

# **EMPLOYER COMPREHENSIVE OFFER #3:**

**Submitted: June 16, 2025**

For the renewal of the collective agreement

Between

**TOWN OF COALDALE**

**(the “Employer”)**

And

**ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118 CHAPTER 001**

**(the “Union”)**

Disclaimer:

This offer is “without prejudice” and the Employer reserves the rights to add to, delete or amend present proposals.

The Employer puts forward the following offer as a comprehensive offer to settle collective bargaining discussions between the Town and AUPE. This comprehensive counter to achieve a new collective agreement is contingent on all other Union proposals being withdrawn.

If this comprehensive proposal is rejected in part or in whole, the Employer reverts back to its previous proposals.

Please be advised:

1. All provisions of the previous Collective Agreement (Expires December 31, 2024) shall remain the same except for the changes set out herein; save and except for any innocent errors or omissions.
2. All items agreed to and signed by the parties in collective bargaining remain agreed upon and will be included in the new Collective Agreement (see attached).
3. All wage increases will be Retroactive to January 1, 2025 and paid within 30 days of ratification.
4. This comprehensive offer to settle is also contingent on the Union withdrawing the Unfair Labour Practice Complaint filed at the Alberta Labour Relations Board on March 3, 2025 (Board File No. GE-09367).
5. This comprehensive offer is made on the condition that the employer eliminates the voluntary Group RRSP program that is made available to union employees on a 1% (employer) / 0.75% (employee) cost share basis.
6. This offer is open for acceptance until 2:00 PM June 19, 2025.

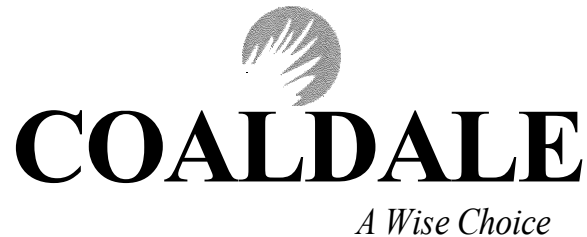
Attachments:

- Comprehensive Collective Agreement between the Town of Coaldale and the Alberta Union of Provincial Employees (AUPE) (January 1, 2025 to December 31, 2028)
- Revised Grid (2025-2028)

# COLLECTIVE AGREEMENT

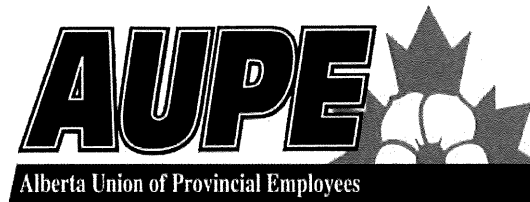
BETWEEN

**TOWN OF COALDALE**



-AND-

**ALBERTA UNION OF PROVINCIAL EMPLOYEES**



**AUPE Local 118 Chapter 001**

**January 1, 2025 - December 31, 2028**

**NUMERICAL TABLE OF CONTENTS TO BE UPDATED**

<b><u>Article No.</u></b>		<b><u>Page No.</u></b>
	PREAMBLE .....	1
1	TERM OF AGREEMENT .....	2
2	DEFINITIONS .....	2
3	UNION RECOGNITION .....	3
4	MANAGEMENT RIGHTS .....	4
5	UNION ACTIVITY AND REPRESENTATION .....	4
6	UNION DUES .....	5
7	NO LOCKOUTS, NO STRIKES .....	5
8	LABOUR MANAGEMENT COMMITTEE .....	5
9	DISCRIMINATION .....	6
10	DISCIPLINARY ACTION .....	6
11	GRIEVANCE PROCEDURE .....	7
12	HOURS OF WORK .....	9
13	PAY DAYS .....	10
14	OVERTIME .....	10
15	CALL-OUT .....	11
16	STAND-BY .....	11
17	SHIFT DIFFERENTIAL .....	11
18	ACTING PAY .....	12
19	STAFFING-PROMOTIONS AND VACANCIES .....	12
20	NEW POSITIONS .....	12
21	PROBATIONARY PERIOD .....	13
22	LAYOFF & RECALL .....	13
23	SEPARATION ALLOWANCE .....	14
24	VOLUNTEERS .....	15
25	LEAVE OF ABSENCE .....	15
26	SICK LEAVE .....	16
27	MATERNITY, PARENTAL OR ADOPTION LEAVE .....	17
28	BEREAVEMENT/ COMPASSION & FUNERAL LEAVE .....	18
29	JURY DUTY .....	18
30	STATUTORY HOLIDAYS .....	18
31	ANNUAL VACATION .....	19
32	SENIORITY .....	20
33	CLOTHING .....	20
34	HEALTH/ SAFETY & EQUIPMENT .....	20
35	BENEFITS .....	21
36	PENSION .....	22
37	JOB ABANDONMENT .....	22
38	WAGE ADJUSTMENTS .....	22
39	WAGE SCHEDULES .....	22
	SCHEDULE A-SALARY GRIDS (2022, 2023, 2024) .....	24
	LETTER OF UNDERSTANDING #1-Benefits Review Committee .....	32
	LETTER OF UNDERSTANDING #2 - Health Spending Account .....	33
	LETTER OF UNDERSTANDING #3 - Public Health Emergency Leave .....	34
	LETTER OF UNDERSTANDING #4 - Job Security and Layoffs .....	35

## **ALPHABETICAL TABLE OF CONTENTS**

<b><u>Article No.</u></b>		<b><u>Page No.</u></b>
18	ACTINGPAY .....	12
31	ANNUAL VACATION.....	19
35	BENEFITS .....	21
28	BEREAVEMENT/ COMPASSIGN & FUNERAL LEAVE.....	18
15	CALL-OUT .....	11
33	CLOTHING .....	20
2	DEFINITIONS .....	2
10	DISCIPLINARY ACTION.....	6
9	DISCRIMINATION .....	6
11	GRIEVANCE PROCEDURE .....	7
34	HEALTH/SAFETY & EQUIPMENT .....	20
12	HOURS OF WORK .....	9
37	JOB ABANDONMENT .....	22
29	JURY DUTY.....	18
8	LABOUR MANAGEMENT COMMITTEE .....	5
22	LAYOFF & RECALL.....	13
25	LEAVE OF ABSENCE .....	15
	LETTER OF UNDERSTANDING #1 - Benefits Review Committee.....	32
	LETTER OF UNDERSTANDING #2 - Health Spending Account .....	33
	LETTER OF UNDERSTANDING #3 - Public Health Emergency Leave.....	34
	LETTER OF UNDERSTANDING #4 - Job Security and Layoffs .....	35
4	MANAGEMENT RIGHTS .....	4
27	MATERNITY, PARENTAL OR ADOPTION LEAVE.....	17
20	NEW POSITIONS .....	12
7	NO LOCKOUTS, NO STRIKES.....	5
14	OVERTIME .....	10
13	PAYDAYS .....	10
36	PENSION .....	22
	PREAMBLE.....	1
21	PROBATIONARY PERIOD.....	13
	SCHEDULE A - SALARY GRIDS (2022, 2023, 2024) .....	24
32	SENIORITY .....	20
23	SEPARATION ALLOWANCE .....	14
17	SHIFT DIFFERENTIAL .....	11
26	SICK LEAVE .....	16
19	STAFFING - PROMOTIONS AND VACANCIES.....	12
16	STAND-BY.....	11
30	STATUTORY HOLIDAYS.....	18
1	TERM OF AGREEMENT.....	2
5	UNION ACTIVITY AND REPRESENTATION .....	4
6	UNION DUES .....	5
3	UNION RECOGNITION .....	3
24	VOLUNTEERS .....	15
38	WAGE ADJUSTMENTS.....	22
39	WAGE SCHEDULES .....	22

**PREAMBLE**

This Agreement is made pursuant to the Labour Relations Code, BETWEEN:

**THE TOWN OF COALDALE**

A Municipal Corporation in the Province of Alberta

(hereinafter referred to as the "Town")

**OF THE FIRST PART**

and

**LOCAL 118/001 OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES**

(hereinafter referred to as the "Union")

**OF THE SECOND PART**

Whereas the Union is the bargaining agent for certain Employees employed by the Town; and

Whereas the terms and conditions of employment and the salaries of the Employees have been the subject of negotiations between the parties; and

Whereas the Parties agree that these matters be set forth in an Agreement concerning the terms of employment and a method of resolving grievances of the said Employees; and

Whereas the Parties desire to maintain an effective working relationship and to provide a forum for the settling of differences.

Now therefore the Parties agree as follows:

**COLOUR CODE:**  
**GREEN – PARTIES AGREE UPON**  
**RED – TOWN OF COALDALE PROPOSAL**

**ARTICLE 1**  
**TERM OF AGREEMENT**

- 1.01 This Agreement shall be effective from the date both parties have ratified this Agreement until December 31, ~~2024~~ 2028.
- 1.02 Either party may, by written notice to the other party of not more than one hundred and twenty (120) calendar days but not less than sixty (60) calendar days, advise of their intention to amend or terminate this Agreement.
- 1.03 If notice to negotiate has been given by either party in accordance with the above provision, or if negotiations continue beyond the termination date of this Agreement, this Agreement will remain in full force and effect until the applicable provisions have been complied with under the Alberta Labour Relations Code.
- 1.04 Where notice to commence collective bargaining is not served within the time specified above, this Agreement shall continue for a further term of one (1) year until December 31, ~~2025~~ 2029, as set out in the Alberta Labour Relations Code.
- 1.05 Any change as deemed necessary or desirable to this Collective Agreement shall be made in writing by mutual agreement between the Parties at any time during the existence of this Collective Agreement and shall form part of this Collective Agreement.

**ARTICLE 2**  
**DEFINITIONS**

- 2.01 For purposes of definitions, office staff shall include those working in the Town Office, Firehall, Recreation Centre and at the Royal Canadian Mounted Police Station. Outside staff shall include those working in operations, parks and recreation workers and the Community Peace Officers.
- 2.02 Union - Shall mean Local 118/001 of the Alberta Union of Provincial Employees.
- 2.03 Town - Shall mean the Council of the Town of Coaldale and shall include such officers as may be appointed or designated from time to time to carry out duties in respect to the operation and management of the Town, or in respect to the administration of this Collective Agreement.
- 2.04 Employee - A person covered by this Collective Agreement and employed by the Employer.
- 2.05 Permanent Full-Time Employee - An Employee scheduled to work a regular number of hours per week, consisting of at least a 0.80 Full Time Equivalent (FTE) ~~thirty-seven~~ and one-half (37 ½) hours for office staff and forty (40) hours for outside staff, and who has successfully completed their probationary period.
- 2.06 Permanent Part-Time Employee – An Employee scheduled to work a regular number of hours per week, consisting of an FTE that is less than 0.8, and who has successfully completed their probationary period. ~~than thirty-seven and one-half (37 ½) hours for office staff and less than forty (40) hours for outside staff, and who has successfully completed their probationary period.~~

- 2.07 Temporary Full-Time Employee - An Employee who is hired on a temporary basis for a full-time or part-time position:
- a) for a specific job or more than three (3) months but less than twelve months; or
  - b) to replace a Full-Time or Part-Time employee who is on an approved leave of absence for a period in excess of three (3) months; or
  - c) to replace a Full-Time or Part-Time Employee who is on leave due to illness or injury where the Employee has indicated that the duration of such leave will be in excess of three (3) months.
- 2.08 Seasonal Employee – someone who is hired on a temporary basis for a full-time or a part-time position, or a specific job for up to six (6) months.
- 2.09 Casual Employee - An Employee whose service is on an as-needed basis for any number of hours.
- 2.10 ~~Probationary Employee -All employees must serve a six (6) month probationary period. A full time or part time Employee whose employment is expected to be of an on-going or permanent nature, but has not yet successfully completed their probationary period.~~
- 2.11 Anniversary Date - The first day of work after the most recent date of hire.
- 2.12 "Union Representative" means a representative from the Union authorized by the Union to act on behalf of an Employee.
- 2.13 "Union Steward" Shall mean the official representative of the Union on the worksite and shall be elected or appointed from the Employees covered under this Collective Agreement.
- 2.14 "Chapter Chairperson" Component Officer of the Union elected by the Chapter membership.

### ARTICLE 3 UNION RECOGNITION

- 3.01 This Agreement covers, and the Town recognizes the Union as the sole bargaining agent for, all Employees covered by the Unions Certificate No. 123-2011, dated September 29, 2011, as issued by the Labour Relations Board.
- Notwithstanding the foregoing, the parties agree to exclude the following classifications/ persons from the bargaining unit:
- Chief Administrative Officer
  - Legislative Coordinator
  - Chief Financial Officer
  - Director of Operational Services
  - Operations Supervisor
  - Fire Chief
  - Director of Recreation and Community Services
  - Director of Planning and Development
  - Municipal Engineer
  - Deputy Fire Chief



Director of Infrastructure & Engineering

Corporate Services Manager

Asset Manager

Community Services Manager

3.02 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with this Collective Agreement.

3.03 For the purposes of this Collective Agreement, the Union will be represented by its properly appointed officers. The Union shall provide the Employer with a current list of the officers' names.

3.04 The Town will provide bulletin board space for the Union's use, at specific locations on the Town's premises, which are accessible to the Employees. These bulletin boards shall be used for the posting of Union information provided for its members. The text of this information shall be submitted to the HR department for approval prior to posting.

#### ARTICLE 4 MANAGEMENT RIGHTS

4.01

The Employer reserves the right to exercise the regular and customary functions of management, and to retain those residual rights of management not specifically limited by the expressed terms of this Agreement, including but not limited to the right to:

- (a) Maintain order, discipline, efficiency, and to make, alter and enforce from time to time, rules and regulations to be observed by Employees, which are not in conflict with any provision of this Collective Agreement;
- (b) Direct the work force and to create new positions, classifications or work units, and to determine the number of Employees, if any, needed in any position, determine job content and shift times and rotations and to determine whether a position will be continued or declared redundant;
- (c) Determine the nature and type of services to be provided by the Town and the methods to provide those services;
- (d) Hire, promote, classify, transfer, layoff and recall Employees; and
- (e) Demote, discipline, suspend or discharge Employees.

5.01

#### ARTICLE 5 UNION ACTIVITY AND REPRESENTATION

5.02

Except as expressly permitted by this Agreement, there shall be no Union activities on Employer time, equipment or property without the prior permission of the appropriate Director, ~~Manager or designate~~ or in their absence, the CAO.

5.03

Official representatives from the Alberta Union of Provincial Employees may be granted access to the Town's premises if the Town's Chief Administrative Officer, or their designate, is informed of and has approved access prior to the requested visit. The forgoing approval shall not be unreasonably denied. Any such visits shall not interfere with the Town's operations or affect an Employee's work obligations.

The Town will recognize Employees appointed as Union Stewards provided they are Employees of the Employer and prior written notice of their names has been given to the Town. The Union acknowledges that such representatives have their regular work to perform as Employees of the Town. It is therefore agreed that they shall not leave their work to investigate or process a grievance or undertake any other union business during working hours without the prior consent of the appropriate Director, ~~Manager or designate~~ or in their absence, the CAO.

- 5.04 The Chapter Chairperson or their designate shall be given the opportunity to have a thirty (30) minute orientation meeting with all new Employees. This orientation meeting shall be for the sole purpose of explaining the role of AUPE on the worksite and what AUPE offers to its membership. This presentation shall occur during the first three (3) months of employment and, preferably, at the Employer's orientation of new Employees.
- 5.05 New Employees will be provided with a copy of the Collective Agreement at the time of hire.

#### ARTICLE 6 UNION DUES

- 6.01 All Employees covered by this agreement shall be required to pay Union dues. The employer shall as a condition of employment, deduct the amount of Union dues as set by the Union from the pay of all Employees covered by this agreement. ~~The Town agrees to deduct Union dues from all Employees coming within the scope of this Agreement, upon said Employees having completed thirty (30) working days of employment with the Town, whether said Employees are Union members or not.~~
- The Union will advise the Town in writing of the amount of dues to be deducted, and will provide a minimum of four (4) weeks written notice of any change to the regular dues structure. The Town shall remit the dues collected by payroll deduction to the Union on or before the fifteenth (15th) day of the month following.
- 6.02 The Employer shall provide to the Union, on a quarterly basis, a listing(s) of Employees specifying the Employee's name, home address, home phone number, seniority date, classification, Employee status, hourly rate and dues deducted. Such lists shall indicate newly hired, and terminated Employees, and be provided by electronic transmission where practicable.
- 6.03 The Employer shall provide the Chapter Chairperson, upon request a listing(s) of Employees specifying the Employee's name, home phone number, seniority date, classification and email address (if provided).
- 6.04 The Union recognizes, that periodically, the Town participates in job creation programs by other levels of government. The Union agrees that those employed by these programs are not covered by this Agreement and dues will not be deducted.

#### ARTICLE 7 NO LOCKOUTS, NO STRIKES

- 7.01 During the life of this Agreement, there shall be no illegal strikes or illegal sanctions such as slow-downs, sit-downs, suspension of work taken by the Union or its members against the Town. Nor shall the Town authorize or engage in illegal lockout action against the Union or its members.

#### ARTICLE 8 LABOUR EMPLOYEE AND MANAGEMENT BENEFIT/ADVISORY COMMITTEE (EMBAC)

- 8.01 The Town and the Union agree to establish an ~~Labour~~ Employee and Management Benefit/Advisory Committee (EMBAC), comprised of ~~no more than three (3)~~ an equal amount of members from Management, and ~~no more than three (3) members of the Union.~~
- 8.02 The Committee shall not discuss matters related to collective bargaining ~~other than~~ benefits or the administration or interpretation of this Collective Agreement. The Committee shall concern itself with matters of a general nature as listed below:

- (a) Suggestions from Employees, questions of working conditions and service;-
  - (b) Benefits;
  - (c) Promotion of education and training staff;-
  - (d) Such other matters of mutual concern, as the parties deem proper within their jurisdiction.
- 8.03 The committee may make recommendations to the Union and the Town regarding its decisions, but these decisions are not binding on either the Union or the Town.
- 8.04 Meetings of ~~the Labour~~ Employee and Management Benefit/Advisory Committee shall normally be held quarterly or at the call of either side and shall be held at times mutually agreeable to both parties. A statement outlining the matters for discussion will be submitted by each party not less than ~~ten five (105)~~ working days prior to the time of the scheduled meeting, except in the case of emergency.
- 8.05 An Employee shall be paid at their basic rate of pay for attendance at ~~EMBAC Labour Management~~ meetings. Such time shall not be used in the calculation of overtime.

## **ARTICLE 9**

### **DISCRIMINATION**

- 9.01 The Town and the Union agree that there shall be no discrimination with respect to any Employee by reason of age, race, colour, religious beliefs, gender, family or marital status, ancestry, place of origin, physical or mental disability, source of income, or sexual orientation. Nor shall either party discriminate by reason of whether Employees are Union members or not or active in the Union or not.

## **ARTICLE 10**

### **DISCIPLINARY ACTION**

- 10.01 When an Employee has been disciplined, the Employee shall be informed in writing as to the reason(s) for such action. The Employee will be provided with a copy of all correspondence or written notices pertaining to ~~their~~ conduct or performance which are placed on ~~his~~ ~~their~~ personnel file.
- 10.02 An Employee who is to be interviewed with respect to disciplinary action shall be notified of the time and place of the interview, including the general nature of the alleged infraction and if desired by the Employee they may arrange to be accompanied by a Union Representative or Union Steward. When a Union Steward requires time off from work to accompany an Employee to an interview pursuant to this Clause, the Union Steward must obtain prior approval from their Department Head to be absent from work, and, if approval is granted, leave without loss of pay will be allowed.
- 10.03 An Employee who has been subjected to disciplinary action may, after twenty-four (24) months of continuous service from the date the disciplinary action was invoked, request that their personnel file be purged of any record of the disciplinary action. Such request will be granted providing:
- (a) the Employee's file does not contain any further record of disciplinary action during that twenty-four (24) months period, and
  - (b) the disciplinary action is not the subject of an unresolved grievance.
- 10.04 The Employer will have an Employee's personnel file made available at a

reasonable time for the Employee to examine their file, upon a request for the same being made by the Employee, once in every year, as well as in the event of a grievance. The Employee may request a representative of the Union to be present at the time of such examination.

- 10.05 The personnel file referred to in this Article is the personnel file of an Employee maintained by the Town Office. The Parties mutually agree that no information pertaining to interview records, reference checks, or confidential information related to a medical diagnosis or medical prognosis shall be contained in this file.
- 10.06 When an Employee has grieved a disciplinary action and a Designated Officer has either allowed the grievance or reduced the penalty levied against the grievor, the personnel file of the Employee shall be amended to reflect this action, provided that this action results in the abandonment of the grievance. Where the Union appeals the disciplinary action to arbitration, the personnel file of the Employee shall be amended, if necessary, to reflect the award of the arbitration or the arbitration board.
- 10.07 ~~All Permanent~~ Employees may be disciplined for just cause.

#### **ARTICLE 11**

#### **GRIEVANCE PROCEDURE**

- 11.01 A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of this Agreement. Casual, temporary and probationary Employees shall have limited access to the grievance procedure. ~~They are to be limited to Step 2 of section 7.~~
- 11.02 The time limits specified herein shall not include Saturdays, Sundays and named holidays. Time is of the essence, although the time limits may be extended by the consent of both parties in writing.
- 11.03 The grievor is entitled to be present ~~at each step of~~ during the grievance procedure and may request the aid of a ~~Shop Steward member of the Union Grievance Committee and/~~ or a Union Representative.
- 11.04 The purpose of the grievance provisions ~~are~~ is to ensure that any grievance is processed in an expeditious manner, therefore, compliance with the provisions is mandatory. If the Town fails to comply with the provisions, the grievance may be processed to the next stage by the Union. If the Union fails to comply with the provisions, the grievance shall be considered abandoned. An abandoned grievance will not prejudice an Employee's right to submit a subsequent grievance should a similar incident occur at a subsequent date.
- 11.05 To the extent practical, matters which could lead to the filing of a grievance, should be dealt with initially at a complaint meeting between the immediate exempt supervisor, the Employee and a Union Steward if the Employee so wishes.
- 11.06 To be accepted at any step in the grievance procedure, the grievance shall be in writing and must include a statement of the following:
- the name(s) of the aggrieved;
  - the nature of the grievance and circumstances out of which it arose;
  - the remedial action the Town is requested to make; and
  - the Article(s) where the Agreement is claimed to have been violated.

11.07 Every effort shall be made to settle grievances fairly and promptly in the manner hereinafter described:

Step 4 Grievance Process

The Union will present the grievance in writing to the Chief Administrative Officer or designate within ten (10) working days of the occurrence or of its coming to the attention of the grievor.

The meeting between the Chief Administrative Officer or designate, the grievor and the Union shall take place following the filing of the grievance, with the decision of the Chief Administrative Officer being rendered in writing within fifteen (15) working days from the receipt of the grievance.

11.08 Arbitration Proceedings

Failing settlement ~~at Step 31~~, the grievance may be processed to arbitration, as hereinafter provided:

- (a) Within ten (10) working days of receiving the decision of the Chief Administrative Officer, the Union may notify the Town in writing of its desire to submit the difference to arbitration and the notice shall contain the name and address of the Unions appointee to the arbitration board or state its desire to meet to consider the appointment of a single arbitrator.
- (b) Within ten (10) working days of receipt of notification provided for as above, the party receiving such notice shall:
  - (i) Inform the other party of the name of its appointee to the arbitration board; or
  - (ii) Arrange to meet with the other party in an effort to select a single arbitrator.
- (c) Within ten (10) working days of the Town's notice to the Union, the two appointees shall agree upon a qualified person to act as Chairperson.
- (d) In the event that the Town does not name their appointee within the prescribed time limits, the Union may apply to the Minister of Labour to make such appointment. Should the persons appointed to act on the arbitration board be unable to agree upon a Chairperson within the prescribed time limits set out herein, then either of the parties to this Agreement may apply to the Minister of Labour to appoint a Chairperson to preside over the arbitration board.

Notwithstanding ~~clause 11.08 (a) – (d) 8(a) – 8(d)~~, the Union and Town may agree to have the arbitration heard by a single arbitrator. Where agreement cannot be reached on the principal and/or selection of a single arbitrator, an arbitration board shall be established.

- (e) The arbitration board shall hear and determine the difference and shall issue an award in writing and the decision is final and binding upon the parties and upon any Employee affected by it. The decision of a majority is the award of the arbitration board, but if there is no majority, the decision of the Chairperson governs and it shall be deemed to be the award of the board.

- (f) An arbitration board, by its decision, shall not alter, amend or change the terms of this Agreement. However, where an arbitration board determines that an Employee has been discharged or otherwise disciplined by the Town for cause, and this Agreement does not contain a specific penalty for the infraction that is the subject matter of the grievance, the arbitration board may substitute such other penalty for said discipline as it deems to be just and reasonable.
- (g) Each party to the difference shall bear the expense of its respective appointee to the arbitration board and the two parties shall bear equally the expenses of the Chairperson.

Where agreement cannot be reached on the principal and/ or selection of a single arbitrator, an arbitration board shall be established.

#### 11.09 Policy and Discharge Grievances

- (a) The Union or the Town shall have the right to initiate policy grievances which are not of an individual or group nature, but which are applicable to all Employees covered by this Agreement.
- ~~(b) A Union or Town policy grievance, or a discharge grievance, shall be initiated direct to Step 2 of this grievance procedure.~~

#### 11.10 Optional Mediation

Only after the grievance has proceeded through the grievance process, the parties may mutually agree to non-binding mediation as a means of avoiding arbitration:

- (a) Either Party may request that a mediator be appointed to meet with the parties, investigate and define the issues in dispute and facilitate a resolution.
- (b) The Mediator shall be appointed by mutual agreement between the parties.
- (c) The purpose of the mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged and will not be used for any other purpose.
- (d) The expenses of the mediator shall be equally borne by both parties.
- (e) The grievance may be resolved by mutual agreement between the parties.

### **ARTICLE 12** **HOURS OF WORK**

- 12.01 This Article defines the normal hours of work and provides the basis for the calculation of overtime.
- 12.02 The regular work schedule for full-time office staff shall be seven and one-half (7 ½) hours per day and thirty-seven and one-half (37 ½) hours per week, which includes one (1), fifteen (15) minute paid break in each half of the daily schedule but excludes an unpaid lunch period.
- 12.03 The regular work schedule for full-time outside workers shall be eight (8) hours per day and forty (40) hours per week, which includes one (1), fifteen (15) minute paid break in each half of the daily schedule, but excludes an unpaid lunch break.
- 12.04 Part-time and casual Employees may be scheduled to work different daily or weekly hours than full-time staff, but will be granted breaks consistent with their work group.
- 12.05 The Town will endeavor to provide full-time Employees with two (2) consecutive



days off per week.

- 12.06 Shifts will be scheduled to provide at least eight (8) hours rest between the finishing of one shift and the commencement of another. Failure to provide such rest period will result in the payment of **one and a half (1.5) times** ~~two (2) times~~ their regular rate of pay for all hours worked in such shift that does not provide eight (8) hours rest between the finishing of one shift, and the commencement of another.
- 12.07 Shifts will be established by the Town and any change to a shift schedule will be posted **ten (10)** working days prior to the start of a shift, **unless mutually agreed to between the employee and their exempt supervisor.**
- 12.08 **The notice requirement in clause 12.07 shall not apply to the following circumstances:**
- (a) **Single occasions,**
  - (b) **Cases of emergency. An emergency is defined as a recognized unforeseen circumstance that calls for immediate action.**
- 12.09 Shift exchanges between Employees must be pre-approved by the immediate exempt supervisor and the Town will not incur any additional costs as a result of approving such shift exchanges.
- 12.10 Modified/Flex-Time Hours of Work
- (a) Where the parties agree to implement a system employing extended/ modified work day, they shall evidence such agreement by signing a document indicating those positions/ work areas to which the agreement applies, and indicating the implementation timelines, and the resulting amendments to regular hours of work and related articles.
  - (b) Either party will provide the other party with at least twenty-eight (28) calendar days' notice in writing of their intention to terminate this agreement.
  - (c) The parties agree that with the exception of those amendments when an extended/ modified workday is implemented, all other articles shall remain in full force and effect.

### **ARTICLE 13** **PAYDAYS**

- 13.01 The Employer will pay Employees covered by this Agreement, on a bi-weekly basis. A five (5) day processing period applies.
- 13.02 Regular pay days will be every second Thursday.

### **ARTICLE 14** **OVERTIME**

- 14.01 Overtime for full time office Employees is defined as any authorized hours worked that exceed seven and one-half (7 ½) hours in a day or thirty-seven and one-half (37 ½) hours in a week, whichever is greater. Overtime for full time outside Employees is defined as any authorized hours worked that exceed eight (8) hours in a day or forty (40) hours in a week, whichever is greater. Overtime for part-time and casual Employees is defined as any authorized hours worked that exceed eight (8) hours in a day or forty-four (44) hours in a week, whichever is greater.
- ~~14.02~~ Overtime ~~that is worked on weekdays (Monday to Friday)~~ shall be paid at the rate



of one point five (1.5X) times the Employee's regular rate of pay. ~~for the first two (2) hours of overtime that is worked on that weekday; any overtime worked above and beyond the initial two point zero (2.0X) hours on that weekday will be calculated at two point zero (2.0X) times the Employee's regular rate of pay.~~

~~Any overtime worked on weekends (Saturday and Sunday) will be paid at the rate of one point five (1.5X) times the Employee's regular rate of pay for the first two (2) hours of overtime and two point zero (2.0X) times thereafter.~~

- 14.03 Overtime work will be performed by Employees when required by the Employer. Consideration will be given to any reasonable request by an Employee to be excused from such overtime work.
- 14.04 Full time Employees will be allowed to bank, in each calendar year, overtime hours equivalent to their weekly scheduled hours. These overtime hours can be taken as time off, on a time for time basis, no later than January 31<sup>st</sup> of the following year, after which it will automatically be paid out at the same rate the Employee would have been paid wages had the Employee worked those hours.

#### **ARTICLE 15** **CALL-OUT**

- 15.01 When an Employee is called out to work and it does not immediately precede or immediately follow the Employees' regular hours of work, the Employee shall be paid a minimum of two (2) hours at time and one half (1.5X) the Employee's regular rate of pay. ~~Any overtime that exceeds two (2) hours following a call out will be calculated at two (2X) times the regular rate of pay.~~
- 15.02 Where an Employee is on call and is able to perform work without physically attending to the worksite (e.g. via telephone), the Employee will track their time in doing so. In the event the cumulative time in a day exceeds thirty (30) minutes, the Employee shall be paid for actual time worked at the appropriate overtime rate. Any time over thirty (30) minutes shall be paid in fifteen (15) minute increments.
- 15.03 The call-out is deemed to begin at the time the Employee reports to work. Any subsequent call-out within the two (2) hour period shall be considered a continuation of the first call-out, ~~and as a result, no additional call out premium will be provided within this 2-hour time period. Any call-out outside of the two (2) hour period of the first call-out will be the start of a new call-out.~~

#### **ARTICLE 16** **STAND-BY**

- 16.01 An Employee who is directed to be personally available and accessible to the operations during non-scheduled hours of work shall receive a stand-by payment of sixty dollars (\$60.00) for each calendar day during the week (Monday-Friday), ninety dollars (\$90.00) for each calendar day on a weekend (Saturday and Sunday), and one hundred twenty-five dollars (\$125.00) for each calendar day falling on a Statutory Holiday.
- 16.02 Employees on stand-by shall be available for a full twenty-four (24) hours in each stand-by day.
- 16.03 While on stand-by, Employees are required to perform routine maintenance and inspection of Town facilities, and this shall not be defined as a call-out.

#### **ARTICLE 17** **SHIFT DIFFERENTIAL AND WEEKEND PREMIUM**

- 17.01 Employees who work regularly scheduled hours (excluding overtime) between 6:00PM and 6:00AM shall receive a shift premium of ~~three two~~ dollars (\$23.00) per hour for regular hours worked during that period.
- 17.02 A Weekend Premium of ~~three two~~ dollars (\$23.00) per hour will be paid when working a shift where the majority of the shift falls between 6:00PM on a Friday to 6:00AM on a Monday. The Weekend premium outlined in Clause 17.02 applies to fulltime, permanent employees only.
- 17.03 Shift differential and Weekend Premium will not be used in calculating the regular wage rate, vacation pay, overtime, any premium time, or any other payment under this Agreement.
- 17.04 There will be no pyramiding of shift differential and weekend premium, nor do the premiums apply when working overtime hours or being paid stand-by pay.

#### **ARTICLE 18** **ACTING PAY**

- 18.01 With the approval of their immediate exempt supervisor, an Employee directed to assume the majority of the duties of a higher classification within the Bargaining Unit, for ~~greater than five (5) four (4) days or longer days~~ shall be paid in the range of the higher classification at the level of said range which is higher than their current wage, ~~which must be at least five percent (5%) higher than the Employees' regular rate of pay~~. An Employee directed to assume the duties of a classification to which a lower rate of pay is assigned shall retain their previous rate of pay.

#### **ARTICLE 19** **STAFFING – PROMOTIONS AND VACANCIES**

- 19.01 Permanently vacant or new positions which the Town wishes to fill shall be posted internally for not less than five (5) working days.
- 19.02 All applications for posted positions shall be made in writing to such Officers that the Town has designated on the posting.
- 19.03 Selection decisions for posted positions shall be based on factors as determined by the Town. Factors may include education, experience, skill, training, ability, knowledge, capability, work performance, attendance, attitude and suitability of the applicants. Where these factors are considered by the Town to be relatively equal and satisfactory, seniority shall be the deciding factor.
- 19.04 Applicants for posted positions shall be informed in writing of their acceptance or rejection within five (5) working days of the date of the decision.
- 19.05 All permanent Employees accepting a posted position shall serve a three (3) month trial period. During this trial period, the Employee will be assessed as to their ability to perform the position satisfactorily. Should the Town determine that the Employee cannot perform the position satisfactorily, the Employee will be returned to their former position, provided such position still exists, with no loss of seniority and without access to the grievance procedure. Should the Employee decide, during the trial period, to return to their former position, the Employee should so indicate in writing and the Town will honour the request, provided such position still exists.
- The Town will endeavour to reassign any Employees who are affected by an Employee returning to their former position, but in some cases, termination of employment may be the only option.
- 19.06 In the event an Employee applies for and is the successful candidate for a lower

paid position, their salary shall be adjusted immediately to the applicable step on the lower pay scale.

## **ARTICLE 20**

### **NEW POSITIONS**

- 20.01 If the Town creates a new position within the bargaining unit, which is not included in the salary schedule in this Agreement, it shall establish the salary structure for this position, and give written notice to the Union.
- 20.02 If the Union does not object, in writing, to the salary structure of the new position within thirty (30) calendar days of receipt of the notice from the Town, the salary structure shall be considered as established.
- 20.03 If the Union objects to the salary structure, the Parties will attempt to resolve the matter within thirty (30) calendar days of the Town receiving the written objection, failing which the matter may be referred to the grievance procedure ~~beginning at Step 2.~~
- 20.04 If the resolution of this difference includes a revision to the salary structure, the revised salary structure shall be retroactive to the date the new position was implemented.
- 20.05 Where the Parties reach an agreement on the salary of the new position they shall enter into a letter of understanding signed by both Parties. Once the new position has been placed in the Agreement the Letter of Understanding can be deleted.

## **ARTICLE 21**

### **PROBATIONARY PERIOD**

- 21.01 ~~An Employee shall serve a single probationary period of The probationary period for full time and part time Employees shall be six (6) months. for office staff and outside staff.~~ The probationary period may be extended by management by up to three (3) months for office staff and outside staff. The Union shall be notified in writing of any extensions to the probationary period.
- 21.02 The Employee's performance will be documented in writing, reviewed and discussed between the ~~Exempt~~ Supervisor and the Employee, at least once during the Probationary Period. The final review will take place during the last fifteen (15) days of the Probationary Period.
- 21.03 The Employer shall provide a reason for the termination to a Permanent Employee, and the Permanent Employee shall have recourse to the grievance procedure set out in this Collective Agreement with respect to termination except the matter will not be subject of an Arbitration. ~~Temporary and casual Employees shall not have a probationary period~~

## **ARTICLE 22**

### **LAYOFF & RECALL**

- 22.01 In the event the Town reduces the work force, the Town will notify non-permanent Employees who are to be laid off, at least ten (10) calendar days' notice and permanent Employees at least thirty (30) calendar days' notice, prior to the layoff period. The order of layoff shall be:
- (a) First: Non-Permanent Employees provided however, the remaining Employees have the education, experience, skill, training, ability, knowledge, capability and suitability to perform the required work satisfactorily.

- (b) Second: Permanent Employees, in reverse order of seniority, provided however, the remaining Employees have the education, experience, skill, training, ability, knowledge, capability and suitability to perform the required work satisfactorily.

22.02 Meeting with the Union

The Employer and the Union recognize the value of meeting prior to a layoff process occurring. The purpose of this meeting is to discuss the process of how the reduction will take place, review the current seniority list, and discuss other relevant factors behind the decision.

22.03 Permanent Employees on layoff shall be given the option to maintain health benefit coverage while on layoff and eligible for recall, provided the Employee pays in advance both the Employee and Employer share of the premiums for these benefits.

22.04 In the event the Town increases the work force within six (6) continuous months after a layoff, permanent Employees will be recalled, in order of seniority, provided however, those recalled have the education, experience, skill, training, ability, knowledge, capability and suitability to perform the required work satisfactorily.

22.05 Seasonal Employees who are laid off and do not have a break of service of more than sixty (60) days, will not have to go through the interview and onboarding process.

### ARTICLE 23 SEPARATION ALLOWANCE

23.01 The Separation Allowance as outlined in the attached Schedule, is available as an alternative to and if selected by an Employee who is being laid off, in lieu of the Layoff & Recall provisions of the Collective Agreement entered into by the Parties.

23.02 The Separation Allowance will be available for Full-time and Part-time Employees on a pro-rated basis. Eligible Employees will be entitled to receive the Separation Allowance at their regular basic rate of pay in effect at the time of election, according to the attached Schedule.

23.03 Where an eligible Employee has made an election to accept the Separation Allowance, the election shall only be altered by agreement of the Employee and Employer. Separation of employment shall occur at a time selected by the Employer. Employees shall make their election for Separation Allowance prior to the expiration of six (6) months on layoff.

23.04 An Employee accepting the separation allowance shall no longer have any rights or privileges under the Collective Agreement including recall rights.

#### SCHEDULE- SEPARATION ALLOWANCE

Full Years of Continuous Employment (from the most recent date of hire)	Separation Pay in Weeks of Pay
1	4
2	5
3	6
4	7
5	10
6	12
7	14
8	16

9	18
10	20
11	22
12	24
13	26
14	28
15	30
16	32
17	34
18	36
19	38
20+	40

**ARTICLE 24**  
**VOLUNTEERS AND INTERNS**

- 24.01 The Union agrees that the Town may use volunteers or interns in conjunction with third-party funding programs, such as, but not limited to, the Coaldale & District Volunteer Firefighters Association and the Alberta Municipal Affairs Internship Program periodically, who are not in the bargaining unit. However, the use of volunteers will not result in the reduction of any Employee's regularly scheduled hours of work.

**ARTICLE 25**  
**LEAVE OF ABSENCE**

- 25.01 An Employee desiring a leave of absence without pay shall make application to their immediate exempt supervisor, whose decision shall be final and binding.
- 25.02 Employees absent from work on a leave of absence without pay shall not be entitled to any remuneration from the Town including Statutory Holiday entitlements. Vacation credits or sick days shall not accrue if the total leave of absence is for a period longer than ~~seven~~ **fourteen** (14) consecutive calendar days.
- 25.03 Employees absent from work on a leave of absence without pay shall be required to pay in advance, the pro-rated amount of both the Employee and the employer share of the premiums for applicable benefits as well as any other levies normally in force had such a leave of absence not been granted.
- 25.04 The Employer shall provide unpaid leaves of absence in accordance with the requirements of the *Employment Standards Code of Alberta, as amended*.
- 25.05 When an Employee overstays his leave of absence without the express written permission of the immediate exempt supervisor, he shall automatically forfeit his position with the Town, unless it can be subsequently shown he was prevented from doing so for a legitimate reason.
- 25.06 Leave for Union Business
- (a) When it is necessary for an Employee to make application for leave of absence to perform duties of any office in his Local Union or the Parent Union, such request shall have priority over all other applications. The application must be made with at least ten (10) days' notice through the Union to the Chief Administrative Officer. The Town agrees, subject to operational requirements of the municipality, to grant the requested leave. The Employee shall retain seniority rights during this leave period.
  - (b) An Employee, who is appointed to represent the Union in negotiations, the grievance procedure or any other bona fide Union business and, as a result of said appointment, requires time off from work, shall be paid by the Town at his regular rate of pay for such lost time and the Union shall reimburse the Town for said payment for salary, applicable allowances, pension and benefit costs.

**ARTICLE 26**  
**SICK LEAVE**

- 26.01 Sick leave means the period of time a permanent Employee is permitted to be absent from work with no loss of regular earnings, because the Employee is unable to perform their duties due to a non-work related illness or injury. Sick days can be utilized for a family member.
- The Town recognizes that alcoholism, drug addiction and mental illness are illnesses which can respond to therapy and treatment and that absences from work for such therapy and treatment shall be eligible for sick leave coverage.
- Absences from work due to cosmetic surgery, injury or illness that is willful in nature and/ or is self-inflicted, or occurred while in the employ of another Employer, or occurred while self-employed are not covered by sick leave. Leave without pay may be granted in these cases.
- For the purposes of this Article, a day shall be the normal daily hours of work of the Employee.
- 26.02 Each calendar year, Full-time Employees shall be entitled to ~~twelve fifteen (12+5)~~ days of sick leave credit for that calendar year, ~~prorated for their full-time equivalency (FTE) if the employee's FTE is less than 1.0.~~ Part-time Employees shall be entitled to sick leave credits in each calendar year, based on the proportion of time worked in relation to full-time.
- ~~Effective January 1, 2023, Full time Employees shall be entitled to twelve (12) days of sick leave credit for that calendar year.~~
- 26.03 Sick leave benefits shall be applied to maintain a Regular Employee's regular earnings in the event of illness or injury not covered by Workers' Compensation or other benefits provided by the Employer. Sick leave benefits will not be paid for self-inflicted injury or injuries received while in the employ of another Employer.
- 26.04 One (1) day of credit is deducted from accrued credits for each sickness leave day paid.
- 26.05 On any occasion that an Employee is sick more than seven (7) days, short-term disability benefits shall immediately become operative on the eight (8<sup>th</sup>) day. ~~The Town will top us STD benefits up to a maximum of 90% of the Employee's regular wage.~~
- 26.06 Sick leave shall not carry over from calendar year to calendar year.
- 26.07 When any time is charged against sick leave credits, the Town may request a certificate from the Employee's or family member's attending doctor and/ or a statement signed by the Employee confirming the reason for the absence. Any cost incurred to obtain a certificate will be paid by the Employee.
- 26.08 ~~If an Employee requires time off for the purposes of attending a dental, physiotherapy, optical, medical or such other appointment, provided they have notified the Employer, such absence shall be charged against their accumulated sick leave.~~
- 26.09 Sick leave shall not be used for any purpose other than to provide income replacement, as provided herein. Employees guilty of abusing sick leave shall be subject to dismissal.
- 26.10 A leave of absence without pay may be granted at the sole discretion of the Town to an Employee who does not qualify for sick leave with pay, or who is unable to return to work at the termination of the period for which sick leave with pay is granted.



~~26.10 Effective January 1, 2023.~~

~~At the end of the calendar year, Employees shall be offered the election to receive a portion of their unused sick benefits in payment in accordance with the following schedule:~~

- ~~(a) Employees that have taken four (4) sick days or less in that calendar year will receive payment equivalent to fifty percent (50%) of their unused sick days.~~
- ~~(b) Employees that have taken between four (4) and seven (7) sick days in the calendar year will receive payment equivalent to twenty five percent (25%) of their unused sick days.~~
- ~~(c) Employees who have utilized seven (7) or more sick days in the calendar year will not receive any payment at the end of the year.~~

- 26.11 On termination of employment, all sick leave credits shall be cancelled and no payment shall be due.
- 26.12 If an Employee is hospitalized for an illness or injury during their vacation and sick leave would otherwise have been paid, the Town shall, upon receiving proof from the Employee of such hospitalization and subsequent convalescence, allow such time to be charged to their sick leave credit and allow the Employee to utilize the vacation credits then remaining, at a time suitable to their immediate exempt supervisor.
- 26.13 Any Employer requested physical or medical examination by a doctor chosen by the Employer, shall be properly complied with by the affected Employee. The Employer shall pay for such physical or medical examination.
- 26.14 Employees shall submit all required documentation within seven (7) days to ensure their pay remains uninterrupted.

## **ARTICLE 27**

### **MATERNITY, PARENTAL OR ADOPTION LEAVE**

- 27.01 The Employer shall grant maternity, parental leave or adoption leave, without pay, in accordance with the provisions of the *Employment Standards Code*, RSA 2000, c E-9, as amended.
  - 27.02 Employees returning to work from maternity, parental or adoption leaves will be reinstated to the position occupied at the time the leave commenced or will be provided with alternate work of a comparable nature, at not less than the wages and other benefits that had accrued when the leave commenced.
  - 27.03 Benefits While on Maternity, Parental or Adoption Leave:
    - (a) Employees on the non-health related portion of maternity leave and parental or adoption leave shall have the option to continue to be covered under the Town's benefits plan. The Employee will pay in advance both the Employee and employer share of premiums for applicable benefits as well as any other levies normally in force had such leave not been granted.
    - (b) Employees on the non-health related portion of maternity leave and parental or adoption leave shall not receive any remuneration from the Town including Statutory Holiday entitlements.
- Vacation credits or sick days shall not accrue if the total leave of absence is for a period longer than ~~seven~~ **fourteen (14)** consecutive calendar days.



- 27.04 Five (5) consecutive working days of paid leave shall be granted to all permanent employees for either the birth or adoption of a child.

## **ARTICLE 28**

### **BEREAVEMENT/COMPASSION & FUNERAL LEAVE**

- 28.01 A permanent Employee shall be granted up to five (5) days leave with pay upon the death or critical Illness of an immediate family member, plus an additional two (2) days for a child or spouse. This may be extended at the discretion of the Chief Administrative Officer.
- 28.02 For purposes of this Article, an immediate family member shall be defined as: spouse (including common law spouse), child, parent, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchildren, aunt, uncle, niece, nephew, and grandparent of spouse.
- 28.03 The Employer shall provide unpaid leaves of absence in accordance with the requirements of the *Employment Standards Code, Alberta*, as amended.
- 28.04 For deaths not covered in the above definition of immediate family, in any twelve (12) month period, up to eight (8) hours leave of absence with no loss of regular earnings, to attend funerals, may be granted to permanent full-time and permanent part-time Employees. This granting is at the discretion of the *Director, or in their absence, the CAO. Department Head.*

## **ARTICLE 29**

### **JURY DUTY**

- 29.01 An Employee selected to serve on a jury will be granted a leave of absence with pay for the time necessarily absent from work, provided any monies paid to the Employee from the Court for such Jury duty is paid to the Town.

## **ARTICLE 30**

### **STATUTORY HOLIDAYS**

- 30.01 The following twelve (12) Statutory Holidays are recognized under this Agreement:
- New Year's Day
  - Family Day
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Canada Day
  - August Civic Holiday
  - Labour Day
  - Thanksgiving Day
  - Remembrance Day
  - Christmas Day
  - Boxing Day
- (a) To be eligible to receive a Statutory Holiday with pay an Employee must: be employed by the Town for a minimum of 30 calendar days in the previous twelve (12) months;

- (b) work their full scheduled shift immediately preceding and immediately following the Statutory Holiday, unless the Town has consented to their absence or the Employee provides a satisfactory medical certificate advising the Employee was unable to attend work due to illness or injury;
  - (c) work their shift on the Statutory Holiday if scheduled to do so;
  - (d) not be on a leave of absence, WCB, sick leave, or Long Term Disability.
- 30.02 A Statutory Holiday which falls on a Saturday or Sunday will be observed on the following Monday.
- 30.03 Employees on vacation during which a Statutory Holiday occurs will receive a day in lieu of the Holiday, if the Holiday is one that the Employee would otherwise have been entitled.
- 30.04 When an Employee works on one (1) of the holidays listed in Clause 30.01, the Employee shall receive either:
- a) their regular salary plus one and one-half times (1.5X) for their normal daily hours worked, or
  - b) in lieu of their regular hourly rate, one and one-half times (1.5X) for their normal daily hours worked, plus a day off in lieu with pay.
- ~~Employees required to work on a Statutory Holiday will receive one point five (1.5X) times their regular hourly rate on the Holiday, in addition to any Statutory Holiday pay to which they may be entitled.~~

### **ARTICLE 31**

#### **ANNUAL VACATION**

- 31.01 Permanent Employees will be eligible for an annual vacation with pay as follows:
- (a) 1.25 days per month during the first two (2) years of employment;
  - (b) Four (4) weeks after two (2) consecutive years of employment;
  - (c) Five (5) weeks after ten (10) consecutive years of employment;
  - (d) Six (6) weeks after twenty (20) consecutive years of employment.
- 31.02 Earned vacation time for Permanent Employees shall be taken as time off. It can be taken at any time subject to the approval of their immediate exempt supervisor. It will be paid out only on cessation of employment.
- 31.03 An Employee is expected to use the current year's entitlement each year, however, where for the purpose of an extended holiday or some other acceptable reason, an Employee may carry over, provided the Employee has advised their immediate exempt supervisor, up to five (5) days of vacation leave which must be taken by the end of the following calendar year.
- 31.04 A Permanent Employee who suffers an illness or injury during their vacation will, upon their request and the provision of a satisfactory physician's certificate, be granted sick leave for the period of vacation affected.
- 31.05 Temporary, Seasonal and Casual Employees shall be paid ~~six four~~ percent (4% ~~6%~~) of regular earnings for vacation pay, and will receive their vacation pay in each period in which there are regular earnings.
- 31.06 Vacation credits will not accrue to Employees during any period of an absence when the total length of the absence from work exceeds ~~seven fourteen~~ (7+14)

consecutive calendar days. This includes absences while on an unpaid leave of absence, WCB, sick leave or while on Long Term Disability.

31.07 For purposes of calculating and using vacation credits, the year shall be deemed to be from ~~the first pay period to the last pay period in the calendar year. January 1 to December 31 inclusive.~~

31.08 Personal Day:

- (a) ~~Permanent~~ Full-time and Part-time Employees who are employed with the Town on January 1 of a calendar year will receive one (1) personal day to be taken at their discretion and at a time approved by their supervisor.
- (b) The personal day must be used by the Employee by ~~the final pay period in the calendar year. December 31 in the calendar year in which the Employee receives it.~~
- (c) An eligible Employee receives a day of pay at the regular rate for regular daily hours when the personal day is taken.
- (d) A personal day cannot be carried forward into the next calendar year.

## ARTICLE 32 SENIORITY

32.01 Seniority for Permanent Full-Time Employees shall be defined as length of continuous service with the Employer from the Employee's last date of hire. Seniority for Permanent Part-time Employees shall be defined as all hours worked with the Employer from the Employee's last date of hire. Upon completion of ~~his~~ ~~their~~ probation period, such seniority shall be retroactive to the date of hire.

32.02 Temporary and casual Employees will not acquire or accrue seniority.

32.03 Seniority shall be considered in determining:

- (a) Layoffs and recalls, subject to the provisions specified in the Article 22 – Layoff and Recall.
- (b) Transfers and in filling vacancies within the bargaining unit subject to the provisions specified in the Article 19 – Staffing, Promotions and Vacancies.

32.04 Seniority shall be lost, all rights forfeited and there shall be no obligation to rehire when:

- (a) The Employee resigns, retires or abandons their position;
- (b) The Employee is discharged for just cause;
- (c) The Employee is absent from work without authorized leave, unless there are extenuating circumstances as determined by management;
- (d) The Employee is on layoff for more than six (6) continuous months without being recalled;
- (e) The Employee fails to return to work within seven (7) calendar days after being notified of recall from layoff;

32.05 Seniority shall accrue to an Employee only during periods of employment, sick leave, absence from work while on WCB or while on an authorized leave of absence. Seniority shall not accrue while on layoff or suspension from work for cause.

**ARTICLE 33**  
**CLOTHING**

- 33.01 All articles of clothing issued by the Town shall be carefully looked after and kept clean by the Employee. Such items will be returned to the Town upon resignation, termination, or assignment to a position which does not require such items.

**ARTICLE 34**  
**HEALTH/ SAFETY & EQUIPMENT**

- 34.01 Employees are required to participate in the Town's safety program and to adhere to and follow all of the Town's safety policy, responsibilities, practices and procedures.
- 34.02 The Town agrees to provide such wet weather gear and equipment and any protective clothing, tools or equipment, as may be necessary for the safety of the Employees and public when required by Occupational Health and Safety regulations.
- 34.03 All articles, as described in section 2, shall be carefully looked after and kept clean by the Employees.
- 34.04 A Safety Boot Allowance of up to two hundred ~~fifty~~ dollars (\$250.00) shall be provided every year to those permanent Employees who are required to wear safety boots under the Occupational Health and Safety Regulations that are CSA approved and who provide a receipt.
- 34.05 A Winter Safety Boot Allowance of up to two hundred ~~fifty~~ dollars (\$250.00) shall be provided every two (2) years to those permanent Employees who are required to wear safety winter boots under the Occupational Health and Safety Regulations that are CSA approved and who provide a receipt.
- 34.06 The Town agrees to provide a "tool allowance" to eligible mechanics or tradesmen of \$70 per pay period (every two weeks). ~~as currently practiced.~~

**ARTICLE 35**  
**BENEFITS**

- 35.01 Permanent Full-Time ~~employees; Permanent Part-Time Employees and Temporary full time positions with a term of twelve (12) months or greater~~ are eligible for participation in the Town's benefit program.
- 35.02 For purposes of this Article, the Town's benefit program includes Extended Health Care, Dental Care, Group Life Insurance, Dependent Life Insurance, Long Term Disability, Accidental Death & Dismemberment and Employee Assistance Program. ~~and Worker's Compensation Top Up.~~
- 35.03 Participation for Permanent Employees is mandatory except for Extended Health Care and Dental Care where the Employee has documentation proving satisfactory coverage through alternative coverage.
- 35.04 The Town's responsibility for the benefits in their policy is limited to the payment of its share of premiums to purchase the coverage. The insurance plans and policies and any benefits administration contracts are not part of nor are any of them to be considered incorporated into this Agreement and will not be the subject of any grievance or arbitration procedure under the terms of this Agreement. The Employee's share of applicable premiums shall be collected through payroll deduction.
- 35.05 The Town's share of benefit premiums shall be as follows:

- Extended Health Care – 100%
- Dental Care – 100%
- Group Life Insurance – 100%
- Dependent Life Insurance – 100%
- Short Term Disability – 100%
- Long Term Disability – 0%
- Accidental Death & Dismemberment – 100%
- Employee Assistance Program – 100%

35.06 The Town retains the right to change insurance carriers and amend administrative requirements.

35.07 Employees may opt to continue participating in the group benefits program for a period up to 12 months, under the following conditions:

- Employees on layoff and eligible for recall may maintain health benefit coverage.
- Employees on an authorized leave of absence.
- An Employee opting to maintain their benefit coverage shall prepay both the Town's and their portion of the applicable premiums.

The Town will continue to pay its share of applicable benefit premiums for a period of up to one (1) year while any eligible Employee is on LTD or WCB, provided the Employee continues to pay their share of the required premiums. The Employee's benefit entitlement shall terminate following an absence of greater than twelve (12) months.

35.08 Health and Wellness Spending Account:

- The Employer agrees to provide a Health and Wellness Spending Account. Full-Time permanent Employees will be eligible to receive an allotment of \$1,000 per annum. Part-time permanent employees will be eligible to receive an allotment of \$500 per annum.
- All amounts are paid on a prorated basis, subject to the employee's start date.
- The Employer reserves the right to administer the Health and Wellness Spending Account in a manner that properly complies with the statutory tax requirements of the Canada Revenue Agency.

## ARTICLE 36 PENSION

36.01 Employees will participate in the Local Authorities Pension Plan (LAPP) in accordance with the eligibility and requirements of the LAPP.

36.02 The Town and eligible Employees (through payroll deduction) will submit the required premiums to the LAPP.

36.03 The Town will continue to pay its share of pension premiums for a period of up to one (1) year while any eligible Employee is on WCB, provided the Employee continues to pay their share of the required premium. The Town will continue to pay its share of pension premiums for a period of up to one (1) year while any eligible Employee is on Long Term Disability (LTD), provided the Employee continues to pay their share of the required premium.

**ARTICLE 37**  
**JOB ABANDONMENT**

- 37.01 An Employee absent for three (3) consecutive working days who has not obtained the approval of an individual designated to authorize absences at their place of work shall be considered to have abandoned their position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented them from reporting to their place of work

**ARTICLE 38**  
**WAGE ADJUSTMENTS**

- 38.01 Effective ~~the first day of the first pay period of 2025 January 1, 2022~~, Employees ~~to will~~ receive a ~~two-point five one percent (1.0%)~~ (2.5%) general wage increase.
- 38.02 Effective ~~the first day of the first pay period of January 1, 2023~~ 2026, Employees ~~to will receive a two-point seven five one-point five~~ percent ~~(1.5%)~~ (2.75%) general wage increase.
- 38.03 Effective ~~the first day or the first period of January 1, 2024~~ 2027, Employees ~~to will receive a two-point seven five one-point five~~ percent ~~(1.5%)~~ (2.75%) general wage increase.
- 38.04 Effective ~~the first day or the first period of January 1, 2024~~ 2028, Employees ~~to will receive a two-point seven five one-point five~~ percent ~~(1.5%)~~ (3.00%) general wage increase.

**ARTICLE 39**  
**WAGE SCHEDULES**

Attached as Schedule "A" is the classification listing and wage grid for ~~2022~~ 2025 – ~~2024~~ 2028. Wage Grid:

1. Any Employee with a wage rate higher than the maximum wage rate of their classification will be green circled (will receive negotiated wage adjustments) for as long as they remain in their current classification.

Increment Increases - Full Time Employees:

1. Employees will be eligible for a wage increment increase, to the next step in their classification, to be effective on their Town service anniversary date, subject to a performance review/ rating acceptable to management.
2. Subsequent wage increment increases for full time Employees will be subject to one (1) year of continuous employment and a performance review /rating acceptable to management.

Increment Increases - Part Time and Casual Employees:

1. Part time and casual Employees will be eligible for a wage increment increase, to the next step in their classification, upon completion of the equivalent of one (1) year of work (i.e. 1950 worked hours for office staff and 2080 worked hours for outside staff) and a performance review/ rating acceptable to management.

Appeal for Withheld Increments:

1. An Employee who does not receive an increment increase due to an unacceptable performance review /rating may appeal this decision to a three (3) person panel, consisting of the Town Chief Administrative Officer, the Employee's immediate

exempt supervisor and a Union representative for a final and binding decision.

Wage Adjustments on Promotion:

1. An Employee promoted to a higher rated classification will be placed, at a minimum, in the next higher paid step of their new classification.
2. The date of promotion will be used to determine eligibility for future wage increment increases.

**Schedule A – Salary Grids (2022, 2023, 2024)**

**2022 SALARY GRID**

CA	LEVEL	1	2	3	4	5	6	7	8
IT Technician	15	39.50	40.29	41.09	41.92	42.75	43.60	44.49	45.37
		77,030.88	78,557.58	80,129.18	81,745.68	83,362.19	85,023.59	86,752.35	88,481.11
		82,166.27	83,794.75	85,471.12	87,195.39	88,919.66	90,691.83	92,535.84	94,379.85
CPO-I (Team Lead)	14	35.27	35.98	36.72	37.47	38.23	39.01	39.80	40.62
Facilities Foreman		68,768.75	70,160.74	71,597.63	73,056.98	74,538.77	76,065.47	77,614.62	79,208.67
Fleet Services Foreman		73,353.34	74,838.12	76,370.81	77,927.44	79,508.02	81,136.50	82,788.93	84,489.25
Municipal Services Foreman									
Parks Foreman									
Recreation Foreman									
Utilities Foreman									
Assistant Mechanic	13	34.84	35.55	36.28	37.02	37.78	38.54	39.33	40.14
		67,938.05	69,330.04	70,744.48	72,181.37	73,663.16	75,144.96	76,694.11	78,265.71
		72,467.25	73,952.04	75,460.78	76,993.46	78,574.04	80,154.62	81,807.05	83,483.42
Arborist	12	33.79	34.48	35.19	35.90	36.64	37.38	38.14	38.92
Engineering Technologist		65,894.97	67,242.05	68,611.59	70,003.58	71,440.47	72,899.82	74,381.61	75,885.86
Safety Advisor		70,287.97	71,724.86	73,185.70	74,670.49	76,203.17	77,759.80	79,340.38	80,944.91
CPO-I	11	31.79	32.45	33.10	33.78	34.47	35.17	35.89	36.62
Development Officer		61,988.42	63,268.15	64,547.88	65,872.52	67,219.60	68,589.14	69,981.13	71,418.02
Mechanic Labourer-I		66,120.98	67,486.03	68,851.07	70,264.02	71,700.91	73,161.75	74,646.54	76,179.22
Arts & Culture Coordinator	10	28.76	29.35	29.95	30.56	31.19	31.82	32.47	33.14
Communications Coordinator		56,083.69	57,228.71	58,396.19	59,586.11	60,820.94	62,055.77	63,313.05	64,615.24
Corporate Services Assistant		59,822.60	61,043.96	62,289.27	63,558.52	64,875.67	66,192.82	67,533.92	68,922.92
CPO-II									
Finance Officer									
Utility Lead Hand									



**2022 SALARY GRID**

Public Works Lead Hand	9	26.95	27.51	28.06	28.63	29.22	29.82	30.43	31.05
Ree Operator Lead Hand		52,558.81	53,636.48	54,714.15	55,836.72	56,981.75	58,149.22	59,339.15	60,551.53
Parks Lead Hand		56,062.74	57,212.25	58,361.76	59,559.17	60,780.53	62,025.84	63,295.09	64,588.29
Facilities Labourer	8	26.62	27.17	27.72	28.29	28.86	29.45	30.05	30.67
Utilities Operator		51,907.72	52,985.39	54,063.06	55,163.18	56,285.75	57,430.78	58,598.25	59,810.63
		55,368.24	56,517.75	57,667.26	58,840.73	60,038.14	61,259.49	62,504.80	63,798.00
Equipment Operator	7	26.18	26.71	27.26	27.82	28.38	28.97	29.56	30.15
Labourer III (Skilled Labourer)		51,054.57	52,087.33	53,165.00	54,242.67	55,342.79	56,487.82	57,632.84	58,800.31
Pool Manager		54,458.21	55,559.82	56,709.34	57,858.85	59,032.31	60,253.67	61,475.03	62,720.33
Community Services Assistant	6	25.18	25.70	26.22	26.76	27.30	27.86	28.43	29.00
Customer Services Clerk		49,101.29	50,111.61	51,121.92	52,177.14	53,232.36	54,332.48	55,432.60	56,555.17
Operations Clerk		52,374.71	53,452.38	54,530.05	55,655.62	56,781.18	57,954.64	59,128.10	60,325.51
Tax Clerk									
Utilities Clerk									
Park Operator	5	25.05	25.56	26.08	26.61	27.16	27.71	28.28	28.85
Ree Operator		48,854.33	49,842.19	50,852.50	51,885.27	52,962.94	54,040.61	55,140.73	56,263.30
		52,111.28	53,165.00	54,242.67	55,344.29	56,493.80	57,643.32	58,816.78	60,014.19
Assistant Pool Manager	4	22.41	22.85	23.33	23.80	24.28	24.79	25.28	25.80
		43,690.50	44,566.10	45,486.61	46,407.12	47,350.08	48,337.94	49,303.36	50,313.67
		46,603.20	47,537.18	48,519.05	49,500.93	50,506.75	51,560.47	52,590.25	53,667.92
Caretaker	3	21.48	21.92	22.37	22.83	23.29	23.76	24.26	24.75
		41,894.38	42,747.54	43,623.14	44,521.20	45,419.26	46,339.77	47,305.18	48,270.59
		44,687.34	45,597.37	46,531.35	47,489.28	48,447.21	49,429.08	50,458.86	51,488.63
Labourer II (Pool Shift Supervisor x2)	2	20.11	20.53	20.94	21.37	-	-	-	-
Labourer II, Seasonal		39,222.66	40,030.91	40,839.16	41,669.87	-	-	-	-
Operations Technician		41,837.50	42,699.64	43,561.77	44,447.86	-	-	-	-

**2022 SALARY GRID**

Lifeguards	1	17.68	18.04	18.41	18.79	-	-	-	-
Summer Labourers		34,485.41	35,181.40	35,899.85	36,640.75	-	-	-	-
		36,784.43	37,526.83	38,293.17	39,083.46	-	-	-	-

**2023 SALARY GRID**

CA	LEVEL	1	2	3	4	5	6	7	8
IT Technician	15	40.10	40.89	41.71	42.55	43.39	44.26	45.16	46.06
		78,186.34	79,735.94	81,331.12	82,971.87	84,612.62	86,298.95	88,053.64	89,808.33
		83,398.77	85,051.67	86,753.19	88,503.33	90,253.46	92,052.21	93,923.88	95,795.55
CPO-I (Team Lead)	14	35.80	36.52	37.27	38.03	38.80	39.59	40.40	41.23
Facilities Foreman		69,800.28	71,213.15	72,671.60	74,152.83	75,656.85	77,206.45	78,778.84	80,396.80
Fleet Services Foreman		74,453.64	75,960.70	77,516.37	79,096.35	80,700.64	82,353.55	84,030.76	85,756.59
Municipal Services Foreman									
Parks Foreman									
Recreation Foreman									
Utilities Foreman									
Assistant Mechanic	13	35.36	36.09	36.82	37.57	38.34	39.11	39.92	40.74
		68,957.12	70,369.99	71,805.65	73,264.09	74,768.11	76,272.13	77,844.52	79,439.70
		73,554.26	75,061.32	76,592.69	78,148.36	79,752.65	81,356.94	83,034.16	84,735.67
Arborist	12	34.30	35.00	35.71	36.44	37.19	37.95	38.72	39.50
Engineering Technologist		66,883.39	68,250.68	69,640.77	71,053.63	72,512.08	73,993.31	75,497.34	77,024.14
Safety Advisor		71,342.28	72,800.73	74,283.48	75,790.54	77,346.22	78,926.20	80,530.49	82,159.09
CPO-I	11	32.27	32.93	33.60	34.29	34.99	35.70	36.43	37.17
Development Officer		62,918.24	64,217.17	65,516.10	66,860.60	68,227.90	69,617.98	71,030.85	72,489.29
Mechanic Labourer-I		67,112.79	68,498.32	69,883.84	71,317.98	72,776.42	74,259.18	75,766.24	77,321.91

**2023 SALARY GRID**

Arts & Culture Coordinator	10	29.19	29.79	30.40	31.02	31.66	32.30	32.96	33.63
Communications Coordinator		56,924.95	58,087.14	59,272.13	60,479.91	61,733.26	62,986.61	64,262.75	65,584.46
Corporate Services Assistant		60,719.94	61,959.62	63,223.61	64,511.90	65,848.81	67,185.72	68,546.93	69,956.76
CPO-II									
Finance Officer									
Utility Lead Hand									
Public Works Lead Hand	9	27.36	27.92	28.48	29.06	29.66	30.27	30.89	31.52
Rec Operator Lead Hand		53,347.20	54,441.03	55,534.86	56,674.27	57,836.47	59,021.46	60,229.24	61,459.80
Parks Lead Hand		56,903.68	58,070.43	59,237.19	60,452.56	61,692.24	62,956.22	64,244.52	65,557.12
Facilities Labourer	8	27.02	27.58	28.14	28.71	29.30	29.89	30.50	31.13
Utilities Operator		52,686.34	53,780.17	54,874.01	55,990.63	57,130.04	58,292.24	59,477.22	60,707.79
		56,198.76	57,365.52	58,532.27	59,723.34	60,938.71	62,178.39	63,442.37	64,754.97
Equipment Operator	7	26.57	27.11	27.67	28.23	28.81	29.40	30.00	30.61
Labourer III (Skilled Labourer)		51,820.39	52,868.64	53,962.48	55,056.31	56,172.93	57,335.13	58,497.33	59,682.32
Pool Manager		55,275.08	56,393.22	57,559.98	58,726.73	59,917.80	61,157.47	62,397.15	63,661.14
Community Services Assistant	6	25.56	26.08	26.61	27.16	27.71	28.28	28.85	29.44
Customer Services Clerk		49,837.81	50,863.28	51,888.75	52,959.80	54,030.84	55,147.46	56,264.09	57,403.50
Operations Clerk		53,160.33	54,254.17	55,348.00	56,490.45	57,632.90	58,823.96	60,015.03	61,230.40
Tax Clerk									
Utilities Clerk									
Park Operator	5	25.43	25.94	26.47	27.01	27.57	28.13	28.70	29.29
Rec Operator		49,587.14	50,589.82	51,615.29	52,663.55	53,757.38	54,851.22	55,967.84	57,107.25
		52,892.95	53,962.48	55,056.31	56,174.45	57,341.21	58,507.97	59,699.03	60,914.40
Assistant Pool Manager	4	22.74	23.20	23.68	24.16	24.65	25.16	25.66	26.19
		44,345.85	45,234.59	46,168.91	47,103.23	48,060.33	49,063.01	50,042.91	51,068.38
		47,302.24	48,250.23	49,246.84	50,243.44	51,264.35	52,333.88	53,379.10	54,472.93

### 2023 SALARY GRID

Caretaker	3	21.81	22.25	22.71	23.17	23.64	24.12	24.62	25.13
		42,522.80	43,388.75	44,277.49	45,189.02	46,100.55	47,034.86	48,014.76	48,994.65
		45,357.65	46,281.33	47,229.32	48,201.62	49,173.92	50,170.52	51,215.74	52,260.96
Labourer II (Pool Shift Supervisor x2)	2	20.42	20.84	21.26	21.69	-	-	-	-
Labourer II, Seasonal		39,811.00	40,631.38	41,451.75	42,294.92	-	-	-	-
Operations Technician		42,465.07	43,340.13	44,215.20	45,114.58	-	-	-	-
Lifeguards	1	17.95	18.31	18.69	19.07	-	-	-	-
Summer Labourers		35,002.69	35,709.12	36,438.35	37,190.36	-	-	-	-
		37,336.20	38,089.73	38,867.57	39,669.71	-	-	-	-

### 2024 SALARY GRID

CA	LEVEL	1	2	3	4	5	6	7	8
IT Technician	15	40.70	41.50	42.33	43.19	44.04	44.92	45.83	46.75
		79,359.14	80,931.98	82,551.08	84,216.45	85,881.81	87,593.43	89,374.44	91,155.45
		84,649.75	86,327.45	88,054.49	89,830.88	91,607.26	93,432.99	95,332.74	97,232.49
CPO I (Team Lead)	14	36.33	37.07	37.83	38.60	39.38	40.19	41.01	41.85
Facilities Foreman		70,847.29	72,281.35	73,761.67	75,265.12	76,791.71	78,364.55	79,960.52	81,602.75
Fleet Services Foreman		75,570.44	77,100.11	78,679.12	80,282.80	81,911.15	83,588.85	85,291.22	87,042.94
Municipal Services Foreman									
Parks Foreman									
Recreation Foreman									
Utilities Foreman									
Assistant Mechanic	13	35.89	36.63	37.38	38.13	38.92	39.70	40.52	41.35
		69,991.48	71,425.54	72,882.73	74,363.05	75,889.63	77,416.22	79,012.19	80,631.29
		74,657.57	76,187.24	77,741.58	79,320.59	80,948.94	82,577.30	84,279.67	86,006.71
Arborist	12	34.81	35.53	36.25	36.98	37.74	38.51	39.30	40.09
Engineering Technologist		67,886.64	69,274.44	70,685.38	72,119.44	73,599.76	75,103.21	76,629.80	78,179.51
Safety Advisor		72,412.42	73,892.74	75,397.74	76,927.40	78,506.41	80,110.09	81,738.45	83,391.47

# 2024 SALARY GRID

CPO-I	11	32.75	33.43	34.10	34.80	35.51	36.24	36.97	37.73
Development Officer		63,862.02	65,180.43	66,498.84	67,863.51	69,251.31	70,662.25	72,096.31	73,576.63
Mechanic-Labourer-I		68,119.49	69,525.79	70,932.10	72,387.75	73,868.07	75,373.06	76,902.73	78,481.74
Arts & Culture Coordinator	10	29.63	30.24	30.85	31.48	32.13	32.79	33.45	34.14
Communications Coordinator		57,778.82	58,958.45	60,161.21	61,387.10	62,659.26	63,931.41	65,226.69	66,568.23
Corporate Services Assistant		61,630.74	62,889.01	64,171.96	65,479.58	66,836.54	68,193.50	69,575.14	71,006.11
CPO-II									
Finance Officer									
Utility Lead Hand									
Public Works Lead Hand	9	27.77	28.34	28.91	29.50	30.10	30.72	31.35	31.99
Rec Operator Lead Hand		54,147.40	55,257.65	56,367.89	57,524.39	58,704.02	59,906.78	61,132.67	62,381.70
Parks Lead Hand		57,757.23	58,941.49	60,125.75	61,359.35	62,617.62	63,900.57	65,208.19	66,540.48
Facilities Labourer	8	27.42	27.99	28.56	29.14	29.74	30.34	30.96	31.60
Utilities Operator		53,476.63	54,586.87	55,697.12	56,830.49	57,986.99	59,166.62	60,369.38	61,618.40
		57,041.74	58,226.00	59,410.26	60,619.19	61,852.79	63,111.06	64,394.01	65,726.30
Equipment Operator	7	26.97	27.52	28.09	28.66	29.24	29.84	30.45	31.07
Labourer III (Skilled Labourer)		52,597.69	53,661.67	54,771.92	55,882.16	57,015.53	58,195.16	59,374.79	60,577.55
Pool Manager		56,104.20	57,239.12	58,423.38	59,607.63	60,816.56	62,074.84	63,333.11	64,616.06
Community Services Assistant	6	25.94	26.47	27.01	27.57	28.12	28.70	29.29	29.88
Customer Services Clerk		50,585.38	51,626.23	52,667.08	53,754.19	54,841.31	55,974.68	57,108.05	58,264.55
Operations Clerk		53,957.74	55,067.98	56,178.22	57,337.81	58,497.39	59,706.32	60,915.25	62,148.85
Tax Clerk									
Utilities Clerk									
Park Operator	5	25.81	26.33	26.87	27.41	27.98	28.55	29.13	29.73
Rec Operator		50,330.95	51,348.67	52,389.52	53,453.50	54,563.74	55,673.99	56,807.36	57,963.86
		53,686.35	54,771.92	55,882.16	57,017.07	58,201.33	59,385.59	60,594.52	61,828.12

# 2024 SALARY GRID

Assistant Pool Manager	4	23.08	23.55	24.03	24.52	25.02	25.54	26.05	26.58
		45,011.04	45,913.11	46,861.44	47,809.78	48,781.24	49,798.96	50,793.55	51,834.40
		48,011.78	48,973.99	49,985.54	50,997.09	52,033.32	53,118.89	54,179.79	55,290.03
Caretaker	3	22.13	22.58	23.05	23.52	24.00	24.48	24.99	25.50
		43,160.64	44,039.58	44,941.65	45,866.85	46,792.05	47,740.39	48,734.98	49,729.57
		46,038.02	46,975.55	47,937.76	48,924.64	49,911.52	50,923.08	51,983.98	53,044.87
Labourer II (Pool Shift Supervisor x2)	2	20.72	21.15	21.58	22.02	-	-	-	-
Labourer II, Seasonal		40,408.17	41,240.85	42,073.53	42,929.34	-	-	-	-
Operations Technician		43,102.04	43,990.24	44,878.43	45,791.29	-	-	-	-
Lifeguards	1	18.22	18.59	18.97	19.36	-	-	-	-
Summer Labourers		35,527.73	36,244.76	36,984.92	37,748.21	-	-	-	-
		37,896.24	38,661.08	39,450.58	40,264.76	-	-	-	-

IN WITNESS WHEREOF the parties hereto execute this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2025.

ON BEHALF OF THE TOWN OF COALDALE



**Kalen Hastings, Chief Administrative Officer**

\_\_\_\_\_  
**Witness**

ON BEHALF OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES



**Guy Smith, President**

\_\_\_\_\_  
**Witness**

Removed – Added to Article 8

~~LETTER OF UNDERSTANDING #1~~

~~BETWEEN~~

~~TOWN OF COALDALE~~

~~AND~~

~~ALBERTA UNION OF PROVINCIAL EMPLOYEES~~

~~LOCAL 118 CHAPTER 001~~

~~Re: Benefits Review Committee~~

~~The parties agree that during the term of the Agreement a Joint Benefits Review Committee will be formed to assess the current benefits offerings and the feasibility for improvements to the benefits program.~~

~~Effective date of ratification, benefit enrolment will occur on day of hire.~~

~~SIGNED ON BEHALF OF:~~

~~THE TOWN OF COALDALE~~

~~ALBERTA UNION OF PROVINCIAL  
EMPLOYEES~~

[Redacted Signature Area]

DATE: /Jm:  
1

26, 2022

DATE: April 26, 2022



Added to Article 35 - Benefits

~~LETTER OF UNDERSTANDING #2-~~

~~BETWEEN~~

~~TOWN OF COALDALE~~

~~AND~~

~~ALBERTA UNION OF PROVINCIAL EMPLOYEES-~~

~~LOCAL 118 CHAPTER 001~~

**Re: Health Spending Account**

~~The parties agree that the Town of Coaldale has a Health Spending Account pursuant to its Employee Wellness Program.~~

~~Full Time Permanent Employees will be eligible to receive a Health Spending Account as follows:~~

- ~~▶ 2022 - \$1000.00 (with \$500.00 paid in June and \$500.00 paid in December of each year)~~
- ~~▶ 2023 - \$1000.00 (with \$500.00 paid in June and \$500.00 paid in December of each year)~~
- ~~▶ 2024 - \$1000.00 (with \$500.00 paid in June and \$500.00 paid in December of each year)~~

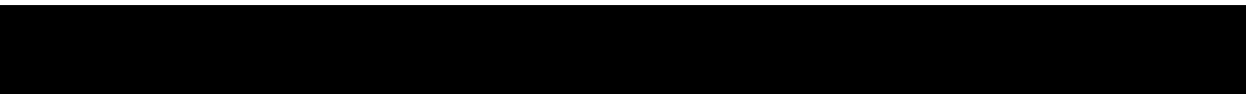
~~Part Time Permanent Employees will be eligible to receive a Health Spending Account as follows:~~

- ~~▶ 2022 - \$500.00 (with \$250.00 paid in June and \$250.00 paid in December of each year)~~
- ~~▶ 2023 - \$500.00 (with \$250.00 paid in June and \$250.00 paid in December of each year)~~
- ~~▶ 2024 - \$500.00 (with \$250.00 paid in June and \$250.00 paid in December of each year)~~

SIGNED ON BEHALF OF:

THE TOWN OF COALDALE

ALBERTA UNION OF PROVINCIAL  
EMPLOYEES



DATE: ~~11-21-2021~~

DATE: April 26, 2022

LETTER OF UNDERSTANDING #3  
BETWEEN  
TOWN OF COALDALE  
AND  
ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118 CHAPTER 001  
**RE: Public Health Emergency Leave**

The Employer shall provide one paid Public Health Emergency Leave of up to five (5) days for all Employees who:

- (a) Are required by the Employer, by law, or by the Chief Medical Officer of Alberta or Canada to self-isolate or quarantine;
- (b) Are required by their Employer, by law, or by the Chief Medical Officer of Alberta be tested for an infectious disease;
- (c) Are legally responsible for family member residing with them who is required by their Employer, by law, or by the Chief Medical Officer of Alberta to self-isolate or quarantine; or
- (d) Are required to provide care for a family member residing with them who have health related issues related to the outbreak/ pandemic.

The employee would have access to this leave only if all other paid leaves have been exhausted.  
This leave must be supported by a medical certificate

SIGNED ON BEHALF OF:

THE TOWN OF COALDALE

ALBERTA UNION OF PROVINCIAL  
EMPLOYEES



DATE: April 26, 2022

DATE: April 26, 2022

~~LETTER OF UNDERSTANDING #4~~

~~BETWEEN~~

~~TOWN OF COALDALE~~

~~AND~~

~~ALBERTA UNION OF PROVINCIAL EMPLOYEES~~

~~LOCAL 118 CHAPTER 001~~

**RE: Job Security and Layoffs**

~~As a gesture of good faith, and for the purpose of providing peace of mind and job security to permanent full-time staff, the Employer agrees to not exercise its layoff rights under Article 22 of the Collective Agreement from January 1, 2022 to December 31, 2024. This Letter of Understanding (LOU) will expire 11:59 pm MST December 31, 2024.~~

~~Notwithstanding the above, both parties reserve the right to enter into a mutually agreed upon arrangement pursuant to Article 23 of the Collective Agreement.~~

~~SIGNED ON BEHALF OF:~~

~~THE TOWN OF COALDALE~~

~~ALBERTA UNION OF PROVINCIAL  
EMPLOYEES~~



DATE: April 26, 2022

DATE: April 26, 2022

Salary GRID - Base after Market Adjustments - without any general wage increases being applied to this grid					
	Level	1	2	3	4
Heavy Duty Mechanic - Foreman	13	40.72	41.95	43.20	44.50
Journeyman Carpenter - Foreman	13	40.72	41.95	43.20	44.50
Client Services Supervisor	12	38.89	40.06	41.26	42.50
Operations Foreman	12	38.89	40.06	41.26	42.50
Parks Foreman	12	38.89	40.06	41.26	42.50
Recreation Foreman	12	38.89	40.06	41.26	42.50
Utility Foreman	12	38.89	40.06	41.26	42.50
Arborist	11	37.06	38.18	39.32	40.50
Community Peace Officer	11	37.06	38.18	39.32	40.50
Engineering Technologist	11	37.06	38.18	39.32	40.50
Safety Advisor	11	37.06	38.18	39.32	40.50
Mechanic Labourer	10	34.78	35.82	36.89	38.50
Utilities Lead Hand	9	34.78	35.82	36.89	38.00
Bylaw Enforcement Officer	8	32.03	32.99	33.98	35.00
Community Services Coordinator	8	32.03	32.99	33.98	35.00
Corporate Services Coordinator	8	32.03	32.99	33.98	35.00
Parks Lead Hand	8	32.03	32.99	33.98	35.00
Public Works Lead Hand	8	32.03	32.99	33.98	35.00
RCMP Coordinator	8	32.03	32.99	33.98	35.00
Recreation Lead Hand	8	32.03	32.99	33.98	35.00
Utility Operator	7	30.66	31.58	32.52	33.50
Parks & Recreation Operator	6	28.83	29.69	30.58	31.50
Parks Operator	6	28.83	29.69	30.58	31.50
Public Works Operator	6	28.83	29.69	30.58	31.50
Recreation Operator	6	28.83	29.69	30.58	31.50
Corporate Clerk	5	27.45	28.28	29.13	30.00
Public Works Labourer	5	27.45	28.28	29.13	30.00
Pool Manager	4	25.62	26.39	27.18	28.00
Customer Service Representative	3	24.25	24.98	25.73	26.50
Pool Shift Supervisor - Seasonal	2	20.50	21.12	21.75	22.40
Recreation Centre Attendant - Part Time / Casual	2	20.50	21.12	21.75	22.40
Recreation Centre Cashier - Part Time / Casual	2	20.50	21.12	21.75	22.40
Utility Labourer - Seasonal	2	20.50	21.12	21.75	22.40
Labourer - Seasonal	1	18.50	19.06	19.63	20.22
Lifeguards - Seasonal	1	18.50	19.06	19.63	20.22

Salary GRID - 2025 + general wage adjustment of 2.5% applied to grid					
	Level	1	2	3	4
Heavy Duty Mechanic - Foreman	13	41.74	42.99	44.28	45.61
Journeyman Carpenter - Foreman	13	41.74	42.99	44.28	45.61
Client Services Supervisor	12	39.87	41.06	42.29	43.56
Operations Foreman	12	39.87	41.06	42.29	43.56
Parks Foreman	12	39.87	41.06	42.29	43.56
Recreation Foreman	12	39.87	41.06	42.29	43.56
Utility Foreman	12	39.87	41.06	42.29	43.56
Arborist	11	37.99	39.13	40.30	41.51
Community Peace Officer	11	37.99	39.13	40.30	41.51
Engineering Technologist	11	37.99	39.13	40.30	41.51
Safety Advisor	11	37.99	39.13	40.30	41.51
Mechanic Labourer	10	35.64	36.71	37.82	39.46
Utilities Lead Hand	9	35.64	36.71	37.82	38.95
Bylaw Enforcement Officer	8	32.83	33.82	34.83	35.88
Community Services Coordinator	8	32.83	33.82	34.83	35.88
Corporate Services Coordinator	8	32.83	33.82	34.83	35.88
Parks Lead Hand	8	32.83	33.82	34.83	35.88
Public Works Lead Hand	8	32.83	33.82	34.83	35.88
RCMP Coordinator	8	32.83	33.82	34.83	35.88
Recreation Lead Hand	8	32.83	33.82	34.83	35.88
Utility Operator	7	31.42	32.37	33.34	34.34
Parks & Recreation Operator	6	29.55	30.43	31.35	32.29
Parks Operator	6	29.55	30.43	31.35	32.29
Public Works Operator	6	29.55	30.43	31.35	32.29
Recreation Operator	6	29.55	30.43	31.35	32.29
Corporate Clerk	5	28.14	28.98	29.85	30.75
Public Works Labourer	5	28.14	28.98	29.85	30.75
Pool Manager	4	26.28	27.05	27.86	28.70
Customer Service Representative	3	24.86	25.60	26.37	27.16
Pool Shift Supervisor - Seasonal	2	21.01	21.64	22.29	22.96
Recreation Centre Attendant - Part Time / Casual	2	21.01	21.64	22.29	22.96
Recreation Centre Cashier - Part Time / Casual	2	21.01	21.64	22.29	22.96
Utility Labourer - Seasonal	2	21.01	21.64	22.29	22.96
Labourer - Seasonal	1	18.96	19.53	20.12	20.72
Lifeguards - Seasonal	1	18.96	19.53	20.12	20.72

Salary GRID - 2026 + general wage adjustment of 2.75%					
	Level	1	2	3	4
Heavy Duty Mechanic - Foreman	13	42.89	44.18	45.50	46.87
Journeyman Carpenter - Foreman	13	42.89	44.18	45.50	46.87
Client Services Supervisor	12	40.96	42.19	43.46	44.76
Operations Foreman	12	40.96	42.19	43.46	44.76
Parks Foreman	12	40.96	42.19	43.46	44.76
Recreation Foreman	12	40.96	42.19	43.46	44.76
Utility Foreman	12	40.96	42.19	43.46	44.76
Arborist	11	39.03	40.21	41.41	42.65
Community Peace Officer	11	39.03	40.21	41.41	42.65
Engineering Technologist	11	39.03	40.21	41.41	42.65
Safety Advisor	11	39.03	40.21	41.41	42.65
Mechanic Labourer	10	36.62	37.72	38.86	40.55
Utilities Lead Hand	9	36.62	37.72	38.86	40.02
Bylaw Enforcement Officer	8	33.73	34.75	35.79	36.86
Community Services Coordinator	8	33.73	34.75	35.79	36.86
Corporate Services Coordinator	8	33.73	34.75	35.79	36.86
Parks Lead Hand	8	33.73	34.75	35.79	36.86
Public Works Lead Hand	8	33.73	34.75	35.79	36.86
RCMP Coordinator	8	33.73	34.75	35.79	36.86
Recreation Lead Hand	8	33.73	34.75	35.79	36.86
Utility Operator	7	32.29	33.26	34.25	35.28
Parks & Recreation Operator	6	30.36	31.27	32.21	33.18
Parks Operator	6	30.36	31.27	32.21	33.18
Public Works Operator	6	30.36	31.27	32.21	33.18
Recreation Operator	6	30.36	31.27	32.21	33.18
Corporate Clerk	5	28.91	29.78	30.68	31.60
Public Works Labourer	5	28.91	29.78	30.68	31.60
Pool Manager	4	26.99	27.80	28.63	29.49
Customer Service Representative	3	25.54	26.31	27.10	27.91
Pool Shift Supervisor - Seasonal	2	21.59	22.24	22.91	23.59
Recreation Centre Attendant - Part Time / Casual	2	21.59	22.24	22.91	23.59
Recreation Centre Cashier - Part Time / Casual	2	21.59	22.24	22.91	23.59
Utility Labourer - Seasonal	2	21.59	22.24	22.91	23.59
Labourer - Seasonal	1	19.48	20.07	20.67	21.29
Lifeguards - Seasonal	1	19.48	20.07	20.67	21.29

Salary GRID - 2027 + general wage adjustment of 2.75%					
	Level	1	2	3	4
Heavy Duty Mechanic - Foreman	13	44.07	45.39	46.75	48.16
Journeyman Carpenter - Foreman	13	44.07	45.39	46.75	48.16
Client Services Supervisor	12	42.09	43.35	44.65	45.99
Operations Foreman	12	42.09	43.35	44.65	45.99
Parks Foreman	12	42.09	43.35	44.65	45.99
Recreation Foreman	12	42.09	43.35	44.65	45.99
Utility Foreman	12	42.09	43.35	44.65	45.99
Arborist	11	40.11	41.31	42.55	43.83
Community Peace Officer	11	40.11	41.31	42.55	43.83
Engineering Technologist	11	40.11	41.31	42.55	43.83
Safety Advisor	11	40.11	41.31	42.55	43.83
Mechanic Labourer	10	37.63	38.76	39.92	41.66
Utilities Lead Hand	9	37.63	38.76	39.92	41.12
Bylaw Enforcement Officer	8	34.66	35.70	36.77	37.88
Community Services Coordinator	8	34.66	35.70	36.77	37.88
Corporate Services Coordinator	8	34.66	35.70	36.77	37.88
Parks Lead Hand	8	34.66	35.70	36.77	37.88
Public Works Lead Hand	8	34.66	35.70	36.77	37.88
RCMP Coordinator	8	34.66	35.70	36.77	37.88
Recreation Lead Hand	8	34.66	35.70	36.77	37.88
Utility Operator	7	33.18	34.17	35.20	36.25
Parks & Recreation Operator	6	31.20	32.13	33.09	34.09
Parks Operator	6	31.20	32.13	33.09	34.09
Public Works Operator	6	31.20	32.13	33.09	34.09
Recreation Operator	6	31.20	32.13	33.09	34.09
Corporate Clerk	5	29.71	30.60	31.52	32.46
Public Works Labourer	5	29.71	30.60	31.52	32.46
Pool Manager	4	27.73	28.56	29.42	30.30
Customer Service Representative	3	26.24	27.03	27.84	28.68
Pool Shift Supervisor - Seasonal	2	22.18	22.85	23.54	24.24
Recreation Centre Attendant - Part Time / Casual	2	22.18	22.85	23.54	24.24
Recreation Centre Cashier - Part Time / Casual	2	22.18	22.85	23.54	24.24
Utility Labourer - Seasonal	2	22.18	22.85	23.54	24.24
Labourer - Seasonal	1	20.02	20.62	21.24	21.88
Lifeguards - Seasonal	1	20.02	20.62	21.24	21.88

Salary GRID - 2028 + general wage adjustment of 2.00%					
	Level	1	2	3	4
Heavy Duty Mechanic - Foreman	13	45.39	46.75	48.16	49.60
Journeyman Carpenter - Foreman	13	45.39	46.75	48.16	49.60
Client Services Supervisor	12	43.35	44.65	45.99	47.37
Operations Foreman	12	43.35	44.65	45.99	47.37
Parks Foreman	12	43.35	44.65	45.99	47.37
Recreation Foreman	12	43.35	44.65	45.99	47.37
Utility Foreman	12	43.35	44.65	45.99	47.37
Arborist	11	41.31	42.55	43.83	45.14
Community Peace Officer	11	41.31	42.55	43.83	45.14
Engineering Technologist	11	41.31	42.55	43.83	45.14
Safety Advisor	11	41.31	42.55	43.83	45.14
Mechanic Labourer	10	38.76	39.92	41.12	42.91
Utilities Lead Hand	9	38.76	39.92	41.12	42.36
Bylaw Enforcement Officer	8	35.70	36.77	37.88	39.01
Community Services Coordinator	8	35.70	36.77	37.88	39.01
Corporate Services Coordinator	8	35.70	36.77	37.88	39.01
Parks Lead Hand	8	35.70	36.77	37.88	39.01
Public Works Lead Hand	8	35.70	36.77	37.88	39.01
RCMP Coordinator	8	35.70	36.77	37.88	39.01
Recreation Lead Hand	8	35.70	36.77	37.88	39.01
Utility Operator	7	34.17	35.20	36.25	37.34
Parks & Recreation Operator	6	32.13	33.09	34.09	35.11
Parks Operator	6	32.13	33.09	34.09	35.11
Public Works Operator	6	32.13	33.09	34.09	35.11
Recreation Operator	6	32.13	33.09	34.09	35.11
Corporate Clerk	5	30.60	31.52	32.46	33.44
Public Works Labourer	5	30.60	31.52	32.46	33.44
Pool Manager	4	28.56	29.42	30.30	31.21
Customer Service Representative	3	27.03	27.84	28.68	29.54
Pool Shift Supervisor - Seasonal	2	22.85	23.54	24.24	24.97
Recreation Centre Attendant - Part Time / Casual	2	22.85	23.54	24.24	24.97
Recreation Centre Cashier - Part Time / Casual	2	22.85	23.54	24.24	24.97
Utility Labourer - Seasonal	2	22.85	23.54	24.24	24.97
Labourer - Seasonal	1	20.62	21.24	21.88	22.53
Lifeguards - Seasonal	1	20.62	21.24	21.88	22.53