



COLLECTIVE AGREEMENT

BETWEEN:

THE TOWN OF PONOKA (GENERAL)

AND THE

ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 118 CHAPTER 004

JANUARY 1, 2014 TO DECEMBER 31, 2016

NUMERICAL INDEX

<u>Article</u>		<u>Page #</u>
	Preamble.....	1
1	Interpretations and Definitions.....	2
2	Management Rights	3
3	Union Recognition	3
4	Union Dues Check-Off	4
5	Employer -Union Relations	4
6	Employer -Employee Relations.....	4
7	No Lockouts, No Strikes.....	5
8	Grievance Procedure	5
9	Disciplinary Action	5
10	Termination of Employment.....	8
11	Harassment and Discrimination	9
12	Seniority	9
13	Job Opportunities and Training.....	10
14	Hours of Work	11
15	Reporting for Work.....	12
16	Overtime.....	13
17	Banked Overtime	14
18	General Holidays.....	14
19	Annual Vacations.....	15
20	Sick Leave.....	16
21	Maternity-Parental-Adoption Leave	18
22	Bereavement/Terminal Illness	18
23	Leave of Absence.....	19
24	Jury Duty and Court Service	20
25	Special Leave	20
26	Additional Employment.....	20
27	Pay Days	20
28	Assuming Another Classification	21
29	On-Call/Standby.....	21
30	Shift Differential/ Weekend Premium	22
31	Sub-Contracting	22
32	Workers Compensation.....	22
33	Loss of License/Security Clearance.....	23
34	Tools and Safety Equipment	23
35	Work by a Supervisor/Volunteer	24
36	Negotiating Conditions	24
37	Labour Management Committee	24
38	Government-Funded Programs	25
39	New Positions	25
40	Salaries, Wages and Benefits	26
41	Annual Performance Evaluations.....	26
42	Term of Agreement.....	26
43	Signatures.....	27
	Schedule "A" — WAGES	28
	Schedule "B" — BENEFITS	29
	Pay Grids.....	32

ALPHABETICAL INDEX

<u>Article</u>		<u>Page #</u>
18	General Holidays.....	14
19	Annual Vacations.....	15
20	Sick Leave.....	16
21	Maternity-Parental-Adoption Leave.....	18
22	Bereavement/Terminal Illness.....	18
23	Leave of Absence.....	19
24	Jury Duty and Court Service.....	20
25	Special Leave.....	20
26	Additional Employment.....	20
27	Pay Days.....	20
28	Assuming Another Classification.....	21
29	On-Call/Standby.....	21
30	Shift Differential/ Weekend Premium.....	22
31	Sub-Contracting.....	22
32	Workers Compensation.....	22
33	Loss of License/Security Clearance.....	23
34	Tools and Safety Equipment.....	23
35	Work by a Supervisor/Volunteer.....	24
36	Negotiating Conditions.....	24
37	Labour Management Committee.....	24
38	Government-Funded Programs.....	25
41	Annual Performance Evaluations.....	26
17	Banked Overtime.....	14
9	Disciplinary Action.....	5
6	Employer -Employee Relations.....	4
5	Employer -Union Relations.....	4
8	Grievance Procedure.....	5
11	Harassment and Discrimination.....	9
14	Hours of Work.....	11
1	Interpretations and Definitions.....	2
13	Job Opportunities and Training.....	10
2	Management Rights.....	3
39	New Positions.....	25
7	No Lockouts, No Strikes.....	5
16	Overtime.....	13
	Pay Grids.....	32
	Preamble.....	1
15	Reporting for Work.....	12
40	Salaries, Wages and Benefits.....	26
	Schedule "A" — WAGES.....	28
	Schedule "B" — BENEFITS.....	29
12	Seniority.....	9
43	Signatures.....	27
42	Term of Agreement.....	26
10	Termination of Employment.....	8
4	Union Dues Check-Off.....	4
3	Union Recognition.....	3

PREAMBLE

This Agreement is made pursuant to the Labour Relations Code, and is known as the “General Agreement”.

BETWEEN:

THE TOWN OF PONOKA
A Municipal Corporation in the Province of Alberta
(hereinafter referred to as the “Town”)

OF THE FIRST PART

and

LOCAL 118/004 OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
(hereinafter referred to as the “Union”)

OF THE SECOND PART

Whereas the Union is the bargaining agent for certain Employees employed by the Town; and
whereas the terms and conditions of employment and the salaries of the Employees have been the
subject of negotiations between the parties; and

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

whereas the Parties desire to maintain a harmonious and cooperative relationship and to provide a
forum for the settling of differences.

Now therefore this Agreement witnesseth that, in consideration of these premises and of the
mutual and other covenants herein contained, the Parties agree, as follows:

ARTICLE 1

Interpretations and Definitions

- 1.01 “Union” shall mean Local 118/004 of the Alberta Union of Provincial Employees.
- 1.02 “Town” shall mean the Council of the Town of Ponoka and shall include such officers as the Town may appoint or designate from time to time to carry out duties in respect to the operation and management of the Town, or in respect to the administration of this Collective Agreement.
- 1.03 "Employee" shall mean a person covered by this Collective Agreement and employed by the Employer. “Permanent Full Time Employee” shall mean one who has completed the probationary period and who is regularly required to work the full hours of work established for his classification or work area.
- 1.04 “Plural or Feminine Terms” - wherever the singular or masculine is used in this Agreement, it should be considered as if the plural or feminine has been used where the context of the party or parties hereto require.
- 1.05 At the time of hire the employment status of each Employee shall be determined in accordance with the following:
- (a) "Permanent Employee" is one who works on a full-time or part-time basis on regularly scheduled shifts of a continuing nature:
 - (i) “Full-time Employee" is one who is regularly scheduled to work the full specified hours of this Collective Agreement;
 - (ii) “Part-time Employee" is one who is regularly scheduled for less than the normal hours of this Collective Agreement.
 - (b) “Casual Employee" is one who:
 - (i) is regularly scheduled for a period of four (4) months or less for a specific job; or
 - (ii) relieves for absences the duration of which is four (4) months or less; or
 - (iii) works on a call-in basis and is not regularly scheduled.
 - (c) “Temporary Employee” is one who is hired on a temporary basis for a full-time or part-time position:
 - (i) for a specific job of more than three (3) months but less than twelve (12) months. A request by the Employer to extend the time limit shall not be unreasonably denied; or

- (ii) to replace a Full-time or Part-time Employee who is on approved leave of absence for a period in excess of three (3) months; or
- (iii) to replace a Full-time or Part-time Employee who is on leave due to illness or injury where the Employee has indicated that the duration of such leave will be in excess of three (3) months.

1.06 Casual and Temporary Employees shall fall under the scope of this Agreement with the exception of the following Articles: 12, 13.08 – 13.10, 17, 18.01, 18.02, 20, 21, 22, 23, 26 and Schedule B. Casual employees will not fall under Article 24.

1.07 Any new Employee appointed on a permanent full-time or part-time basis shall serve a six (6) month probationary period, within which time the Town reserves the right to terminate the employee without just cause. If the employment is terminated within the first three months, no compensation will be owed. If terminated within the next three months, one week's pay in lieu of notice will be paid.

1.08 No Permanent Full-time or Permanent Part-time Employee will be required to complete more than one (1) probationary period. The Employer may extend the probationary period of a permanent full-time Employee for up to three (3) additional months by advising the Union and the Employee one (1) month prior to the end of the initial probationary period. In the case of a permanent part-time Employee, the Employer may extend the probationary period for the equivalent number of hours as a permanent full-time Employee.

1.09 "Shift Worker" is an Employee who works hours outside the ordinary work day as defined in Article 30.01 of this Collective Agreement.

1.10 "Shift Differential" shall be defined as a premium payment, and shall not form part of the Employee's Basic Rate of Pay.

1.11 "Department Head" shall for the purposes of this agreement mean those individuals so designated by the Employer as being in managerial positions and not covered by this Collective Agreement.

ARTICLE 2

Management Rights

2.01 The Town retains all rights of management not limited by the terms of this Agreement, further all parties agree that nothing contained in this Agreement shall be construed as limiting the Employer's rights to manage its own affairs exclusively and that, except where specifically restricted, abridged or modified by this agreement.

ARTICLE 3

Union Recognition

- 3.01 This Agreement covers, and the Town recognizes the Union as the sole bargaining agent for, all Employees covered by the Unions Certificate No. 1706—91, dated November 25, 1991, as issued by the Labour Relations Board.
- 3.02 The Town will provide specific bulletin board space for use of the Union at locations on the Employer's premises which are accessible to Employees. Sites of the bulletin boards are to be determined by the Employing Department and the Union. Bulletin board space shall be used for the posting of Union information directed to its members. The text of such information shall be submitted to the Employing Department for approval prior to posting and a decision shall be provided within twenty-four (24) hours.
- 3.03 An Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing or uniforms, nor shall an insignia be displayed on Employer's equipment or facilities.

ARTICLE 4

Union Dues Check-Off

- 4.01 The Town agrees to deduct Union dues from all Employees coming within the scope of this Agreement, upon said Employees having completed thirty (30) working days of employment with the Town. The amount of dues shall be specified by registered letter from time to time by the Union and the Town shall remit the dues collected by payroll deduction to the Union on or before the fifteenth (15th) day of the month following.
- 4.02 The Employer shall provide to the Union, on a monthly basis, a listing(s) of Employees specifying the Employee's name, home address, home phone number, sites(s), seniority date, classification, Employee status, hourly rate, dues deducted and if the Employee is on any approved unpaid leave of absence. Such lists shall indicate newly hired and terminated Employees, and be provided by electronic transmission where practicable.

ARTICLE 5

Employer - Union Relations

- 5.01 The Town will grant Union Representatives access to its premises for a specific purpose provided prior approval has been obtained. When investigating a grievance for the purpose of meeting with the Grievor or his immediate supervisor, an appointment with the grieving Employee or his immediate supervisor will be obtained through the Chief Administrative Officer. The foregoing approval shall not be unreasonably denied.

- 5.02 On a yearly basis, the Union shall provide a current list of Union staff officers and Union Stewards. The Union Steward list shall include the name and, where available, the work location of these Employees.

ARTICLE 6

Employer - Employee Relations

- 6.01 The Employer acknowledges the right of the Union to appoint Employees in the bargaining unit as Union Stewards.
- 6.02 The Union shall determine the number of Union Stewards, having regard to the plan of organization, and the distribution of Employees at the work place. When difficulties arise, the Union and the Town shall consult in order to resolve the difference.
- 6.03 The Employer recognizes the Union Steward as an official representative of the Union.
- 6.04 The Union Steward will provide the new Employee with a copy of the Collective Agreement.

ARTICLE 7

No Lockouts, No Strikes

- 7.01 During the life of this Agreement, there shall be no illegal strikes or illegal sanctions taken by the Union or its members against the Town, nor shall there be any illegal lockouts or illegal sanctions taken by the Town against the Union or its members.

ARTICLE 8

Grievance Procedure

- 8.01 A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of this Agreement. Casual, temporary and/or probationary employees shall have limited access to the grievance procedure. They are to be limited to step 1 and 2 of section 8.07.
- 8.02 The time limits specified herein shall not include Saturdays, Sundays and named holidays. Time is of the essence, although the time limits may be extended by the consent of both parties in writing.
- 8.03 The grievor is entitled to be present at each step of the grievance procedure and may request the aid of a member of the Union Grievance Committee and/or a Union Representative.

8.04 The purpose of the grievance provisions are to ensure that any grievance is processed in an expeditious manner, therefore, compliance with the provisions is mandatory. If the Town fails to comply with the provisions, the grievance may be processed to the next stage by the grievor. If the grievor fails to comply with the provisions, the grievance shall be considered abandoned. An abandoned grievance will not prejudice an Employee's right to submit a subsequent grievance should a similar incident occur at a subsequent date.

8.05 To the extent practical, matters which could lead to the filing of a grievance, should be dealt with initially at a complaint meeting between the immediate supervisor, the Employee and a Union Steward if the Employee so wishes.

8.06 To be accepted at any step in the grievance procedure, the grievance shall be in writing and must include a statement of the following:

The name(s) of the aggrieved;
the nature of the grievance and circumstances out of which it arose;
the remedial action the Town is requested to make; and
the Article(s) where the Agreement is claimed to have been violated.

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

Step 1 The grievor will present the grievance in writing to the Department Head within ten (10) working days of the occurrence or of its coming to the attention of the grievor.

The meeting between the parties shall take place, with the decision of the Department Head being rendered in writing within ten (10) working days from the receipt of the grievance.

Step 2 Failing settlement at Step 1, and within ten (10) working days after receipt of the written response from the Department Head, the grievance may be submitted in writing to the Chief Administrative Officer.

A meeting between the parties shall take place, with the decision of the Chief Administrative Officer being rendered in writing within ten (10) working days from the receipt of the grievance at this step.

8.08 Arbitration Proceedings

Failing settlement at Step 2, the grievance may be processed to arbitration, as hereinafter provided:

(a) Within ten (10) working days of receiving the decision of the Chief Administrative Officer, the Union may notify the Town in writing of its desire to submit the difference to arbitration and the notice shall contain the name and address of the Unions appointee to the arbitration board or state its desire to meet to consider the appointment of a single arbitrator.

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

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

- (e) The arbitration board shall hear and determine the difference and shall issue an award in writing and the decision is final and binding upon the parties and upon any Employee affected by it. The decision of a majority is the award of the arbitration board, but if there is no majority, the decision of the Chairperson governs and it shall be deemed to be the award of the board.
- (f) An arbitration board, by its decision, shall not alter, amend or change the terms of this Agreement. However, where an arbitration board determines that an Employee has been discharged or otherwise disciplined by the Town for cause, and this Agreement does not contain a specific penalty for the infraction that is the subject matter of the grievance, the arbitration board may substitute such other penalty for said discipline as it deems to be just and reasonable.
- (g) Each party to the difference shall bear the expense of its respective appointee to the arbitration board and the two parties shall bear equally the expenses of the Chairperson.

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

8.09

Policy and Discharge Grievances

- (a) The Union shall have the right to initiate policy grievances which are not of an individual or group nature, but which are applicable to all Employees covered by this Agreement.

- (b) A Union policy grievance, or a discharge grievance, shall be initiated direct to Step 2 of this grievance procedure.

8.10 No grievance handling or Union activities shall take place on Town property during working hours, except where permission has been granted. All Employees shall receive prior approval from their Department Head for their attendance at such meetings. Approval shall not be unreasonably denied.

ARTICLE 9

Disciplinary Action

9.01 When an Employee has been given a written reprimand, suspension, disciplinary demotion or is dismissed from employment, the Employee shall be informed in writing as to the reason(s) for such action. The Employee will be provided with a copy of all correspondence or written notices pertaining to his conduct or performance which are placed on his personnel file.

9.02 An Employee who is to be interviewed with respect to disciplinary action shall be notified of the time and place of the interview and if desired by the Employee he may arrange to be accompanied by a Union Representative or Union Steward. When a Union Steward requires time off from work to accompany an Employee to an interview pursuant to this Clause, the Union Steward must obtain prior approval from his Department Head to be absent from work, and, if approval is granted, leave without loss of pay will be allowed. This does not prevent enquiries being made of an employee without union representation, however, when and if it becomes known that discipline may flow; all such enquiries will cease, to provide the employee the opportunity to be represented.

9.03 An Employee who has been subjected to disciplinary action may, after twenty-four (24) months of continuous service from the date the disciplinary action was invoked, request that his personnel file be purged of any record of the disciplinary action. Such request will be granted providing:

- (a) the Employee's file does not contain any further record of disciplinary action during that twenty-four (24) months period, and
- (b) the disciplinary action is not the subject of an unresolved grievance.

9.04 The Employer will have an Employee's personnel file made available at a reasonable time for the Employee to examine his file, upon a request for the same being made by the Employee, once in every year, as well as in the event of a grievance. The Employee may request a representative of the Union to be present at the time of such examination.

- 9.05 The personnel file referred to in this Article is the personnel file of an Employee maintained by the Town Office. Except as provided hereinafter this file shall contain copies of all documentation pertaining to the Employee. The Parties mutually agree that no information pertaining to interview records, reference checks, or confidential information related to a diagnosis or prognosis shall be contained in this file.
- 9.06 When an Employee has grieved a disciplinary action and a Designated Officer has either allowed the grievance or reduced the penalty levied against the grievor, the personnel file of the Employee shall be amended to reflect this action, provided that this action results in the abandonment of the grievance. Where the grievor appeals the disciplinary action to adjudication, the personnel file of the Employee shall be amended to reflect the award of the adjudicator or adjudication board.
- 9.07 An Employee may be dismissed, suspended, demoted or given a written reprimand for just cause.

ARTICLE 10

Termination of Employment

- 10.01 The Employer shall give permanent Full Time and Part Time Employees the period of termination notification or pay in lieu thereof, in accordance with the minimum requirements of the *Employment Standards Code*, except when terminated for just cause.
- 10.02 An Employee who is discharged shall receive his termination entitlements no later than three days after the last day of employment. An Employee who voluntarily leaves the employ of the Town shall receive his wage and vacation pay to which he is entitled at the regular pay day next following the day on which he terminates his employment.
- 10.03 Proper notice pursuant to the minimum requirements of the *Employment Standards Code* of resignation by an Employee may be waived by the Chief Administrative Officer.

ARTICLE 11

Harassment and Discrimination

- 11.01 The Employer, Union and Employees are committed to having a safe and respectful workplace.
- 11.02 The Employer will not tolerate discrimination in employment on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age (18 years or more), ancestry, place of origin, marital status, source of income, family status or sexual orientation.

- 11.03 The Employer, Union and Employees are committed to having a workplace where workplace violence, sexual harassment and harassment are not tolerated.
- 11.04 In this collective agreement, harassment in the workplace is unwelcome verbal or physical conduct related to the grounds of discrimination noted above. It may be a pattern of such conduct. Harassment may cause embarrassment, humiliation and may interfere with a person's performance.
- 11.05 In this collective agreement, sexual harassment in the workplace is behaviour of a sexual nature which occurs from verbal or physical conduct without consent. It may be a pattern of such conduct. Sexual harassment may cause embarrassment, humiliation and may interfere with a person's performance.
- 11.06 An Employee who has a complaint of discrimination, harassment, sexual harassment or workplace violence has a responsibility to document the incident and advise the offender that his or her actions are unacceptable. It is imperative that the alleged offender be made aware that the behaviour or conduct is offensive, and be given the opportunity to cease such behaviour.
- 11.07 If the Employee is uncomfortable or feels intimidated about confronting the offender, the Employee will report the incident directly to his or her immediate supervisor, Department Head or the Chief Administrative Officer and an investigation will be conducted by the Employer. In the event the investigation supports the complaint, disciplinary action, up to and including discharge, may be taken by the Employer.
- 11.08 The Employer will not tolerate any form of retaliation against an Employee who, in good faith, makes a complaint of discrimination, harassment, sexual harassment or workplace violence. If an Employee acts in bad faith in making a complaint of discrimination, harassment, sexual harassment or workplace violence, disciplinary action may be taken against such Employee.
- 11.09 All complaints will be dealt with promptly and in a confidential manner.

ARTICLE 12

Seniority

- 12.01 Seniority for Full-Time and Part-Time Employees shall be defined as the length of continuous service with the Employer from the Employee's last date of hire. Upon completion of the probationary period, seniority shall be retroactive to the date of hire.
- 12.02 Temporary and Casual Employees do not have seniority.

- 12.03 Temporary or Casual Employees who are hired to full-time or part-time positions, shall have their seniority date established by prorating their time to full-time equivalency for previous time worked with the Employer. The date the Employee attained a full-time or part-time position shall be back-dated according to the full-time equivalency. Full-time equivalency will be calculated on the basis of a 2080 hour work year for outside workers and an 1950 hour work year for inside workers.
- 12.04 An Employee shall lose seniority in the event:
- (a) The Employee is discharged for just cause and is not reinstated;
 - (b) The Employee resigns;
 - (c) He is laid off for a period longer than one (1) year; or
 - (d) Accepts a permanent out-of-scope position with the Employer for a period of longer than six (6) months.

ARTICLE 13

Job Opportunities and Training

Promotions and Vacancies

- 13.01 The Town shall post, internally, notice of in-scope vacancies or new positions to be filled, not less than five (5) working days before the notice of vacancy or new position is posted externally.
- 13.02 All applications for promotion or vacancy shall be made in writing to such Officer that the Town has designated on the posting.
- 13.03 When making promotions and filling vacancies within positions covered by this Agreement, the determining factors shall be skill, training, knowledge, education and other relevant attributes including, but not limited to, ability and certification. Where these factors are considered by the Town to be relatively equal and satisfactory, seniority shall be the deciding factor.
- 13.04 Applicants for posted vacancies or promotions, shall be informed in writing of their acceptance or rejection within five (5) working days of the date of the decision.
- 13.05 All Employees accepting a different position shall serve a six (6) month trial period. During this trial period, an Employee will be assessed as to the Employee's ability to perform the duties of the position. Should the Employer determine that the Employee can not perform the duties in a satisfactory manner; the Employee will be returned to the Employee's former position with no loss of seniority. Should the Employee decide during the trial period to return to the Employee's former position, the Employee should so indicate in writing and the Employer will honour the request.

The Town will endeavour to reassign any Employees who are affected by an Employee returning to his former position, but in some cases, termination of a non-permanent Employee will be the only option.

- 13.06 In the event an Employee is moved to a lower paid position as a result of an application for a lower paid position, his salary shall be adjusted immediately to the applicable step on the lower pay scale.

Layoff and Recall

- 13.07 The Town will notify Employees who are to be laid off ten (10) working days prior to the layoff period. Such layoff shall be in order of seniority, beginning with the least senior Employee.
- 13.08 During a period of layoff an Employee may choose at his or her expense to continue benefit coverage pursuant to Schedule "B-Benefits.
- 13.09 In the event that the Town is unable to contact the Employee personally, recall shall be deemed to have been carried out seven (7) days after receipt of double registered letter to the last known address of the Employee as shown on the Town record and, if returned to the Town, recall shall be deemed to have been carried out.
- 13.10 In the event of layoffs and subsequent recall, Employees will be recalled in order of seniority, beginning with the most senior Employee.

ARTICLE 14

Hours of Work

- 14.01 For the purpose of calculating overtime, a normal work week shall consist of forty (40) hours, and eight (8) hours within a nine (9) hour period per day with one (1) hour off without pay for lunch.
- 14.02 The normal daily hours of work of all Employees, except for those specifically set out as follows, shall be worked between 7:00 a.m. and 5:00 p.m.
- (a) "Clerical Staff/Police Clerk" shall work thirty seven and one-half (37.5) hours per week, Monday to Friday inclusive, with two (2) consecutive days of rest every week.
 - (b) Permanent Aquaplex staff shall work a forty (40) hour work week, Sunday to Saturday inclusive: eight (8) hours per shift, with meals eaten on the job. The Employer will endeavour to grant two consecutive days of rest per week. For special Aquaplex events, temporary changes in schedule may be necessary.
 - (c) Public Works, Water Works, Water Treatment, Recreation and Parks Employees may be required to work shifts outside of the ordinary work day and ordinary work week.

- (i) Shifts will be established by the Town and any change to a shift schedule will be posted five (5) working days prior to the start of a shift. Shifts will be scheduled to provide at least eight (8) hours rest between the finishing of one shift and the commencement of another. Failure to provide such rest period will result in the payment of two (2) times his regular rate of pay for all hours worked in such shift that does not provide eight (8) hours rest between the finishing of one shift, and the commencement of another.
- (ii) The Town will provide Employees with two (2) consecutive days off per week; however, variations may be made through mutual agreement between the Union and the Town.
- (iii) For those Employees working in the arena, meal breaks may be required to be of one-half (1/2) hour duration, or meals may be eaten on the job.

14.03 Rest Periods

A rest period of fifteen (15) minutes in both the first one-half and second one-half of a shift will be permitted for all shifts of at least six (6) hours in duration, provided the time is spent at the point where the work is being carried out.

ARTICLE 15

Reporting for Work

- 15.01 When an Employee is required to report for work and is unable to commence work for reasons determined by the Employer such Employee shall be paid two (2) hours at his regular rate unless an Employee is sick and unable to work as of his own volition.
- 15.02 When such Employee is required to report for and commences work, the Employee so affected shall be entitled to a minimum of three (3) hours' pay, at the regular rate of pay.
- 15.03 If an Employee is not required to work his next scheduled working day or shift, he must be notified twelve (12) hours prior to the start of said working day or shift. If such notification is given, show-up time will not be paid.

ARTICLE 16

Overtime

- 16.01 Employees shall receive two (2) times their regular rate of pay for all overtime.
- 16.02 Call-out will be paid at two (2) times the regular rate of pay with a minimum of one (1) hour.
- 16.03 Overtime must be approved in advance by the Department Head.

16.04 Employees shall be provided with a thirty (30) minute break and be eligible for meal reimbursement as per Town Policy after every four (4) hours of continuous overtime. This is upon presentation of a valid receipt.

ARTICLE 17

Banked Overtime

17.01 When an Employee works overtime, he may, at his discretion request the Town credit two (2) times the regular rate of pay to his vacation overtime bank to a maximum accumulated dollar equivalent of sixty (60) hours.

17.02 Upon five (5) days' notice by the Employee to his Department Head, the Employee may, at his discretion, request approval to liquidate some or all of the Employee's "banked" time by taking leave with pay and/or by requesting a cash pay out at straight time rate. Permission for leave will be subject to service requirements but will not be unreasonably denied.

17.03 The time shall be taken at a later date mutually agreeable to the employer and the employee

17.04 Any time banked and not used prior to the first pay period in December will be paid out on the last pay period of that year at the rate which it was earned.

ARTICLE 18

General Holidays

18.01 For the purpose of this Agreement, the following general holidays shall be observed by the Town:

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

and holidays proclaimed by the Town and/or the Government of Alberta and/or the Government of Canada, except where such proclaimed holiday is in lieu of one of the above named holidays, in which case the proclaimed holiday only shall be observed in lieu of the named holiday.

**The addition of Easter Monday and the removal of the float day will take effect January 1, 2015. In 2014 a float day will be provided in lieu of Easter Monday, subject to employer approval.*

18.02 Permanent and probationary Employees, who have completed thirty (30) working days with the Town, shall receive said holidays off with pay, in accordance with the following provisions:

- (a) If a holiday falls on a Employee's regular day off, he shall be entitled to take a regular working day off in lieu of such holiday. The working day in lieu shall be established by the Town and shall be the working day or working days prior to or the working day or working days subsequent to the holiday(s).
- (b) An Employee is not entitled to general holiday pay or pay for a day established to be observed in lieu of the general holiday when he does not work on said day when scheduled to do so, or is absent without the consent of the Town on the Employee's last scheduled working day preceding, or the Employee's first scheduled working day following the day established for observance of the holiday.
- (c) If a Permanent Employee is required to work on a holiday, he shall receive his regular day's pay and two (2) times the regular pay for any hours worked, or the Permanent Employee may request the wages due in addition to the regular pay for the holiday be banked in the same manner as the provisions of the Article 17 Banked Overtime.
- (d) If a holiday falls on a shift worker's day off, he shall receive a day off with pay at a time which is mutually agreed to by the Town and the Employee. Where the Town determines that the provision of a day off in lieu of the holiday is not appropriate to its operation, the Employee shall receive a regular day's pay.

18.03 Casual and Temporary Employees

- (a) Casual and Temporary Employees' general holiday pay shall be four and six-tenths percent (4.6%) of the Employee's straight time wages and shall be paid each pay period with the Employee's regular pay.
- (b) Casual and Temporary Employees shall receive those general holidays set out in this Agreement as time off without pay.

ARTICLE 19

Annual Vacations

19.01 For the purpose of this Article, a day shall be the normal daily hours of work of the Employee as set out in Article 14.02.

- 19.02 (a) For the first five (5) years of continuous employment a Permanent Full-time Employee shall earn vacation leave of fifteen (15) working days per year.
- (b) For years six (6) through fifteen (15) of continuous employment a Permanent Full-time Employee shall earn vacation leave of twenty (20) working days per year.

- (c) For year sixteen (16) through twenty (20) continuous employment a Permanent Full-time Employee shall earn vacation leave of twenty-five (25) working days per year.
- (d) For year twenty-one (21) and thereafter of continuous employment a Permanent Full-time Employee shall earn vacation leave of thirty (30) working days per year.

19.03 An annual vacation schedule is to be drawn up by all departments for approval by the Department Head before April 1st of each year or on such other date as may be deemed appropriate by the Town. Changes may be made in the approved schedule when necessary upon approval of the Department Head. Seniority will settle all disputes. In the event that an Employee does not schedule vacation by April 1st, the Department Head shall schedule the Employee's vacation at the Town's convenience.

19.04 Annual vacation shall be taken in not more than three (3) unbroken periods, unless approved by the Department Head. All reasonable efforts will be made to ensure, subject to an Employee's request that at least one (1) week of annual vacation shall fall between July 1 and August 31.

19.05 An Employee is expected to use the current year's entitlement each year, however, where for the purpose of an extended holiday or some other acceptable reason, an Employee may carry over, with the approval of the Chief Administrative Officer or designate, up to five (5) days of vacation leave each year to a total accumulation of not more than one additional year's entitlement.

19.06 Casual and Temporary Employees shall receive vacation entitlement based on six percent (6%) of their straight-time earnings and shall be paid each pay period with the Employee's regular pay.

19.07 Permanent Part-Time Employees shall have their vacation rate of accrual and length of paid vacation leave pro-rated in relation to actual hours worked.

ARTICLE 20

Sick Leave

20.01 Sick leave means the period of time a Permanent Employee is permitted to be absent from work with no loss of regular earnings by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Workers' Compensation Act. This does not include the illness of a family member.

The Employer recognizes that alcoholism, drug addiction and mental illness are illnesses which can respond to therapy and treatment and that absence from duty for such therapy shall be eligible for sick leave coverage.

Absences as a result of an injury or illness that occurred while in the employ of another Employer and for which the Employee is eligible for Workers' Compensation coverage are not included in this definition. Leave without pay will be granted in these cases.

For the purpose of this Article, a day shall be the normal daily hours of work of the Employee as set out in Article 14.02.

20.02 Amount of Sick Leave

Permanent Employees shall be credited with sick leave, as follows:

- (a) Full-time Employees shall earn sick leave credits at a rate of one and one-half (1.5) days per month to a maximum of 120 days.
- (b) Part-time Employees shall be credited with a pro-rata amount of one and one-half (1 1/2) days per month with pay.

20.03 Unused sick leave may be carried forward and accumulated to a maximum of one hundred and twenty (120) days. A deduction shall be made from the accumulated sick leave for all normal working hours absent because of illness, as defined in 20.01.

20.04 When any time is charged against sick time credits, the Town may request a certificate from the Employee's attending doctor and/or a statement signed by the Employee confirming the reason for the absence.

20.05 All time during which an Employee is absent for illness as defined in Article 20.01 or for purposes of diagnostic, dental or therapeutic consultation or treatment shall be charged against an Employee's sick leave entitlement.

20.06 Sick leave shall not be used for any purpose other than to provide income replacement, as provided herein. Employees found guilty of abusing sick leave shall be subject to dismissal.

20.07 When an Employee is given leave of absence without pay, for any reason, and returns to the service of the Town upon expiration of such leave of absence, etc., he shall not accrue sick leave credits for the period of such leave of absence, but shall retain the cumulative credit, if any is existing at the time of such leave.

20.08 Sick leave without pay may be granted at the sole discretion of the Town to an Employee who does not qualify for sick leave with pay, or who is unable to return to work at the termination of the period for which sick leave with pay is granted.

20.09 On termination of employment, all sick leave credits shall be cancelled and no payment shall be due therefore.

20.10 If an Employee is hospitalized for an illness or injury during his vacation, the Town shall, upon receiving proof from the Employee of such hospitalization and subsequent convalescence, allow such time to be charged to his sick leave credit and allow the Employee to utilize the vacation credits then remaining, at a time suitable to the Department Head.

20.11 Medical Examinations

When there is reasonable cause for doing so, the Employer may require an Employee to be examined by a physician named by the Employer at the Employer's expense. A physician includes a specialist, psychologist and psychiatrist. Such information shall be kept confidential. The Town will pay the cost of such medical examinations.

ARTICLE 21

Maternity-Parental-Adoption Leave

21.01 (a) An Employee shall, upon her written request providing at least two (2) weeks advance notice, be granted maternity leave to become effective twelve (12) weeks immediately preceding the expected date of delivery or such shorter period as may be requested by the Employee, provided that she commences maternity leave not later than the date of delivery.

(b) Maternity leave shall be without pay and benefits except for the portion of maternity leave during which the Employee has a valid health related reason for being absent from work, in which case the Employee shall be eligible for sick leave benefits, pursuant to Article 20 Sick Leave, and Schedule "B" Benefits. The total period of leave shall not exceed fifty-two (52) weeks. This is made up of fifteen (15) weeks maternity leave and thirty-seven (37) weeks parental leave.

(c) An Employee on such leave shall provide the Employer with four (4) weeks written notice of readiness to return to work, following which the Employer will reinstate her in the same position held by her immediately prior to taking such leave.

21.02 An Employee shall be entitled to Parental and Adoption Leave in accordance with the provisions of the Employment Standards Code.

21.03 An Employee, who at the commencement of leave under Article 21 is participating in the plans outlined in Schedule "B" shall have continued coverage for the total period of the leave. Premium contributions will be paid totally by the Employee.

ARTICLE 22

Bereavement/Terminal Leave

22.01 Bereavement Leave

Full-Time and Part-Time Employees are entitled to up to five (5) working days of bereavement leave, with pay, for the death of a member of the Employee's immediate family.

22.02 An “immediate relative” shall mean: the spouse or common-law spouse; son; daughter; father; mother; sister; brother; aunt; uncle; niece/nephew; cousin; mother-in-law; father-in-law; sister-in-law; brother-in-law; grandparent; grandchild; son-in-law; daughter-in-law; of the permanent Employee.

22.03 In the event of the death of another relative or close friend, the Employer may grant up to one (1) day off with pay to attend the funeral.

22.04 Terminal Care Leave

Upon approval of the Employer, an Employee who is eligible for terminal care leave under federal or provincial legislation will be granted a leave of absence for up to six (6) months, without pay. An Employee, who at the commencement of leave under Article 22 is participating in the plans outlined in Schedule “B” shall have continued coverage for the total period of the leave. Premium contributions will be paid totally by the Employee. The Employer may require the Employee to provide satisfactory proof of the terminal care leave.

ARTICLE 23

Leave of Absence

23.01 Any Employee desiring leave of absence without pay must apply in writing for same to the Department Head.

23.02 Leave for Union Business

(a) When it is necessary for an Employee to make application for leave of absence to perform duties of any office in his Local Union or the Parent Union, such request shall have priority over all other applications. The application must be made with at least ten (10) days' notice through the Union to the Chief Administrative Officer. The Town agrees, subject to operational requirements of the municipality, to grant the requested leave. The Employee shall retain seniority rights during this leave period.

(b) An Employee, who is appointed to represent the Union in negotiations, the grievance procedure or any other bona fide Union business and, as a result of said appointment, requires time off from work, shall be paid by the Town at his regular rate of pay for such lost time and the Union shall reimburse the Town for said payment, plus 15% to cover the cost of benefits.

23.03 When a Permanent Employee has been granted a leave of absence beyond thirty (30) working days, the Employee shall contact the Chief Administrative Officer to make arrangements to pay full contributions inclusive of the Employee and Employer share for each of the Employee benefits provided for in this Agreement.

23.04 When an Employee overstays his leave of absence without the express written permission of the Chief Administrative Officer, he shall automatically forfeit his position with the Town, unless it can be subsequently shown he was prevented from doing so for a legitimate reason.

ARTICLE 24

Jury Duty and Court Service

- 24.01 If an Employee is called to the courts as a member of a jury, or as a subpoenaed witness, the employee shall continue to receive his regular salary, at his basic rate of pay. Any monies the Employee receives from the courts shall be paid to the Employer.
- 24.02 Employees shall, whenever possible, perform their work between periods of jury duty or while awaiting jury call.
- 24.03 In seeking reimbursement from the Town for the difference between court or jury pay and full wages, Employees shall submit a statement of fees received to the Town.

ARTICLE 25

Special Leave

- 25.01 The Parties recognize that a permanent Employee may be unable to report to work for their regularly scheduled shifts, due to unanticipated circumstances of pressing necessity which require the Employee's personal attention and which may include illness in the Employee's immediate family. The Employer shall approve special leave in such circumstances to a maximum of four (4) occasions totaling not more than the employee's regular hours of work for one day as applicable per occasion without loss of pay in each calendar year.
- 25.02 An Employee may be required to submit satisfactory proof to the Employer demonstrating the need for Special Leave.

ARTICLE 26

Additional Employment

- 26.01 No Permanent Employee shall engage in additional employment which would be in conflict with his employment, while an Employee of the Town.

ARTICLE 27

Pay Days

- 27.01 The Employer will pay Employees covered by this Agreement, on a bi-weekly basis. A five day processing period applies.
- 27.02 Regular pay days will be every second Friday, except when such a day falls on a bank holiday. When this is the case, the pay day will be one (1) banking day prior to the bank holiday.

ARTICLE 28

Assuming Another Classification

28.01 An Employee directed to assume the duties of a higher classification within the Bargaining Unit, for greater than one (1) day shall be paid in the range of the higher classification at the level of said range which is higher than his current wage. An Employee directed to assume the duties of a classification to which a lower rate of pay is assigned shall retain their previous rate of pay.

ARTICLE 29

On-call/Standby

29.01 On-call/standby

(a) When an Employee is directed to be available to return to work outside of regular scheduled working hours, they shall be paid at the rate of one hour's pay at the maximum pay range of the appropriate supervisor.

(b) This rate shall be increased to two hours pay per day for standby duties performed on scheduled days of rest and statutory holidays.

29.02 An Employee who is called back to work pursuant to Clause 30.01 above shall be compensated in accordance with Clause 16.01, Overtime, for all hours worked.

29.03 When an Employee, while on on-call/standby, is unable to report to work when required, no compensation shall be granted for that day.

29.04 An Employee shall not normally be required to be on-call on two (2) consecutive weekends or two (2) consecutive paid holidays where other qualified staff are available.

29.05 All Employees within a functional area shall receive the opportunity to be assigned on-call on a fair and equitable basis.

29.06 On-call duty will be determined by the Director and all relevant departments within the Town will be eligible.

29.07 Not more than one (1) payment for call-out will be made within a one (1) hour period.

ARTICLE 30

Shift Differential/Weekend Premium

- 30.01 Where, because of operational requirements, an Employee is scheduled by the Employer to work shifts, that Employee shall receive in addition to his regular rate of pay one dollar and fifty cents (\$1.50) per hour for working a shift where at least one half of the hours in such a shift falls between 5:00 p.m. and 8:00 a.m.
- 30.02 An Employee who works Saturdays or Sundays as part of his regular work week shall receive in addition to his regular rate of pay a weekend premium of one dollar and fifty cents (\$1.50) for each hour worked from 5:00 p.m., Friday to midnight, Sunday. The weekend premium shall not be paid to an Employee who is not regularly scheduled to work weekends and receives overtime compensation for working Saturdays or Sundays as a day of rest.
- 30.03 For the purposes of this Article, a shift refers to the daily equivalent of the normal hours of work as set out in Article 14, Hours of Work. An Employee who works less than the daily equivalent normal hours of work shall be paid shift differential, provided he works a minimum of four (4) hours within the period between 5:00 p.m. and 8:00 a.m.
- 30.04 At no time shall shift differential or weekend premium be included with an Employee's regular rate of pay for purposes of computing overtime payments, other premium payments, or any Employee benefits. Shift differential shall not be paid on any hours for which an Employee receives overtime compensation.
- 30.05 Where a normal schedule has been established, the Town agrees to give the Union and any Employees affected five (5) working days notice of intent to change the schedule. If five (5) days' notice is not given by the Town, the first two (2) hours of the next shift shall be paid at two (2) times the regular rate of pay.

ARTICLE 31

Sub-Contracting

- 31.01 The Town shall not sub-contract any work which has been normally performed by its Employees, if it will cause any layoff of the Town's Employees.

ARTICLE 32

Workers' Compensation

- 32.01 In accordance with the Workers' Compensation Act, when an Employee sustains an injury in the course of the Employee's duties with the Employer, and the Employee is absent from work, the Employee and the Employer will complete the Employer and Employee forms for Workers' Compensation.

- 32.02 When an Employee is unable to work as a result of a compensable accident or illness that occurs in the course of his work, he shall only be eligible for those benefits provided under the Workers' Compensation Act.
- 32.03 An Employee who is injured on the job during working hours and who is required to leave the work site for treatment or is sent home as a result of such accident or injury, shall not suffer any loss of pay for that day's work, regardless of the time of the injury.
- 32.04 The Employer will continue to pay the Employer's share of the premiums for all applicable benefits for a maximum of twelve (12) months. The Employee must make arrangements to pay the Employee's share of all premiums.

ARTICLE 33

Loss of License/Security Clearance

- 33.01 Employees who are required to maintain a valid operator's license or Employees who are required to maintain a security clearance for the purpose of their work with the Town, shall be terminated from their employment in the event of:
- (a) Loss of operator's license for a period of more than six (6) months.
 - (b) Loss of security clearance
- 33.02 Permanent Employees who lose their operator's license for a period of six (6) months or less, may be offered alternative employment should such work be available and should the Employee be qualified to perform the duties of the job.
- (a) If the Employee is offered alternative employment, the Employee shall be paid at the appropriate rate for the offered job.
 - (b) Should alternative employment not be offered, the Employee shall be placed on leave without pay until such time as the licence is reinstated.

ARTICLE 34

Safety Wear

- 34.01 Where the Employer determines that coveralls, smocks, wet weather gear and equipment, protective clothing, tools or equipment or such items should be provided for the protection of the Employee's personal garments, such items shall be provided, replaced as approved by the Employer. All such items remain the property of the Employer.
- 34.02 All articles, as described in 34.01, shall be carefully looked after and kept clean by the Employees.

34.03 A Safety Boot Allowance of up to two hundred dollars (\$200.00) shall be provided every two years to those permanent employees who are required to wear safety boots under the Occupational Health and Safety Regulations and who provide a receipt. Employees who do not use the allowance in two years may carry over the unused portion of the allowance for up to one calendar year.

34.04 A Town of Ponoka logo clothing allowance of up to one hundred dollars (\$100.00) will be provided to every permanent employee. All clothing will be ordered through the Town of Ponoka from a selection of approved clothing.

ARTICLE 35

Work by a Supervisor/Volunteer

35.01 The Town agrees that supervisors and other persons not in the bargaining unit shall not perform duties of Employees who are in the bargaining unit, except in emergency situations and for the purpose of training. This Article shall not apply to the use of volunteers where such use does not result in the reduction of any employee's regularly scheduled hours of work.

ARTICLE 36

Negotiating Conditions

36.01 A Union Bargaining Committee shall be elected by the membership and consist of not more than five (5) members of the Union, of which no more than three (3) shall be Employees of the Town.

36.02 Any representative of the Union on the Negotiating Committee, who is in the employ of the Town, shall have the right to attend negotiating meetings held within working hours, without loss of remuneration. (See Clause 23.02(b))

36.03 The Union bargaining team and the Town bargaining team have the authority to conclude a Memorandum of Agreement.

Such Memorandum of Agreement is absolutely conditional on ratification, both by the Union membership covered by this Agreement and by the Town Council.

ARTICLE 37

Labour Management Committee

37.01 The Town and the Union agree to establish a Labour Management Committee, comprised of no more than three (3) members from Management, and no more than three (3) members of the Union.

37.02 The Committee shall concern itself with matters not related to the administration or interpretation of the provisions of this Collective Agreement, of the following general nature:

- (a) Promotion of safety and sanitary practices and the observance of safety rules.
- (b) Suggestions from Employees, questions of working conditions and service.
- (c) Promotion of education and training of staff.
- (d) Such other matters of mutual concern, as the parties deem proper within their jurisdiction.

37.03 Meetings of the Labour Management Committee shall be held at the call of either side and shall be held at times mutually agreeable to both parties. A statement outlining the matters for discussion will be submitted by each party not less than five (5) working days prior to the time of the scheduled meeting, except in the case of emergency.

ARTICLE 38

Government-Funded Programs

38.01 This Agreement does not pertain to any Employee hired under a Provincial or Federal Government assisted program.

ARTICLE 39

New Positions

39.01 If the Town creates a new position within the bargaining unit as defined by the Labour Board certification which may not be included in the salary schedule in this Agreement, it shall establish the salary structure and then give written notice to the Union.

39.02 If the Union fails to object in writing within thirty (30) calendar days of receipt of the notice from the Town, the salary structure shall be considered as established.

39.03 If the Union objects to the salary structure established by the Town and by negotiation succeeds in revising the salary structure, the revised salary structure shall be retroactive to the date the new position was implemented.

39.04 Failing resolution of the matter by negotiation, within a further thirty (30) calendar days of receipt of the notice from the Town, it may be referred to arbitration, as provided in the grievance procedure.

ARTICLE 40

Salaries, Wages and Benefits

- 40.01 The basic minimum salary scales and increments as set out in Schedule “A”, which is attached to, and forms part of this Agreement, shall be applicable to all Employees covered by this Agreement on the dates and year indicated.
- 40.02 Schedule “B” – Benefits is attached to, and forms part of this Agreement and is applicable to all Permanent Employees covered by this Agreement on the dates and year indicated.
- 40.03 There shall be no pyramiding of benefits or other entitlements.

ARTICLE 41

Annual Performance Evaluations

- 41.01 All performance evaluation documents for members of the bargaining unit will be completed by Employees of the Town who are not members of the bargaining unit.

ARTICLE 42

Term of Agreement

- 42.01 The duration of this Agreement shall be for the period of January 1, 2014 to December 31, 2016.
- 42.02 This Agreement shall take effect on the date of signing and be retroactive to January 1, 2014, and shall continue in force and effect beyond the expiration date from year to year thereafter, unless notification of a desire to amend the Agreement is given in writing by either party to the other not more than one hundred and twenty (120) days nor less than sixty (60) days prior to the expiration date. Negotiations shall commence within thirty (30) days of receipt of written notice, subject to the provisions of the Labour Relations Code. The existing Agreement shall remain in force until either the expiration date of this Agreement has passed and the Union has issued a notice to strike in accordance with the provisions of the Labour Relations Code, or the expiration date of this Agreement has passed and the Town has issued a notice of lockout to the Union in accordance with the provisions of the Labour Relations Code.
- 42.03 Changes in this Agreement agreed upon by the parties hereto, however, may be made at any time, provided that such changes are properly reduced to writing and executed by the signing officers of the parties to the Agreement. Such changes shall form part of the Collective Agreement.
- 42.04 The wording and figures contained in the articles and schedules of this Agreement shall not be changed by either party, except through mutual agreement.

ARTICLE 43

Signatures

The parties hereto execute this Agreement this ____ day of _____ 2014, by affixing the signatures of their proper officers on their behalf.

ON BEHALF OF THE TOWN OF PONOKA

_____ Rick Bonnett, Mayor

_____ Betty Quinlan, Acting CAO

ON BEHALF OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

_____ Guy Smith, President

_____ Witness

***SCHEDULE "A" - WAGES**

1. Premium Pay

- 1.01 Lead hands shall receive seventy-five cents (\$0.75) per hour in addition to their regular rate of pay.
- 1.02 An Employee required to spray herbicides or pesticides shall be paid fifty cents (\$0.50) per hour over and above his regular rate of pay during hours of application.

2. Permanent Employees

- 2.01 An Employee's progression from one level to the next in the pay range shall be subject to the recommendation of the Department Head and the approval of the Chief Administrative Officer.
- (a) Upon successful completion of an Employee's probationary period, the Employee may progress to the next level in the pay range for the position's classification. The effective date for this increase shall be the day following the completion of the probationary period.
- 2.02 Should management determine that a Permanent Employee does not qualify for the annual increase from one level of his classification to the next higher level, the Employee shall be notified in writing. An Employee so affected may, within ten (10) days of receiving the notice in writing, review the matter with the Chief Administrative Officer.
- 2.03 Where the Employee is not satisfied with the review by the Chief Administrative Officer, the Employee may initiate a grievance at the final step of the grievance procedure.
- (a) Where a salary has been denied under 2.02, the Chief Administrative Officer may, at his/her discretion, grant the increase at a subsequent date and for the balance of the Employee's salary year.

3. Casual/Temporary Employees

- 3.01 Casual/Temporary Employees, who have completed one thousand (1000) hours of satisfactory work, shall be eligible for a one (1) increment increase. The Employee will only be eligible for one (1) increment per calendar year. Overtime shall not be considered in this calculation. Subsequent incremental increases will be considered upon completion of each additional one thousand (1000) hours of work.

***SCHEDULE “B” BENEFITS**

1. The Town will make available group health insurance and/or pension plans from an insurer, or insurers, of their choice for the benefit of Permanent Employees covered by this Agreement.
2. When enrollment and other requirements for group participation in various plans have been met, the Town will sponsor such plans to the portion agreed upon, and such sponsorship shall not exceed that which is authorized or accepted by the benefit agency.
3. When Employees are entitled to receive disability benefits, no further salary or benefits shall be paid by the Town for the period of disability; however, accrued benefits shall be retained.
4. The Local Authorities Pension Plan is a compulsory benefit for Permanent Employees. Membership and deduction shall be made in accordance with the provisions of the Plan.
5. Payments toward the benefit plans by the Town permit them to retain premium rebates from any of the insurers and rebates from Employment and Immigration Canada.
6. Enrollment in the benefit plans set out herein is a condition of employment for those Permanent Employees whose hours of work are thirty (30) or more per week.
7. Employees may opt to continue participating in the group benefits program under the following conditions:
 - (a) Continued participation is subject to that which is authorized or accepted by the benefit agency.
 - (b) Participation is limited to:
 - (i) The first sixty (60) days of layoff.
 - (ii) The first sixty (60) days of an unpaid absence due to illness or accident.
 - (iii) Any authorized leave of absence, under one (1) year in duration.
 - (c) An Employee opting to maintain his group benefits shall prepay both the Town's and the Employee's portion of the applicable premiums.
8. A \$500/year Health Care Spending Account will be provided. Receipts are required for reimbursement of expenditures. The Health Spending account will be in accordance with the Health Spending Policy.

9. Participation in group benefits by the Town is as follows:
- (a) Major Medical & Dental Plan - 60% of appropriate single or married premium for each Employee
Includes extended and dental benefits
 - (b) Group Life - 60% of appropriate single or married premium for each Employee
 - (c) Optional Life Coverage - no contribution by the Town of Ponoka
 - (d) Accidental Death and Dismemberment - 100% of premium paid by the Town
 - (e) Dependents' Coverage - no contribution by the Town
 - (f) Long Term Disability Plan - no contribution by the Town
 - (g) Personal Accident Insurance - no contribution by the Town
10. Should an Employee be off work and collecting long-term disability and be returning to the employ of the Town, the Town will continue to pay the Town's portion of the premium for the Local Authorities Pension Plan contribution, for a period not to exceed two (2) years.
11. On the recommendation of a Department Head and approval of the Chief Administrative Officer, an Employee may be considered for enrollment in a course which would be of benefit to the Employee and the Town.
- Any Employee attending a course approved by the Chief Administrative Officer will be entitled to have registration fees and additional expenses paid for by the Town in accordance with clause 12 of this Schedule. Payments will only be made for expenses covered by a receipt.
12. An Employee who registers in a training course approved by the Chief Administrative Officer shall upon successful completion of a course, be reimbursed for 100% of the tuition costs.
13. Employees authorized to attend approved seminars or short courses out of town will have the following paid for by the Town upon submission of receipts:
- (a) Registration fees;
 - (b) return transportation -at the rate as per Town policy per kilometer;
 - (c) modest hotel or motel accommodation;
 - (d) reasonable meal costs (receipts must be provided)and

- (e) the Employee's normal hourly wage rate for all of the regular scheduled working hours. (There will be no overtime entitlement for attending courses.)

14. When seminars or courses are of two (2) or more days' duration, and the Employee stays with friends or relatives rather than in a hotel or motel, the Town will pay up to thirty three dollars (\$33.00) per day in lieu of the provisions stated in clauses 12(c) and 12(d) above. In these circumstances the following certification will be attached to the expense statement:

“This is to certify that on _____
(Date)
I stayed at the home of _____
(Name)

(Address)

(Signature of Employee)

15. When an Employee returns home at night rather than staying away from home, the Town will pay the lesser of:

- (a) Return transportation - at fifty-four (\$0.54) per kilometer or hotel accommodation; and
- (b) one (1) meal (lunch), if not included in the registration fee.

16. The date and time of departure to and from Ponoka must be shown on expense statements.

Town of Ponoka

Pay Grid – Effective January 1, 2014 (4% increase)

CLASSIFICATION	CLASS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Casual Labourer - Level 1	1	\$11.98	\$12.32	\$12.71	\$13.07	\$13.47	\$13.87
Aquaplex Cashier Rink Attendant	2	\$12.57	\$12.96	\$13.33	\$13.75	\$14.14	\$14.57
Lifeguard	3	\$13.20	\$13.59	\$14.01	\$14.41	\$14.85	\$15.30
	4	\$13.86	\$14.28	\$14.72	\$15.15	\$15.61	\$16.08
	5	\$14.55	\$14.99	\$15.44	\$15.92	\$16.39	\$16.88
Casual Labourer - Level 2	6	\$15.29	\$15.74	\$16.20	\$16.69	\$17.20	\$17.72
Instructor (Pool)	8	\$16.83	\$17.34	\$17.86	\$18.42	\$18.97	\$19.54
LandFill Attendant	9	\$17.70	\$18.23	\$18.77	\$19.33	\$19.92	\$20.51
	10	\$18.57	\$19.15	\$19.70	\$20.31	\$20.90	\$21.53
Head Guard Accounting/Secretarial Clerk	11	\$19.50	\$20.08	\$20.69	\$21.32	\$21.94	\$22.60
	12	\$20.46	\$21.09	\$21.72	\$22.38	\$23.05	\$23.74
Secretary 1 Equipment Operator 1	13	\$21.51	\$22.14	\$22.80	\$23.49	\$24.20	\$24.93
Police Clerk Utility Operator 1	14	\$22.58	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17
Accounting Clerk Aquaplex Operator Complex Operator Eng/Dev Secretary Equipment Operator 2 Protective Services Secretary	15	\$23.69	\$24.40	\$25.14	\$25.90	\$26.68	\$27.48
Utility Operator 2 Equipment Operator 3	16	\$24.88	\$25.63	\$26.41	\$27.19	\$28.00	\$28.84
	17	\$26.15	\$26.92	\$27.73	\$28.56	\$29.41	\$30.29
Safety Officer IT Support Technician	18	\$27.44	\$28.25	\$29.11	\$29.98	\$30.87	\$31.79
Water Works Foreman	19	\$28.81	\$29.68	\$30.58	\$31.49	\$32.43	\$33.40
Public Works Foreman	20	\$30.25	\$31.15	\$32.09	\$33.05	\$34.04	\$35.06

Town of Ponoka

Pay Grid – Effective January 1, 2015 (3% increase)

CLASSIFICATION	CLASS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Casual Labourer - Level 1	1	12.34	12.69	13.09	13.46	13.87	14.29
Aquaplex Cashier Rink Attendant	2	12.95	13.35	13.73	14.16	14.57	15.01
Lifeguard	3	13.59	14.00	14.43	14.85	15.30	15.76
	4	14.28	14.71	15.16	15.61	16.08	16.56
	5	14.99	15.44	15.91	16.40	16.88	17.39
Casual Labourer - Level 2	6	15.75	16.21	16.69	17.19	17.72	18.25
Instructor (Pool)	8	17.33	17.86	18.39	18.97	19.54	20.12
LandFill Attendant	9	18.23	18.78	19.34	19.91	20.51	21.13
	10	19.13	19.72	20.29	20.92	21.53	22.18
Head Guard Accounting/Secretarial Clerk	11	20.09	20.68	21.31	21.96	22.60	23.28
	12	21.07	21.72	22.37	23.05	23.74	24.45
Secretary 1 Equipment Operator 1	13	22.15	22.81	23.48	24.20	24.93	25.67
Police Clerk Utility Operator 1	14	23.26	23.95	24.67	25.41	26.17	26.95
Accounting Clerk Aquaplex Operator Complex Operator Eng/Dev Secretary Equipment Operator 2 Protective Services Secretary	15	24.40	25.13	25.89	26.67	27.48	28.30
Utility Operator 2 Equipment Operator 3	16	25.62	26.39	27.20	28.00	28.84	29.70
	17	26.93	27.72	28.56	29.42	30.29	31.20
Safety Officer IT Support Technician	18	28.26	29.09	29.98	30.88	31.79	32.75
Water Works Foreman	19	29.67	30.57	31.49	32.44	33.40	34.40
Public Works Foreman	20	31.16	32.08	33.06	34.04	35.06	36.11

Town of Ponoka

Pay Grid – Effective January 1, 2016 (3.5% increase)

CLASSIFICATION	CLASS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Casual Labourer - Level 1	1	12.77	13.14	13.55	13.94	14.36	14.79
Aquaplex Cashier Rink Attendant	2	13.40	13.81	14.21	14.66	15.08	15.53
Lifeguard	3	14.07	14.49	14.93	15.37	15.83	16.31
	4	14.78	15.22	15.69	16.15	16.64	17.14
	5	15.51	15.98	16.46	16.97	17.47	18.00
Casual Labourer - Level 2	6	16.30	16.77	17.27	17.79	18.34	18.89
Instructor (Pool)	8	17.94	18.48	19.04	19.63	20.22	20.83
LandFill Attendant	9	18.87	19.44	20.01	20.61	21.23	21.87
	10	19.80	20.41	21.00	21.65	22.28	22.95
Head Guard Accounting/Secretarial Clerk	11	20.79	21.41	22.05	22.73	23.39	24.10
	12	21.81	22.48	23.15	23.86	24.57	25.31
Secretary 1 Equipment Operator 1	13	22.93	23.60	24.30	25.05	25.80	26.57
Police Clerk Utility Operator 1	14	24.07	24.79	25.53	26.30	27.09	27.90
Accounting Clerk Aquaplex Operator Complex Operator Eng/Dev Secretary Equipment Operator 2 Protective Services Secretary	15	25.26	26.01	26.80	27.61	28.44	29.29
Utility Operator 2 Equipment Operator 3	16	26.52	27.32	28.15	28.98	29.85	30.74
	17	27.87	28.69	29.56	30.44	31.35	32.29
Safety Officer IT Support Technician	18	29.25	30.11	31.03	31.96	32.91	33.89
Water Works Foreman	19	30.71	31.64	32.60	33.57	34.57	35.61
Public Works Foreman	20	32.25	33.21	34.21	35.23	36.29	37.38

