

AGREEMENT

BETWEEN

THE CORPORATION OF THE CITY OF THUNDER BAY

AND

THE AMALGAMATED TRANSIT UNION, LOCAL #966

FROM: July 1, 2012

TO: June 30, 2017

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THIS AGREEMENT made this day of , A.D., 20

BETWEEN:

THE CORPORATION OF THE CITY OF THUNDER BAY

hereinafter called the "Corporation"

OF THE FIRST PART

- AND -

THE AMALGAMATED TRANSIT UNION, LOCAL #966

hereinafter called the "Union"

OF THE SECOND PART

WITNESSETH that the Corporation and the Union covenant and agree with the other as follows:

Article 1 - Purpose

- 1.01 The purpose of this Agreement is to maintain a harmonious relationship between the Corporation and its employees; to define working conditions and wages of employees; to provide an amicable method for fairly and peacefully adjusting any disputes which may arise between the Corporation and its employees.

Article 2 - Definitions

- 2.01 “City Manager” and “Chief Administrative Officer” shall be interchangeable and mean the head of the municipal administration of the Corporation.

“Classification” shall mean the positions listed in Schedules “A” and “B”.

“Employee” shall mean an employee coming within the bargaining unit described in Article 3.

“General Manager” shall mean the head Facilities and Fleet Department or the Finance Department, of the Corporation, or their designate.

“Manager” shall mean the Transit Manager, or in the case of equipment maintenance personnel occupying the positions set forth in Schedule “B” attached hereto, the Manager of Fleet Services or the Manager of Materials Management, or their designate.

“Student” shall mean a person who is employed sometime during the period April 15th to September 15th and who is a full-time student at

Article 2 – Definitions – Cont’d

a school, college, university or other educational institution prior to becoming employed by the Corporation, and who demonstrates to the Corporation an intent to return to school on a full-time basis at the end of the vacation period. Student employees shall not accumulate seniority, service or sick leave credits. Students hired during the school vacation period will be terminated from the employ no later than September 15th.

“Supervisor - Equipment” or “Supervisor Materials Management” shall mean the Supervisor of equipment maintenance personnel occupying the positions set forth in Schedule “B” attached hereto.

“Supervisor - Operations” shall mean the Supervisor of operating personnel occupying the positions set forth in Schedule “A” attached hereto.

- 2.02 The gender clause shall mean that where for the purpose of interpretation of this Agreement, the masculine gender shall mean and include the feminine gender and similarly the singular shall include the plural and vice versa as applicable.

Article 3 - Union Recognition

- 3.01 The Corporation recognizes the Amalgamated Transit Union, Local #966, as the sole and exclusive bargaining agent for those employees occupying the positions or job classifications set forth in Schedules "A" and "B" attached hereto, and forming part of this Agreement.

Article 3 - Union Recognition – Cont'd

3.02 Employees covered by this Agreement will maintain membership in good standing in Amalgamated Transit Union, Local #966 and new employees, with the exception of temporary student help, will become members of the Union after completion of thirty (30) calendar days of employment.

3.03 The Corporation will recognize a Union Negotiating Committee of not more than five (5) members, with a minimum of one (1) maintenance person to be part of the committee plus an International Representative. The Corporation will pay the Union Committee as per Clause 8.02 of the Collective Agreement while in the process of re-negotiating a Collective Agreement.

The Corporation's Negotiating Committee will be limited to five (5) persons except during Conciliation and/or Mediation when the Corporation's Policy must apply.

3.04 The Corporation acknowledges the right of the Union to appoint Shop Stewards together with alternate Shop Stewards. Provided there is no disruption to normal scheduling, a Union Executive member will be allowed paid time off at straight time, up to a maximum of one-half (1/2) hour, during regular office hours to attend at orientation to provide and acquaint new employees to the Collective Agreement, working conditions and Union responsibilities. The Supervisor will co-ordinate the timing of such meeting with the Union Executive member to ensure no disruption to operations.

Article 4 - No Discrimination

- 4.01 The Management does not object to any employee being a member of this Union, and will not discriminate against any employee because of his connection with the same.

Article 5 - Probationary Period

- 5.01 All new employees hired into positions falling under the jurisdiction of the ATU bargaining unit will be on probation for a period of nine (9) months during which time the employee may be discharged for unsuitability. It is understood that such discharge may be processed through the grievance procedure.

During the probationary period, and intermittently thereafter, all employees will be evaluated as determined by the Corporation. It is agreed that, at the employee's request, a Shop Steward may be in attendance at such evaluations. The employee will be reimbursed at straight time rates for the time required for evaluation.

After satisfactory completion of the probationary period, seniority will be effective from the original date of employment. A copy of each evaluation will be forwarded to the Union within fourteen (14) days, for record purposes.

Article 6 – Seniority

- 6.01 The seniority list will be compiled such that each individual employee will be placed in accordance with his term of continuous service. Effective January 1, 1978, seniority for new employees will be on the

Article 6 - Seniority – Cont'd

first day hired basis. Employees hired prior to that day will maintain their seniority date.

Article 7- Union Dues Check-Off

7.01 The Corporation agrees to the check-off of all Union dues and assessments levied by the Union and will deduct from the wages all such dues and assessments from all employees covered by this Agreement and remit same to the Union Financial Secretary, together with a current master list of members' names and deductions. New employees, and those defined as temporary student help, on becoming employed by the Division will be subject to the provisions of this Article after thirty (30) days have expired.

Article 8 - Leave of Absence

8.01 Reasonable Leave of Absence may be granted to any employee without remuneration provided such leave can be arranged without additional cost to the Corporation, and a request in writing for such Leave of Absence is provided to the Corporation at least fourteen (14) calendar days prior to the proposed date of commencement of the Leave of Absence unless the employee could not reasonably have known of this requirement for a Leave within this time limit. If approved, notice in writing of such Leave of Absence will be given to the Union forthwith. Any employee engaged in any occupation for gain during his leave of absence will be terminated, unless permission for engaging in such occupation for gain has been given to the employee on a basis mutually agreeable to the employee, the Union and the Manager.

Article 8 - Leave of Absence – Cont'd

8.02 Any representative of the Union, who is in the employ of the Employer will, while attending meetings with the Employer held within working hours, does so without loss of remuneration from the Employer.

8.03 Any employee who is delegated to represent the Union at a Conference, seminar or other Union business, will be granted reasonable time off from his duties, with pay, in order to fulfill his mission, and the application of such an employee for leave of absence will be given preference over applications from other employees for leave of absence. It is further agreed that the Corporation will bill the Union for this time plus administration charges.

8.04 The Corporation will grant a leave of absence, with pay, up to a total of ten (10) days per calendar year, to the Union to allow members of the Executive to attend Conventions and/or Seminars.

8.05 An employee who is elected or appointed to an office within the Union may, upon application in writing to the Department Head, be granted a Leave of Absence without pay up to a maximum of one (1) year duration.

Upon similar applications within the period of such Leave, an extension thereof upon similar terms may be granted.

8.06 The Corporation will grant a leave of absence, without pay, in the case of the first loss of licence by an employee. This leave shall be

Article 8 - Leave of Absence – Cont'd

without pay and benefits and shall continue until the employee's licence is unconditionally reinstated, or for thirty (30) months duration, whichever comes first. In the case of the second or subsequent impaired driving conviction of one year, immediate termination will result.

- 8.07 The Corporation agrees to administer Pregnancy and Parental Leave as per the current provisions of the Employment Standards Act of Ontario.

Article 9 - Grievance Procedure

- 9.01 A Management or Union grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement. An earnest effort shall be made to settle all grievances fairly and promptly in accordance with the following procedures:

Step No. 1

The aggrieved employee(s) will submit the grievance to his Union Representative. If the Union Representative in consultation with the Grievance Committee considers the grievance to be justified, he shall first seek to settle the dispute orally with the employee's appropriate non-union Supervisor. The non-union Supervisor shall not consider a grievance where the circumstances giving rise to it occurred or originated more than seven (7) full working days before the non-union Supervisor's receipt of the grievance. The non-union

Article 9 - Grievance Procedure-Cont'd

Supervisor will render a decision within seven (7) full working days after hearing the grievance. At each step of the grievance procedure, where a meeting is required, the grievor, if he so chooses, shall be entitled to be present along with his Union Representative.

Step No. 2

Failing satisfactory settlement at Step 1, up to two (2) Union Representatives, per grievance, will submit to the Manager or his designate within seven (7) full working days following the Step 1 decision, a written statement of the particulars of the grievance and the redress sought. The Manager or his designate shall hear the grievance within fifteen (15) full working days and shall render his decision seven (7) full working days after hearing the grievance. At the Manager's discretion, a meeting may or may not be required with the grievor and the Union Representatives.

Step No. 3

Failing satisfactory settlement at Step No. 2, up to two (2) Union Representatives, per grievance, will submit to the General Manager or his designate within seven (7) full working days following the Step 2 decision, a written statement of the particulars of the grievance and the redress sought. The General Manager or his designate shall hear the grievance within twenty-five (25) full working days and shall render his decision seven (7) full working days after hearing the grievance. At the General Manager's discretion, a meeting may or may not be required with the grievor and the Union Representatives.

Article 9 - Grievance Procedure-Cont'd

Step No. 4

Failing satisfactory settlement at Step No. 3, up to two (2) Union Representatives, per grievance, shall within seven (7) full working days following the Step 3 decision submit the grievance to the City Manager or his designate. The City Manager or his designate shall hear the grievance within forty-five (45) full working days and shall render his decision within ten (10) full working days following the hearing of the grievance. A meeting will be held at this level, which will include the above mentioned parties and any other persons deemed necessary by management. Failing a satisfactory settlement being reached at Step 4, the Union may refer the dispute to Arbitration within thirty (30) full working days thereafter, but not later.

The thirty (30) full working days shall commence following receipt, by the Union Executive, of the written decision.

9.02 Policy/Group Grievance

Where a dispute involving a question of general application or interpretation of this Agreement occurs or where a grievance involves a group of employees, Step Nos. 1 and/or 2 of the grievance procedure may be by-passed.

9.03 The time limits in this grievance procedure may be extended by agreement of the parties. The time limits shall be calculated as being Monday to Friday, exclusive of Saturdays, Sundays and Statutory Holidays. Failure of the Union or the employee to meet the time limits will cause the grievance to be abandoned and that specific grievance

Article 9 - Grievance Procedure-Cont'd

shall not be further considered or reintroduced by that specific employee or the Union on his behalf.

9.04 **Management Grievances**

Management may refer a grievance in writing to the Union President and/or appropriate Union Committee within three (3) working days of the occurrence or circumstances giving rise to the grievance. The Union shall meet with management representatives within five (5) working days after receipt of the grievance, and thereafter will render a decision five (5) working days following such meeting. If the decision is not satisfactory to Management, the grievance may be referred to arbitration as provided for in Article 10 below, within twenty (20) working days after the Union's decision has been rendered.

Article 10 – Arbitration

10.01 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may, within thirty (30) working days after exhausting the grievance procedure established by this agreement, notify the other party, in writing, of its desire to submit the difference or allegation to a single Arbitrator in accordance with the Ontario Labour Relations Act.

Article 10 - Arbitration-Cont'd

The Arbitrator will hear and determine the difference or allegation and will issue a decision and the decision will be final and binding upon the parties and upon any employee affected by it. The Union and the Corporation will each be responsible for one-half ($\frac{1}{2}$) of the expenses of and the fees payable to the Arbitrator and no costs of any arbitration will be awarded to or against either party.

Thirty (30) working days exclude Saturdays, Sundays and Statutory Holidays.

10.02 Both parties agree that the use of Grievance Mediation is an acceptable means of resolving grievances that are referred to Arbitration. Where prior to Arbitration, the parties mutually agree to refer the grievance to mediation:

Proceedings before the Mediator shall be informal and legal counsel shall not be used by either party.

The Mediator shall have the authority to meet separately with either party.

The Mediator shall not have the authority to compel the resolution of a grievance.

The Union and the Corporation shall share equally in the cost of the Mediator.

Article 11 - Management Rights

11.01 The Union recognizes the right of the Corporation to operate and manage its business in all respects, to maintain order and efficiency in its plants, and its methods and means of carrying on its business.

The parties agree to consult regularly during the term of this agreement about issues relating to the workplace which affect the parties.

11.02 The Union further acknowledges that the Corporation has the right to make and alter from time to time rules and regulations to be observed by employees, which rules and regulations will not be inconsistent with the provisions of this Agreement. When new rules and regulations are to be adopted by the Corporation, and affect Transit employees directly, the Corporation shall advise the Union and employees.

11.03 The employees, collectively or otherwise, will not interfere with or limit the Management's Rights to discipline or discharge any employee where sufficient reason can be shown.

Article 12 - Payment of Wages

12.01 All employees will be paid their wages bi-weekly on every alternate Friday. In the event that a Statutory Holiday falls on a regular pay day, then employees will be entitled to be paid on the Thursday immediately proceeding the normal pay day.

Article 13 - Transportation

13.01 Free transportation will be provided by special passes to all employees covered by this Agreement, and their spouses, such passes to be proffered by and accepted from those to whom they are issued only, and only while such employees are in the employ of their respective Divisions. Life passes are to be issued to all employees upon retirement and to their spouses.

Transportation will be provided for late night and early morning operators in emergencies only. Authorization to provide this service will be given by the dispatcher or controller on duty and maintenance personnel will provide the transportation. If this service cannot be provided within thirty (30) minutes, alternate transportation will be arranged by the dispatcher or controller, with reimbursement to an operator, if necessary.

13.02 Operators who are required to use their own vehicle to report to a work site other than the Transit Maintenance Facility will have the cost of parking paid for by the Corporation.

Article 14 - Appointments

14.01 All vacancies shall be posted for at least seven (7) working days and shall appear on the pay cheque stub, prior to the closing date.

All applicants must thoroughly complete the application form, particularly with respect to their stated qualifications in relation to the specific job tasks, or they will be disqualified from the job competition.

Article 14 – Appointments – Cont’d

It is generally agreed that both parties recognize the principle of promotion within the civic service. Therefore, when filling posted vacancies or considering transfers, preference will be given to the most qualified applicant, considering such factors as skill, ability, experience, attendance and work record. Where two (2) applicants are found to be relatively equal in terms of the above, seniority shall govern.

- 14.02 (a) Employees recommended for appointment to positions in response to job postings or who are transferred to another position shall be given up to one hundred and twenty (120) working days training time in which to determine their suitability and capability prior to appointing them to the position. If an employee fails to complete this trial period, he shall be returned to his former position(s) without loss of seniority or benefits. Employees wishing to do so may revert to their former position within a sixty (60) working day period following commencement in the position.
- (b) When an employee is on a temporary leave from the Union filling a management position, his time of leave shall be for a period of up to six (6) consecutive months before which he will be returned to his former position, unless the temporary vacancy is caused by long term illness, or Workplace Safety and Insurance (WSIB), in which case the period referred to above will read twelve (12) months. Seniority will continue to accrue during the leave period.
- 14.03 An employee who is no longer capable of performing his full required duties by reason of disability, but whose disability is not of sufficient

Article 14 – Appointments – Cont’d

severity to qualify for a disability pension under the provisions of any of the pension plans affecting civic employees, may be placed in a suitable position in the civic service if such is available, without regard to the provisions of the Collective Agreement with respect to advertising vacancies and promotions. The Union will be notified in advance of placements made under this provision of the Collective Agreement.

- 14.04 Once the Corporation determines that a full time Operator position will become available, the job will be posted for Schedule “B” employees for a period of seven (7) working days. Selection of employees will be made under the terms of Clause 14.01. An employee may only make use of this provision once every three (3) years. Should a successful applicant not be found from within Schedule “B” the position will be filled in accordance with the Relief Operator Letter of Understanding.

Article 15 - Sick Leave

- 15.01 (a) Employees hired prior to January 1, 1982 who did not join the insured sick leave plan at that time will be entitled to receive one and one-half (1 1/2) accumulated sick leave credits per month, but will not be entitled to sick leave protection as described below in part (b).
- (b) The Corporation shall provide a disability plan for eligible full-time employees governed exclusively in accordance with the 1996 plan agreement between the Corporation and the adjudicator. The plan agreement shall not form part of this collective agreement, and

Article 15 - Sick Leave – Cont'd

contents and administration of same and shall not be made the subject of a grievance pursuant to this collective agreement.

The plan agreement will provide Short Term Disability (STD) benefits of seventy percent (70%) taxable of gross straight time pay from the first day of accident or hospitalization and the third day of illness for up to fifteen (15) weeks and Long Term Disability (LTD) benefits of seventy-five percent (75%) of normal straight time pay, taxable, from the seventy-sixth (76th) working day of absence due to illness or non-work related disability, inclusive of any Workplace Safety and Insurance Board (WSIB) benefits, Canada Pension Plan benefits (exclusive of dependent benefits) and OMERS disability pension until the sooner of recovery or retirement.

Effective January 1, 1999, the Corporation will grant all full-time employees, employed in classifications within Schedules "A" and "B" except those employees who continue to be on the sick leave plan prior to January 1, 1982, six (6) noncumulative casual sick days on January 1st of each year (or a prorated amount based on one (1) day for each two (2) months of service in the event an employee commences employment during the year).

The Employer is responsible for reimbursing the medical costs incurred by the employee's in supplying medical information as is required pursuant to the above-mentioned plan and the full cost of any compulsory medical examinations required under the regulations of the Ministry of Transportation or any other medical examination required by the Corporation to determine eligibility for

Article 15 - Sick Leave – Cont'd

continuance of employment as stated in the qualifications of the current job description. Employees will be required to make the initial payment for the medicals and will be reimbursed by way of direct deposit upon proof of receipt of payment.

- (c) In the event of a delay in payment from the carrier, the employer shall provide an advance of the approved amount due, on the pay day that the delay occurs.

In the event of a denial of payment of an STD/LTD benefit, the Corporation will arrange a meeting with a representative of the Corporation's Human Resources Department, the employee concerned (if available) and a representative of the Union to explain the reason(s) for the denial.

15.02 An employee, after ten (10) years or more of continuous service with the Corporation, or his estate, will be eligible for fifty percent (50%) of any unused sick pay credits up to a total of one hundred and thirty (130) days, payable on termination, death, or retirement.

15.03 Pre-Retirement Leave

- (a) An employee may use his vested sick leave credits along with his vacation and statutory credits to leave work immediately prior to his normal retirement age of sixty-five (65) years or prior to the point of an unreduced early retirement under the most current OMERS qualifying provision to the extent that such credits or any portion thereof will bring him to age sixty-five (65) or the point of an

Article 15 - Sick Leave – Cont'd

unreduced early retirement under the most current OMERS qualifying service provision. Employees who have reached aged fifty-five (55) may use accumulated credits along with his vacation and statutory credits to leave work immediately prior to retirement under the ninety (90) Factor to the extent that such credits or any portion thereof will bring him to the ninety (90) Factor. Any sick leave credits owing to the employee thereafter will be paid out within the terms of Article 15.

Employees choosing this option will continue to receive benefits of this Agreement but will not be eligible to return to work.

- (b) An employee who retires after the signing of this Agreement as per the conditions outlined in Clause 15.03 (a) will receive Semi-Private, and Extended Health Care benefits, premiums one hundred per cent (100%) paid, from the date of retirement until the date Ontario legislation provides prescription coverage.

15.04 Every employee claiming sick pay pursuant to Article 15.01 (a), or noncumulative casual sick days, may be required by the Employer to produce a certificate signed by a qualified medical practitioner, Dentist or Chiropractor certifying that the employee is unable to perform his normal duties and, where possible, indicating a return to work date. The provisions of this article will be exercised in a manner consistent with the employer's Attendance Management program, and when there is a suspicion that sick days were claimed in a fraudulent manner.

Article 15 - Sick Leave – Cont'd

15.05 The Employer may require certified medical information which indicates to what extent an employee is able to perform any work in relation to modified work programs. Any employee who fails to comply with any of the conditions of this Article or who attempts to wrongfully obtain sick pay benefits will be subject to disciplinary action.

15.06 Effective December 12, 2006, sick leave benefits for employees, as provided for in Article 15, will cease at the earliest of:

- a) age 65;
- b) recovery;
- c) retirement;
- d) the date at which Ontario legislation provides prescription drug coverage (provided the employee is at least 65 years of age); or
- e) the date at which the employee can retire and receive an OMERS pension plan without penalty or can no longer contribute to the OMERS pension plan (in both instances, provided the employee is at least (65) years of age).

Article 16 - Workers' Compensation

16.01 At the option of the employee, the Corporation will top up Workplace Safety and Insurance Board (WSIB) benefits as long as WSIB is paid.

Casual sick days provided to employees covered by the insured STD/LTD plan cannot be used to top up WSIB benefits.

Employees may use vested sick leave credits to make up the difference between the amount awarded and normal net pay.

Sick leave credits will be used in increments of one-half (1/2) hour, up to a maximum of two (2) hours per day; however, under no circumstances will the combined sick leave credits and the amount awarded exceed normal net pay.

16.02 Where the Corporation has been successful in reclaiming losses from a third party, any sick leave credits used by an employee, as in 16.01 above, will be reimbursed to the employee's sick leave account.

Article 17 - Bereavement Leave

17.01 Employees will be allowed time off duty and will receive up to three (3) days pay in case of bereavement involving members of the immediate family. The immediate family will be interpreted to be Mother, Father, Spouse, Children, Brother or Sister, Mother-In-Law, Father-In-Law, Sister-In-Law, Brother-In-Law, Daughter-In-Law, Son-In-Law, Grandparents and Grandchildren.

Article 17 - Bereavement Leave – Cont'd

- 17.02 An additional two (2) days leave with pay will be allowed as traveling time where the burial takes place outside the District of Thunder Bay.
- 17.03 An employee will be entitled to one (1) day bereavement leave with pay to attend a funeral as a pallbearer provided he notifies and has the approval of his Supervisor. Pallbearer may include Honorary Pallbearer.
- 17.04 An employee wishing to attend the funeral of a co-worker, a personal friend, or a non-immediate family relative may be granted time off with pay up to a total of four (4) hours, to attend the funeral services, and any related post-funeral functions provided there are sufficient staff to maintain service to the public. Employees will be required to submit the name of the deceased when requested.

Article 18 – Jury and Witness

- 18.01 Employees who are called to serve as jurors or are subpoenaed as a witness in legal proceedings:
- (a) Will be granted leave of absence for such purpose provided that, on completion of their jury or witness service, such employees will present to their appropriate non-union Management representative a satisfactory certificate showing period of such service.
 - (b) Will be paid their full salary or wage for the period of such jury or witness service; provided that they will pay over to the Treasurer of the Corporation of the City of Thunder Bay the full amount of compensation received for such service and obtain an official

Article 18 – Jury and Witness – Cont’d

receipt therefore, it being understood that the full amount does not include monies received on days other than the regularly scheduled work day with the Corporation or any monies received for meal allowance or traveling allowances.

- (c) Upon being released from jury or witness service in the forenoon of any day, immediately telephoning their division for instructions respecting their return to work and will, upon receiving such instructions, comply with the same.
- (d) If an employee is required to attend court on behalf of the Corporation on what would normally be their regular day off, the employee shall be paid time and one-half for all hours spent in attendance at court.

Article 19 - Medical, Hospital, Dental & Group Life Insurance Plans

19.01 The Corporation agrees to pay one hundred percent (100%) of the billed premiums of the Blue Cross Semi-Private Plan or equivalent, for all employees on the payroll with two (2) continuous months of service.

19.02 The Corporation agrees to pay one hundred percent (100%) of the billed premiums covering Extended Health Care benefits, or equivalent, on the basis of \$25.00 - \$50.00 deductible (effective on the first day of the seventh continuous month of employment); and a Dental Plan No. 9, or equivalent, (effective on the first day of the seventh continuous month of employment). Benefits will be payable

Article 19 - Medical, Hospital, Dental & Group Life Insurance Plans – Cont'd

on the basis of the previous year's Ontario Dental Association Schedule of Fees.

A provision for reimbursement for Chiropractic Care - fifteen dollars (\$15.00) per visit -- maximum of twenty (20) visits per year, per person (employee, spouse and dependent children).

19.03 The Corporation agrees to pay one hundred percent (100%) of the billed premiums covering the Group Life Insurance Plan for all employees on the payroll on the basis of one and one-half (1½) times the employee's annual salary which is based on the regular hourly rates times 2,080 hours (effective on the first day of the thirteenth continuous month of employment).

19.04 The provisions of these plans will not apply to an employee when he resigns, is laid off, discharged or is on an extended leave of absence.

In addition, effective December 12, 2006, benefit for employees (exclusive of retiree benefits), as provided for in Article 19 will cease at the earliest of:

- a) age 65;
- b) laid off beyond (1) calendar month;
- c) leave of absence beyond (1) calendar month;

Article 19 - Medical, Hospital, Dental & Group Life Insurance Plans – Cont'd

- d) the date at which Ontario legislation provides prescription drug coverage (provided the employee is at least 65 years of age);
- e) the date at which the employee can retire and receive an OMERS pension plan without penalty or can no longer contribute to the OMERS pension plan (in both instances, provided the employee is at least (65) years of age).

Retiree benefits will cease at the earliest of Part a), d) or e), as described above.

19.05 In lieu of the Employment Insurance Premium rebate for sick leave plan provisions, the Corporation will contribute to one hundred percent (100%) of the billed premium for, or cover the cost of eyeglasses (including frames and/or lenses, repairs and contact lenses) up to a total amount of one hundred and fifty dollars (\$150.00) each two (2) calendar years per person (employee, spouse and dependent children) when provided on the written prescription of a medical doctor or optometrist, but not the cost of the eye examination (effective on the first day of the seventh continuous month of employment). Sunglasses or eyeglasses for cosmetic purposes are not included.

19.06 Should a Relief employee be promoted to a full-time position, previously accumulated regular hours worked will be credited toward time served for the purpose of waiting periods under this Article. (For the purpose of credited time, 160 regular hours worked equals one (1) month of credited service).

Article 20 - Vacation with Pay

20.01 a) Vacation Entitlement

- 1) All employees with one (1) year or more of completed continuous service will be entitled to ten (10) working days annual vacation with pay.
- 2) All employees with three (3) years or more of completed continuous service will be entitled to fifteen (15) working days annual vacation with pay.
- 3) All employees with eight (8) years or more of completed continuous service will be entitled to twenty (20) working days annual vacation with pay.
- 4) All employees with sixteen (16) years or more of completed continuous service will be entitled to twenty-five (25) working days annual vacation with pay.

Effective January 1, 1999

All employees who have completed sixteen (16) years or more of continuous service shall, in addition to the annual vacation set forth above in 20.01 (a), after 21 years of completed continuous service, all employees will be entitled to one additional day allocated on their anniversary date.

Article 20 - Vacation with Pay – Cont'd

YEARS OF CONTINUOUS SERVICE	WORKING DAYS ANNUAL VACATION WITH PAY	ADDITIONAL VACATION DAY(S) WITH PAY
21	25	0
22	25	1
23	25	2
24	25	3
25	25	4
26	25	5
27	25	6
28	25	7
29	25	8
30	25	9
31	25	10
Thereafter	25	10

Note: Make it clear that the one additional day does not kick in until the employee is working in their 22nd year of employment and the additional day is allocated on their anniversary date. Also, limit the additional days to 10 which is in line with the rest of the Corporation.

Article 20 - Vacation with Pay – Cont'd

Employees who are currently receiving ten (10) or more additional vacation days will be entitled to continue to receive the vacation entitlements of the expired June 30, 1998 collective agreement.

(b) **Pay for Annual Vacation**

For the purpose of Article 20, pay for annual vacation will be reduced proportionately by the extent to when an employee was on unpaid leave of absence as per Article 8, Clause 8.05 and 8.06 beyond one (1) calendar month or Union Leave beyond two (2) calendar months and in each instance for each continuous calendar month(s) thereafter, during the previous twelve (12) month period for which vacation entitlement was earned.

(c) **Schedule "A" Employees**

Three employee groups will be formed to be called Group "A", Group "B", and Group "C", for the purposes of determining vacation time. The top seniority holder will be placed in Group "A", the second most senior in Group "B" and the third most senior in Group "C", etcetera until all employees have been allocated a Group. Group "A" will have first choice of vacation, Group "B" will have second choice and Group "C" will have third choice. Vacation periods will rotate each year with Group "B" moving to first choice of vacation period, Group "C" moving to second choice of vacation period, etcetera.

Article 20 - Vacation with Pay – Cont'd

It is agreed that sufficient blocks will be set aside in June, July and August to accommodate one full group. Vacation schedules will be posted by October 1st. Six (6) employees will sign up per day. The sign-up schedule will be posted one (1) week prior to the posting of the vacation sign-up. New employees will fill up the bottom of the groups in a manner to keep the groups proportionate by number of vacation weeks per column. The vacation sign-up must be completed no later than November 30th or vacations will be scheduled at the discretion of management. The employer will contact employees who are on sick leave at the time of their sign-up and, if necessary, will have the sign-up delivered to them provided they are within the limits of the City of Thunder Bay. An employee, upon applying for a Leave of Absence will leave with Management or a Union Officer his preference as to signing.

Vacation pay will be based on a forty (40) hour week, and seniority will govern the selection of vacation periods, with rotation of vacation blocks in succeeding years.

In the event that an Operator should be on authorized leave for the entire calendar year, or leave the employ of the Corporation; any unused vacation time will be posted for five (5) days, for bid by vacation seniority at the time of official notice to the Corporation.

Exchanges of vacation will not be allowed for Operators on authorized leave of absence, or sick leave (STD/LTD, WSIB) until such time as they return to work. These Operators will have the option to retain their vacation time or give it up for bid. When the

Article 20 - Vacation with Pay – Cont'd

Operator returns to work, any vacation time that was put up for bid will have to be rescheduled. Any vacation block that becomes vacant within one week of the opening will be posted for five (5) days for bid by vacation seniority. The successful bidder will be notified.

(d) **Schedule "B" Employees**

Any employee not making their vacation choice by March 31st each year shall have their vacations scheduled at the discretion of Management. Vacation pay will be based on a forty (40) hour week and seniority will govern the selection of vacation periods.

20.02 If an employee, while on vacation leave, becomes ill (substantiated by a doctor's certificate) or is hospitalized, and is forced to curtail his vacation and claiming sick pay or WSIB benefits, then the vacation period will be extended by the number of vacation days involved, or reinstated for later use, as may be arranged between the employee and the Supervisor.

20.03 In the event of a Statutory Holiday falling in an employee's vacation period, the accumulated Statutory Holiday will be automatically added to the employee's bank and can be taken at an agreed upon time as with other accumulated days.

20.04 For the purpose of computing length of vacation, "employment" will include time actually worked and on vacation and time spent on

Article 20 - Vacation with Pay – Cont'd

sick leave with pay, but will not include time spent on leave of absence exceeding two (2) weeks.

Employees who are in receipt of Sick Leave, STD/LTD or WSIB benefits for the full vacation period January 1 to December 31 each year will be deemed to have been paid for their vacation during that time off.

This agreement for 20.04 will not impact on 15.03 (a).

20.05 Vacation days will be taken during the vacation period January 1 to December 31. Payment for vacation will be at the rate of pay prevailing in accordance with the Collective Agreement.

20.06 New employees who leave the service of the Divisions before the expiration of one (1) year from the commencement of their employment will receive vacation pay at the rate of four percent (4%) of their earnings during their period of employment, in accordance with the Employment Standards Act. Employees with more than one (1) year's continuous service who leave the service or retire will receive vacation at the rate of one-twelfth (1/12) of normal annual vacation for each full month of employment after the last anniversary date of their service with the Corporation.

20.07 Effective January 1, 2002, the Corporation will provide the Union with a copy of the vacation report for each employee in January of each year.

Article 21 - Accident Review

21.01 (a) All employees, provided they are able, must notify the Corporation immediately following accidents resulting in injuries involving themselves, passengers or property. Therefore, all employees (or a Supervisor or designate if the employee is unable) shall submit a written report of the accident to the Corporation within twenty-four (24) hours of the accident. Employees who are required to complete the reports during off-duty hours will receive the applicable rate of pay for the time required to complete the report. Every employee has the right to appeal the decisions of the Accident Review Board, either in writing or in person. The decisions of the Accident Review Board can not be grieved.

(b) Subsequent to Part (a) above, if ordered to appear at Police Courts or Insurance Adjuster's offices or report again to Corporation premises, in connection with said accident, employees will first obtain authorization from the Manager or his designate and upon reporting be paid for hours spent at straight time rates (minimum three (3) hours pay) unless, in the opinion of the Accident Review Board, such accident is considered to have been preventable -- under such circumstances no remuneration for attendance will be paid. Employees may, if they so request, have an official of the Union to assist them, said official not to be paid by the Division.

Article 22 - Discharge and Discipline Cases

22.01 Disciplinary action is defined, but not limited to:

a) A recorded "verbal" warning which is notated as such and has been brought to the attention of the employee; or,

Article 22 - Discharge and Discipline Cases – Cont'd

- b) A recorded "written" warning which is notated as such and has been brought to the attention of the employee; or,
- c) A suspension; or,
- d) A discharge for just cause.

22.02 Discipline or discharge grievances shall be processed to Step #2 of the grievance procedure with a written statement lodged with the Manager within five (5) working days after the employee has received notice of such disciplinary action. Such grievances may be settled by:

- a) confirming management's action; or,
- b) reinstating the employee with full compensation for time lost; or,
- c) any other arrangement which is just and equitable in the opinion of the conferring parties or the Arbitrator.

22.03 The Corporation agrees that an employee will have access to his personnel file during office hours. Upon permission of the employee, the Union may have access to his personnel file. An employee shall have the right to respond in writing to any document contained therein and such reply shall form part of the permanent record.

22.04 The Corporation will reimburse an employee ordered to report, or called in, by an Officer of the Corporation in relation to a

Article 22 - Discharge and Discipline Cases – Cont'd

complaint against an employee, for time required, at regular rates of pay. Anonymous complaints will not normally be investigated unless from the perspective of due diligence, the employer is required to investigate the matter.

22.05 A management employee will not reprimand an employee in public or in the presence of another employee.

22.06 Where the employee has been demoted for disciplinary reasons and is being retrained, the rate shall be the training rate.

Article 23 - Hours of Work, Statutory Holidays, Seniority and Wage Rates

23.01 Schedule "A" attached hereto sets out the provisions relating to statutory holidays, overtime, working conditions, seniority and wage rates relating to Operators.

23.02 Schedule "B" attached hereto sets out the provisions relating to wage rates, hours of work, statutory holidays, overtime and seniority of employees engaged in building and equipment maintenance.

23.03 Any new classifications or amendments to existing classifications falling within the scope of this Agreement and Bargaining Unit involving changes in major tasks will be the subject of discussion between the parties to determine the appropriate rates of pay.

Article 24 – Training

24.01 All employees covered by this Agreement will be paid by the Corporation at their appropriate rate of pay when required, by the Corporation, to attend any formal training, legislated training or upgrading courses.

Article 25 - Job Security

25.01 Whenever it becomes necessary for the Corporation to contract out work regularly performed by the employees covered by this Agreement, such contracting out will not result in the long-term or permanent lay-off of the employees covered by this Agreement who are regularly engaged in such work providing the employees are qualified to perform the work.

25.02 The Corporation will give notice of lay-off in accordance with the Employment Standards Act.

Article 26 - Automation and Technological Change

26.01 Whenever possible the Corporation will give six (6) months advance notice of any decision to introduce major changes in plant, equipment or work methods which may have an adverse effect on present manpower requirements.

26.02 Permanent or regular employees who may lose their jobs by virtue of automation or technological change will be given the opportunity to fill other vacancies in accordance with the Seniority and Lay-off provisions of this Agreement.

Article 26 - Automation and Technological Change – Cont'd

26.03 The Corporation will undertake to retrain any employee who has been displaced by automation or technological change. The degree of retraining will be governed by the capability of the employee to be retrained and the availability of a suitable position with the Corporation.

Article 27 - Layoffs and Rehires

27.01 When reducing forces, senior employees with sufficient ability and qualifications to perform the work will be retained.

27.02 An employee whose position is abolished or who is displaced will be entitled to exercise his seniority rights within his seniority group and schedule, displacing a junior employee, provided that he has sufficient ability and qualifications to perform the work as specified in the job description. The employee bumping into a new position will be subject to successful completion of a ninety (90) day evaluation period.

If an employee cannot bump as the above, said employee may bump the junior employee in another group and schedule, provided that the employee about to bump has sufficient ability and qualifications to perform the work as specified in the job description. The employee bumping into a new position will be subject to successful completion of a ninety (90) day evaluation period. The carryover of seniority is only applicable for vacation and layoff purposes.

Article 27 – Layoffs and Rehires – Cont’d

27.03 Such employee will make his choice in writing within two (2) days and must commence work in the position of his choice within five (5) days of the date displaced unless prevented by illness or other cause for which bonafide leave of absence has been granted.

An employee who, having made his choice but fails to commence work in the position within five (5) days (unless prevented as above); will have his name removed from the seniority list. In case of an employee who was on leave of absence at the date of displacement, the time limits set forth in this Clause will apply from the date that he reports for duty.

27.04 A laid-off employee who desires to return to the service when work is available for him must keep the Manager and the accredited representatives of the Union informed of his address in order that he may be readily located.

27.05 A laid-off employee will, if qualified, be returned to service in order of seniority when staff is increased or when vacancies occur in his seniority group.

27.06 A laid-off employee who fails to report for duty after notification by registered letter, or to give satisfactory reason for not doing so within ten (10) days from the date of mailing of the notification, will forfeit his seniority rights under this Agreement and his name will be removed from the seniority list.

27.07 Lay-offs and recalls after such lay-offs will be based on the following factors:

Article 27 – Layoffs and Rehires – Cont’d

- a) seniority;
- b) skill, competence, efficiency, training, experience and general work record with the Corporation.

Where the qualifications in factor (b) are relatively equal, seniority will govern.

Article 28 - Duration Of Agreement

28.01 The Corporation and the Union agree to abide by the terms of this Agreement upon its execution for the period commencing July 1, 2012 to June 30, 2017 and thereafter from year to year unless and until termination by either party by notice in writing given no earlier than ninety (90) days nor less than sixty (60) days prior to the expiration of the said Agreement, or any subsequent yearly period.

28.02 It is further agreed that the terms of this Agreement will continue in full force and effect until a new Agreement has been entered into.

Article 29 - Mutually Agreed Changes

29.01 This Agreement may be amended by the mutual consent of the Parties during the lifetime of this Agreement and any amendments thereto will form part of this Agreement and be subject to the grievance and arbitration procedure.

Article 29 - Mutually Agreed Changes – Cont'd

IN WITNESS WHEREOF the Parties hereto have caused their names to be subscribed by their duly authorized Officers and Representatives.

THE CORPORATION OF THE

THE AMALGAMATED TRANSIT

CITY OF THUNDER BAY

UNION, LOCAL 966

(MAYOR)

(CITY CLERK)

SCHEDULE "A" SETTING OUT THE PROVISIONS
FOR STATUTORY HOLIDAYS, OVERTIME, WORKING
CONDITIONS, SENIORITY AND WAGE RATES
RELATING TO OPERATORS

Article 30 - Hours of Work

30.01 (a) Full-time Operators will be entitled to two (2) days off consecutively.

(b) Ten (10) minutes reporting time will be paid to all Operators for all runs at the start of each day. An additional five (5) minutes reporting time will be paid to all Operators at the beginning of the second part of a split run or when an Operator is assigned a second run for that day.

Effective the next sign-up following the date of ratification of the agreement by the parties, the ten (10) minutes reporting time noted above will be changed to fifteen (15) minutes reporting time, and only paid to Operators for the first run of the day leaving the main depot.

30.02 Traveling time by scheduled transportation will be paid from the depot to point of relief and points of relief back to the depot in accordance with the scheduling of individual runs for those Operators required to report to the Transit Maintenance facility. Operators who do not report to the Transit Maintenance facility will not be paid for traveling time unless they report (call) in to the Controller during their scheduling reporting time.

Article 30 - Hours of Work - Cont'd

Effective January 1, 2015, traveling time by scheduled transportation will be paid from the depot to point of relief in accordance with the scheduling of individual runs. All Operators must report to the Transit Maintenance Facility prior to the start of their shift(s). Travel time will be paid when an Operator is required to travel from one point of relief to a second point of relief. However, no travel time will be paid from the relief point to the Transit Maintenance Facility.

- 30.03 A paid lunch period of not less than thirty (30) minutes will be allowed on all runs of approximately five (5) consecutive hours, in accordance with the scheduling of individual runs.

Effective January 1, 2015, an unpaid lunch period of not less than thirty (30) minutes will be allowed on all runs of approximately five (5) consecutive hours, in accordance with scheduling of individual runs.

- 30.04 It is agreed that all work must be performed and employees on the relief list must be available as needed to perform the required work. If required, the junior employees on the above lists will be designated to work.

Article 31 - Exchange of Duties

- 31.01 An exchange of duties shall mean an exchange of part or all of one run by an Operator with another Operator. Within any pay period the straight exchange of an Operators run or assignment with another Operator will not be unduly restricted.

Article 31 - Exchange of Duties – Cont'd

The giving away of any part of an Operators run or assignment to another Operator should be no more than 250 hours in a calendar year.

1. An Operator seeking to exchange a shift will complete an Exchange of Duty form.
2. The Exchange must be authorized prior to either party working the shift exchanged.
3. The Exchange must be entered in the diary in the Control Office prior to either party working the exchanged shift. It is the responsibility of both parties to see that this is done.
4. To minimize the amount of interference with control activities, the Exchange must not be entered into the diary book until it has been finalized between both parties and approved. (Tentative arrangements will not be recorded).
5. Once the slip is signed and approved it becomes the responsibility of the alternate Operator to make sure the Exchange of Duty is covered.
6. Spare Board Operators must first be released by the Controller before agreeing to work for someone else. (This does not apply to pre-arranged, approved Exchanges entered in the diary.)

Article 31 - Exchange of Duties – Cont'd

7. Transit Operators working an Exchange will be paid for the hours worked involved in the Exchange.
8. Double shifts are not permitted.
9. The Corporation will not incur any overtime as a result of approving any Exchange of Duties.
10. All Exchange of Duties will be submitted to the Controller no later than 24 hours prior to the Exchange.
11. Relief Operators may accept the Exchange of Duty.
12. Operators completing the Exchange of Duty form with a Relief Operator must submit the form to the Operations Supervisor or designate, no later than 14 hours preceding the start of the shift for consideration to be approved. Forms submitted later than 14 hours preceding the shift will not be considered.
13. At the Operations Supervisor or designates discretion, an Exchange of Duty may be granted and the shift may be worked by a Relief Operator. Factors contributing to the decision may include but are not limited to availability of other relief operators, overtime considerations, number of shifts requested to be covered etc. Under no circumstances will a Relief Operator work the exchange without the approval of the Operations Supervisor or designate. The Operation Supervisor or designate shall make their decision regarding

Article 31 - Exchange of Duties – Cont'd

the request for exchange of duties at least eight hours prior to the start of the intended shift.

- 14. If an employee is exchanging a shift and requests a paid holiday or a vacation day, the exchange will not be added to the 250 hour maximum referenced above.

Article 32 - Statutory Holidays

32.01 The Corporation recognizes the following twelve (12) Statutory Holidays, as proclaimed and generally observed together with any other Federally or Provincially proclaimed holiday.

Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day or Queen's Birthday	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	New Year's Day
Labour Day	Family Day

Schedule "A" employees will receive one (1) additional day's pay on the first pay in December in lieu of the half (½) day before Christmas and the half (½) day before New Year's Day as additional Statutory Holidays.

Article 32 - Statutory Holidays – Cont'd

32.02 Every Operator with thirty (30) or more days continuous service with the Corporation prior to a Statutory Holiday will be paid at the rate of eight (8) hours for each of the above-mentioned Statutory Holidays. When a Statutory Holiday falls on an employee's regular day off, a day off with pay, in lieu of the Statutory Holiday pay, will be allowed.

32.03 In order to be entitled to payment for a Statutory Holiday, an employee must have worked the working day immediately preceding the holiday and the working day immediately following the holiday, unless an employee is off on authorized leave other than provided for in Article 8 - Leave of Absence.

Any sign-up encompassing a Statutory Holiday will have the work for that day designated for the sign-up at the time of signing.

An Operator whose run is booked on a Statutory Holiday is obligated to work unless otherwise arranged.

Accumulated lieu days will be used when "booking off" under Clause 39.01 and at times agreed upon between the employee and the Supervisor.

Lieu time will be considered to be included in the guarantee for the week in which the Statutory Holiday occurs.

If an employee is absent on sick leave covered by the STD/LTD insured plan or on Workplace Safety and Insurance (WSIB), they shall be deemed to have been paid for the holiday, except where the holiday falls on what would be their regular scheduled off day.

Article 32 - Statutory Holidays – Cont'd

32.04 If an employee is required to work on a Statutory Holiday, he will receive pay for the day plus double time (2X) for all hours worked. An employee may elect to accumulate a lieu day rather than receiving pay for the day provided he does not accumulate more than five (5) lieu days per calendar year to a maximum accumulation of ten (10) lieu days to be taken at times agreed upon between the employee and the Supervisor. Where the required work is less than eight (8) hours, he will receive his overtime rate for the hours worked plus pay for the Statutory Holiday in lieu of time off.

All guaranteed Spare Board Operators working on a Statutory Holiday will be allowed to accumulate the holiday if they so desire.

32.05 All work not covered by the spareboard will be distributed by seniority. An "Available for Overtime" list will be posted daily.

Article 33 - Regular Days Off

33.01 Every Operator will be paid at the rate of time and one-half (1½) for work performed on his regular day off.

Article 34 - Spread Time

34.01 Effective July 1, 2002, Operators will be paid eighty-five cents (\$0.85) per hour, for non-working hours between scheduled daily runs, but not on overtime after scheduled runs.

Article 35 - Overtime

35.01 (a) Overtime will be paid at the rate of time and one-half (1½). Regular Operators will be entitled to overtime for time worked in excess of eight (8) hours (daily) and regular spare and extra spare Operators will be entitled to overtime for time actually worked in excess of forty (40) hours per week (exclusive of paid lunch periods, booking on and booking off time, and travel time).

Effective January 1, 2015, overtime will be paid at the rate of time and one-half (1 ½). Regular Operators will be entitled to overtime for time worked in excess of eight (8) hours (daily) and regular spare and extra spare Operators will be entitled to overtime for time actually worked in excess of forty (40) hours per week (exclusive of unpaid lunch periods, booking on and booking off time, and travel time).

(b) After the minimum weekly guarantee of hours has been provided to all full-time Operators, all overtime work will be divided as evenly as possible among all full-time Operators who indicate their desire for overtime work on an available daily overtime sheet. The Union will be provided with a copy of the completed daily worksheet for their records. The Corporation agrees to meet with the Union as required to discuss any concerns with respect to the method of distribution of the overtime.

35.02 Regular run Operators who take out extra work in addition to the regular run will receive a minimum of two (2) hours added to the time worked on the scheduled run. If no scheduled run or only part of a scheduled run is worked, a minimum of three (3) hours at straight time will be paid, the object being to allow the same time for regular

Article 35 – Overtime – Cont'd

run Operators as is allowed spare or extra spare Operators for similar work.

By way of specific example:

If an operator is late completing his normal scheduled run (e.g. traffic or train delays, etc.) he will be paid 1.5 X for the amount of time worked past his normal completion time. If an operator has completed his scheduled run, and no relief operator is available, the operator will receive a minimum of two (2) hours at 1.5 X or 1.5X for the amount of time required to be worked, whichever is greater.

35.03 Operators who work on their regular days off will be governed by the conditions of Clauses 30.01 to 30.03, if applicable, payable at straight time rates.

Article 36 - Time for Spare or Extras

36.01 Operators not holding an assigned run, if booked for spare or taking out extras or specials or working part of a run not signed for, will be allowed a minimum of three (3) hours at straight time. If such Operator is called for duty by a proper Official and is not required after reporting for duty, he will receive a minimum of three (3) hours pay at straight time.

Article 37 - Premium for Instructors

37.01 Operators who are appointed by the Manager as instructors will be paid seventy-five cents (75¢) per hour extra for such time spent in training bus Operators.

Effective November 18, 2002, Operators will be paid one dollar (\$1.00) per hour.

Article 38 – Sign-up Seniority

38.01 The seniority list will be compiled such that each individual employee will be placed in accordance with his term of continuous service. Effective January 1, 1978, seniority for new employees will be on the first day hired basis. Employees hired prior to that day will maintain their seniority date. Each employee must choose his job in accordance with this seniority list, the preference of jobs, commencing with the employee who has the longest term of continuous service. Seniority lists will be posted once per year.

38.02 (a) Operators will sign up for runs at the rate of six (6) per day. The sign-up schedule will be posted at the same time as the sign-up is given to the Union. Operators will sign within their allocated time or sooner without superseding. The employer will contact employees who are on sick leave at the time of their sign-up. If necessary the sign-up will be delivered to them provided they reside within the city limits. Any other absences from their work site will be the responsibility of the employee to leave his choice of runs with either management or Union who will then sign on the employees behalf.

Article 38 – Sign-up Seniority – Cont’d

The Union will receive a copy of the sign-up a minimum of five (5) weeks before the sign-up start date. The Employer will then ensure that the final copy of each sign-up will be available for signing a minimum of three (3) weeks in advance of the sign-up start date. A copy of the final sign-up will be available at each terminal at the same time. The start-up and sign-up dates of each sign-up, including the vacation sign-up, will be posted in a prominent place in the driver's room of the main depot.

- (b) Vacation relief man upon signing his choice of relief work available will stay with the run signed on that run for the duration of the sign-up, unless he bids on another run.

38.03 All runs will be posted once in every three (3) months or sooner for employees to make their selection as to the run they desire. Copies of each sign-up will be made available to the Union Executive two (2) weeks prior to selection. Upon completion of the sign-up process, a copy of the sign-up sheets will be provided to the Union. As many non-split runs as possible will be established. The proposed schedule will, whenever possible, be posted up not less than two (2) weeks before going into effect and the sign-up will be completed within this period. Positions on the spare board are to be included in the Schedule. Any runs made vacant by any cause exceeding fifteen (15) consecutive days may be claimed by the next following senior Operator. If that Operator does not claim the run, the vacancy will be posted for five (5) consecutive days. If the posting is bid on, it will be filled according to seniority. If the posting is not bid on, the run will be assigned to the spareboard. Except when it is known that a run will

Article 38 – Sign-up Seniority – Cont’d

be vacant and that it will be vacant for a period exceeding one (1) week, then it will be bulletined immediately and filled according to seniority and choice commencing with the Operator on the seniority list immediately following the Operator signed on the vacant run.

Upon return of the regular Operator, the Operator filling that vacant run will return to his original signed position.

When an Operator begins double or triple bidding he must, with each bid, progress to a higher seniority position than the position he presently holds. In the event the Operator originally creating the vacancy returns to his run, the Operator who is temporarily filling the run will return to his original signed run. Spareboard work will rotate on the board daily, and regular spare man will be available for any work on that particular day and will be allotted such work if his duties for that day permit.

When making out the daily work sheet, extra work will be equalized as fair as possible.

There will be a minimum of eight (8) hours rest between the termination of one day's work and the commencement of the next day's work for all Operators.

38.04 It is agreed that regular spareboard work and spare-for-the-day lists will be posted with each sign-up.

38.05 The Corporation is willing to allow full-time operators the ability to

Article 38 – Sign-up Seniority – Cont’d

make a request to apply for a vacant run (on a first come first served basis) not previously bid. Employees would be required to submit requests in writing to the Operations Supervisor. The resulting vacated run will remain an open run and will go to the spareboard.

Article 39 - Reporting Time

39.01 Day Operators missing their runs and spare board Operators failing to report at the appointed time will forfeit work for that day but, if reporting in before noon, may be allotted other available work. An Operator who reports to work less than one (1) hour after the start of their run will be allowed to take over the rest of his/her run but, would be subject to disciplinary action for tardiness. Night Operators missing early morning extras will not forfeit their regular runs but, will be required to report in before noon if available to take their regular run. Five (5) minutes grace will be allowed. In case of emergency, Operators requesting to book off will contact the Controller before booking off in order to permit arrangements for a relief Operator.

Operators will be subject to disciplinary action as per the attached Memorandum of Transit Operator Tardiness.

The Management may approve booking off for reasonable cause if an employee requests such leave at least forty-eight (48) hours before such booking off, and such absence does not interfere with the efficient operation of the Division. Runs will be posted not later than 2:30 p.m. each day except in case of emergency. Once the daily worksheets are posted, no adjustments will be made.

Article 39 - Reporting Time – Cont'd

39.02 All Operators who have booked off duty for any reason will book back on duty before 12:00 hours on the day prior to the day on which they are returning to duty.

Article 40 - Guarantee

40.01 (a) Operators bidding on runs or working exchange of duty days are to be paid at straight time rates when working in excess of forty (40) hours of their guarantee.

(b) Regular spare Operators and signed run Operators are guaranteed forty (40) hours per week including paid time off. Operators who missed reporting for duty or who are out of service through any other cause will have that portion of missed duty reduced from the above guarantee.

40.02 When any regular spare Operator's working hours reach forty (40) hours in any week, he will not be called upon for further work until all other spare Operators have worked forty (40) hours in that same week.

40.03 A minimum of twelve (12) regular spare Operators will be used, which number may be reduced during June, July, and August vacation times by reducing one regular spare for each additional employee, beyond twelve (12), allowed vacation leave at any one time. Relief Operators will be employed when necessary to eliminate as far as possible other Operators working overtime, but these relief Operators will not be covered by the guarantee as provided in Article 40, Clause 40.01.

Article 41 - Equipment

41.01 Operators should be made as comfortable as possible and bus equipped for safe and efficient operation. Equipment supplied to Operators will include: a punch with such equipment to remain the property of the Transit Division and to be returned to the Division on retirement or termination of Operator's employment. Operators will be responsible for loss or undue damage to such equipment and it is agreed that the replacement cost of such equipment will be deducted from the employee's regular pay cheque.

Article 42 – Uniforms

42.01 Effective July 1, 2007, and every year thereafter the Corporation will provide all Operators with forty (40) points for the purpose of selecting Uniform clothing items as defined as follows:

Uniform Clothing Item	Points (each item)
Pants (casual, cargo, dress)	5 Points
Shorts or Capri's	3 Points
Shirts (long sleeve or golf/polo)	2 Points
Sweaters (v-neck, crew neck, turtle neck)	5 Points
Sweatshirt	3 Points
Cap or Toque	1 Point
Light Spring Jacket	5 Points
3 in 1 Parka or Winter Parka	15 Points

Article 42 – Uniforms – Cont'd

The approved logo is required on all shirts, sweaters, sweatshirts, caps, toques, jackets and parkas.

Points not used by July 1 of each year will not be carried forward to the following year.

Following consultation with the Uniform Committee the Manager shall determine the uniform clothing quality, style and supplier.

There will be a one time only purchase of a parka per employee for the winter of 2006/2007 for current employees and those employees hired up to and including December 1, 2006. After this one time purchase, parkas will be procured via the point system listed above.

42.02 Effective January 1, 2015, and every January 1 thereafter the Corporation will provide all Operators with forty-five (45) points for the purpose of selecting Uniform clothing items as defined as follows:

Uniform Clothing Item	Points (each item)
Pants	5 Points
Shorts or Capri's	3 Points
Shirts	2 Points
Sweaters	5 Points

Article 42 – Uniforms – Cont'd

Sweatshirt	3 Points
Cap or Toque	1 Point
Light Spring Jacket	5 Points
3 in 1 Parka or Winter Parka	15 Points
Footwear (excluding sandals)	10 Points

Maximum Footwear utilization is 10 points per year.

The following will be the styles and colors of the Uniform.

Pants and Shorts will be Navy Blue, and will be casual, cargo, dress, or capris

Shirts will be a light blue, styles will include long or short sleeve, golf or polo

Sweaters may be v-neck, crew neck, or turtleneck and will be Navy Blue

Sweatshirts and jackets will be Navy Blue

Socks must be black, blue, or white and must be worn

Footwear must be black or dark brown with no more than a one inch heel

Article 42 – Uniforms – Cont'd

Any other accessories such as ties or scarves must be compatible with the rest of the Uniform

Only Caps or toques approved by the Manager or Designate may be worn

The approved logo is required on all shirts, sweaters, sweatshirts, caps, toques, jackets and parkas.

Before a newly hired employee enters into his/her first winter as a Transit Operator, the employer, on a onetime only basis, will supply each new employee with a winter parka. From that point forward, winter parkas will be procured through the point system as listed in the Collective Agreement.

Uniforms must be kept in good repair and be clean and presentable. Employees who do not comply with the approved uniform may be subject to discipline and will be sent home and be placed on a leave without pay until such time as they are in compliance.

Points not used by July 1 of each year will not be carried forward to the following year.

A Uniform Committee consisting of two (2) union members and two (2) management members will make recommendations to the Manager or designate regarding the quality, and style of uniform. Following consultation with the Uniform Committee the Manager or designate shall determine the uniform clothing quality and style.

Article 42 – Uniforms – Cont'd

Uniform Suppliers will be selected through the City of Thunder Bay's corporate policies and procedures regarding procurement.

Article 43 – Spareboard Agreement

PREAMBLE

The Union and the Corporation agree that all assignments may be subject to change due to operational requirements.

SPARES FOR DAY

SPARE #1 Book on at 05:30; off at 8:30; on call for the entire A.M. worksheet and P.M. worksheet until 19:00, in accordance with normal relief points.

Spare #1 on Sunday will book on at 7:30; off at 10:30 on call for the entire a.m. worksheet and p.m. worksheet until 20:30, in accordance with normal relief points.

SPARE #2 Book on at 05:45; off at 08:45; on call for entire A.M. worksheet and P.M. worksheet until 19:15, in accordance with normal relief points.

DEFINITIONS

1. There will be an on-call time of 13 ½ hours for all Spare Operators Commencing from the first book on.

Article 43 – Spareboard Agreement – Cont'd

2. Whenever possible, according to work available for the Day Operators, first day after R.D.O. will be a night shift, and a day shift before R.D.O. This provision may be waived provided that the Spareboard Operator and the Controller are in agreement.
3. Booking off duty by certain times will not be granted when it conflicts with this Agreement and/or operational requirements.

SCHEDULE "B" SETTING OUT THE PROVISIONS OF WAGE RATES, HOURS OF WORK, STATUTORY HOLIDAYS, OVERTIME AND SENIORITY RELATING TO EMPLOYEES ENGAGED IN BUILDING AND EQUIPMENT MAINTENANCE

Article 44 – Hours of Work

44.01 The regular hours of work for employees, except Service Technician "A" will be five (5) eight (8) hour shifts each week, Monday through Friday inclusive, followed by two (2) consecutive days off will be as follows:

8:00 a.m. to 4:30 p.m. with 1/2 hour unpaid lunch break;

4:00 p.m. to 12:00 Midnight with 30 minutes paid lunch break;

Article 44 – Hours of Work-Cont'd

NOTE: FOR SUMMER SCHEDULE (VICTORIA DAY TO LABOUR DAY) 8:00 A.M. TO 4:30 P.M.

The regular hours of work for any Truck & Coach/Automotive Technicians hired after February 1, 2014 will be five (5) consecutive eight (8) hour shifts followed by two (2) consecutive days off.

44.02 (a) The regular hours of work for Service Technician “B” employees will be eight (8) hours between 7:00 a.m. to 4:30 p.m., Monday through Friday, inclusive of a one-half (1/2) hour unpaid meal break.

(b) The regular hours of work for the Lead Hand Truck & Coach/Automotive Technician employees will be eight (8) hours between 7:00 a.m. to 3:30 p.m. Sunday through Thursday, inclusive of a one-half (1/2) hour unpaid meal break. A qualified Truck and Coach/Automotive Technician may be assigned to acting Leadhand duties on Fridays and will be paid the Leadhand rate of pay.

44.03 It is agreed that the Corporation may hire part-time workers who will not work more than twenty-four (24) hours per week for the cleaning of the interior of buses only. The use of part-time workers will not result in the lay-off of regular staff. Such part-time workers will not become members of the Union, nor be covered by the terms of this Agreement.

44.04 Extended Hours of Work for Transit Service Crew

Article 44 – Hours of Work-Cont'd

The Union and the Corporation agree to Extended Hours of Work for Transit Service Crew.

1. Overtime will be paid to service crew members after 44 hours worked per week. The hours of work will be averaged over a period of two weeks to determine the hours of overtime.

In the case of Employees working on their first and second regularly scheduled days off, overtime will be paid at the rate of time and one-half ($1 \frac{1}{2}x$) for all hours worked.

In the case of Employees working on their third and fourth regularly scheduled days off, overtime will be paid at the rate of double (2x) time for all hours worked.

2. Shift differential will be paid at the rate established in the collective agreement for all hours worked from 4:00 p.m. to 8:00 a.m.
3. Current and future vacation entitlement will be calculated in hours. (i.e. - one day of vacation entitlement will represent 8 hours of vacation). The extra vacation time for an employee who receives one additional day of vacation for each year of completed service after twenty-three (23) years of completed continuous service will be calculated as eight (8) hours per one (1) day of vacation entitlement. Any improvements to Article 20.01 will apply to the employees covered by this letter.

Article 44 – Hours of Work-Cont'd

4. The extended work schedule will require service crew members to work from 8:00 a.m. to 8:00 p.m. and 8:00 p.m. to 8:00 a.m. with two lunch periods. The first lunch period will be paid and the second will be unpaid. Service crew employees who work the full regular shift will be paid for 11.5 hours.

5. If a service crew member is required to work on a statutory holiday, he/she will receive double time for all hours worked, plus eight (8) hours pay for the day. An employee may elect to accumulate the eight (8) hours pay as lieu time rather than receiving pay for the day provided he/she does not accumulate more than forty (40) hours of lieu time per calendar year to a maximum accumulation of eighty (80) hours to be taken at times agreed upon between the employee and the supervisor.

The maximum amount of payment or lieu time that can be earned by an employee is ninety-six (96) hours per year based on twelve (12) Statutory Holidays times eight (8) hours per each Statutory Holiday.

6. If a service crew member is not required to work on a statutory holiday, he/she will receive (8) eight hours statutory holiday pay provided that they have met the entitlement provisions outlined in the collective agreement. Statutory holidays for students will be as per the Employment Standards Act.

7. Students can be used throughout the year to cover for employees who are off on short term sickness, long term disability, or any other leaves for which employees need to be replaced. The Corporation

Article 44 – Hours of Work-Cont'd

will endeavour to obtain available students for replacement of employees wherever possible. Students will be paid at the rate of 85% of the full-time classification start rate. Students will not receive wage increases above the start rate. Students will not be paid at overtime rates except as required under the Employment Standards Act. Students will be defined as those individuals actively working towards a degree, diploma or certificate on a full time or part-time basis.

Additional staff will only be called in to work when the number of full-time employees on shift drops to one full-time employee and a replacement has to be brought in for the absent full-time employee.

8. As per Clause 15.01 (b), all full-time employees shall receive forty-eight (48) hours of casual sick leave on January 1st of each year. An employee who has to use casual sick time can use the forty-eight (48) hour bank as they see fit, but any excess casual sick time beyond forty-eight (48) hours will either be without pay or accumulated lieu time or vacation time.

9. As per Article 17, an employee who requires bereavement leave will be paid on the basis of eleven and one half (11.5) hours for each day on bereavement leave which is a regularly scheduled day of work. It should be noted that an employee only receives paid bereavement leave and/or funeral leave. Bereavement leave starts immediately upon notification by the employee to the Supervisor and may be without pay if the employee is on his days off.

Article 45 - Statutory Holidays and Regular Days Off

45.01 The Corporation recognizes the following twelve (12) Statutory Holidays, as proclaimed and generally observed together with any other Federally or Provincially proclaimed holiday.

Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day or Queen's Birthday	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	New Year's Day
Labour Day	Family Day

In addition to the above, Schedule "B" employees except those holding the classification of "Service Technician" will be granted the one-half (½) day before Christmas Day and the one-half (½) day before New Year's Day as additional Statutory Holidays.

Employees holding the classification of "Service Technician" will receive one (1) additional day's pay on the last pay in November in lieu of the half (½) day before Christmas and the half (½) day before New Year's Day as additional Statutory Holidays.

45.02 Every employee with thirty (30) days or more continuous service with the Corporation prior to a Statutory Holiday will be paid at their appropriate rate of pay for each of the above-mentioned Statutory Holidays, and in addition, will be paid double (2X) time for time worked on the above-mentioned Statutory Holidays.

Shift workers will be required to work on a Statutory Holiday which falls on their regularly scheduled shifts unless otherwise informed by Management.

Article 45 - Statutory Holidays and Regular Days Off – Cont'd

Employees other than shift workers will not be required to work on a Statutory Holiday unless officially requested by Management to do so.

45.03 When any of the above-named Statutory Holidays fall on a Saturday or a Sunday and are not proclaimed as being observed on some other day, the following Monday and/or Tuesday will be deemed to be the holiday(s) for the purpose of this Agreement other than for shift workers who will observe and be paid for the holiday on the day that it falls.

45.04 When any of the above-named Statutory Holidays fall on an employee's scheduled day off, the employee will receive another day off at a time agreed upon between the employee and the employer.

45.05 In order to be entitled to payment for a Statutory Holiday, an employee must have worked the working day immediately preceding the holiday and the working day immediately following the holiday, unless an employee is ill, on authorized vacation or leave of absence.

If an employee is absent on sick leave covered by the STD/LTD insured plan or on Workplace Safety and Insurance (WSIB), they shall be deemed to have been paid for the holiday, except where the holiday falls on what would be their regular scheduled off day.

45.06 If an employee is required to work on a Statutory Holiday, days off in lieu of Statutory Holiday pay may be granted and allowed to

Article 45 - Statutory Holidays and Regular Days Off – Cont'd

accumulate up to five (5) days per calendar year to a maximum accumulation of (10) days, to be taken at times agreed upon between the employee and the Supervisor. When the required work is less than eight (8) hours, he will receive his overtime rate for the hours worked plus pay for the Statutory Holiday in lieu of time off.

Article 46 - Overtime and Sunday Work

46.01 Employees working standard eight (8) hour schedules will be paid at the rate of time and one-half (1½) for the first four (4) hours of overtime after a regular shift and double (2X) time after the four (4) hours up to the commencement of the next regular shift, and time and one-half (1½) for all hours worked on the sixth day of their regular work week, and double (2X) time for all hours worked on the seventh day of their regular work week.

Unscheduled overtime for absence replacement may be for peak periods only.

46.02 In the event of a call out for an emergency after regular working hours, an employee will be paid four (4) hours at regular rates of pay or at his applicable overtime rate, whichever is the greater.

46.03 Effective November 18, 2002 a meal allowance to a maximum of eight dollars and fifty cents (\$8.50) will be allowed when an employee is required to work unscheduled overtime in excess of two (2) hours beyond their normal shift and every five (5) hours thereafter.

Article 46 - Overtime and Sunday Work – Cont'd

- a) if meal is eaten at work site, paid time will be allowed;
- b) if meal is eaten away from work site, all lost time, including transportation, will be absorbed by the employee.

Article 47 - Shift Differential

47.01 A shift differential of forty-five cents (\$0.45) per hour will be paid for all hours performed on the evening shift and as described in 44.02 and 44.03, but will not be payable when the overtime rate is in effect. Effective July 1, 2002, the amount of shift differential above will increase to fifty cents (\$0.50) per hour.

Effective July 1, 2003, the amount of shift differential will increase to fifty-five cents (\$0.55) per hour.

Article 48 – Schedule “B” - General

48.01 Short Term “Temporary” Vacancies/Transit Service Technician “A”
The Corporation agrees to establish a list of ATU members to fill approved relief and/or temporary full-time Service Technician “A” vacancies. These employees will fill in as follows:

- i) For temporary service technician vacancies of up to thirty (30) calendar days or less, or;

Article 48 – Schedule “B” – General – Cont’d

- ii) Until temporary vacancy is posted and filled in accordance with Article 14.01 (i.e. when it becomes known that the temporary vacancy will exceed thirty (30) calendar days it will be posted in accordance with the Article 48.02. Re: Full-Time Temporary Service Technician “A”).

When required, a notice will be posted seeking applicants for the relief list in the four (4) ATU lunchrooms for seven (7) working days. ATU members will be selected for the list, in accordance with Article 14.01. Selection from the list of approved applicants will be based on seniority. The Corporation will endeavor to minimize the payment of overtime, as a result of the transfer, for the Service Technician “A” vacancy.

If a selection cannot be made from the list, then the Corporation shall have the right to appoint a Relief Operator and/or a student to Relief Service Technician “A” vacancies. The Relief Operators and/or students will be used to fill the temporary vacancies as outlined above. Relief Operators and/or students will be terminated at the end of the temporary assignment and will not be covered under Article 27 – Layoffs and Rehires.

Relief Operators and/or students appointed to Temporary Service Technician “A” positions will be covered by the Collective Agreement and such Temporary employees will be paid at the appropriate rate of pay as per the applicable clauses and Letters of Understanding of the Collective Agreement.

Article 48 – Schedule “B” – General – Cont’d

When it becomes known that a sick or injured employee will not return to his or her position as a Service Technician “A”, and as per Article 11, the vacancy will be staffed; it will be posted and filled as a regular full time vacancy in accordance with Article 14.01.

48.02 Full-Time “Temporary” Service Technician “A”

The Corporation may appoint persons to full-time temporary Service Technician “A” positions which will be covered by the collective agreement and will be paid at appropriate rates of pay and receive paid benefits. However, such employees will not accumulate seniority.

When it becomes known that a sick or injured full-time worker will not return to his or her position as a Service Technician “A”, and such vacancy must be filled, it will be posted as a regular full-time vacancy for a period of not less than seven (7) working days for bid by the employees.

The temporary employees will be terminated when the position is filled as a regular full-time vacancy, and will not be covered by the provisions of Article 27 – Lay-offs and Rehires. However, nothing shall prevent the temporary employee from applying for full-time vacancies. Transit Operators filling the temporary full-time vacancy will return to their former position when the position is filled as a regular full-time vacancy.

Article 48 – Schedule “B” – General – Cont’d

Where two (2) or more applicants meet the minimum qualifications as outlined in the Service Technician “A” position description, and have satisfactory work records, preference must be given to applicants who are full-time employees and A.T.U. members. If preference has been given to two (2) or more “full-time” A.T.U. members, seniority will govern.

48.03 Truck and Coach / Automotive Technician / Auto Body & Collision Damage Repairer / Tire Wheel and Rim Mechanic / Lubricator Vacancies

The Corporation will post a vacancy caused by a long term absence of fifteen (15) weeks or when it becomes known that the vacancy will exceed fifteen (15) weeks.

The position will be filled as “regular full-time” and the successful applicant will receive all the benefits of the collective agreement.

Should the employee whose absence caused the vacancy return to full working hours, the individual filling this posted position shall be terminated.

Note: This Letter of Understanding in no way is intended to restrict Management’s right to determine the need to fill a vacancy.

48.04 Full-Time “Temporary” Storekeeper I and II

Article 48 – Schedule “B” – General – Cont’d

The Corporation agrees to establish a list of up to three (3) ATU members to fill relief Storekeeper I positions when a temporary vacancy must be filled. These employees will fill-in as follows:

- i) until such time as the temporary vacancy ends, or
- ii) until the temporary vacancy is posted and filled in accordance with Article 14.01, (when it becomes known that the temporary vacancy exceeds thirty (30) days it will be posted).

When required, a notice seeking applicants for the relief list will be posted in the four (4) ATU lunchrooms for seven (7) working days. ATU members will be selected for the list, in accordance with Article 14.01. Selection from the list will be on the basis of seniority. Overtime will not result during the transfer of individuals from the relief list to the Storekeeper I position. The Corporation will endeavor to minimize the payment of overtime, as a result of the transfer, for the Storekeeper I and II vacancy.

If a selection cannot be made from the list, then the Corporation shall have the right to appoint Temporary employees in a Storekeeper I position. These Temporary employees will be used to fill the temporary vacancies as outlined above for the relief list. Temporary employees will be terminated at the end of the temporary assignment and will not be covered by Article 27 – Layoffs and Rehires. These temporary positions will be covered by the Collective Agreement and such Temporary employees will be paid at appropriate rates of pay and receive paid benefits.

Article 48 – Schedule “B” – General – Cont’d

In the event that both the Storekeeper I and II positions become temporarily vacant at the same time, both positions will be filled in accordance with the above-stated procedure, including the right to hire “Temporary” employees as outlined in paragraph #3.

When it becomes known that a sick or injured employee will not return to his or her position as a Storekeeper I or II, and such vacancy must be filled, it will be posted and filled as a regular full-time vacancy in accordance with Article 14.01.

Article 49 - Protective Clothing

- 49.01 All Maintenance personnel will be entitled to cloth and leather gloves, coveralls or shop coats, and rain-coats on an as-required basis.
- 49.02 Hydro-type parkas will be supplied on September 1st of every fourth winter or on an "as required" basis due to damage incurred in the course of the employee's duties, at the discretion of Management beginning in the winter of 2001 (December 1, 2001).

Article 50 - Tool Allowance

- 50.01 Effective July 1, 2003, a tool allowance of two hundred dollars (\$200.00) per calendar year will be applicable when required to all employees holding the positions of Truck and Coach / Automotive Technician and Auto Body & Collision Damage Repairer.

Effective July 1, 2015, a tool allowance of four (4) hundred dollars (\$400) per calendar year will be applicable when required to all

Article 50 – Tool Allowance – Cont'd

employees holding the positions of Truck and Coach/Automotive Technician and Auto Body & Collision Damage Repairer.

Effective June 30, 2017, a tool allowance of six (6) hundred dollars (\$600) per calendar year will be applicable when required to all employees holding the positions of Truck and Coach/Automotive Technician and Auto Body & Collision Damage Repairer.

50.02 The Corporation will supply a selection of necessary tools for the use of the Tire, Wheel and Rim Mechanic, Tire/Battery Technician "B", Service Technician "A", Service Technician "B", and Lubricator as required.

50.03 The purchase of tools under the Tool Allowance by employees holding the above-mentioned positions will be subject to strict Management control and will be approved only on the recommendation of the Supervisor - Equipment or a duly authorized representative of Management.

50.04 Trade License Fee Reimbursement

Effective July 1, 2015, the employer will reimburse the cost of the trade license membership fee for Truck and Coach/Automotive Technician classification, to a maximum of one hundred and twenty dollars (\$120) per year.

Article 51 - Safety Shoes

51.01 Safety shoes will be provided at the discretion of Management where required to a maximum of one (1) pair per year.

Article 52 - Wages

52.01 Employees who are at their maximum rate, performing duties on a temporary basis in a higher classification, will receive the next higher rate of pay for all hours worked in that classification, and employees working through their progression steps will not receive less than they were receiving prior to the appointment.

LETTER OF UNDERSTANDING

BETWEEN:

THE CORPORATION OF THE CITY OF THUNDER BAY
hereinafter referred to as the "Corporation"

AND:

THE AMALGAMATED TRANSIT UNION, LOCAL 966
hereinafter referred to as the "Union"

RE: TRANSIT OPERATOR TARDINESS

With respect to Transit Operators' tardiness and the steps to be followed which have been agreed to by the Executive Committee of A.T.U. and Transit Management.

The following procedure is to be followed regarding employee tardiness:

OFFENSE	ACTION
1 st Offense	Verbal warning
2 nd Offense	Consultation and a written warning
3 RD Offense	Consultation and one (1) day suspension
4 TH Offense	Consultation and three (3) day suspension
5 TH Offense	Consultation and five (5) day suspension
6 TH Offense	Will result in termination unless investigation indicates that other steps will result in satisfactory resolution of the problem.

Further that the time frame for the above steps be based on the following:

RE: TRANSIT OPERATOR TARDINESS – Cont'd

Upon each occurrence of lateness that occurs within three months of a previous occurrence the next step of the discipline procedure will be followed.

Should more than three months lapse between occurrences the discipline will revert back one step in the discipline procedure for each three months between occurrences.

Example

An employee who receives a three day suspension for his fourth offense would follow the following schedule of discipline for subsequent offenses:

A recurrence within three months of the last offense: Five day suspension.

A recurrence between three months and six months of the last offense: Three day suspension.

A recurrence between six months and nine months of the last offense: One day's suspension.

A recurrence between nine months and twelve months from the last offense: Written warning.

A recurrence over twelve months would be a verbal warning.

In the case of an employee who has received a five day suspension for a fifth offense that employee must serve a six month monitoring period during which any

RE: TRANSIT OPERATOR TARDINESS – Cont'd

further offences may result in dismissal and subsequent to which the discipline will revert back one step as per the above schedule.

SIGNED THIS _____ DAY OF _____, 20

FOR THE CORPORATION

FOR THE UNION

MAYOR

CITY CLERKS

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE CITY OF THUNDER BAY

AND

THE AMALGAMATED TRANSIT UNION, LOCAL 966

RE: RELIEF OPERATORS

Relief Operators will only be used to fill a vacancy and work assignment that can not be filled in the normal manner. The number of Relief Operators the Corporation may hire will be restricted to not more than 10% of the full time complement. This does not preclude the Corporation from hiring Relief Operators in excess of 10% with the agreement of the Union.

Relief Operators will not be allowed to "sign up or bid" on runs.

Relief Operators will become Union members in accordance with this agreement and subject to the dues deductions as per the agreed formula.

Relief Operators will receive the rate of pay in accordance with Schedule "A" Job Classification and wage rates established for Operators. After nine (9) months from the date of hire, Relief Operators will receive one dollar (\$1.00) per hour in lieu of fringe benefits.

Relief Operators will receive the following:

RE: RELIEF OPERATORS – Cont'd

1. The normal Statutory deductions apply and include Canada Pension Plan (C.P.P.), Employment Insurance (E.I.), and Employee Health Tax (EHT).
2. Vacation pay entitlement (i.e. 4%) will be paid bi-weekly in accordance with the Employment Standards Act.
3. Nine (9) Statutory Holidays as listed below:

New Year's Day
Good Friday
Victoria Day
Canada Day
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day (December 26th)
Family Day

Statutory Holidays are subject to and in accordance with the qualifying provision of the Employment Standards Act.

The parties can agree to substitute another day for any of the Holidays listed above.

Payment for working any of the above Statutory Holidays will be in accordance with Employment Standards Act.

RE: RELIEF OPERATORS – Cont'd

Relief Operators will be provided with a Uniform through a point system as defined in Article 42. The Relief Operator will only be provided with a further Uniform entitlement if they work a minimum of six (6) months prior to July 1.

All new Relief Operators will be on probation for a period of fifteen hundred and sixty (1560) hours worked or nine (9) months whichever is the later, during which time the employee may be discharged for unsuitability.

Where there is an approved full-time Operator vacancy to be filled, the Relief Operator with the earliest date of hire will be offered the opportunity to fill the vacancy if the position has not been filled by an appointment within Schedule "B".

Any probationary hours worked as a relief employee will be credited as time served towards the completion of the full-time probation period. (For the purposes of conversion, fifteen hundred and sixty (1560) hours worked equals nine (9) months.)

Relief Operators will only establish seniority following the successful completion of the probationary period, and having attained full-time status. The seniority date will be effective from the original date of employment in accordance with Article 5.

It is understood that Relief Operators are hired as a fill in workforce and must make themselves available for peak manpower shortage days, exclusively Saturdays and Mondays, as well as, a minimum of two (2) additional days per week. If a Relief Operator is unavailable without an approved leave for a period of eight (8) weeks they will be deemed terminated. In the event holiday service falls on a Saturday or Monday (provided it is Sunday service). Relief Operators will be able to exchange duties as per Article 31, provided the exchange is pre-approved

RE: RELIEF OPERATORS – Cont'd

by the Supervisor. Statutory holiday entitlements will remain unchanged as per Letter of Understanding – Relief Operators.

At the discretion of Management, Relief Operators will be allowed to exchange duties with a full time Operator on Saturdays or Mondays during periods of significant decrease in available hours for Relief Operators, on a first come first serve basis.

Relief Operators will not be guaranteed hours of work. However, hours of work will be distributed, as evenly as possible, to Relief Operators based on availability.

All time worked in excess of forty-four (44) hours per week will be considered overtime and paid on the basis of one and one half (1 ½) times the regular rate.

SIGNED IN THUNDER BAY, ONTARIO, THIS ____ DAY OF _____, 20

FOR THE CORPORATION

FOR THE UNION

MAYOR

CITY CLERK

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE CITY OF THUNDER BAY

Hereinafter referred to as the "Corporation"

AND

THE AMALGAMATED TRANSIT UNION, LOCAL 966

Hereinafter referred to as the "Union"

RE: ASSIGNMENT OF STATUTORY HOLIDAY HOURS FOR REGULAR OPERATORS AND SPAREBOARD OPERATORS

The Union and the Corporation agree to the assigning of work on a Statutory Holiday in the following order:

1. Regular Operators and Spareboard Operators who normally work on Sunday and the Statutory Holiday falls on their regular-scheduled workday, will be required to work on the Statutory Holiday (Sunday assignment with the exception of full-service Holidays).
2. The eligible Spareboard Operators will select in order of seniority starting with the most senior and the piece or pieces of work will total up to approximately eight (8) hours notwithstanding relief points. It is understood that there may not be enough work available for all Spareboard Operators designated to work on the Statutory Holiday.

ASSIGNMENT OF STATUTORY HOLIDAY HOURS FOR REGULAR OPERATORS AND SPAREBOARD OPERATORS – Cont'd

3. Once all Spareboard Operators who are designated to work have received their assignments as defined above, then the signed Operator Overtime Sheet will be used. All Spareboard Operators and regular run Operators may sign the overtime sheet to work on the Statutory Holiday and the work will be selected in order of seniority starting with the most senior from those Operators who have signed the Overtime Sheet. The assignments will be up to approximately eight (8) hours not withstanding relief points.

4. After the overtime list has been exhausted, part time Operators will be utilized until the available work has been assigned.

5. The overtime list will be taken down at 05:00 hours the day prior to the statutory holiday.

Dated at Thunder Bay this _____ day of _____, 20

FOR THE CORPORATION

FOR THE UNION

MAYOR

CITY CLERK

LETTER OF UNDERSTANDING

BETWEEN:

THE CORPORATION OF THE CITY OF THUNDER BAY

AND:

THE AMALGAMATED TRANSIT UNION

RE: UNIFORM STANDARDS

The parties agree to the following with respect to the implementation of the Uniform Requirements for Transit Operators, as recommended by the Uniform Committee. The Uniform Committee will be comprised of two (2) Union representatives and two (2) Management representatives. The Uniform will be provided through a supplier in accordance with Article 42. The selection of the supplier will be through a "Request for Proposal". The Uniform Committee shall provide the Manager with a recommendation on the selection, standard of quality, and supplier of the Uniform.

The following will be the styles and colors of the Uniform.

- Navy blue pants, shorts or capri's as described in Article 42
- Blue or navy blue shirts as described in Article 42 with the approved embroidered logo on front
- Navy blue sweaters, sweatshirt or jackets as described in Article 42 with the approved embroidered logo on the front
- Socks shall be black, blue or white
- Shoes shall be black or dark brown
- Sandals are permitted as long as they are closed toe and heel

RE: UNIFORM STANDARDS – Cont'd

- Any other accessories such as ties or scarves should be compatible with the rest of the Uniform
- Caps or toques as provided by the supplier with the approved embroidered logo on the front

Exceptions to the above may be allowed provided that there is medical documentation supporting the exception.

Uniforms must be kept in good repair and be clean and presentable. Employees who do not wear the proper Uniform while on the job or comply with the conditions set above may be subject to discipline

Changes to this Letter of Understanding can be made with mutual agreement.

This Letter of Understanding will expire on December 31st, 2014.

Signed this _____ day of _____, 20

FOR THE CORPORATION

FOR THE UNION

MAYOR

CITY CLERK

LETTER OF UNDERSTANDING

BETWEEN:

THE CORPORATION OF THE CITY OF THUNDER BAY
hereinafter referred to as the "Corporation"

AND:

THE AMALGAMATED TRANSIT UNION, LOCAL 966
hereinafter referred to as the "Union"

RE: SURVEILLANCE CAMERAS ON BUSES

The Employer and the Union agree that the installation of surveillance cameras is intended to improve the protection and safety of employees and the general public, to reduce and deter incidents of vandalism or criminal activity, and for the protection of property and assets.

Cameras installed on the busses shall not be used for the purposes of performance management.

Employees who are observed and recorded by video technology engaging in conduct that is in violation of law and/or legislation are advised that such information may be used by the Corporation with respect to disciplinary action up to and including discharge.

A Video Surveillance Procedure establishing guidelines and procedures for the collection, use and disclosure of information will be communicated to all employees and will include the purpose for which the information will be used.

RE: SURVEILLANCE CAMERAS ON BUSES – Cont'd

SIGNED THIS _____ DAY OF _____, 20

FOR THE CORPORATION

FOR THE UNION

MAYOR

CITY CLERK

SCHEDULE "A"
JOB CLASSIFICATION AND WAGE RATES
TRANSIT OPERATORS

The rate of wages for a fully qualified Operator will be in accordance with the following Schedule:

	July 1, 2012	July 1, 2013	July 1, 2014
<i>General Wage Increase</i>	1.75 %	1.75 %	1.75 %
<i>Wage Adjustment</i>	\$0.07	\$0.07	\$0.07
Classification			
Training Rate (60% of 1 st 6 Months)	11.13	11.36	11.59
1 st 6 Months (80% of Thereafter)	18.55	18.93	19.32
2 nd 6 Months (90% of Thereafter)	20.87	21.29	21.74
Thereafter	23.19	23.66	24.15

	January 1, 2015	July 1, 2015	July 1, 2016
<i>General Wage Increase</i>		1.75%	1.75%
<i>Wage Adjustment</i>	\$1.62	\$0.07	\$0.07
Classification			
Training Rate (60% of 1 st 6 Months)	12.37	12.62	12.87
1 st 6 Months (80% of Thereafter)	20.62	21.03	21.46
2 nd 6 Months (90% of Thereafter)	23.19	23.66	24.14
Thereafter	25.77	26.29	26.82

Operators in training for the position of Operator will be paid sixty percent (60%) of the starting (1st 6 Months) Operator's rate from the commencement of training.

STUDENT RATE - 85% of full-time classification at full-time start rate.

SCHEDULE "B"
JOB CLASSIFICATION AND WAGE RATES
BUILDING & EQUIPMENT MAINTENANCE EMPLOYEES

The rate of wages for employees engaged in Building and Equipment Maintenance will be in accordance with the following schedule.

	July 1, 2012	July 1, 2013	July 1, 2014	July 1, 2015	July 1, 2016
<i>General Wage Increase</i>	1.75%	1.75%	1.75%	1.75%	1.75%
Classification					
Maintenance Electrician	28.00	28.49	28.99	29.50	30.01
Automotive Electrician	26.21	26.67	27.14	27.61	28.09
Truck and Coach/ Automotive Technician	28.20	28.69	29.19	29.70	30.22
Lead Hand Truck & Coach/ Automotive Technician (105% Truck and Coach/ Automotive Technician)	29.61	30.12	30.65	31.19	31.73
Body Repairer Painter (Apprentice)					
Step 1	13.93	14.17	14.42	14.67	14.93
Step 2	16.56	16.85	17.15	17.45	17.76
Step 3	21.94	22.32	22.71	23.11	23.51
Step 4	24.69	25.13	25.57	26.01	26.47
Auto Body & Collision Damage Repairer	28.19	28.69	29.19	29.70	30.22
Tire, Wheel and Rim Mechanic	25.76	26.21	26.67	27.14	27.61

Tire /Battery Technician "B"	23.25	23.66	24.07	24.49	24.92
Storekeeper I	23.25	23.66	24.07	24.49	24.92
Storekeeper II	25.03	25.47	25.91	26.37	26.83
Lubricator- 1 st 6 Months (95% of Thereafter)	21.66	22.04	22.43	22.82	23.22
Lubricator -Thereafter	22.80	23.20	23.61	24.02	24.44
Bus Cleaner	16.53	16.82	17.12	17.42	17.72

STUDENT RATE - 85% of full-time classification at full-time start rate

SCHEDULE "B"

JOB CLASSIFICATION AND WAGE RATES

BUILDING & EQUIPMENT MAINTENANCE EMPLOYEES

The rate of wages for employees engaged in Building and Equipment Maintenance will be in accordance with the following schedule.

	July 1, 2012	July 1, 2013	July 1, 2014	July 1, 2015	July 1, 2016
General Wage Increase	1.75%	1.75%	1.75%	1.75%	1.75%
Classification					
Service Technician "A" 1 st 6 Months (80% of Thereafter)	18.00	18.31	18.63	18.96	19.30
Service Technician "A" 2 nd 6 Months (90% of Thereafter)	20.25	20.60	20.96	21.33	21.71
Service Technician "A" Thereafter	22.50	22.89	23.29	23.70	24.12
Service Technician "B" 1 st of 6 Months (80% of Thereafter)	17.42	17.74	18.04	18.36	18.68
Service Technician "B" 2 nd 6 Months (90% of Thereafter)	19.60	19.95	20.30	20.66	21.02
Service Technician "B" Thereafter	21.78	22.17	22.55	22.95	23.35
Lead Hand Service Technician "A" (105% of Service Technician "A")	23.63	24.03	24.45	24.89	25.33

Service Technicians in charge of a shift will be paid five percent (5%) per hour over their regular rate of pay.

Service Technicians will be paid an additional ten cents (\$.10) per hour for seat repairs.

STUDENT RATE - 85% OF FULL-TIME CLASSIFICATION AT FULL-TIME START RATE.

STUDENT RATES
SCHEDULES "A" AND "B"

The rate of wages for Student employees will be in accordance with the following schedule:

STUDENT RATE: 85% of full time classification at full-time start rate.

Classification	July 1, 2012	July 1, 2013	July 1, 2014	January 1, 2015	July 1, 2015	July 1, 2016
Operator	15.77	16.09	16.42	17.53	17.88	18.24
Maintenance Electrician	23.80	24.22	24.64		25.08	25.51
Automotive Electrician	22.28	22.67	23.07		23.47	23.88
Truck & Coach/ Automotive Technician	23.97	24.39	24.81		25.25	25.69
Body Repairer Painter (Apprentice)						
Step 1	11.84	12.04	12.26		12.47	12.69
Step 2	14.08	14.32	14.58		14.83	15.10
Step 3	18.65	18.97	19.30		19.64	19.98
Step 4	20.99	21.36	21.73		22.11	22.50
Auto Body & Collision/ Damage Repairer	23.96	24.39	24.81		25.25	25.69
Tire, Wheel & Rim Mechanic	21.90	22.28	22.67		23.07	23.47
Tire /Battery Technician "B"	19.76	20.11	20.46		20.82	21.18
Storekeeper I	19.76	20.11	20.46		20.82	21.18
Storekeeper II	21.28	21.65	22.02		22.41	22.81
Lubricator	18.41	18.73	19.07		19.40	19.74
Bus Cleaner	14.05	14.30	14.55		14.81	15.06
Service Technician "A"	15.30	15.56	15.84		16.12	16.41
Service Technician "B"	14.81	15.08	15.33		15.61	15.88

LETTER OF UNDERSTANDING

BETWEEN THE

CORPORATION OF THE CITY OF THUNDER BAY

AND THE

AMALGAMATED TRANSIT UNION, LOCAL 966

RE: EXCESS HOURS OF WORK

In order to address the requirements of the Employment Standards Act the parties agree that:

- In accordance with Section 17 of the Employment Standards Act, 2000 and subject to approval by the Ministry of Labour, the parties agree that the hours of work for all employees in the Amalgamated Transit Union, Local 966 bargaining unit will not exceed seventy (70) hours per work week.
- A work week is defined as Sunday to Saturday.
- If the offering of an extra straight or overtime shift will result in an employee exceeding seventy (70) hours per week maximum, that employee will be bypassed in the offering of such a shift and the Union agrees that this shall not be considered a violation of the Collective Agreement.
- All other hours of work and overtime entitlements will be in accordance with the Collective Agreement.

