
 - i) decision of road worthiness; i.e. returning of vehicles into service.
 - ii) deciding mechanical responsibilities; i.e. what vehicles need to be serviced.

ARTICLE C6 TOOL ALLOWANCE

The Employer shall pay annually, based on actual regular hours worked (8 hours per day), journey persons 1.14% of the top hourly rate, servicepersons/apprentice 1.15% of the top hourly rate and Utility/Shift Supervisors 0.49% of the top hourly rate. No payment will be made for absences while on Medical Leave, Workers' Compensation or absence in excess of thirty (30) calendar days. No further payment will be made for lost or broken tools.

Time worked in excess of the normal working day i.e.; Article C4, OVERTIME AND CALLBACK, shall not be considered for payment for tool allowance.

ARTICLE C7 APPRENTICE'S SENIORITY

- Revised
- a) On the day Apprentice(s) receive their Trade Certificate from the Department of Labour they will have their Journeypersons Classification Seniority backdated to the day they received their appointment to the Apprentice position (as per the date on their appointment letter).
 - b) Where it is determined that a vacancy created by resignation or upcoming retirement of a Journeyman Mechanic/Bodyman employed in that capacity with the Branch is to be filled, one (1) apprentice in the apprentice trade will be selected. In the case of retirement if the position is to be filled, the Apprentice shall be selected no later than two (2) years prior to the expected retirement date of the Journeyman.
 - c) Prospective Apprentices will be selected in accordance with Schedule 1, by classification seniority, as per Article A14, Vacancies or New Positions.
 - d) Apprentice wages will be paid as per Schedule "A," Apprenticeship Rates.
- New
- Effective March 17, 2008 for employees moving from Service (Grade C2) to an Apprentice position (Grade B0 – Step 1), upon receiving their Trade Certificate from the Department of Labour, they will receive retroactive pay (less all required deductions) for the first twenty-four (24) months of the Apprentice Program. The retroactive pay will be equal to the difference in the hourly rates of pay between the employees' previously held Service hourly rate (Grade C2) and the Apprentice hourly rate (Grade B0 – Step 1), at the time of appointment to the Apprentice position, for all hours worked during the first twenty-four (24) month period of the Apprentice Program.
 - e) Employer does not agree to put out-of-town travel rates for apprentices into the Collective Agreement. Transit Management will, however, issue a letter with regard to these rates. In the letter Transit Management will indicate that the rates will be reviewed in keeping with the City's Travel and Expenses Policy.

ARTICLE C8 MAINTENANCE SECTION STANDARDS FOR PROMOTION

- a) See Article A14, Vacancies or New Positions
- b) In filling vacancies and/or new positions within the scope of this Agreement, the applicant with the most classification seniority, qualifications and ability being sufficient, shall fill the vacancy or new position in accordance with the following order of priority:
 - i) The most classification seniority within the Section, in the same classification level as the position being posted;
 - ii) the most classification seniority in the next lower classifications, respectively, in the Section;
 - iii) the most classification seniority in the highest classifications, respectively, in the Section; and,
 - iv) the most classification seniority in the highest classification, respectively, in the Branch.

- c) When working as a Relief Shop Supervisor the employee will continue to accrue seniority in their respective area Journeyman Classification(s).
 - i) Relief Shop Supervisor(s) position(s) will be on the shift and days off sign-up. They will sign on as per classification seniority.
 - ii) For the purpose of Vacation sign-up, Relief Shop Supervisor(s) position(s) will sign on separately.
- d) Servicepersons who makes a lateral transfer to Parts/Storesman shall be paid top rate of Parts/Storesman.

ARTICLE C9 DRIVER'S LICENSE, MEDICAL EXAMINATION

The City shall pay for basic driver's license costs.

In addition, the City shall pay for medical examinations required for these special driver's licenses. Employees required to take annual medicals shall utilize the services of the City's Employee Health Services Program.

SECTION D – OFFICE does not apply to ACCESS TRANSIT employees.

ARTICLE D1 HOURS OF WORK

- a) The hours of work for present Office Staff shall not be changed except by agreement between the Transit Union and Transit Management.
- b) Hours of work for new staff shall be established within the following time frames:

Office Staff

Monday to Friday 8:10 a.m. to 5:00 p.m.

ARTICLE D2 OVERTIME AND CALLBACK

- a) Work in excess of the employee's regularly-scheduled hours, or work on the employee's off day shall be considered as overtime. Overtime pay rates will be as follows:
 - i) time and one-half (1 ½X) the regular rate of pay for the first two (2) hours of overtime on the employee's regular working day;
 - ii) double (2X) the regular rate of pay after the initial two (2) hours of overtime; and,
 - iii) double (2X) the regular rate of pay for all work on the employee's off day.
- b) Employees who are requested to continue working after completing their regular schedule of hours in any one (1) day will be paid for the actual time worked, at the applicable rate.
- c) Employees called back to duty after completing their regular day's work, or who are called in to work on their off day(s) will be paid a minimum of two (2) hours' pay at the applicable rate, or actual time worked, at the applicable rate, whichever is greater.

ARTICLE D3 SUPERIOR DUTY PAY

When an employee is required to replace and perform substantially the duties of a higher-paid employee for a period of three (3) consecutive days or more, the employee shall receive the minimum step of the higher-paid position or the step in the higher range which is at least one step higher than the employee's current salary.

Example: Clerk steno at \$2,627.40 per month to Customer Service Representative would be paid \$2,700.36

ARTICLE D4 OFFICE APPAREL

- a) Effective March 17, 2008 employees who are on Workers' Compensation, Sick Bank, Sick No Pay, temporarily working outside the bargaining unit, hired during the year, working in a part-time position during the year, leaves of absence in excess of thirty (30) days, maternity, adoption or parental leave during a calendar year will have their annual allotment of points prorated for the following year.

New

- b) Office Staff will be issued office apparel, to be worn while on duty, under a system of points which can be utilised by staff to acquire items of approved clothing of their choice. An Employee who provides a receipt of purchase shall be reimbursed for clothing up to the value of clothing as per Article D4 c).

The approved apparel will include the following:

Office Staff:

- trouser or skirt
- shirt or blouse
- tie
- sweater
- blazer
- parka
- 3 in 1 jacket
- fleece jacket

- c) Each employee will be issued a total of ninety-six (96) points each year.

The Uniform Committee shall determine value of uniform points and corresponding apparel point value prior to each year's order.

- d) Point values of each item will be adjusted according to price changes, but the annual total of ninety-six (96) points will be maintained.
- e) One (1) parka will be provided for the use of the Office Staff to be worn while conducting duties outside the office.
- f) All Office Staff (except as noted below) will receive seventy-five dollars (\$75.00) per year as a uniform dry cleaning allowance. Payment will be made once per year on the last payday of June

Employees on full-time Sick Bank will have their annual dry cleaning allowance prorated. Employees who retire, resign or are terminated before July 1 each year will not be paid the dry cleaning allowance for that year.

All new Office Staff will have their dry cleaning allowance prorated in the first year i.e., $\$75.00/365 \times$ number of days employee was in the classification.

ARTICLE D5 PROMOTION

- a) On promotion to a higher grade, an employee shall be paid the minimum for the new position, or the salary at the time of promotion plus one (1) year's annual increment in the new range - whichever shall be the greater.
- b) In filling vacancies in Schedule 1 the applicant with the most Section seniority, qualifications being sufficient, shall fill the vacant position.

SECTION E - CUSTOMER SERVICE does not apply to ACCESS TRANSIT**ARTICLE E1 HOURS OF WORK**

- a) Hours of work shall be established within the following time frames with full time CSR hours to be 36.667 per week:

Monday to Saturday	6:00 a.m. to 12:00 midnight
Sunday	8:30 a.m. to 12:00 midnight

- b) There is to be a shift sign up every three months, signed onto by seniority within the classification.
- c) Each Full-time CSR's will choose, by seniority, two off days, from the "off day" sign-up list each sign-up.
- d) Each Part-time CSR will choose, by seniority, one consistent day per week, as their "OFF" day. Only "ONE" off day can be signed per part time CSR during each sign- up. A part-time CSR may switch their off day to accommodated open shift.
- Revised e) Each part-time CSR will bid on or be assigned open pieces of work, by seniority rotation, not more than twenty-four (24) hours per CSR in the first selection. "EDO's" will be included as part of this work. Then, the most senior part-time CSR will choose additional hours with the total weekly hours not to exceed 40 hours. Remaining open shifts will be filled, starting with the most junior CSR moving up the seniority list, until all shifts are filled. It should be noted that in some instances a part-time employee could have a portion (2 hours or less) paid at overtime rates.
- f) The City reserves the right to split any shifts that would be filled by "part-time" CSR's.
- g) Should a shift become available the day prior to or the day of, the most senior available part-time CSR scheduled to work that day will be offered the shift. If refused, the shift will be filled in order of seniority, with working available part-time first.
- h) Part-time Representatives will bid on or be assigned work by seniority, to cover "Extended sick work" after one month (vacancy).
- i) When a CSR has booked off on sick leave, they must book back in by 15:00 hrs, advising of their return to work the following day. All CSR's who are affected by this person's return to work will bump back to their original shifts.
- j) When a statutory holiday falls on a working day, available shifts will be offered to the most senior employee scheduled for work that day (the day observed as per the contract).

ARTICLE E2 VACATION

- a) Vacation will be signed onto during the vacation sign-up by the 15th of February.
- b) Vacation will be signed in full week blocks (weeks that have statutory holidays will use vacation days and bank or be paid out for the statutory holiday.)

- c) Full-time CSR's vacation weeks will be offered to the working full-time CSR's (allowing them to switch shifts for the week), by seniority, and then to part-time CSR's in order of seniority.
- d) Full-time CSR's filling another full-time CSR's shift while on vacation work the shift and off days of that CSR.
- e) Part-time employees covering a full-time shift for a week block will be considered full-time for that week. They cannot bump into other shifts that come open on a day-to-day basis during that week.

ARTICLE E3 OVERTIME

- a) Work will be issued out in the most cost effective manner.
- b) Overtime is described as any work that cannot be filled by part-time CSR's at regular rates and will be issued in the following manner (it should be noted that in some instances a part-time CSR could have a portion of two (2) hours or less paid at overtime rates when filling an open shift):
 - i) Working day full-time CSR in order of classification seniority at time and one-half (1½X).
 - ii) Working day part-time CSR in order of classification seniority at time and one-half (1½X).
 - iii) Working day full-time CSR in order of classification seniority at double time (2X)
 - iv) Working day part-time CSR in order of classification seniority at double time (2X).
 - v) Off day full-time CSR in order of classification seniority at double time (2X).
 - vi) Off day part-time CSR in order of classification seniority at double time (2X).
- c) An employee who is requested to continue after completing their regular schedule of hours in any one day will be paid for the actual time worked, at the applicable rate.
- d) An employee called in after completing their shift or on their off day will be paid a minimum of two (2) hours, at the applicable rate.
- e) Part-time employees availability is subject to daily hour totals and/or weekly hour totals. A part-time employee who has eight (8) hours for the day or forty (40) hours for the week will fall into the overtime call-in procedures for any additional hours.
- f) Part time CSR's who worked more than forty (40) hours in a week at regular hours will receive time and one half for up to fours hours and double time for any hours over forty-four hours.

ARTICLE E4 UNIFORMS

New

- a) Effective March 17, 2008 employees who are on Workers' Compensation, Sick Bank, Sick No Pay, temporarily working outside the bargaining unit, hired during the year, working in a part-time position during the year, leaves of absence in excess of thirty (30) days, maternity, adoption or parental leave during a calendar year will have their annual allotment of points prorated for the following year.
- b) All Customer Service Representatives and Charter Coordinator will be issued uniform apparel, to be worn while on duty, under a system of points, which can be utilised by staff to acquire items of approved clothing listed below of their choice. (Will be issued uniform so not able to purchase anything as is in place now except shoes once uniform selection is completed.)

The approved apparel will include the following:

- Navy blue pants/skirt
- White shirt/blouse
- White golf shirt
- Black/Grey shoes
- Fleece jacket

- c) The Employer will share the cost of approved footwear on a 50:50 cost shared basis. Employees may use up to 26 points every 2nd year, or 13 points every year; toward the cost of approved footwear (as per the approved dress code). Receipts for the purchase of such footwear must be provided.

- i) Each employee will be issued a total of ninety-six (96) points each year.

The Uniform Committee shall determine value of uniform points and corresponding apparel point value prior to each year's order.

- ii) Point values of each item will be adjusted according to price changes, but the annual total of ninety-six (96) points will be maintained.
- iii) The employee (except as noted below) will receive seventy-five dollars (\$75.00) per year as a uniform dry cleaning allowance. Payment will be made once per year on the last payday of June.

Employees on full-time Sick Bank will have their annual dry cleaning allowance prorated.

Part-time CSR's annual dry cleaning allowance will be prorated based on hours worked for the year to the maximum of seventy-five (\$75.00) per year.

Employees who retire, resign or are terminated before July 1 each year will not be paid the dry cleaning allowance for that year.

New Employees will have their dry cleaning allowance prorated in the first year i.e., $\$75.00/365 \times$ number of days employee was in the classification.

ARTICLE E5 SUPERIOR DUTY PAY

When an employee is required to replace and perform substantially the duties of a higher-paid employee for a period of three (3) consecutive days or more, the employee shall receive the minimum step of the higher-paid position or the step in the higher range, which is at least one step higher than the employee's current salary.

ARTICLE E6 PROMOTION

- a) On promotion to a higher grade, an employee shall be paid the minimum for the new position, or the salary at the time of promotion plus one (1) year's annual increment in the new range - whichever shall be the greater.
- b) In filling vacancies in Schedule 1 the applicant with the most Section seniority, qualifications being sufficient, shall fill the vacant position.

SECTION F - SCHEDULING AND BOOKING CLERKS ACCESS TRANSIT**ARTICLE F1 HOURS OF WORK**

To be established by operational plan.

ARTICLE F2 OVERTIME AND CALLBACK

- a) Work in excess of eight (8) hours in any one (1) day, or work on an off day, shall be considered as overtime. Overtime pay rates will be as follows:
 - i) time and one-half ($1\frac{1}{2}X$) the regular rate of pay for the first two (2) hours of time on an employee's regular working day;
 - ii) double (2X) the regular rate of pay after the initial two (2) hours of overtime, on an employee's regular working day; and,
 - iii) double (2X) the regular rate of pay for all work on an employee's off day.
- b) Work in excess of eight (8) hours in any one (1) day, or work on an off day, shall be considered as overtime. Overtime pay rates will be as follows:

Part time employees overtime – time and one-half ($1\frac{1}{2} X$) over forty (40) hours and under forty-four (44) hours in any week, and double (2X) when hours are in excess of forty-four (44) hours in a week.
- c) An employee who is required to stay at work at the end of the shift, or is required to come in prior to the start of the shift, will be paid for actual hours worked at applicable rates.

Salaries Schedule A

January 1, 2007 – Employees shall receive a 3% increase

January 1, 2008 – Employees shall receive a 4% increase

January 1, 2009 – Employees shall receive a 4% increase

Dated this _____ day of _____ 2008 in the City of Saskatoon in the Province of Saskatchewan.

**THE AMALGAMATED TRANSIT UNION
LOCAL 615**

THE CITY OF SASKATOON

President

Mayor

Vice President

City Clerk

ATU 615 (40 hr. /wk.)
Effective: January 01, 2007 to December 31, 2007

Grade	A1				
Step		Hourly	Pay Period	Monthly	Annual
Grade A1 (Training Rate)		\$8.6666	\$751.13	\$1,502.26	\$18,027.12
1 (next 12 mo.)		\$17.3331	\$1,502.26	\$3,004.52	\$36,054.24
2 (next 12 mo.)		\$18.7635	\$1,626.23	\$3,252.46	\$39,029.52
3 (maximum)		\$20.5788	\$1,783.56	\$3,567.12	\$42,805.44
Operator					

Grade	A3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$22.4059	\$1,941.92	\$3,883.84	\$46,606.08
2 (maximum)		\$24.4852	\$2,122.13	\$4,244.26	\$50,931.12
Driving Instructor					

Grade	A4				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$24.4852	\$2,122.13	\$4,244.26	\$50,931.12
Inspector					

Grade	B0				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$17.9102	\$1,552.28	\$3,104.56	\$37,254.72
2 (3rd 12 mo.)		\$19.8520	\$1,720.57	\$3,441.14	\$41,293.68
3 (maximum)		\$22.1875	\$1,922.99	\$3,845.98	\$46,151.76
Apprentice Body Repairman		Apprentice Electrician		Apprentice Machinist	
Apprentice Mechanic					

Grade	B1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$20.1820	\$1,749.17	\$3,498.34	\$41,980.08
2 (maximum)		\$21.3960	\$1,854.39	\$3,708.78	\$44,505.36
Body Repairman (Non-Journeyman)				Electrician (Non-Journeyman)	
Machinist (Non-Journeyman)					

Grade	B2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$23.3554	\$2,024.21	\$4,048.42	\$48,581.04
2 (maximum)		\$24.2208	\$2,099.22	\$4,198.44	\$50,381.28
Body Repairman (Journeyman)		Electrician (Journeyman)		Machinist (Journeyman)	
Mechanic (Journeyman)					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2007 to December 31, 2007

Grade	B3				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$22.0331	\$1,909.61	\$3,819.22	\$45,830.64
Utility Shift Supervisor					
Grade	B4				
Not Currently Used					
Grade	B5				
Not Currently Used					
Grade	B6				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$25.3748	\$2,199.23	\$4,398.46	\$52,781.52
Relief Shop Supervisor					
Grade	C1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$16.9125	\$1,465.81	\$2,931.62	\$35,179.44
2 (maximum)		\$17.9102	\$1,552.28	\$3,104.56	\$37,254.72
Utility					
Grade	C2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$18.4511	\$1,599.16	\$3,198.32	\$38,379.84
2 (maximum)		\$19.2084	\$1,664.79	\$3,329.58	\$39,954.96
Service					
Grade	D1				
Not Currently Used					
Grade	D2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)		\$21.1287	\$1,831.22	\$3,662.44	\$43,949.28
2 (maximum)		\$21.6787	\$1,878.89	\$3,757.78	\$45,093.36
Time Clerk					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2007 to December 31, 2007

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$15.9509	\$1,382.46	\$2,764.92	\$33,179.04
2 (2nd 12 mo.)		\$16.6841	\$1,446.01	\$2,892.02	\$34,704.24
3 (3rd 12 mo.)		\$17.4295	\$1,510.61	\$3,021.22	\$36,254.64
4 (maximum)		\$19.2084	\$1,664.79	\$3,329.58	\$39,954.96
Parts/Storesman					

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$19.6050	\$1,699.17	\$3,398.34	\$40,780.08
2 (2nd 12 mo.)		\$20.2060	\$1,751.25	\$3,502.50	\$42,030.00
3 (3rd 12 mo.)		\$20.7831	\$1,801.27	\$3,602.54	\$43,230.48
4 (maximum)		\$21.3359	\$1,849.18	\$3,698.36	\$44,380.32
Storekeeper					

Grade	E1				
Step		Hourly	Pay Period	Monthly	Annual
Grade E1 (Training Rate)		\$8.6666	\$751.13	\$1,502.26	\$18,027.12
1 (maximum)		\$17.3331	\$1,502.26	\$3,004.52	\$36,054.24
Access Transit Operator					

Grade	E2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$15.9614	\$1,383.37	\$2,766.74	\$33,200.88
2 (2nd 12 mo.)		\$16.6764	\$1,445.34	\$2,890.68	\$34,688.16
3 (3rd 12 mo.)		\$17.4244	\$1,510.17	\$3,020.34	\$36,244.08
4 (maximum)		\$18.1834	\$1,575.96	\$3,151.92	\$37,823.04
Scheduling and Booking Clerk					

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2007 to December 31, 2007

Grade	D0				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$15.9629	\$1,268.41	\$2,536.82	\$30,441.84
2 (2nd 12 mo.)		\$16.6841	\$1,325.72	\$2,651.44	\$31,817.28
3 (3rd 12 mo.)		\$17.4295	\$1,384.95	\$2,769.90	\$33,238.80
4 (maximum)		\$18.1866	\$1,445.11	\$2,890.22	\$34,682.64
Clerk-Steno					

Grade	D1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$16.8644	\$1,340.05	\$2,680.10	\$32,161.20
2 (2nd 12 mo.)		\$17.7539	\$1,410.72	\$2,821.44	\$33,857.28
3 (3rd 12 mo.)		\$18.6914	\$1,485.22	\$2,970.44	\$35,645.28
4 (maximum)		\$19.6651	\$1,562.59	\$3,125.18	\$37,502.16
Customer Service Representative					

Grade D2
Not Currently Used

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$22.6703	\$1,801.38	\$3,602.76	\$43,233.12
2 (2nd 12 mo.)		\$23.2712	\$1,849.13	\$3,698.26	\$44,379.12
3 (maximum)		\$24.4755	\$1,944.82	\$3,889.64	\$46,675.68
Schedules Planner I					

Grade	D4				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$19.2084	\$1,526.30	\$3,052.60	\$36,631.20
2 (2nd 12 mo.)		\$19.7973	\$1,573.09	\$3,146.18	\$37,754.16
3 (3rd 12 mo.)		\$20.4345	\$1,623.73	\$3,247.46	\$38,969.52
4 (maximum)		\$21.0595	\$1,673.39	\$3,346.78	\$40,161.36
Assistant Coordinator, Payroll Services			Revenue Clerk		

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$21.3840	\$1,699.17	\$3,398.34	\$40,780.08
2 (2nd 12 mo.)		\$22.0451	\$1,751.70	\$3,503.40	\$42,040.80
3 (3rd 12 mo.)		\$22.6703	\$1,801.38	\$3,602.76	\$43,233.12
4 (maximum)		\$23.2712	\$1,849.13	\$3,698.26	\$44,379.12
Charter Coordinator		Coordinator, Payroll Services	Systems Officer I		

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2007 to December 31, 2007

Grade	D6				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$26.5769	\$2,111.80	\$4,223.60	\$50,683.20
2 (2nd 12 mo.)		\$27.0456	\$2,149.04	\$4,298.08	\$51,576.96
3 (maximum)		\$27.5144	\$2,186.29	\$4,372.58	\$52,470.96
Schedules Planner II					

Grade	D7				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$26.5769	\$2,111.80	\$4,223.60	\$50,683.20
2 (2nd 12 mo.)		\$27.0456	\$2,149.04	\$4,298.08	\$51,576.96
3 (3rd 12 mo.)		\$27.5144	\$2,186.29	\$4,372.58	\$52,470.96
4 (maximum)		\$27.9831	\$2,223.54	\$4,447.08	\$53,364.96
Accounting Assistant					

Grade D8
 Not Currently Used

ATU 615 (40 hr. /wk.)
Effective: January 01, 2008 to December 31, 2008

Grade	A1				
Step		Hourly	Pay Period	Monthly	Annual
1 (next 12 mo.)		\$18.0264	\$1,562.35	\$3,124.70	\$37,496.40
2 (next 12 mo.)		\$19.5140	\$1,691.28	\$3,382.56	\$40,590.72
3 (maximum)		\$21.4020	\$1,854.91	\$3,709.82	\$44,517.84
Operator					

Grade	A3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$23.3021	\$2,019.59	\$4,039.18	\$48,470.16
2 (maximum)		\$25.4646	\$2,207.02	\$4,414.04	\$52,968.48
Driving Instructor					

Grade	A4				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$25.4646	\$2,207.02	\$4,414.04	\$52,968.48
Inspector					

Grade	B0				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$18.6266	\$1,614.37	\$3,228.74	\$38,744.88
2 (3rd 12 mo.)		\$20.6461	\$1,789.40	\$3,578.80	\$42,945.60
3 (maximum)		\$23.0750	\$1,999.91	\$3,999.82	\$47,997.84
Apprentice Body Repairman		Apprentice Electrician		Apprentice Machinist	
Apprentice Mechanic					

Grade	B1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$20.9893	\$1,819.14	\$3,638.28	\$43,659.36
2 (maximum)		\$22.2518	\$1,928.56	\$3,857.12	\$46,285.44
Body Repairman (Non-Journeyman)				Electrician (Non-Journeyman)	
Machinist (Non-Journeyman)					

Grade	B2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$24.2896	\$2,105.18	\$4,210.36	\$50,524.32
2 (maximum)		\$25.1896	\$2,183.18	\$4,366.36	\$52,396.32
Body Repairman (Journeyman)		Electrician (Journeyman)		Machinist (Journeyman)	
Mechanic (Journeyman)					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2008 to December 31, 2008

Grade	B3				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$22.9144	\$1,985.99	\$3,971.98	\$47,663.76
Utility Shift Supervisor					
Grade	B4				
Not Currently Used					
Grade	B5				
Step		Hourly	Pay Period	Monthly	Annual
Not Currently Used					
Grade	B6				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$26.3898	\$2,287.20	\$4,574.40	\$54,892.80
Relief Shop Supervisor					
Grade	C1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$17.5890	\$1,524.44	\$3,048.88	\$36,586.56
2 (maximum)		\$18.6266	\$1,614.37	\$3,228.74	\$38,744.88
Utility					
Grade	C2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$19.1891	\$1,663.12	\$3,326.24	\$39,914.88
2 (maximum)		\$19.9767	\$1,731.38	\$3,462.76	\$41,553.12
Service					
Grade	D1				
Not Currently Used					
Grade	D2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)		\$21.9738	\$1,904.47	\$3,808.94	\$45,707.28
2 (maximum)		\$22.5458	\$1,954.04	\$3,908.08	\$46,896.96
Time Clerk					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2008 to December 31, 2008

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$16.5889	\$1,437.76	\$2,875.52	\$34,506.24
2 (2nd 12 mo.)		\$17.3515	\$1,503.85	\$3,007.70	\$36,092.40
3 (3rd 12 mo.)		\$18.1267	\$1,571.04	\$3,142.08	\$37,704.96
4 (maximum)		\$19.9767	\$1,731.38	\$3,462.76	\$41,553.12
Parts/Storesman					

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$20.3892	\$1,767.13	\$3,534.26	\$42,411.12
2 (2nd 12 mo.)		\$21.0142	\$1,821.30	\$3,642.60	\$43,711.20
3 (3rd 12 mo.)		\$21.6144	\$1,873.32	\$3,746.64	\$44,959.68
4 (maximum)		\$22.1893	\$1,923.15	\$3,846.30	\$46,155.60
Storekeeper					

Grade	E1				
Step		Hourly	Pay Period	Monthly	Annual
Grade E1 (Training Rate)		\$9.0133	\$781.18	\$1,562.36	\$18,748.32
1 (maximum)		\$18.0264	\$1,562.35	\$3,124.70	\$37,496.40
Access Transit Operator					

Grade	E2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$16.5999	\$1,438.71	\$2,877.42	\$34,529.04
2 (2nd 12 mo.)		\$17.3435	\$1,503.16	\$3,006.32	\$36,075.84
3 (3rd 12 mo.)		\$18.1214	\$1,570.58	\$3,141.16	\$37,693.92
4 (maximum)		\$18.9107	\$1,638.99	\$3,277.98	\$39,335.76
Scheduling and Booking Clerk					

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2008 to December 31, 2008

Grade	D0				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$16.6014	\$1,319.15	\$2,638.30	\$31,659.60
2 (2nd 12 mo.)		\$17.3515	\$1,378.75	\$2,757.50	\$33,090.00
3 (3rd 12 mo.)		\$18.1267	\$1,440.35	\$2,880.70	\$34,568.40
4 (maximum)		\$18.9141	\$1,502.91	\$3,005.82	\$36,069.84
Clerk-Steno					

Grade	D1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$17.5390	\$1,393.65	\$2,787.30	\$33,447.60
2 (2nd 12 mo.)		\$18.4641	\$1,467.16	\$2,934.32	\$35,211.84
3 (3rd 12 mo.)		\$19.4391	\$1,544.63	\$3,089.26	\$37,071.12
4 (maximum)		\$20.4517	\$1,625.09	\$3,250.18	\$39,002.16
Customer Service Representative					

Grade D2
Not Currently Used

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$23.5771	\$1,873.44	\$3,746.88	\$44,962.56
2 (2nd 12 mo.)		\$24.2020	\$1,923.09	\$3,846.18	\$46,154.16
3 (maximum)		\$25.4545	\$2,022.61	\$4,045.22	\$48,542.64
Schedules Planner I					

Grade	D4				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$19.9767	\$1,587.35	\$3,174.70	\$38,096.40
2 (2nd 12 mo.)		\$20.5892	\$1,636.02	\$3,272.04	\$39,264.48
3 (3rd 12 mo.)		\$21.2519	\$1,688.68	\$3,377.36	\$40,528.32
4 (maximum)		\$21.9019	\$1,740.32	\$3,480.64	\$41,767.68
Assistant Coordinator, Payroll Services			Revenue Clerk		

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$22.2394	\$1,767.14	\$3,534.28	\$42,411.36
2 (2nd 12 mo.)		\$22.9269	\$1,821.77	\$3,643.54	\$43,722.48
3 (3rd 12 mo.)		\$23.5771	\$1,873.44	\$3,746.88	\$44,962.56
4 (maximum)		\$24.2020	\$1,923.09	\$3,846.18	\$46,154.16
Charter Coordinator		Coordinator, Payroll Services	Systems Officer I		

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2008 to December 31, 2008

Grade D6

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$27.6400	\$2,196.27	\$4,392.54	\$52,710.48
2 (2nd 12 mo.)	\$28.1274	\$2,235.00	\$4,470.00	\$53,640.00
3 (maximum)	\$28.6150	\$2,273.75	\$4,547.50	\$54,570.00

Schedules Planner II

Grade D7

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$27.6400	\$2,196.27	\$4,392.54	\$52,710.48
2 (2nd 12 mo.)	\$28.1274	\$2,235.00	\$4,470.00	\$53,640.00
3 (3rd 12 mo.)	\$28.6150	\$2,273.75	\$4,547.50	\$54,570.00
4 (maximum)	\$29.1024	\$2,312.48	\$4,624.96	\$55,499.52

Accounting Assistant

Grade D8

Not Currently Used

ATU 615 (40 hr. /wk.)
Effective: January 01, 2009 to December 31, 2009

Grade	A1				
Step		Hourly	Pay Period	Monthly	Annual
1 (next 12 mo.)		\$18.7475	\$1,624.85	\$3,249.70	\$38,996.40
2 (next 12 mo.)		\$20.2946	\$1,758.93	\$3,517.86	\$42,214.32
3 (maximum)		\$22.2581	\$1,929.11	\$3,858.22	\$46,298.64
Operator					

Grade	A3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$24.2342	\$2,100.38	\$4,200.76	\$50,409.12
2 (maximum)		\$26.4832	\$2,295.30	\$4,590.60	\$55,087.20
Driving Instructor					

Grade	A4				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$26.4832	\$2,295.30	\$4,590.60	\$55,087.20
Inspector					

Grade	B0				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$19.3717	\$1,678.95	\$3,357.90	\$40,294.80
2 (3rd 12 mo.)		\$21.4719	\$1,860.97	\$3,721.94	\$44,663.28
3 (maximum)		\$23.9980	\$2,079.91	\$4,159.82	\$49,917.84
Apprentice Body Repairman		Apprentice Electrician		Apprentice Machinist	
Apprentice Mechanic					

Grade	B1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 24 mo.)		\$21.8289	\$1,891.91	\$3,783.82	\$45,405.84
2 (maximum)		\$23.1419	\$2,005.71	\$4,011.42	\$48,137.04
Body Repairman (Non-Journeyman)		Electrician (Non-Journeyman)			
Machinist (Non-Journeyman)					

Grade	B2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$25.2612	\$2,189.39	\$4,378.78	\$52,545.36
2 (maximum)		\$26.1972	\$2,270.51	\$4,541.02	\$54,492.24
Body Repairman (Journeyman)		Electrician (Journeyman)		Machinist (Journeyman)	
Mechanic (Journeyman)					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2009 to December 31, 2009

Grade	B3				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$23.8310	\$2,065.43	\$4,130.86	\$49,570.32
Utility Shift Supervisor					
Grade	B4				
Step		Hourly	Pay Period	Monthly	Annual
Not Currently Used		\$0.0000	\$0.00	\$0.00	\$0.00
Grade	B5				
Step		Hourly	Pay Period	Monthly	Annual
Not Currently Used		\$0.0000	\$0.00	\$0.00	\$0.00
Grade	B6				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$27.4454	\$2,378.69	\$4,757.38	\$57,088.56
Relief Shop Supervisor					
Grade	C1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$18.2926	\$1,585.42	\$3,170.84	\$38,050.08
2 (maximum)		\$19.3717	\$1,678.95	\$3,357.90	\$40,294.80
Utility					
Grade	C2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$19.9567	\$1,729.65	\$3,459.30	\$41,511.60
2 (maximum)		\$20.7758	\$1,800.64	\$3,601.28	\$43,215.36
Service					
Grade	D1				
Not Currently Used					
Grade	D2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 6 mo.)		\$22.8528	\$1,980.65	\$3,961.30	\$47,535.60
2 (maximum)		\$23.4476	\$2,032.20	\$4,064.40	\$48,772.80
Time Clerk					

ATU 615 (40 hr. /wk.)
Effective: January 01, 2009 to December 31, 2009

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$17.2525	\$1,495.27	\$2,990.54	\$35,886.48
2 (2nd 12 mo.)		\$18.0456	\$1,564.01	\$3,128.02	\$37,536.24
3 (3rd 12 mo.)		\$18.8518	\$1,633.89	\$3,267.78	\$39,213.36
4 (maximum)		\$20.7758	\$1,800.64	\$3,601.28	\$43,215.36
Parts/Storesman					

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$21.2048	\$1,837.82	\$3,675.64	\$44,107.68
2 (2nd 12 mo.)		\$21.8548	\$1,894.16	\$3,788.32	\$45,459.84
3 (3rd 12 mo.)		\$22.4790	\$1,948.25	\$3,896.50	\$46,758.00
4 (maximum)		\$23.0769	\$2,000.07	\$4,000.14	\$48,001.68
Storekeeper					

Grade	E1				
Step		Hourly	Pay Period	Monthly	Annual
Grade E1 (Training Rate)		\$9.3738	\$812.43	\$1,624.86	\$19,498.32
1 (maximum)		\$18.7475	\$1,624.85	\$3,249.70	\$38,996.40
Access Transit Operator					

Grade	E2				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$17.2639	\$1,496.26	\$2,992.52	\$35,910.24
2 (2nd 12 mo.)		\$18.0372	\$1,563.28	\$3,126.56	\$37,518.72
3 (3rd 12 mo.)		\$18.8463	\$1,633.41	\$3,266.82	\$39,201.84
4 (maximum)		\$19.6671	\$1,704.55	\$3,409.10	\$40,909.20
Scheduling and Booking Clerk					

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2009 to December 31, 2009

Grade	D0				
Step		Hourly	Pay Period	Monthly	Annual
1 (maximum)		\$17.2655	\$1,371.92	\$2,743.84	\$32,926.08
2 (2nd 12 mo.)		\$18.0456	\$1,433.90	\$2,867.80	\$34,413.60
3 (3rd 12 mo.)		\$18.8518	\$1,497.96	\$2,995.92	\$35,951.04
4 (maximum)		\$19.6707	\$1,563.03	\$3,126.06	\$37,512.72
Clerk-Steno					

Grade	D1				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$18.2406	\$1,449.40	\$2,898.80	\$34,785.60
2 (2nd 12 mo.)		\$19.2027	\$1,525.85	\$3,051.70	\$36,620.40
3 (3rd 12 mo.)		\$20.2167	\$1,606.42	\$3,212.84	\$38,554.08
4 (maximum)		\$21.2698	\$1,690.10	\$3,380.20	\$40,562.40
Customer Service Representative					

Grade D2
Not Currently Used

Grade	D3				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$24.5202	\$1,948.38	\$3,896.76	\$46,761.12
2 (2nd 12 mo.)		\$25.1701	\$2,000.02	\$4,000.04	\$48,000.48
3 (maximum)		\$26.4727	\$2,103.52	\$4,207.04	\$50,484.48
Schedules Planner I					

Grade	D4				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$20.7758	\$1,650.85	\$3,301.70	\$39,620.40
2 (2nd 12 mo.)		\$21.4128	\$1,701.46	\$3,402.92	\$40,835.04
3 (3rd 12 mo.)		\$22.1020	\$1,756.22	\$3,512.44	\$42,149.28
4 (maximum)		\$22.7780	\$1,809.94	\$3,619.88	\$43,438.56
Assistant Coordinator, Payroll Services			Revenue Clerk		

Grade	D5				
Step		Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)		\$23.1290	\$1,837.83	\$3,675.66	\$44,107.92
2 (2nd 12 mo.)		\$23.8440	\$1,894.64	\$3,789.28	\$45,471.36
3 (3rd 12 mo.)		\$24.5202	\$1,948.38	\$3,896.76	\$46,761.12
4 (maximum)		\$25.1701	\$2,000.02	\$4,000.04	\$48,000.48
Charter Coordinator		Coordinator, Payroll Services	Systems Officer I		

ATU 615 (36.67 hr. /wk.)
Effective: January 01, 2009 to December 31, 2009

Grade D6

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$28.7456	\$2,284.13	\$4,568.26	\$54,819.12
2 (2nd 12 mo.)	\$29.2525	\$2,324.40	\$4,648.80	\$55,785.60
3 (maximum)	\$29.7596	\$2,364.70	\$4,729.40	\$56,752.80

Schedules Planner II

Grade D7

Step	Hourly	Pay Period	Monthly	Annual
1 (1st 12 mo.)	\$28.7456	\$2,284.13	\$4,568.26	\$54,819.12
2 (2nd 12 mo.)	\$29.2525	\$2,324.40	\$4,648.80	\$55,785.60
3 (3rd 12 mo.)	\$29.7596	\$2,364.70	\$4,729.40	\$56,752.80
4 (maximum)	\$30.2665	\$2,404.98	\$4,809.96	\$57,719.52

Accounting Assistant

Grade D8

Not Currently Used

SCHEDULE B

SECTION CLASSIFICATION LIST

OPERATIONS

Time Clerk
Inspector, Operator, Driving Instructor

MAINTENANCE

Journeypersons/Apprentice (Mechanic, Body Repair, Machinist, Electrician), Relief Shop
Supervisor
Storekeeper
Parts Storesperson
Service/Non-Journey Tradesperson
Utility/Shift Supervisor/Relief Serviceperson

OFFICE

Accountant
Assistant Accountant
Schedules Planner II
Payroll Co-ordinator, Schedules Planner I
Assistant Payroll Co-ordinator, Revenue Clerk
Clerk-Steno

CUSTOMER SERVICE

Charter Co-ordinator
Customer Services Representative

(ALL CLASSIFICATIONS LISTED ON THE SAME LINE GAIN SENIORITY INTERCHANGABLY)

Schedule B – Not applicable (ACCESS TRANSIT is a Stand Alone [non-integrated] unit)

Letters of Understanding as currently attached to the Collective Agreement which apply in full or in part to the ACCESS TRANSIT. All other letters currently attached to the Collective Agreement are not applicable to the ACCESS TRANSIT.

Letter of Understanding Re: Court, Jury Appearances
Letter of Understanding Re: Wellness Program
Letter of Understanding Re: Sign Up for Mechanical Employees – applies
Letter of Understanding Re: Sick Leave Bank – applies
Letter of Understanding Re: Hours of Work Maintenance Shop – applicable
Letter of Understanding Re: Lay-off Procedure – applies only for full time employees
Letter of Understanding Re: Union Banking of Time
Letter of Understanding Re: Committee on Workplace Accommodation
Letter of Understanding Re: Access Transit

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

and

THE CITY OF SASKATOON

The Parties agree as follows:

- a) A four (4) person Committee, two (2) selected from the Union and two (2) from Transit Management will meet once per month on a designated day to deal with all of the previous month's grievances having to do with alleged Dispatch errors only.
- b) Grievances denied in (a) above, will not be sent to the grievance procedure in the Collective Agreement unless a Steward, an Executive Officer, the Executive Board, or the Membership of the Union decide the grievance should be processed through the Collective Agreement Grievance procedure.
- c) This Letter of Understanding shall remain in place unless either of the Parties provides to the other thirty days of written notice to conclude this procedure.

Signed this _____ day of November 2005

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

and

THE CITY OF SASKATOON

The Parties agree as follows:

RE: Sunday Work Hours

Runs to be shortened to 6.5 hours from 7 hours per day. A day consists of 7 hours of work plus 1 hour at premium pay, for a total of 8 hours.

If a run is less than 7 hours, then that run will be brought up to 7 hours.

Example: 6 hours, 28 minutes plus 32 minutes makeup plus 1 hour premium pay = 8 hours.

If a run is more than 7 hours, then it will be paid at straight time.

Example: 7 hours 28 minutes regular pay plus 1 hour premium pay = 8 hours 28 minutes at straight time.

Spareboard operators will be guaranteed 7 hours per day plus 1 hour premium pay = 8 hours.

If a spareboard operator gets a run during his report, that run will be paid at straight time. Any time before or after shall be paid at overtime rates.

Example: 8:00 report, sign on time of 8:28 on a run. Run pays 6 hours 28 minutes.

Operator would receive: 7 hours straight time for the run
1 hour premium pay
28 minutes time and one-half.

Example: 8:00 report, sign on time of 8:28 on a run. Run pays 7 hours 12 minutes.

Operator would receive: 7 hours 12 minutes straight time
1 hour premium pay
28 minutes time and one-half.

If a working day spareboard or a regular operator works an extra hour before or after his or her run, it shall be paid at overtime rates for no less than 2 hours.

If a working day spareboard or regular operator doubles out on Sunday, he or she shall be paid only once for the premium pay.

Example: 8:00 report, 8:28 sign on works 6 hours 28 minutes run, then works a 7 hour 12 minute.

Operator would receive: 7 hours for first run
2 hours time and one-half
5 hours 40 minutes double time
1 hour premium.

Statutory and Civic Holidays (for scheduled runs and spareboard)

Where a statutory holiday occurs on a weekday and is worked, the employee shall receive a minimum of seven hours at one and one-half (1½ X) times for all hours worked up to 8 hours.

Where a statutory holiday occurs on a Sunday and is worked, the employee shall receive a minimum of seven hours at time and one-half (1½ X) times for all hours worked plus one hour at regular time.

This Letter of Understanding shall remain in place unless either of the Parties provides to the other thirty days of written notice to conclude this payment method.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615
and

THE CITY OF SASKATOON

COURT, JURY APPEARANCES

Re: Article 32 (d) Jury Duty

PAY FOR COURT APPEARANCES

Operators will be taken off in time to allow for a trip home and a change into regular clothing. After their court duties are over they will be allowed enough time to change back into their uniforms prior to resuming their duties. Operators are not to appear in court in their uniforms under any circumstances without prior department approval. Operators will not work more than the amount of hours required to bring the total of court appearance time plus work time to eight hours for any one day.

Spareboard Operators will be assigned extras around their court duties subject to the restrictions noted in the first paragraph. Work assignments will be in compliance with the pertinent Spareboard rules and should function similar to spare board members who have union duties to perform. Spareboard Operators will have an 8-hour guarantee on the day that court duties are required.

Maintenance and Office employees will receive similar consideration in all aspects of court appearances.

JURY DUTIES

Employees appearing for jury selection will receive the same consideration as in court appearances.

If the employee is selected for jury duty they will so inform the Branch and will be relieved from duty on a day by day basis until the end of the trial.

No work will be assigned during the duration of the trial and no employee is entitled to work assignments.

REIMBURSEMENT FOR COURT APPEARANCES OR JURY DUTY

All funds paid by the court to the employee for services rendered during court appearances will be refunded to the Branch. In the case of witness duties, appearances during the employees days off will be not refundable and no wages will be paid to the employee on those days.

In the case of jury duty the employee will refund all funds and wage reimbursement will be to a maximum of a 5-day 40-hour week regardless of actual time spent or normal days off. If court is recessed for a period in excess of one day exclusive of Saturday or Sunday, the employee may be recalled to the Branch for temporary resumption of regular duties.

No regular pay will be lost due to court duties.

No overtime, spread pay, night shift bonus, holiday premium or other kinds of premium pay will be provided.

Where an employee is required to serve as a juror for a period of five consecutive work days or more, **without any days of rest**, the employee shall be provided days of rest for the two days immediately following the jury duty.

Signed this _____ day of November 2005

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

and

THE CITY OF SASKATOON

The parties agree to a pilot project regarding employment of summer workers, and will continue to review options regarding summer relief workers.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

and

**THE CITY OF SASKATOON
(hereinafter referred to as the parties)**

It is agreed by the parties to commit to the concept of a Wellness Program for the Transit Branch. It is also agreed that there will be no additional costs to the Branch for this Program.

The intent will be to reduce sick leave costs and improve the general health and well-being of the employees of the Branch, and to do so, it is understood that incentives will be required.

In pursuing the concept, the following will be considered:

The average sick leave/lost time days will be determined and targets established.

Union/Management mutually agreed upon incentives will be developed. These incentives will benefit the individuals who contribute to the success of the program.

Gains sharing in terms of percentages/paybacks to the Employee, the Branch and the City of Saskatoon.

Using the established Wellness Committee develop lifestyle models, appropriate for Transit employees specifically (prevention of illness and injury, and improved health.)

It is agreed that the parties endorse the City Council decision of May 5, 1996 on the report of the "Joint Labour Management Task Force on Transit Competitiveness".

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

Between

THE CITY OF SASKATOON

And

THE AMALGAMATED TRANSIT UNION LOCAL NO. 615

RE: NEW EMPLOYEE TRAINING

It is the objective of the two parties to establish an improved training program for new employees.

The following issues will be considered when establishing the revised training program:

- (a) research training programs of other transit properties.
- (b) survey Saskatoon Transit Services employees to assess the existing program and determine the kinds of improvements which might be required. Employees to be surveyed include operators hired in the last 2 to 3 years, Inspector, maintenance staff, office staff and managers.
- (c) form a core group of stakeholders who would be committed to developing a new employee training program.
- (d) negotiate a rate of pay which reflects the new responsibilities of on-board operator trainers.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTERS OF UNDERSTANDING
as agreed to between
THE CITY OF SASKATOON
and
THE AMALGAMATED TRANSIT UNION LOCAL NO. 615
FOR THE CONTRACT TERM

1. Mechanics/Apprentice(s), Servicepersons and Utilitypersons Sign Up (7:30 a.m. to 3:30 p.m. shift)

There will be a sign up of duties as follows with the shift sign up, and be for periods of four (4) months effective with the May, 1994, shift sign up, or as mutually agreed to amend between the Union and Transit Management.

Journeyman Mechanics or Apprentices

- 1.1 Two (2) positions required: engines, transmission overhauls, and engine tune-ups and other work as may be assigned. Second (2nd) person who signs on here is a Floater **and may be assigned other temporary duties.**
- 1.2 One (1) position required: brake jobs, running gear work and other work as may be assigned.
- 1.3 Two (2) positions required: electrical, differential work, steering work, component unit overhauls and general vehicle defects or other work as may be assigned. Second (2nd) person who signs on here is a Floater **and may be assigned other temporary duties.**
- 1.4 Float position(s) to do work as required.
- 1.5 One (1) position required: government safety inspections, preventative bus maintenance inspections, repairs and float work as may be assigned.

Servicepersons (Day Shift)

- 1.6 One (1) non-trades repair person position required to do major inspections and government safety inspections, body preventative maintenance inspections and assist in bodyshop and to do other work as assigned. Person must have successfully completed ninety (90) days' training in the classification of serviceperson.
- 1.7 Float position(s) to do service work as required.

Utilitypersons (Day Shift)

- 1.8 One (1) person required to arrange and dispatch transit vehicles and other work as may be assigned.
- 1.9 One (1) position required to do bus shelter work, shop and field assignments and other work may be assigned.

1.10 One (1) position required to do general shop duties and to work as required.

1.11 Float position(s) to work as assigned.

All of the above positions are to be signed in order of classification seniority.

- i) All of the above positions can be required to do changeovers and road calls between 7:30 a.m. to 3:30 p.m.
- ii) Persons signed to work on Saturdays, Sundays and statutory holidays shall carry out floater duties.
- iii) Future additional Mechanic(s)/Apprentice(s), Serviceperson(s) and Utilityperson(s) on the day shift will sign as floaters in item number 1.4, item number 1.7 and item number 1.11 in the respective classification on this work sign up.

2. Vacant Positions/Selection of Off Days and Shift

The following will comprise the procedure regarding the selection of shifts and off days in the Maintenance Section.

- 2.1 Determine if the mini sign up is needed between the Union and Transit Management.
- 2.2 Conduct the sign up from the seniority position of the vacant position down within that classification only.
- 2.3 The mini sign up will be conducted within four (4) working days (while new employee(s) are in training) and Transit Management will be provided with a copy of the mini sign up within five (5) working days.
- 2.4 Should this not be done, then the replacement employee will be assigned to the vacant shift for the remainder of the sign up.
- 2.5 The mini sign up will commence on the first Sunday after the one (1) week (five (5) working days) training has been completed.
- 2.6 Transit Management will determine the work, working hours and the days off, during the training period.

3. Overtime

If, in the judgement of Transit Management, a full shift (eight (8) hours) of overtime is required within the Maintenance Section, it will be offered to the staff in order of classification seniority on a rotational basis as follows:

- 3.1 To persons within the classification of the work offered who are off shift for the hours offered, and/or on a day off.

- 3.2 Persons who turn down the overtime verbally do not answer the phone or are unavailable for any reason, will be so noted as unavailable and the work will be offered to the next junior person in the classification. This procedure will be followed until the work is assigned. On the next occasion overtime is offered, this selection process will start with the next junior person in the classification to the last person who worked overtime. After the most junior person, the senior person will be the next person in the rotation in the appropriate classification.
- 4. Utility Shift Supervisor Selection - Afternoon Shift (3:30 p.m. to 11:30 p.m.) and Night Shift (11:30 p.m. to 7:30 a.m.)

This will clarify the procedure for selecting the Acting Utility Shift Supervisor for the afternoon and night shift in the Maintenance Branch.

- 4.1 An employee relieving the Utility shift supervisor hereafter will be called Acting Utility Shift Supervisor.
- 4.2 The acting Utility shift supervisor will be the regular senior straight time utility person on the shift.
- 4.3 Classification seniority will be honoured, and, if the senior person is an overtime person, he will assume the duties of the person he is replacing. The Utility supervisor will be the regular senior straight time person on the shift.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

**GUIDELINES FOR ADMINISTRATION OF
TRANSIT DEPARTMENT - SICK LEAVE BANK**

1. Composition of Joint Committee

<u>Union</u>	<u>Management</u>
Two members representing Local No. 615	One member representing Transit Management One member from the Human Resources Dept.

2. Eligibility of Standards

- (a) Eligibility for drawing benefits from the Sick Leave "Bank" to be confined to members of Local No. 615.
- (b) In order to establish eligibility for benefits, members of Local No. 615 must have completed at least twelve (12) months cumulative service in the Transit System.

3. Waiting Period

Members of Local No. 615 who have established eligibility for benefits, and who have expended their sick leave credits and made application for benefits from the "Bank," shall be subject to a waiting period of ten (10) days following the expenditure of their sick leave credits, and any available vacation leave credits for each occasion of illness for which benefits are claimed.

Notwithstanding the above, applicants may use ten days vacation leave and or Banked Time to bridge the ten working day period before the sick bank benefit commences. If an employee suffers a reoccurrence of a previous medical condition for which they receive Sick Bank benefits, then Sick Bank payments will start immediately at the level they were previously paid. The attending physician will determine if this is a reoccurrence of a previous condition.

4. Duration of Benefits

- (a) At the discretion of the Sick Bank Committee, employees may draw benefits from the "Bank" until reaching the age of 60, or until the expiration of a cumulative period or periods of benefit equal to the cumulative period of employment with the Transit System as of the first instance of drawing benefits, whichever shall first occur.
- (b) Employees upon reaching the age of 60, shall not be eligible to draw benefits from the "Bank," nor will they be required to make contributions to the "Bank."

5. Medical Certificate

NEW

- (a) Employee requests for benefits from the "Bank" must be accompanied by a statement from a medical practitioner certifying as to the employee's inability to perform his/her regular duties, and outlining the nature of the illness and the probable length of absence. **Also required for approval of benefits. The applicant will complete an "Assessment Form" and/or "Cognitive Skills Form". Information that is supplied in these documents will assist the Committee in determining the feasibility of a developing Modified Work Program to facilitate Return to Work.** Cases of illness extending beyond three months **on the Sick Bank, the employee must supply** a report from a specialist in the field of medicine related to the disability suffered by the employee. **The committee will no longer request the information, the individual will have to supply the information to the Committee to receive pay, timeline guidelines will be provided.**
- (b) Employees on extended periods of benefit from the "Bank," shall have their cases reviewed every thirty (30) days, and, if required by the Sick Bank Committee, shall supply further medical evidence from the attending physician.

Any expenses incurred shall be borne by the employee.

6. Funding and Sick and Vacation Credits

- (a) The City will contribute 1.07% of total ATU payroll annually to the Sick Bank.
- (b) i) All vacation and sick leave accumulation, while on Sick Bank benefits, will be converted to cash and paid out at a rate of 75% (credits are paid on a monthly basis). All current vacation year accruals standing to the credit of an employee prior to going on Sick Bank will remain to said employee's credit.

For employees on part-time sick bank benefits, hence accumulating sick leave credits on a prorated basis, the approved sick bank benefit shall be treated separately from sick leave usage for payroll purposes.

example : 4 hours sick bank and 4 hours worked

The above employee gets a different illness, then the sick bank will pay four (4) hours and the other four (4) hours will be paid as sick leave.

- ii) Commencing January 2, 1997, the starting balance will be reviewed annually and, if below \$125,000, employees will contribute \$10.00 per month until the plan balance surpasses \$150,000, at which time employee contributions cease.
- iii) Where the balance in the Sick Bank falls below \$50,000 at any time, employees will contribute \$20.00 per month until the balance reaches \$125,000.

NOTE: The parties do hereby agree to investigate the possibility of implementing benefits, available through the Employment Insurance, to be used prior to

collecting Sick Bank benefits. This will only be considered upon mutual agreement by the parties.

7. Basis of Payment from Bank

For each approved period of benefit from the "Bank," the following schedule of payments shall apply:

- (a) First ten (10) working days - nil (may exhaust all available vacation credits to cover)
- (b) Eleventh (11) to twentieth (20) working days - 50%
- (c) Thereafter - 75%

Employees drawing benefits from the "Bank" shall be paid at the rate of pay which they would otherwise have been drawing had they not been drawing benefits from the "Bank," less any required normal payroll deductions, including deductions for Superannuation, Group Insurance, U.I.C. contributions, Income Tax, and Union Dues.

NEW

Employees drawing benefits from the Workers' Compensation Board shall not be eligible for benefits from the Transit Sick Leave "Bank." **Employees who have been denied WCB, are required to appeal the denial and provide appeal status information to the committee to maintain benefits during the appeal process.**

8. Other Income

- (a) An employee who is judged able to engage in other gainful employment--either within or without the Civic Service--while drawing benefits from the "Bank," shall not be eligible to draw in total, from the other employment and the "Bank," a sum which exceeds that payable from the "Bank" alone.

Employees assigned to modified work will have regularly scheduled days off adhered to as closely as possible. Should an employee refuse to accept any employment which is made available to him/her and which he/she is judged capable of undertaking, he/she may at the Committee's discretion, have his/her Sick Bank benefits reduced or discontinued.

Notwithstanding the foregoing, the committee may, at its discretion, require employees who are receiving benefits, to produce prior years' income tax returns.

- (b) Should an employee be collecting from an insured accident, i.e. car insurance, property insurance, or any maintenance of pay sickness or accident insurance, he/she shall have his/her case reviewed by the Committee, and in the event the sum so collected exceeds that receivable as benefit from the "Bank," the employee shall not be eligible for payments from the "Bank."
- (c) In cases of delayed insurance payments, a form of assignment shall be used to recover payments from the "Bank."

9. Appeal Procedures

- (a) In the event of an adverse Committee decision on member's applications for benefits from the "Bank," the member may within thirty (30) days of the Committee's decision, appeal the decision, either in person, or, at his/her option by a member of the Union, on his/her behalf.
- (b) In the event of an impasse among the Committee regarding any matter concerning the operation of the Sick Bank, then the matter in question shall be referred to the City Commissioner, where decision thereon shall be final and not subject to appeal.

10. Amendments

Any proposals for amendments to those guidelines shall first be discussed by the entire Committee, and if found to be mutually agreeable to both employer and employee representatives, shall be enacted.

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615

and

THE CITY OF SASKATOON

TERMS AND CONDITIONS OF REARRANGED WORK WEEK EXPERIMENT

The parties agree to the following:

- A schedule of rearranged work hours will be designed permitting accumulation of sufficient time such that employees will earn one day off following completion of 14 extended work days.
- The term of the experiment will be extended to the end of the **2009** Collective Bargaining Agreement.
- Every third Friday will be designated as the earned day off; alternate arrangements may be made in accordance with this agreement.

I. APPLICATION AND EMPLOYEE ELIGIBILITY FOR PARTICIPATION

- Application and participation will be restricted to the following:
Assistant Accountant
Coordinator Payroll Services
Assistant Coordinator Payroll Services
Schedules Planner II
Schedules Planner I
Charter Coordinator
Customer Service Representative
Revenue Clerk
Clerk Steno
Parts/Storesman
Storekeeper

As presently working full-time hours (i.e. 36 2/3 or 40 hours per week, depending on the position).

- Part-time, casual and temporary employees who work less than full-time hours (36 2/3 or 40 hours per week, depending on the position) will be excluded from participation in the rearranged work week experiment.
- Other specific exclusions as outlined.

- Where business requirements currently demand or if circumstances change in the future, employees participating in the experiment will be placed on rotation schedules to facilitate continuance of service on all earned days off.
- Any changes to this memorandum of agreement shall be made by mutual agreement between the City and the Union.

II. REARRANGED HOURS OF WORK

- Eligible employees currently working a 36 2/3 work week will be required to work 14 days over a 3 week period at 7 hours and 51 minutes per day. After completing 14 work days at extended hours within the 3 week block, employees will be eligible for an earned day off designated by the specific application of the rearranged work week experiment to their particular department/section.
- Eligible employees currently working a 40 hour work week will be required to work 14 days over a 3 week period at 8 hours and 34 minutes per day. After completing 14 work days extended hours within the 3 week block, employees will be eligible for an earned day off as designated by the specific application of the rearranged work week experiment to the particular department/section.
- Earned days off may be banked or taken with prior permission, to a maximum of five (5) days. Parts/Storesman and Storekeeper may not bank earned days off.

III. OVERTIME PROVISIONS

Employees shall be paid overtime for time worked in excess of regular rearranged work hours. For example:

- Eligible employees currently on a 36 2/3 hour work week, eligible for overtime after working 7 hours and 51 minutes in one day.
- Eligible employees currently on a 40 hour work week, eligible for overtime after working 8 hours and 34 minutes in one day.
- If circumstances arise such that an employee cannot take his/her scheduled earned day off because of operation restrictions, such day off shall be taken as per mutual agreement with Transit Management. Overtime rates are not paid for working on an earned day off unless the hours worked on that day exceed 7 hours and 51 minutes or 8 hours and 34 minutes.

IV. VACATION LEAVE

- No additional entitlement shall accrue for vacation leave taken coincident with an earned day off.
- Employees will continue to be eligible for vacation according to contract provision, with the following conversion to account for changes as a result of the rearranged work week experiment.

<u>Leave Entitlement</u>	<u>No. of Days</u>	<u>Number of Hours</u>	
		<u>Current 36 2/3 hr. Employees</u>	<u>Current 40 hr. Employees</u>
1 week	5 days	36 2/3	40
2 weeks	10 days	73 1/3	80
3 weeks	15 days	110	120
4 weeks	20 days	146 2/3	160
5 weeks	25 days	183 1/3	200
6 weeks	30 days	220	240

- Vacation leave will be calculated on the basis of the normal hours of work formerly required of each employee. Days off for vacation are therefore deleted from the calendar calculations in determining the number of additional days off an employee receives as a result of the rearranged work week. For example:

<u>Employee Vacation Leave Entitlement (weeks)</u>	<u>Potential Earned Days off Per Year</u>
0	17.40
1	17.07
2	16.73
3	16.40
4	16.07
5	15.73
6	15.40

- In other words, employees working under the rearranged work week experiment format will be required to work exactly the same number of hours annually as they did under the previous work schedule.

V. SICK LEAVE

- No usage of sick leave credits (individual accumulation or sick bank applications) shall be allowed on an earned day off.
- Sick leave usage on a regular work day shall be paid as per arranged work hours.

VI. STATUTORY HOLIDAYS

- If an employee's earned day off falls on a statutory holiday, the day off shall be rescheduled immediately prior to or following the holiday. If the employee works on the coincident statutory holiday, he/she shall be paid the premium rate applicable for statutory holiday work and shall be allowed another day off in lieu, to be scheduled at the mutual satisfaction of the department management and the employee.

VII. PAID OR UNPAID LEAVE

- No pay in lieu or rescheduling of days shall be given to employees on paid or unpaid leave. An employee absent in either instance shall be deemed to have forfeited earned time off.

VIII. PROMOTIONS AND TRANSFER

- Employees who are promoted or transferred to a section whose schedule of earned days off differs from the schedule of earned days off of his/her former section, shall expend their earned day off or portion thereof on the last day prior to movement. The same procedure will apply when an employee is transferred or promoted to a section where the terms of the rearranged work week do not apply.
- If work requirements or other management concerns impedes this procedure, the earned day off or portion thereof will be taken by mutual agreement between the employee and the manager of the section to which the employee is moving. In any event, the earned day off or portion thereof will be scheduled within 3 weeks of the formal date of transfer or promotion.

IX. TRAINING AND STAFF DEVELOPMENT

- Where the scheduling of a training program conflicts with an employee's earned day off, such a day off will be rescheduled or be paid as per a regular day's pay, subject to the employee's personal election.

X. PAY PROCEDURE

- Employees will continue to receive their pay cheques as per present practice. However, where a pay day falls on an EDO that employees at City Hall are taking, the pay day will be observed on the day before the EDO.
- Upon termination, an employee shall be paid for actual hours worked during the last pay period. Any final adjustments regarding disposition of time owed to/by the City will be reconciled at that point in time.

XI. BUSINESS HOURS

- The scheduling of rearranged work hours will accommodate in all respects the business hours of Saskatoon Transit (i.e. coverage between 8:09 a.m. and 5:00 p.m.).

XII. RELIEF DUTY

- No premium pay shall be forthcoming for an employee who assumes the duties and responsibilities of an employee in a higher position who is absent on an earned day off.

Dated this _____ day of _____ 2009.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

as agreed to between

THE AMALGAMATED TRANSIT UNION, LOCAL 615

and

THE CITY OF SASKATOON

Re: Hours of work and work sign ups in the Maintenance shop.

The parties agree to continue various concepts regarding the work sign ups and hours of work in the maintenance area.

The intent will be to improve:

1. Maintenance area's ability to meet changing operational requirements of the Branch
2. Training opportunities in engine, transmission, brake and electrical work.
3. Hours of work keeping in consideration the operational requirements of the branch.
4. Long term planning and training by involving supervisors and Relief Supervisor.

This Letter of Understanding shall remain in place unless either of the parties provides to the other thirty days of written notice.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING

between

**THE AMALGAMATED TRANSIT UNION LOCAL 615
(hereinafter referred to as the "Union")**

and

**THE CITY OF SASKATOON
(hereinafter referred to as the "City")**

Layoff Procedure

The Employer shall perform any layoff according to the current collective agreement.

Where the approximate date of a layoff is estimated, the Employer shall provide layoff notice:

- a) to permanent employees at the earliest possible date, and
- b) to seasonal employees at either the date of recall or hire.

If an employee:

- a) is not on sick leave when layoff notice is given, and
- b) is disabled and claims sick leave pursuant to Article A9(j) Sick Leave, the employee will only receive paid sick leave up to the last work day prior to layoff.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

**MEMORANDUM OF AGREEMENT
between
THE AMALGAMATED TRANSIT UNION, LOCAL 615
and
THE CITY OF SASKATOON**

Whereas the parties recognize that Union Members are a vital part of the Transit team and therefore may subsequently be requested to attend meetings at various times.

The parties agree that:

Banking of time:

- 1) All Committee/Steward time to be banked or paid, time for time, at straight time (off days and holidays included).
- 2) Only allowed to bank time when the meeting is on NON WORKING time. All meeting time will be paid as part of your work, as example when on Spare board guarantee time, a portion or all of the meeting time will be applied to making a day (7.33/8/10).

Using of Banked Time:

- 1) Time can be applied for same day or banked.
- 2) Any banked time can be used to cover actual working hours providing as much notice as possible is given to dispatch (all runs deemed to be 7.33/8/10 hours as applicable)
- 3) After first report of work, any same day requests for usage of banked time may be denied due to a shortage of Operators.
- 4) Members will endeavor to use banked time in as close to 2 hour blocks as possible, however, are not required too.
- 5) Management will keep a running total for time banked and used time through leave reports.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

MEMORANDUM OF AGREEMENT
between
THE AMALGAMATED TRANSIT UNION, LOCAL 615
and
THE CITY OF SASKATOON

The parties agree:

That where there is no Acting Mechanical/Body Shop Supervisor available on day shift (0730 - 1530), the Senior apprentice on the above shift shall be paid **an extra one dollar and twenty five cents per hour (\$1.25/hour), for the hours worked in that capacity** in the respective areas.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

LETTER OF UNDERSTANDING
as agreed to between
THE AMALGAMATED TRANSIT UNION LOCAL 615
and
THE CITY OF SASKATOON

The parties have agreed to develop a career orientated and functional environment, in which training, for the Classification of Inspector, is the primary focus. The intent is not to set conditions of Employment for the Supervisors, either directly or indirectly, but to allow for the Committee to make recommendations to the parties regarding the following agreed items:

That a committee of one (1) elected Union Officer, and one (1) Inspector, and two (2) Management Representatives meet to draft working conditions/hours of work.

A practice be considered to have one (1) Full time Service Supervisor on per shift with the primary function of a Inspector being to replace a Full Time Service Supervisor as required.

To afford a vacation sign up as per classification seniority, to endeavour to provide some prime time vacation (June 1 thru August 31). If the Inspector is sufficiently qualified he/she may relieve Schedules Clerk, Charter Co-ordinator, Customer Service Clerks.

To review Inspector rules in consideration of the Operational requirements of the branch, the Collective Agreement and the Labour Standards Legislation.

Steps will be taken to ensure a person(s) is/are sufficiently trained as a Inspector, thus ensuring that person(s) is/are being developed for a career path within the organization.

Develop long term planning and training by involving **Inspectors**, with Service Supervisors in a mentor role.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

MEMORANDUM OF AGREEMENT
between
THE AMALGAMATED TRANSIT UNION, LOCAL 615
and
THE CITY OF SASKATOON

Whereas the parties recognize that **Inspectors** are required to be sufficiently qualified to perform their duties and

Whereas the parties are committed to a solid career path for **Inspectors**

The parties agree

That in order to ensure that Operators are sufficiently qualified, a mutually agreed to competency test, as in Article A14(b), will be developed.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A.T.U. Local No. 615

**THE AMALGAMATED TRANSIT UNION, LOCAL NO. 615
and
THE CITY OF SASKATOON
(hereinafter referred to as the parties)**

It is agreed by the parties to commit to a joint committee, consisting of two (2) Union and two (2) Transit Management representatives. The Committee shall meet periodically to identify disabled workers for suitable workplace accommodation and to find ways to reduce the numbers of injuries which are work related and covered by Workers' Compensation.

The intent will be to reduce Workers Compensation (WCB) related injuries and lost time due to these injuries and develop positive early intervention return to work programs as well as ensuring that employees do not benefit from other work while collecting Workers' Compensation benefits.

The average WCB leave/lost time days will be determined and targets established.

The Committee, will, by using established, successful programs such as lifestyle models, prevention of injuries, and improved health, return to work programs, which are appropriate for Transit employees, develop a progressive WCB reduction program.

An employee shall not perform gainful work during the period of normal work hours with the City. An employee who is engaged in such other gainful work, either within or without the Civic Service, while on Workers' Compensation, shall not be eligible to receive from other such work and Workers' Compensation, a sum in total which exceeds Workers' Compensation payments.

Should an employee refuse to accept any City employment which is made available to him/her in which he/she is judged capable of undertaking by Workers' Compensation, benefits will be reduced or discontinued.

It is agreed that the parties endorse the concept of reducing WCB injuries and lost time through positive programs developed by this Committee.

Signed this _____ day of November 2005

On behalf of
The City of Saskatoon

On behalf of
A. T. U. Local No. 615

**LETTER OF UNDERSTANDING
as agreed to between
THE AMALGAMATED TRANSIT UNION LOCAL 615
and
THE CITY OF SASKATOON**

ACCESS TRANSIT

The City reserves the right to utilize alternate transportation service providers as it sees fit.

Signed this _____ day of November 2005.

On behalf of
The City of Saskatoon

On behalf of
A. T. U. Local No. 615

SCHEDULE 1

