

COLLECTIVE AGREEMENT

BETWEEN

THE TOWN OF THORSBY



and

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 30**



January 1, 2025 – December 31, 2026



Canadian Office & Professional Employees
Local 491

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Article 1 - Purpose of Agreement

1.01 It is the purpose of both parties to this Agreement:

1. To improve relations between the Employer and the Union and provide settled and just conditions of employment.
2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, employment, service, etc.
3. To encourage efficiency in operations.
4. To promote the morale, well-being and security of all Employees in the bargaining unit of the Union.

1.02 It is now desirable that methods of bargaining and matters pertaining to the working conditions of the Employees be drawn up in a collective agreement.

Article 2 - Definitions and Interpretations

2.01 Definitions

- (a) Permanent full-time Employee shall mean an Employee who has successfully completed the probationary period and for outside workers is forty (40) hours per week and office staff thirty-five (35) hours per week.
- (b) Permanent part-time Employee shall mean a person regularly scheduled on a continuing basis for less than full-time hours.
- (c) Casual Employee shall mean an Employee who works less than full-time hours on a casual basis. Provisions of Collective Agreement will not apply to the temporary Employee with the exception of the following: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.01, 10.03, 10.04, 10.05, 10.06, 10.07, 10.08, 10.09, 11, 12, 13.01, 14, 15.01, 16.01, 16.02, 17.01, 17.02, 19.01, 19.06, 20.02, 20.03, 21.04, 21.05, 25, 26, 27, 29, 30.02, 31, 34, 35.01, 36, 37, 39.01, 40.
- (d) A seasonal Employee shall be an Employee who is employed on a fixed term basis for specific periods within a year. Provisions of the Collective Agreement will not apply to the seasonal Employee with the exception of the following: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.01, 10.03, 10.04, 10.05, 10.06, 10.07, 10.08, 10.09, 11, 12, 13.01, 14, 15.01, 16.01, 16.02, 17.01, 17.02, 19.01, 19.06, 20.02, 20.03, 21.02, 21.04, 21.05, 25, 26, 27, 29, 30.02, 31, 34, 35.01, 36, 37, 39.01, 40.
- (e) A temporary Employee shall be an Employee who is employed on a fixed term basis as relief for an absentee Employee or on account of work overload. Provisions of Collective Agreement will not apply to the temporary Employee with the exception of the following: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.01, 10.03, 10.04, 10.05,

10.06, 10.07, 10.08, 10.09, 11, 12, 13.01, 14, 15.01, 16.01, 16.02, 17.01, 17.02, 19.01, 19.06, 20.02, 20.03, 21.04, 21.05, 25, 26, 27, 29, 30.02, 31, 34, 35.01, 36, 37, 39.01, 40.

- (f) Overtime means work performed by an Employee in excess of their regularly scheduled hours of work, with the prior approval of the Employer.
- (g) Probation means a period of ninety (90) days from the day upon which the Employee is first appointed by the Town. Probation may be extended, for proper and sufficient reasons which will be communicated in writing, by an additional period of time not exceeding ninety (90) days. If the Employee does not successfully complete their probationary period, their employment may be terminated in a manner consistent with Article 9.
- (h) Continuous service shall mean the anniversary date of the Employee when moving up a level on the grid or calculating vacation pay. If a seasonal Employee comes back year after year, that would also be considered to be continuously employed and on the anniversary date from the first start date, the increase would then apply.

2.02 Interpretations

- (a) The term "C.A.O." shall mean the Chief Administrative Officer for the Town;
- (b) "Employer" means the Town of Thorsby;
- (c) "Union" shall mean the Canadian Union of Public Employees Local 30;
- (d) "Town" means the Town of Thorsby.

Article 3 - Management Rights

3.01 Management Rights

The Union agrees that nothing contained in this Agreement shall be construed as limiting the Employer's rights to manage its own affairs exclusively and that, except where specifically restricted, abridged or modified by this agreement, the Employer holds and may exercise all of the rights, powers and authority which it possessed prior to the signing of this Agreement. The Union acknowledges that it is the exclusive function of the Employer to hire, transfer, reclassify and suspend an Employee; and also the right of the Employer to discipline or discharge any Employee, provided that a claim by an Employee, that they have been disciplined, demoted, discharged or suspended without just grounds may be the subject of a grievance and dealt with as herein provided.

Article 4 - Bargaining Unit

4.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees as the exclusive collective bargaining agent for all of its Employees in the bargaining unit and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning matters affecting the relationship between parties, aiming towards a peaceful and amicable settlement of any differences that may arise between them.

4.02 No Other Agreements

No Employee shall be required or permitted to make a written or verbal agreement with the Employer or their representative which may conflict with the terms of this Collective Agreement.

4.03 Right of Fair Representation

The bargaining unit and/or individual Employees shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees or any other advisors when negotiating terms and conditions of employment with the Employer. Such representative(s), advisor(s) shall have reasonable access to the Employer's premises during working hours in order to deal with any matters arising out of this Collective Agreement.

4.04 Respect for Picket Lines

An Employee covered by this agreement shall have the right to refuse to cross a legal picket line or refuse to do the work of striking or locked out employees. Failure to cross such a picket line or to perform the work of striking or locked out employees where a legal strike or lockout is in effect by a member of this Union shall not be considered a violation of this agreement, nor shall it be grounds for disciplinary action, other than loss of wages for the period involved.

Article 5 - Human Rights

5.01 Employer Shall Not Discriminate

The Employer agrees that there shall be no discrimination exercised or practiced with respect to any Employee in contravention of the *Alberta Human Rights Act*, nor by reason of the Employee's membership or lawful activity in the Union.

Article 6 - Union Membership Requirement

6.01 All Employees to be Members

All Employees of the Employer shall, as a condition of the agreement, become and remain a member in good standing, according to the constitution and by-laws of the Union. As a condition of employment, all new Employees shall become and remain members in good standing of the Union within thirty (30) days of employment.

EXCEPTIONS - to the conditions of this Article include:

The Employees working under Federal or Provincial government programs or out-of-scope Employees which include:

Chief Administrative Officer
Chief Financial Officer
Public Works Manager
FCSS Coordinator
Recreation and Cultural Manager

Notwithstanding the exceptions listed above, the Employer and the Union agree that students hired to perform bargaining unit work under the Summer Temporary Employment Program or the Canada Summer Jobs program, shall be included in the bargaining unit and shall pay dues in the normal course.

Article 7 - Check-off of Union Dues

7.01 Check-off Payments

The Employer shall deduct from every Employee any dues, initiation fees, or assessments levied by the Union on its members.

7.02 Deductions

Deductions shall be forwarded in one cheque to the Secretary-Treasurer of the Union not later than the 10th day of the month following the month for which the dues were levied. The cheque shall be accompanied by a list of the named Employees from whose wages the deductions have been made.

7.03 Dues Receipts

At the same time that Income Tax (T-4) slips are made available, the Employer shall include on the T-4 slips the amount of union dues paid by each Union member in the previous year.

7.04 Administration will be responsible for delivering the Collective Agreement to all Employees.

Article 8 - Working Relationships

8.01 Correspondence

All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the C.A.O. and the President of CUPE Local 30.

8.02 Union and Management Committee

A Union and Management Committee shall be established and be comprised of three (3) representatives of the Town and three (3) representatives of the Union and shall meet at a minimum of twice per year to discuss matters of mutual concern, improve communication, and work for the betterment of the relationship between the Union and the Employer.

Article 9 - Probationary Period

9.01 New Employees shall serve a probationary period of ninety (90) calendar days.

9.02 An Employee's probationary period can be extended, for proper and sufficient reasons, by a period of up to ninety (90) calendar days, with mutual agreement with the Union.

9.03 The Employer has the right to terminate an Employee during their probationary period without notice or payment in lieu of notice. The Employer has the right to terminate an Employee during an extension to the probationary period by providing the Employee with one (1) weeks' notice or payment in lieu of notice. The Employee and the Union shall be notified of the reason for the separation.

Article 10 - Hours of Work

10.01 Employees shall report for their regular hours of work at the place directed by the person in charge and shall go to and from such place on their own time. Where an Employee is required to report to a new place during their regular hours of work, they shall do so without loss of pay.

10.02 The normal work schedule for permanent full-time Employees is as follows. Each department develop schedules to be approved by the C.A.O.:

- (a) outside workers will have work schedules representing a forty (40) hour work week, working five days per week, within a Monday to Friday timeframe as scheduled by the Public Works Manager;
- (b) office staff will have work schedules representing a thirty-five (35) hour work week, working five days per week, within a Monday to Friday work week as scheduled by the Manager of the Department.

- (c) Shift schedules may be changed, upon mutual agreement with the Union. Any change to a shift schedule, which includes days off, Employees shall be given one (1) week notice. Should one (1) week notice not be given, the first shift of the new schedule will be paid at the applicable overtime rate, as per Article 16.02.
- 10.03 Employees shall be allowed one (1) paid fifteen (15) minute coffee break in the middle of each half-day worked. The break shall be taken, if possible, at the site the Employee is currently working.
- 10.04 Work hours exclude a meal period of a minimum thirty (30) minutes in length, to be at approximately mid-part of a shift, during each working day in which the Employee works in excess of five (5) hours.
- 10.05 (a) The Employer will post the schedule at least two (2) weeks in advance except where emergency or special circumstances prevent such posting.
- (b) The Employer will make its best efforts to provide the Employees a minimum of twenty-four (24) hours' notice of a change to the schedule and a minimum of eight (8) hours of rest between shifts, except where emergency or special circumstances prevent such notice.
- 10.06 (a) Employees are not permitted to exchange shifts among themselves, unless:
- (i) the exchange is agreed to in writing between the affected Employees; and
 - (ii) prior written approval of such exchange has been granted by the Employer.
- (b) Such exchange shall be recorded on the shift schedule.
- (c) Exchanges shall not be subject to any overtime premium pay.
- 10.07 All Employees are expected to report for duty promptly, such that they are fully prepared to begin work at the designated shift start time.
- 10.08 (a) Any Employee who is unable to report for duty at the designated time is expected to advise the Manager at the earliest possible time, but, in no event, save for in special circumstances, less than three (3) hours prior to the start of the shift.
- (b) Any Employee who is absent from scheduled duties for three (3) consecutive days, without prior approval, shall be considered to have abandoned the position, and will be deemed to have resigned, unless it can be later shown to the Employer that emergency or special circumstances prevented adequate or timely notification to the manager or supervisor.
- 10.09 Employees are not permitted to leave the premises or jobsite during their paid rest breaks, without approval of the C.A.O., or supervisor.

Article 11 - Grievance and Arbitration

11.01 Grievance Definitions

A grievance shall be defined as any differences arising out of an interpretation, application, administration, or alleged violation of this Collective Agreement.

11.02 Authorized Representatives

An Employee may have the assistance of a Union representative at any time during the grievance and arbitration procedure.

11.03 Time Limits

For the purposes of this Article, periods of time referred to in days shall be deemed such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays and General Holidays which are specified in Article 19.

11.04 Mandatory Conditions

- (a) During any and all grievance proceedings, the Employee shall continue to perform duties, except in cases of suspension or dismissal.
- (b) A suspension or dismissal grievance shall commence at Step 2.

11.05 Steps in the Grievance Procedure

It is the mutual desire of both parties that a complaint of an Employee shall be resolved as promptly as possible. It is understood that an Employee has no grievance until the Employee has first discussed the complaint with the immediate supervisor without satisfactory resolve.

If a concern has not reached a satisfactory resolve after discussion with the immediate supervisor, then the Employee may file a grievance in accordance with the procedure outlined below.

- (a) All grievances shall be submitted in writing.
- (b) Step 1

An Employee who has a grievance shall, within ten (10) days of the date of the occurrence which lead to the grievance, or the date on which either the Employee or the Union became aware or ought to have reasonably been aware of the occurrence which lead to the grievance:

- (i) discuss the matter with the appropriate Manager and attempt to resolve the grievance at this stage, or

- (ii) where the matter of the grievance involves an allegation against that Manager, submit a grievance directly at Step 2.

The Manager shall advise the Employee of their decision within five (5) days of the Employee first making them aware of the matter. In the event that it is not resolved to the satisfaction of the Employee, it may be advanced in accordance with the following steps.

(b) Step 2

If the decision of the Manager does not settle the grievance, the Union and Employee must within ten (10) working days from the day that the decision was received by the Union, appeal the decision in writing to the C.A.O. and such appeal shall specify the full particulars of the grievance and the remedy requested. The C.A.O. shall, unless otherwise agreed to by the Union and the Employer, convene a meeting in person within ten (10) working days of the day that the C.A.O. received the grievance and a written decision on the grievance together with the reasons therefore shall be given to the Union within ten (10) working days of the hearing.

(c) Step 3

If the decision of the C.A.O. is not resolved to the satisfaction of the Employee, it may be advanced to Step 3 and a management committee shall be convened to hear the grievance within ten (10) working days from the date of the hearing.

11.06 If the decision of the Management Committee does not settle the grievance, the Union may decide to proceed to Arbitration.

11.07 Arbitration

- (a) Either party wishing to submit a grievance to arbitration shall, within ten (10) days of the receipt of the C.A.O. decision of the grievance procedure, notify the other party in writing of its intention to do so and name its appointee to the Arbitration Board, or state its desire to meet to consider the appointment of a single Arbitrator.
- (b) Within ten (10) 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. Where agreement cannot be reached on the principal, and/or selection of a single arbitrator, an Arbitration Board shall be established.
- (c) Where appointees to the Board have been named by the parties, they shall within ten (10) days endeavor to select a mutually acceptable Chairperson of the Arbitration Board. If they are unable to agree upon the choice of a Chairperson, application shall be made to the Director of Alberta Mediation Services to appoint

an arbitrator pursuant to the provisions of the *Labour Relations Code*.

- (d) 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 the Employee(s) affected by it. The decision of the majority of the Board is the award of the Arbitration Board. Where there is no majority the decision of the Chairperson shall be the decision of the Board.
- (e) The arbitration decision shall be governed by the terms of this Collective Agreement and shall not alter, amend, or change the terms of this Collective Agreement.
- (f) Each of the parties to this Collective Agreement shall bear the expense of its appointee to the Arbitration Board. The fees and expenses of the Chairperson or single arbitrator shall be borne equally by the two (2) parties to the dispute.

Article 12 - Discharge, Suspension and Discipline

- 12.01 The Employer shall notify an Employee in writing of any expression of dissatisfaction concerning their work within ten (10) days of the Employer's knowledge of the complaint unless an extension is reasonably requested of the Union, not to be unreasonably withheld, with copies to the Union.
- 12.02 Where the Employer intends to interview an Employee for disciplinary purposes or meet with the Employee to impose discipline (other than verbal coaching), the Employee may have a Union Officer or CUPE staff representative present, and the Employer shall notify the Employee that the intended meeting relates to disciplinary issues to permit the Employee to contact the Union to arrange for such representation.
- 12.03
 - (a) Verbal or written warnings may be given to an Employee for poor conduct, unsatisfactory job performance or infractions of the Employer's rules, regulations and/or policies.
 - (b) A copy of all written warnings shall be provided to the Union and the Employee.
 - (c) A copy of all written warnings shall be signed by the Employer and the Employee.
 - (d) The Employee shall have the right to respond in writing to a written warning; and
 - (e) The written warnings and the Employee's response (if any) shall be placed on the Employee's personnel file.
- 12.04 Nothing in this article prevents the Employer from pursuing the Employee's immediate suspension without pay or immediate dismissal without notice, or pay in lieu of notice, for just cause.

- 12.05 The disciplinary record of an Employee shall not be used against them if there has been a period of twenty-four (24) months without any intervening incidents of discipline taking place.
- 12.06 An Employee shall have the right at any time to have access to and review the Employee's personnel record. No evidence from the Employee's record may be introduced as evidence in any hearing of which the Employee was not aware at the time of filing. An Employee shall have the right to make copies of any material contained in their personnel record.

Article 13 - Seniority

- 13.01 (a) Permanent, seasonal and temporary Employees are those Employees as defined in Article 2.

Seniority is defined as the length of service in the bargaining unit of a permanent or seasonal Employee. Seniority, qualifications, skill and merit shall all be factors in determining preference or priority for promotion, transfer, demotion, lay-off, permanent reduction of the workforce, and recall, as set out in other provisions of this Agreement. Seniority shall be considered on a Department basis. When any Employees are considered equal in qualifications, skill or merit, then seniority shall be the determining factor.

Seniority for seasonal Employees shall be defined as the total hours worked by an Employee divided by the hours regularly worked by a full-time equivalent Employee within the work area within one calendar year (this will be equivalent to the total years of seniority for the Employee). Seasonal Employees shall accumulate seniority from the date the Employee first commenced work as a seasonal Employee.

Temporary Employees shall not accumulate seniority.

- (b) Seniority Defined

A Manager shall, subject to operational need, Employee availability and considerations of fairness, give consideration to the seniority of Employees when scheduling hours of work.

- 13.02 Seniority List

The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Union in January of each year.

The C.A.O. will provide an annual seniority list to all Employees.

13.03 Probation for Newly Hired Employees

A newly hired permanent or seasonal Employee shall be on probation for the first ninety (90) days of their employment. After completion of the probation period, seniority shall be effective from the original date of employment.

13.04 Loss of Seniority

An Employee shall not lose seniority if they are absent from work because of sickness, disability, accident, lay-off or leave approved by the Employer.

An Employee shall only lose their seniority in the event:

1. they are discharged for just cause and is not reinstated;
2. they resign in writing;
3. they fail to return to work within fifteen (15) working days following a lay-off and after receiving notice by registered mail to do so, unless through sickness or other just cause;
4. if the Employee is absent from work without the Employer's consent or authorization for more than three (3) days; and
5. on the expiration of twelve (12) months following the date of lay-off, if during such time the Employee has not been recalled to work.

Article 14 - Job Posting, Transfers and Promotion

- 14.01 (a) When a permanent vacancy occurs, a new classification is created, or a new position is created in any classification, the Employer shall post notice of the vacancy for a period of at least one (1) week internally before posting the position externally. Such positions shall be filled by the applicant who, in the opinion of the Employer, best meets all of the requirements of the job as described in the notice of vacancy in accordance with Article 14.02 a) to e). Bargaining unit members will be given a preference over outside bargaining applicants.
- (b) If, in the opinion of the Employer, two or more bargaining unit members that are relatively equal for the requirements of the job as described in Article 14.02, preference will be given to the most senior applicant.

14.02 The notice shall contain the following information:

- (a) the nature of the position;
- (b) qualifications;

- (c) required knowledge and education;
- (d) experience; and
- (e) skills.

14.03 For the purpose of administering this Article, the Employer will accept applications from Employees who signify their interest in any vacancy. All applications for vacant positions shall be made in writing to the Employer.

14.04 In making staff changes, transfers, or promotions, which concern Union members, the required qualifications, knowledge, education and skills contained in the job posting shall be the primary considerations, and where two (2) or more applicants are equally qualified to fulfill the duties of the job, seniority shall be the determining factor.

Trial Period

14.05 Where an individual from within the Bargaining Unit is promoted or transferred to a position, the Employee shall serve a trial period of ninety (90) days. If, at the end of that period, either the Employer or Employee deem it appropriate, the Employee may be placed back in a position comparable to the one they held prior to the promotion at their previous basic rate of pay.

Probationary Employees

14.06 A probationary Employee shall be permitted to participate in job competitions in the same manner as non-probationary Employees.

Transfers

14.07 No Employee shall be transferred to a position outside the Bargaining Unit without their consent. If an Employee is transferred to a position outside the Bargaining Unit, they shall retain their seniority accumulated up to the date of transfer for a maximum of one (1) year.

14.08 No Employee shall be transferred to another position within the Bargaining Unit without their consent and for which they are not qualified.

Miscellaneous

14.09 The Employer, due to specific position requirements, may require the Employee to submit to a medical assessment performed by a physician. The cost of such examination shall be borne by the Employer.

14.10 The Employee shall provide the Employer with a driver's abstract. The costs of such expense shall be borne by the Employer.

14.11 The Employee shall provide the Employer with a criminal record check. The costs of such expense shall be borne by the Employer.

- 14.12 The Employer may request the Employee to provide a children's protection check for the Employees whose positions require direct contact with the youth in the community. The costs of such expense shall be borne by the Employer.
- 14.13 Failure of the Employee to provide, or failure of the criminal record check and/or driver's abstract, will result in immediate dismissal. Failure of the Employee to provide, or failure of the children's protection check, will result in immediate dismissal.
- 14.14 When an Employee is temporarily assigned to a work classification either higher or lower than their current classification, they shall continue to retain the basic rate of pay for their current classification or the basic rate of pay of the job to which they are temporarily transferred, whichever is higher.
- 14.15 When an Employee is designated by the Employer in writing to relieve a supervisory position, the Employee shall receive an additional two dollars (\$2.00) per hour Acting Pay.

The Employee will be expected to take on the operational requirements of the supervisory position but not to make managerial decisions.

Article 15 - Layoffs and Recalls

15.01 Definition of Lay-Off

(a) Permanent Employees

A lay-off for a permanent Employee shall be defined as a reduction in the work force of permanent Employees or a reduction in the regular hours of work as defined in this agreement of a permanent Employee.

(b) Seasonal Employees

A lay-off for a seasonal Employee shall be defined as a reduction in the work force of seasonal Employees only. Seasonal Employees shall be advised at the time they commence their employment as to the termination date of the employment. Five (5) days written notice of the reduction or extension of the seasonal employment term shall be given by the Employer.

Temporary Employees shall have no bumping rights under the provisions of this Agreement.

15.02 Notice of Lay-Off

Permanent Employees shall receive fourteen (14) days working notice, or pay in lieu thereof, of the Employer's intention to lay-off. A copy of such notice shall be provided to the Union.

15.03 Skill, ability and qualifications being equal, the Employer shall give lay-off notice to the Employee with the least seniority in the job classification where the lay-off occurs.

15.04 Bumping

Upon receipt of the notice of lay-off as per 15.02 above, the Employee may choose one of the following:

- (a) where the lay-off is a reduction in the workforce, to be laid-off permanently by being paid a severance package as per schedule of pay in 15.07 b); or
- (b) to be placed by the Employer into a vacant Permanent position, if such position exists and if the Employee has the requisite skill, ability and qualifications as determined by the Employer for such position; or
- (c) to bump the least senior Employee in their classification for which the Employee has the requisite skill, ability or qualifications as determined by the Employer, in the same or different work location; or
- (d) if none of the above apply, to be placed on the Re-call list.

15.05 Re-call

- (a) Where Employees have been laid off in accordance with Articles 15.02, 15.03 and 15.04, and did not choose to be permanently laid off by accepting severance pursuant to 15.07, they shall be recalled in the reverse order they were laid off, first, to the first available job within their classification, or, if such job is not available, to another job that becomes available provided they have the requisite skill, ability and qualifications as determined by the Employer for such position(s).
- (b) The Employer will contact Employees on lay-off in person or by phone for the purpose of re-call in accordance with Article 15.05 a). Where re-call in this manner is not possible, re-call shall be deemed to have been carried out seven (7) days after the posting by a double-registered letter to the last known address of the Employee according to the Employer's records.
- (c) Where an Employee does not return to work as required, within seven (7) days of being re-called, in accordance with Article 15.05 b), the employment relationship shall be terminated.

15.06 No Employees shall be hired by the Employer until eligible Employees on lay-off have been given the opportunity to return to work in accordance with Article 15.05.

15.07 (a) The right to re-call in accordance with Article 15.05 shall continue for a period of twelve (12) months after which time the employment relationship shall be terminated.

- (b) When employment is terminated in accordance with Article 15.07 a), the following termination pay shall be payable based on an amount equal to the wages the Employee would have earned if the Employee had worked the applicable termination notice period as follows:
- (i) one (1) week if the Employee has been employed by the Employer for more than ninety (90) days but less than two (2) years;
 - (ii) two (2) weeks if the Employee has been employed by the Employer for two (2) years or more but less than four (4) years;
 - (iii) four (4) weeks if the Employee has been employed by the Employer for four (4) years or more but less than six (6) years;
 - (iv) five (5) weeks if the Employee has been employed by the Employer for six (6) years or more but less than eight (8) years;
 - (v) six (6) weeks if the Employee has been employed by the Employer for eight (8) years or more but less than ten (10) years; or
 - (vi) eight (8) weeks if the Employee has been employed by the Employer for ten (10) years or more.
- (c) If at any time during the term of this Collective Agreement the notice periods outlined in Article 15.07 b) are less than the minimum requirements of the *Employment Standards Code* the minimum requirements of the *Employment Standards Code*, as amended from time to time, will apply.

15.08 The Employee will provide the Employer with two (2) weeks written notice when resigning from their position with the Employer.

Article 16 - Overtime

- 16.01 Overtime is all time authorized by the Employer and worked by an Employee in excess of eight (8) hours per day or forty (40) hours per week for outside workers and seven (7) hours per day or thirty-five (35) hours per week, working five (5) days per week, for office staff.
- 16.02 Overtime shall be paid at one and one half (1½) times the Employee's basic rate of pay or time off in lieu of overtime pay for office staff and two (2) times the Employee's basic rate of pay or time off in lieu of overtime pay for Public Works, to be taken at a time mutually agreed between the Employer and the Employee.
- 16.03 Banked overtime will not be carried over to the following year and will be paid out by year end by the Employer subject to the following provisions:

- (a) such time off shall be granted based on the overtime rate when the banked times were actually worked. The total number of overtime hours that may be banked at any given time in a calendar year is not to exceed eighty (80) hours (i.e. one hundred and twenty (120) straight time hours). Employees may take banked time during the course of the year and bank additional hours as long as the number of hours banked at any given time in any calendar year does not exceed eighty (80) (i.e. one hundred and twenty (120) straight time hours);
- (b) such banked overtime hours may be taken as time off in lieu mutually agreeable between the Employee and Employer;
- (c) Employees will provide one (1) weeks' notice to the Employer if a payout is required during the course of the year;
- (d) Employees may carry over up to one hundred and twenty (120) hours of banked overtime for special circumstances providing they submit a request in writing to the Employer.

Article 17 - Standby and Call-out

Employees on standby will receive one dollar and eighty-five cents (\$1.85) per hour for each hour of standby served.

Employees on standby on off-days will receive two dollars and thirty-five (\$2.35) per hour for each hour of standby served.

17.01 Call-out

Call-out occurs when an Employee is called back by the manager or designate to the work site and is required to work after the completion of their regular shift on that day or on a day off for each call. Council and Committee meetings shall be considered call-outs for Employees required to attend.

17.02 Where an Employee is called back in accordance with Article 17.01 they shall be paid for each call:

- (a) at their basic rate of pay for all hours worked or three (3) hours at one and one half (1 ½) times the Employee's basic rate of pay for office staff and two (2) times the Employee's basic rate of pay, whichever is greater.
- (b) notwithstanding Article 17.02 a), Employees shall be paid at the overtime rate as per Article 16.02, for each hour worked during the call-out period where the total hours worked in that day exceed eight (8) hours.

Article 18 - Travel Allowance

Employees who live outside the Town limits and who are required to travel to work outside of their regular hours as described in Article 10 shall be paid mileage at the rate of the Town policy in place at the time of travel.

Article 19 - General Holidays

19.01 The following days shall be recognized as General Holidays by the Employer for the purposes of this Article:

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

and will include any such days other than those listed above proclaimed as a holiday by the Federal, Provincial or Municipal Government of the Town of Thorsby.

19.02 Eligibility for General Holiday pay will be pursuant to Employment Standards Legislation.

19.03 Notwithstanding Article 19.02, while:

- (a) on layoff; or
- (b) in receipt of compensation from the Workers' Compensation Board; or
- (c) an unpaid absence during which he is in receipt of weekly indemnity as provided for by the Long-Term Disability Income Insurance Plan; or
- (d) on other leaves of absence in excess of thirty (30) calendar days for any reason.

An Employee absent from work in accordance with Articles 19.03 a) to d) shall not be entitled to:

- (i) a day off with pay, or
- (ii) payment in lieu thereof,

for the aforementioned General Holidays.

19.04 If the General Holiday occurs on a day that is not the Employee's regularly scheduled day of work and the Employee is required to work, they shall be paid two (2) times their basic rate of pay for each hour worked in addition to General Holiday Pay.

19.05 If the General Holiday occurs on an Employee's regularly scheduled day of work, and the Employee is required to work, they shall receive:

- (a) at two (2) times their basic rate of pay for all hours worked;
- (b) for permanent and part-time Employees, an amount that is equal to the average daily wage of the Employee.

19.06 Temporary and seasonal Employees shall be paid two (2) times their basic rate of pay for all hours worked on a General Holiday.

19.07 If a General Holiday falls during a permanent full-time or part-time Employee's vacation, they shall receive an additional day with pay determined in accordance with Article 19.04.

Article 20 - Annual Vacation

20.01 Permanent full-time Employees shall earn annual vacation with pay based on years of continuous service, as follows and the vacation shall be front loaded in January of each year. Should an Employee...:

- (a) in years 1 - 2 of continuous service – up to eighty (80) hours for outside Employees and seventy (70) hours for office Employees.
- (b) in years 3 -7 of continuous service – up to one hundred twenty (120) hours for outside Employees and one hundred five (105) hours for office Employees.
- (c) in years 8 – 12 of continuous service – up to one hundred sixty (160) hours for outside Employees and one hundred forty (140) hours for office Employees.
- (d) in years 13 – 17 of continuous service – up to two hundred (200) hours for outside Employees and one hundred seventy five (175) hours for office Employees.
- (e) in years 18 plus of continuous service – up to two hundred forty (240) hours for outside Employees and two hundred ten (210) hours for office Employees.

An Employee's years of service shall be calculated according to the Employee's anniversary date.

20.02 Permanent part-time Employees, temporary Employees and seasonal Employees shall earn annual vacation with pay based on years of continuous service, as follows:

- (a) after completing one (1) year of continuous service – 4% of regular earnings;
- (b) after completing two (2) years of continuous service – 6% of regular earnings;
- (c) after completing seven (7) years of continuous service – 8% of regular earnings;

- (d) after completing fourteen (14) years of continuous service – 10% of regular earnings;
- (e) after completing twenty (20) years of continuous service – 12% of regular earnings.

20.03 Vacation pay will be paid to Permanent Part-time Employees and seasonal Employees as it is earned.

20.04 Vacation with pay shall not accrue during periods while an Employee is:

- (a) on lay-off;
- (b) on unpaid absence while in receipt of weekly indemnity as provided for by the Long-Term Disability Income Insurance Plan;
- (c) in receipt of compensation from Workers' Compensation Board;
- (d) on leave of absence, or
- (e) on Maternity Leave, Parental Leave or Adoption Leave.

20.05 Upon termination, Employees shall receive vacation pay based upon the vacation entitlement earned up to the date of termination.

20.06 Where a General Holiday falls during a full-time Employee's vacation, they shall receive an additional day with pay added to their vacation.

- 20.07 (a) All Employees must receive final approval from the C.A.O. with respect to when the Employee's annual vacation is to be taken.
- (b) All vacation time requests involving more than two (2) days off, save for in exceptional circumstances, must be submitted to the C.A.O. for approval a minimum of one (1) calendar month prior to the time the vacation is intended to commence.

20.08 Employees will not be permitted to carry vacation entitlement, save for in exceptional circumstances, into the year following the year when it is to be taken. Where an Employee has failed to take their vacation entitlement, the Employer reserves the right to schedule the vacation for the Employee.

Article 21 - Sick Leave

21.01 Sick leave is provided by the Employer to permanent full-time and permanent part-time Employees for the purpose of maintaining the basic rate of pay for regularly scheduled shifts of Employees during absences due to illness, quarantine and accidents for which compensation is not payable under the *Workers' Compensation Act*.

21.02 The accrual and use of sick leave credits will be administered in accordance with the following:

- (a) Permanent full-time Employees shall accumulate sick leave at the rate of two (2) days per month of full-time employment, to a maximum credit of one hundred and twenty (120) days.
- (b) Permanent part-time Employees shall accumulate sick leave based on a pro rata basis of hours worked as compared to permanent full-time Employees.
- (c) Seasonal Employees can accumulate sick leave at a rate of one working day for each one hundred and forty (140) hours worked, to a maximum of twelve (12) working days per year or thirty (30) working days in total.
- (d) Sick leave credits will be accumulated in accordance with Article 21.03 a), up to a maximum credit of one hundred and twenty (120) days, provided however, that an Employee shall not be entitled to use sick leave credits prior to completion of their probationary period as per Article 9.
- (e) Sick leave credits shall not accrue during a period of absence in excess of one (1) month in the case of:
 - (i) illness;
 - (ii) injury;
 - (iii) lay-off;
 - (iv) leave of absence.
- (f) When an Employee has accrued the maximum sick leave credits of one hundred and twenty (120) days, the Employee shall no longer accrue sick leave credits until such time as the Employee's total accumulation is reduced below the maximum. At that time, the Employee shall commence accumulating sick leave credits up to the maximum once more.
- (g) If an Employee requires time off for the purpose of attending dental, physiotherapy, optical or medical appointments, provided the Employee has been given prior authorization by the Employer to do so, such absence shall be charged against the Employee's accumulated sick leave credits. Employees may be required to submit satisfactory proof of such appointments.
- (h) For the purpose of computing sick leave credit accumulation, days on which the Employee is on vacation shall be counted as working days.

- 21.03 Subject to Articles 21.01 and 21.02, an Employee granted sick leave shall be paid at their basic rate of pay for regularly scheduled shifts absent due to illness. Such amount shall be deducted from their accumulated sick leave credits up to the total amount of accumulated credits at the time the sick leave commenced.
- 21.04 Employees reporting sick shall call their work place as soon as possible. When Employees are aware that they will be absent from work for more than three (3) days, they shall advise the Employer, if requested, in writing.
- 21.05 Employees may be required to submit medical proof of illness for any claim for sick leave in excess of three (3) days. The Employer is responsible for the payment of any costs arising from provision of such medical proof of illness, if requested.
- 21.06 Should an Employee produce evidence proving that an Employee was ill through a non-occupational sickness and/or injury during their annual vacation their vacation shall be converted to sick leave and income continuance thereafter will be in accordance with Article 21.03.
- 21.07 An Employee who is placed on long-term disability shall not accrue sick leave nor vacation, nor shall the Employer pay for benefits for such Employee. The participation by an Employee in the long-term disability plan is subject to the eligibility requirements established by the relevant carrier.
- 21.08 Upon termination or resignation, all sick leave credits will be cancelled and no payment for such credits made to the Employee by the Employer.
- 21.09 An Employee who is on sick leave is not permitted to be gainfully employed during the period, or to use the approved time off for personal financial gain of any sort.
- 21.10 An Employee found to be abusing sick leave, or using it for personal gain, must repay any sick leave benefits paid and will be terminated for just cause.
- 21.11 The Employer may require that an Employee be examined by an independent medical practitioner, at the Employer's cost, where:
- (a) there is prolonged frequent absence from work due to illness; or
 - (b) there is concern about the Employee's ability to satisfactorily perform the required duties, due to disability or illness.

Article 22 – Leave

- 22.01 Leave without pay may be granted by the Employer or the Employee may take vacation or sick leave with pay for the illness of a spouse or a child of the Employee's family for a period of two (2) days per calendar year, and will not be unreasonably withheld.
- 22.02 Special leave may be granted to an Employee with pay for the purpose of taking courses related to the Employee's job description, provided that the Employer has given written approval for the taking of such courses before the Employee is enrolled in such courses.
- 22.03 Special leave of absence may be granted without pay to any Employee for reasonable cause. The Employer shall determine what is reasonable in all circumstances.
- 22.04 An Employee may attend court where the Employee is required to attend by law. Where the Employee is required to attend court arising from the Employee's employment with the Employer, the Employee shall receive the Employee's normal wage or salary for that period, provided that the Employee pay to the Employer any attendance fee received by the Employee for such attendance.
- 22.05 An Employee is entitled to six (6) paid personal days per calendar year upon approval and such approval shall not be unreasonably held.
- 22.06 A seasonal or temporary Employee is entitled to a pro-rated number of paid personal days per calendar year based on their hours of work.

Article 23 - Bereavement and Compassionate Care Leave

- 23.01 Bereavement leave will be granted to Employees who have completed their probationary period in accordance with Article 9. For the purpose of this Article, the following definitions shall apply:

- (a) "Immediate Family" shall mean:

spouse	children	step-children
parents	step-parents	brothers
sisters	mother-in-law	father-in-law
sister-in-law	brother-in-law	son-in-law
daughter-in-law	grandparents	step-grandparents
grandchildren		

The above relationships are deemed to include the current common-law relationships of the Employee.

- (b) "Extended Family" shall mean:

aunts	uncles	nieces
nephews	cousins (once removed)	

The above relationships are deemed to include the current common-law relationships of the Employee.

- 23.02 An Employee shall be granted bereavement leave with pay for five (5) consecutive working days, provided such leave commences within seven (7) consecutive days immediately following the death of any immediate family member. If the Employee is required to travel outside of Alberta or over seven hundred and fifty (750) kilometers, the Employee shall have up to two (2) additional days for travel time.
- 23.03 Notwithstanding the above, where special circumstances exist, an Employee may request that Bereavement Leave be divided into two (2) periods within the 12 month period. Such request is subject to the approval of the Employer. In no circumstances, however, shall an Employee be eligible for more days off with pay than they would have been eligible to receive had the Bereavement Leave been taken in one (1) undivided period.
- 23.04 Notwithstanding Article 23.02, an Employee may request to use available vacation entitlement in addition to the leave specified in this Article.
- 23.05 When additional time is required, vacation time will be considered as the first choice. Only after vacation time is exhausted will consideration be given to additional time off with pay.
- 23.06 Leave without pay may be granted or the Employee may take vacation or sick leave with pay to attend a funeral as a pallbearer for a period of one (1) day.
- 23.07 An Employee who is the primary caregiver to a seriously ill family member at risk of death within 26 weeks shall be granted Compassionate Care Leave without pay in accordance with the "*Employment Standards Code, RSA 2000, c E-9*" (hereinafter "the Code"). The following shall apply:
- (i) Application Process: An Employee wishing to take Compassionate Care Leave shall apply in writing as soon as practicable, allowing for two (2) weeks' notice wherever possible. Such application shall be accompanied by a certificate issued by the physician caring for the ill family member which must confirm eligibility for the leave as outlined in the Code.
 - (ii) Leave Period: Compassionate Care Leave shall be without salary for a maximum period of eight (8) weeks.
 - (iii) If the gravely ill family member does not pass away during the Employee's leave, but, is still gravely ill and requires the care and support of the Employee, the Employee may request a leave of absence without pay.
 - (iv) Right to Return: An Employee taking Compassionate Care Leave shall not accrue sick leave credits or vacation pay for the period of the leave but shall suffer no loss of other benefits or other perquisites including seniority, provided they continue paying their portion of such benefits, and shall return to the same position upon the conclusion of the leave.

Article 24 - Maternity/Adoption/Parental Leave

24.01 (a) Maternity Leave

- (1) Birth mothers are entitled to maternity leave pursuant to the provisions of the *Employment Standards Code, RSA 2000, c E-9* and to benefits pursuant to the *Employment Insurance Act, SC 1996, c 23*.
- (2) Subject to the approval of the Employment Insurance Commission, birth-fathers or spouses of the mother, who, due to the death or total disability of the birth mother, have applied for and are in receipt of Employment Insurance maternity benefits, are also eligible for maternity leave

(b) Parental Leave

Parents, including adoptive parents and same-sex spouses of the birth mother, are entitled to parental leave pursuant the provisions of the *Employment Standards Code, RSA 2000, c E-9* and to benefits pursuant to the *Employment Insurance Act, SC 1996, c 23*.

24.02 While an Employee is on maternity, parental or adoption leave, no vacation time will accrue, nor will the Employee be eligible for General Holiday pay or credit.

24.03 An Employee must give their Manager at least four (4) weeks written notice of the date on which they wish to resume employment.

24.04 The Employee will be responsible for all benefits including the Employer's share while on leave.

24.05 An Employee, who wishes to return to work sooner than six (6) weeks following the actual delivery or pregnancy termination date, may be permitted to do so by their Manager after providing a written signed medical certificate from their physician, indicating that they are capable of performing the work and that resumption of work will not jeopardize their health.

24.06 If an Employee on maternity leave is unable to resume employment at the expiration of the approved period because of a medical condition of the Employee or the child arising after the delivery date, the Manager may grant the Employee a further period of maternity leave, such period not to exceed three (3) weeks in duration. Under these circumstances, the Employee must provide their Manager with a written signed medical certificate from their physician, indicating their inability to resume employment.

24.07 If upon expiration of the extended maternity leave an Employee is still unable to resume employment on the next scheduled shift following expiration of the leave, the Employee will be deemed to have abandoned their position.

24.08 If an Employee resumes employment following maternity leave, their employment anniversary date remains unchanged.

- 24.09 Upon the Employee's resumption of employment, their Manager will reinstate the Employee in the position occupied at leave commencement, or engage the Employee in alternate work of a comparable nature, with no less than the same salary, entitlements and other benefits as were accrued to the Employee when maternity leave commenced.

Article 25 - Leave of Absence for Union Functions

- 25.01 (a) Leave of absence with pay, with the consent of the Employer, shall be allowed for the purpose of attending to Union business. The Employer will invoice the Local for the loss of pay and benefits and the Local will reimburse the Employer within thirty (30) days of receipt of the invoice. The Employer's consent shall not be unreasonably withheld.
- (b) The Union bargaining committee members who are Employees of the Employer shall have the right to attend collective bargaining meetings held within working hours without impact on normal operations. Such leave shall be without loss of pay or benefits. The Employer will cover the pay and benefits for the first two members of the bargaining committee and shall invoice the Local for the number of Employees beyond two.

Article 26 - Time Off for Elections

- 26.01 Time off for elections shall be governed by the provisions of the *Alberta Local Authorities Election Act* and the relevant statutes for Provincial and Federal elections.

Article 27 - Payment of Wages and Allowances

27.01 Pay Days

The Employer shall pay salaries and wages on a bi-weekly basis for the current month in accordance with Schedule "A" attached hereto and forming part of this Agreement.

27.02 Overpayment

In the event that an Employee is over-or under-compensated by error on the part of the Employer by reason of salary payment for:

- (a) vacation benefits; or
- (b) sick leave benefits; or
- (c) salary

The Employer shall correct such compensation error not later than the second following pay day.

If an under-payment is not corrected by the second following pay day, the Employee shall have ten (10) days to file a grievance as outlined in Article 33. In the case of an overpayment, the Employer shall notify the Employee in writing that an overpayment has been made and discuss repayment options. By mutual agreement between the Employer and the Employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to ten percent (10%) of the Employee's gross earnings per pay period until the overpayment has been recovered.

Article 28 - Automobile Allowance

- 28.01 Employees using personal vehicles for Employer's business purposes shall first receive approval from the Employer for such vehicle use. When such approval has been granted or approved, the Employee must insure the respective vehicle for business use and provide the Employer with evidence of such insurance coverage, such coverage to include third party liability.
- 28.02 Travel expenses for out of Town trips only will be paid to an Employee using their vehicle for the Employer's business purposes as per Town Policy.
- 28.03 Upon submission of a statement from an Employee's insuring company or agent indicating the differences in premiums between pleasure and business rated, the Employer shall pay to the Employee the difference in premiums pro-rated for the period that the Employee's vehicle is in use for the Employer's business purposes.
- 28.04 Maintenance Employees who are required to use their personal vehicles for the Employer's business purposes during summer (May through September) shall be paid one hundred dollars (\$100) per week, or twenty (\$20) per day.

Article 29 - Cash Shortages

- 29.01 An Employee handling cash which is not accessible to other Employees shall be responsible for all shortages which are the result of the Employee's failure to follow those accounting procedures and systems implemented by the Employer, or through negligence or carelessness.

Article 30 - Job Descriptions/Reclassification

- 30.01 The Employer agrees that it shall consult with the Union with respect to any changes or alterations in job descriptions prior to implementation.
- 30.02 Each permanent and seasonal Employee shall be given a written annual performance evaluation. The permanent Employees shall receive their performance evaluation on or about their individual anniversary dates of employment. All seasonal Employees shall

receive their evaluation by the end of January. The C.A.O. and Department Manager shall conduct the evaluations for all Employees.

- 30.03 When a new position is created, the Employer shall negotiate the rate of pay with the Union. Should the negotiations not be successful within seven (7) days, the Employer shall post the position with the rate the Employer has determined and the Union shall have a right to file a grievance at Step 3 up to and including arbitration.
- 30.04 In the event that the Employer changes the required knowledge, skills or qualifications of an existing classification, the Union shall be advised of same as soon as the change is finalized and prior to the posting of the position.
- 30.05 Should the Union consider that the aforementioned changes to an existing classification are such that they deem a new classification has been created, the Union will advise the Employer of this decision and request that the rate of pay for the classification be negotiated.

Article 31 - Contracting Out

- 31.01 There shall be no contracting out of jobs or services where such contracting out results in any lay offs or reduction in positions or hours for any Employee in the bargaining unit.
- 31.02 The Employer shall endeavor to place displaced Employees as a result of contracting out into the workplace wherever possible.
- 31.03 In the event that the Employer shall contract out any work or services within the Union's jurisdiction the Employer shall give sixty (60) days' notice in writing to the Union and the Employee, of the termination of any Employee's employment due to the contracting out.

Article 32 - Employee Benefits

32.01 Permanent Full-time Employees

All permanent Employees who qualify under the benefit carrier's plan may enroll in the following benefit plans:

- Life Insurance
- Dental Benefit
- Long-Term Disability
- Extended Health Care

Administration is responsible for ensuring all new Employees have completed their benefit forms on time and correctly.

32.02 Local Authorities Pension Plan

All permanent full-time Employees shall participate in the Local Authorities Pension Plan.

32.03 The Employer shall pay eighty (80%) of all Alberta Urban Municipality Association benefit plans used by the Town set out in 32.01.

Article 33 - Disposition of EI Rebate

33.01 The Employer shall register its Wage Loss Replacement Plan with the Employment Insurance Commission for premium reduction. If a rebate is issued, it shall be applied to improve the benefit package.

Article 34 - Workers' Compensation Protection

34.01 The Town is subject to the provisions of the *Alberta Workers' Compensation Act*.

Article 35 - Health and Safety

35.01 Co-operation on Safety

The Union and the Employer shall cooperate in promoting and improving rules and practices which promote an occupational environment which will enhance the physiological and psychological conditions of Employees and which will provide protection from factors adverse to Employee health and safety.

35.02 The Employer shall be responsible for supplying or reimbursing for all personal safety equipment, including coveralls, and all season gear with the exception of prescription safety goggles. Annually two pairs of work boots (summer and winter) shall be provided by the Employer to a maximum value of five hundred (\$500.00) for both. Employees to submit receipts for reimbursements.

Article 36 - Bulletin Boards

36.01 The Employer shall provide two (2) bulletin boards which shall be so placed that all Employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the Employees. The bulletin boards will be located in the Recreational Complex Office and the Town Administration Office.

Article 37 - Personnel Records

- 37.01 The personnel records of an Employee, or former Employee, shall not be shared in any manner with any other Employer or agency, without the prior consent of the Employee concerned.

Article 38 - Present Conditions and Benefits

38.01 Present Conditions

Rights, benefits, privileges, customs, practices and working conditions which Employees now enjoy, receive or possess shall not continue, unless they are expressly stipulated within this Agreement.

Article 39 - Retroactivity

- 39.01 All changes in the new Agreement shall be justified retroactively unless otherwise specified herein.

Article 40 - Term of Agreement

40.01 Duration

This Agreement shall be binding and remain in effect from January 1, 2025 to December 31, 2026 and shall continue from year to year thereafter unless either party gives to the other party notice in writing not less than sixty (60) and not more than one hundred and twenty (120) days before December 31.

40.02 Salaries and Wages

Salaries for the duration of this Agreement shall be as outlined in Schedule "A" Salaries and Wages, attached to and forming part of this Agreement.

40.03 Notice of Changes

Either party desiring to propose changes to this Agreement shall, not less than sixty (60) days and not more than one hundred and twenty (120) days preceding the expiry of the term of the Collective Agreement give notice in writing to the other party of the changes proposed. Within thirty (30) working days of receipt of such notice by one party, the other party is required to enter into negotiations for a new Agreement.

**Schedule "A" SALARIES & WAGE GRID
LOCAL 30 – TOWN OF THORSBY**

January 1, 2025 to December 31, 2025 -2%

- Classification Level	Probation Wages	4-12 Months	13-24 Months	25-36 Months	37-48 Months	49+ Months
Municipal Clerk	\$25.70	\$26.46	\$27.01	\$27.39	\$27.75	\$28.13
Public Works Operator	\$29.72	\$30.70	\$31.40	\$31.86	\$32.33	\$32.83
Facility Operator	\$29.72	\$30.70	\$31.40	\$31.86	\$32.33	\$32.83
Facility Attendant	\$21.95	\$22.70	\$23.19	\$23.55	\$23.90	\$24.25
Community Programmer & Events Coordinator	\$26.69	\$27.88	\$28.50	\$28.94	\$29.38	\$29.81
Recreation & Events Supervisor	\$27.88	\$30.74	\$31.44	\$31.91	\$32.39	\$32.87
STEP	\$17.95					

January 1, 2026 to December 31, 2026 – 2 %

Classification Level	Probation Wages	4-12 Months	13-24 Months	25-36 Months	37-48 Months	49+ Months
Municipal Clerk	\$26.21	\$26.99	\$27.55	\$27.94	\$28.31	\$28.69
Public Works Operator	\$30.31	\$31.31	\$32.03	\$32.50	\$32.98	\$33.49
Facility Operator	\$30.31	\$31.31	\$32.03	\$32.50	\$32.98	\$33.49
Facility Attendant	\$22.39	\$23.15	\$23.65	\$24.02	\$24.38	\$24.74
Community Programmer & Events Coordinator	\$27.22	\$28.44	\$29.07	\$29.52	\$29.97	\$30.41
Recreation & Events Supervisor	\$28.44	\$31.35	\$32.07	\$32.55	\$33.04	\$33.53
STEP	\$18.31					

Letter of Understanding #1

-between-

Canadian Union of Public Employees Local 30
(hereinafter referred to as the "Union")

-and-

The Town of Thorsby
(hereinafter referred to as the "Employer")

RE: Lead Hand

The Employer may designate a member of the Public Works department as "lead hand" from time to time. Where the Employer designates a "lead hand" position, it shall pay to the individual selected a wage supplement of \$2.00 per hour for all hours worked as "lead hand". The Employer may cancel a "lead hand" designation by providing the selected Employee with not less than two weeks' notice of such cancellation. The parties agree that this is being done on a trial basis for the term of the collective agreement and shall not form part of subsequent collective agreements unless specifically agreed to.

When an Employee is acting in the lead hand role, the \$2.00 per hour wage supplement will be added to the general holiday pay, vacation pay, sick leave, and pay while the Employee is on bereavement leave.

In determining with Public Works Employee will be designated as lead hand, the Employer will consider each Employee's skills, experience and abilities including supervisory and mentorship abilities. Seniority may be considered, but shall not be determinative.

Letter of Understanding #2

-between-

Canadian Union of Public Employees Local 30

(hereinafter referred to as the "Union")

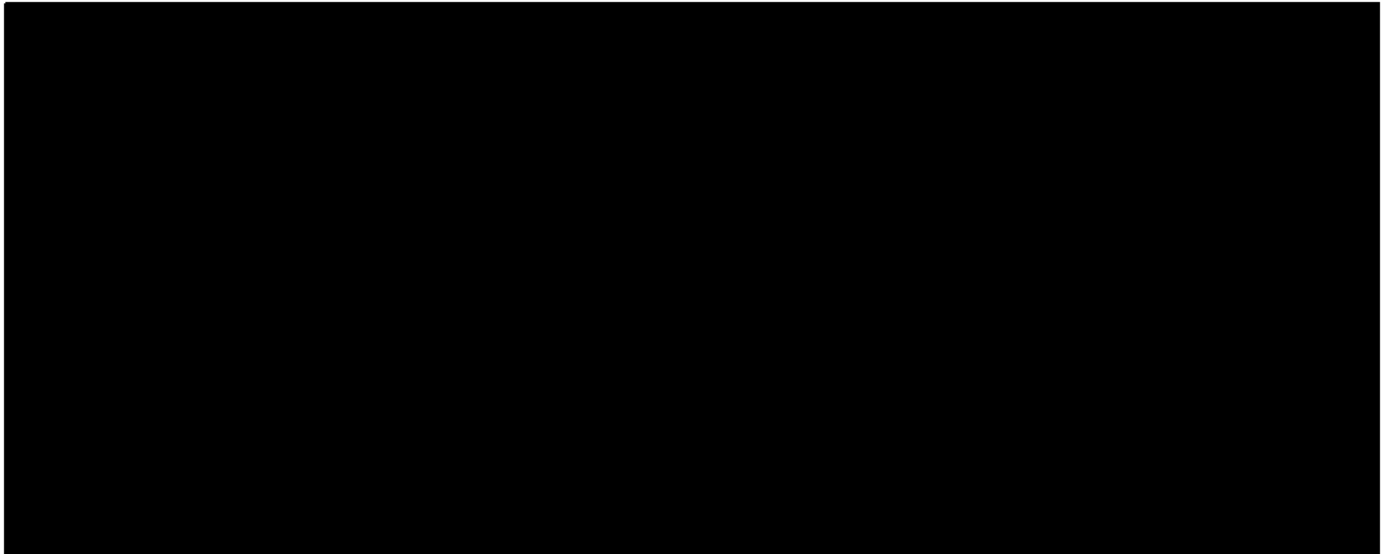
-and-

The Town of Thorsby

(hereinafter referred to as the "Employer")

RE: Change of Employment status for current Senior Facility Attendant

The current Senior Facility attendant, Audrey Watson, will become a permanent part-time Employee and will be guaranteed a minimum of forty (40) regularly scheduled hours of employment on a bi-weekly basis. This agreement applies to the current incumbent only.



Letter of Understanding #3

-between-

Canadian Union of Public Employees Local 30
(hereinafter referred to as the "Union")

-and-

The Town of Thorsby
(hereinafter referred to as the "Employer")

RE: Vision Care Benefit

The Employer agrees to reimburse each permanent part-time or seasonal Employee up to three hundred (\$300.00) dollars per year as a Health Spending Account for the Employee, their spouse or their immediate dependents. The Employee must supply a receipt.

Letter of Understanding #4

-between-

Canadian Union of Public Employees Local 30
(hereinafter referred to as the "Union")

-and-

The Town of Thorsby
(hereinafter referred to as the "Employer")

RE: Day Work Week

The Employer and the Union agree that the Municipal Clerks shall work a four-day work week. The hours of work shall be 8.75 hours per day. This is agreed to be an exception to Article 10.02 (b) – Hours of Work. Overtime shall only be paid for any hours worked beyond 8.75 in a day or 35 hours in a week. This is an exception to Article 16 – Overtime.

The Employer and the Union agree that should either party wish to revert to the original hours of work, that notice of 30 days will be given and the request will not be unreasonably denied.

This Collective Agreement finalized and approved with all Appendices and Letters of Understanding.

