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2012 FRAMEWORK FOR SETTLEMENT

between the

DISTRICT OF MAPLE RIDGE
(hereinafter called "the District")

and

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(hereinafter called "the Union")

THE UNDERSIGNED BARGAINING REPRESENTATIVES ACTING ON BEHALF OF THE DISTRICT OF MAPLE RIDGE (hereinafter "the District") AGREE TO RECOMMEND TO THE DISTRICT OF MAPLE RIDGE MUNICIPAL COUNCIL;
AND

THE UNDERSIGNED BARGAINING REPRESENTATIVES OF THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622 (hereinafter "the Union") AGREE TO RECOMMEND TO THEIR UNION MEMBERSHIP;

THAT THE COLLECTIVE AGREEMENT COMMENCING 2012 APRIL 01 AND EXPIRING 2016 MARCH 31 (hereinafter the "new Collective Agreement") SHALL CONSIST OF THE FOLLOWING:

1. **Previous Conditions**

All of the terms and conditions of the Collective Agreement commencing 2007 April 01 and expiring 2012 March 31 (hereinafter "the 2007-12) Collective Agreement") shall apply except as specifically varied below.

2. **Article 2 – Term of Agreement**

The District and the Union agree that the term of the new Collective Agreement shall be for four (4) years, commencing 2012 April 01 and expiring 2016 March 31.

It is further agreed that Subsections 50(2) and 50(3) of the Labour Relations Code shall be specifically excluded from and shall not be applicable to the new Collective Agreement.

3. **Wage Increases**

The District and the Union agree that the new Collective Agreement shall reflect wage adjustments as follows:

- (a) Effective 2012 April 01, all hourly rates of pay which were in effect on 2012 March 31 shall be increased by one and one-quarter percent (1.25%). The new hourly rates shall be rounded to the nearest whole cent.
- (b) Effective 2013 April 01, all hourly rates of pay which were in effect on 2013 March 31 shall be increased by one and three-quarters percent (1.75%). The new hourly rates shall be rounded to the nearest whole cent.
- (c) Effective 2014 April 01, all hourly rates of pay which were in effect on 2014 March 31 shall be increased by one and three-quarters percent (1.75%). The new hourly rates shall be rounded to the nearest whole cent.
- (d) Effective 2015 April 01, all hourly rates of pay which were in effect on 2015 March 31 shall be increased by two percent (2.00%). The new hourly rates shall be rounded to the nearest whole cent.

4. **Article 2- Definitions**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to:

- (a) delete Article 2.03 – Regular Employees and Article 2.04 – Part-Time Employees;
- (b) insert the following new provisions:

“2.03 Regular Full-Time Employee

“Regular Full-Time Employee” means an employee who is employed on a full-time basis for 35, 40 or such other number of weekly hours as is recognized in this Agreement as normal for a particular class of positions for an indefinite period of time.

2.04 Regular Part-Time Employee

“Regular Part-Time Employee” means an employee who is employed on a part-time basis for a minimum of fifty percent (50%) of full-time hours for the classification per week on average in one position for an indefinite period of time for positions listed in the Letter of Understanding – Defined Regular Part-Time Positions.

2.05 Part-Time Employee

“Part-Time Employee” means an employee who is employed to work less than the standard work day or standard work week which may be on an ongoing basis or for a definite and limited period of time but which may be extended or curtailed by circumstances which could not be foreseen at the time of hiring.

2.06 Temporary Full-Time Employee

"Temporary Full-Time Employee" means an employee who is employed on a full-time basis for 35, 40 or such other number of weekly hours as is recognized in this Agreement as normal for a particular class of positions, for a definite and limited period of time (which may be extended or curtailed by circumstances which could not be foreseen at the time of hiring) not to exceed six (6) calendar months, except for maternity and parental. At the time of hiring, a Temporary Full-Time Employee shall receive notice in writing from the Employer which includes the nature and expected duration of their employment as well as their classification and rate of pay. This assignment can be extended by mutual agreement.

2.07 Auxiliary Employee

"Auxiliary Employee" means an employee other than an employee defined in Articles 2.03, 2.04, 2.05 and 2.06 above.

- (c) relocate the current 2.07 – Divisions as a new Article 9.04;
- (d) renumber the remaining provisions.

Notes:

1. The Employer and the Union agree to review each provision in the Agreement where there is a proper definition to ensure that the provisions fit with the new employee definitions.
2. The Union proposes a committee to be formed consisting of two members representing the Employer and two members representing the Union to identify employees to be categorized at Part-Time and Auxiliary and to discuss issues arising from the implementation of the new definitions. The committee will meet within one month of the date of ratification of the new agreement and continue to meet as required.

5. **Article 8 - Grievance Procedure**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to relocate the Article and amend Step 1 to read as follows:

“Step 1 - The employee involved, accompanied by a shop steward, shall first take up the grievance verbally with the employee’s non-bargaining unit Departmental Supervisor or designate within five (5) working days of the circumstance(s) giving rise to the grievance.”

6. **Article 9 - Seniority**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to:

- (a) relocate the current Article 9.07 – Seniority List as a new 9.03; and
- (b) amend the new Article 9.04 (relocated 2.07) to read as follows:

“9.04 Divisions

The purpose of setting out Divisions under this Article is to delineate the work areas that are identified for purposes of identifying where seniority is to be exercised under this Agreement.

Divisions are defined as:

- (1) Internal Division
- (2) Engineering Operations Division
- (3) Community Development, Parks and Recreation Division (CDPR)

These Divisions shall include:

(1) Internal Division

Administration Department
Clerk's Department
Strategic Economic Initiatives Department
Engineering Department
Engineering Operations Department (Clerical Staff)
Finance Department
Fire Department (Clerical Staff)
Human Resources Department
Information Technology Department
Licenses, Permits and Bylaws Department
Community Development, Parks and Recreation Department
(Clerical)
Planning Department
Police Services (Municipal Employees only)

(2) Engineering Operations Division

Electro Mechanical Department
Road Works
Sewer Works
Water Works

Works Yard (Excluding Clerical Staff)

(3) Community Development, Parks and Recreation Division

Parks and Facilities Department
Recreation Department
Community Services Department”

(c) renumber the remaining provisions.

7. **Article 9.08 - Retention of Seniority**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to:

(a) amend paragraph (3) by inserting the words “and/or disability” after the word “sickness” in both occurrences;

(b) amend paragraph (4) to read as follows:

“Seniority accumulation will continue for a period of three (3) months for approved General Leaves of Absence. Seniority is retained for the full approved leave of absence. (see 19.06)

(c) add a new paragraph (7) to read as follows:

“(7) In the case of paragraphs (3) and (6) above, seniority will be calculated for Regular Part-Time Employees on the number of hours worked in the one (1) year period immediately preceding the employee’s last day of work before disability, maternity and/or parental leave. Upon the employee’s return to work, the employee will accumulate seniority hours in an amount prorated by the amount of time absent due to the disability, maternity and/or parental leave. (For example, if an employee works 1200 hours in the year before the disability, maternity and/or parental leave, then returns nine months later, the employee will be credited with $\frac{3}{4}$ of 1200 hours or 900 hours of seniority. If employment is for less than one year, monthly averages will be used times the number of months absent.”

8. **Article 9.09 - Loss of Seniority**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend paragraph (6) to read:

“in the case of a part-time and auxiliary employee, they do not work for a period longer than six (6) months.”

9. **Article 12 – Hours of Work**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 12.01(1)(c) by adding the words “and Administrative Assistant – RCMP” after the words “User Support Assistant”.

10. **Article 13.04 – Emergencies (MCL)**

Effective date of ratification, the Employer and the Union agree to the attached Letter of Understanding re: New System for Emergency Call-Out for Snow Removal.

11. **Article 13.09 – Hours Between Shifts**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 13.09 – Hours Between Shifts by integrating the Letter of Understanding re Article 13.09 (Hours Between Shifts) – Parks and Recreation Division Aquatic Staff and Leisure Centre Office Staff to read as follows:

“Parks and Recreation Department Part-Time Aquatics Staff and Part-Time Leisure Centre Front Counter/Reception staff shall be exempt from the requirements under Article 13.09 (Hours Between Shifts) with the following conditions:

1. The employees may work any combination of up to eight (8) hours during a twelve (12) hour shift.
2. There will be no fewer than **ten (10)** hours between shifts in any two (2) work days.”

12. **Article 13.12 – Replacement Coverage**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 13.12 – Replacement Coverage to read as follows:

“The above Article 13.11 re Shift Assignment and Preference is not applicable to scheduling replacement coverage to employees who advise the Employer they are unable to attend their scheduled shift within eight (8) working hours of the start of their scheduled shift. For the purpose of this Clause, working hours shall mean hours during which the employee’s working unit is operating.”

13. **Article 14.05 – Lieu Time**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 14.05 – Lieu Time by adding a new paragraph (6) to read as follows:

“(6) All lieu time will be banked in dollars at the employee’s earned rate at the time it was banked.”

14. **New Article – Provincial Emergency Program (Cost Recovery)**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to add a new Article 14.06 to read as follows:

“14.06 Provincial Emergency Program (Cost Recovery)

Where an employee works overtime and/or is called out to deal with situations where the Employer is able to recover the overtime and/or callout costs from the Provincial Emergency Program, the Employer shall pay the employee for such overtime and/or callout.”

15. **Article 15 - General Holidays**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 15.01 – Regular Employees by adding “Family Day” to the list of General Holidays.

16. **Article 16.06 – Vacation Schedule**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 16.06 by changing the dates by which employees need to submit their vacation schedule requests from “April 1st” to “February 1st” and for the Employer to approve them from “April 30th” to “March 1st”.

17. **New Article – Proration and Recovery of Vacation Overpayment**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to add a new Article 16.10 to read as follows:

“16.10 Proration and Recovery of Vacation Overpayment

Employees who leave the service after completion of twelve (12) consecutive months of employment shall receive vacation for the calendar year in which termination occurs on the basis of one-twelfthth ($\frac{1}{12}$) of their vacation entitlement for that year for each month or portion of a month greater than one-half ($\frac{1}{2}$) worked to the date of termination. In all cases of termination of service for any reason, adjustment will be made for overpayment of vacation.”

and renumber the remaining provisions.

18. **Article 18.02 – Service Severance Paid to the Estate**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to retitle Article 18.02 to “Service Severance Paid to the Estate”.

19. **Article 19.02 – For Union Duties**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend Article 19.02 – For Union Duties to read as follows:

- “(a) It is agreed that official representatives of the Union be granted leave of absence without pay to attend Union conventions or perform any other function on behalf of the Union and its affiliation, provided not more than three (3) Union representatives shall be away at any one time. Such leave of absence shall not affect the employee's seniority and/or benefits contained in the Agreement.
- (b) It is agreed that any employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated, shall be granted leave of absence without pay and without loss of seniority by the Employer for a period up to one (1) year and shall be renewed each year on request during the employee’s term of office.
- (c) The Employer agrees to continue to pay such representatives regular pay and shall submit an account to the Union for such amount plus an additional flat rate of thirty-five percent (35%) of the wages to offset the costs of benefits paid by the District while representatives are on leave of absence. The flat rate percentage is intended to reflect District costs associated with vacation, general holidays, sick leave, workers’ compensation, Canada Pension, Employment Insurance, Group Life Insurance, Medical Services Plan, Extended Health, Dental and Municipal Pension Plan.
- (d) The Employer shall submit an invoice to the Union and the Union shall then reimburse the Employer to the amount of the account to be rendered within sixty (60) days of receipt.
- (e) The Employer and the Union shall jointly review the burden flat rate percentage annually to ensure a reasonable recovery of costs associated with benefits as noted in Article 19.02(c) and any new benefits as they arise. Any adjustments will be by mutual consent.”

20. **Article 20.04 – Daily Guarantee**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to:

- (a) amend paragraph (2) by adding the following words after the words "School students" in the first line:

"(i.e., those who attend a recognized educational institution in B.C. enrolled in a full-time program)";

- (b) integrate the Letter of Understanding re Article 20.04 (Daily Guarantee) CDPR Aquatic Staff by adding a new paragraph (4) to read as follows:

"(4) The four (4) hour daily guarantee for Aquatic Staff in the CDPR Division shall be replaced with a minimum of two (2) hours subject to the following:

1. the application of Article 20.04(3);
2. the scheduling of swimming lessons where it is otherwise not possible to create a four (4) hour block of work;
3. providing last minute coverage in the event of unexpected absence or increased attendance at aquatic facilities which could not be foreseen; and,
4. Article 20.04(1)(b) is not affected by this provision."

- (c) add a new paragraph (5) to read as follows:

"(5) A daily guarantee only applies once in a day, notwithstanding an employee could have a split shift or go home and come back to work which is more than once in the same day."

21. **Article 20.05 – Acting Pay**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend the provision to read as follows:

- "(a) On every occasion that an Inside employee is temporarily required to accept the responsibilities and carry out the duties incident to a position covered by the Agreement which is senior to the position which is normally held by the employee, and where the employee acts for more than half the number of hours in a day in the senior-rated position, the employee shall be entitled to receive acting pay for the number of hours spent acting in the higher rated position. The employee shall be entitled to receive the minimum rate of pay in the scale for such senior position, except where the salary received by the employee in their own position is equal to, or exceeds, the minimum rate of the senior

position, in which case the employee shall receive the next higher rate in the pay range of the senior position which will provide at least a minimum of four percent (4%).

- (b) An Outside employee who is temporarily required to work in a position with a wage rate which is higher than that wage rate for the position in which he is normally employed shall receive the wage rate of that higher classification while so required to work.
- (c) Where an employee is required by the employer to act in a lower-rated position, the employee will retain their existing rate of pay while so acting. This provision does not apply in the case of layoffs. When an employee chooses to work in a lower-rated position, the employee will assume the lower rate of pay for the time spent in the lower rated position.
- (d) For the purpose of this section, appointments of employees to a level of higher responsibility must be authorized by the Head of the Department.
- (e) The time spent acting in the higher capacity will count toward the next increment step in the acting position. It will not, however, count towards the next increment in the position from which the employee has been elevated to act.
- (f) Parks and Recreation employees in Schedule "A" – Aquatic Leader 1 and Aquatic Leader 2 – will follow the acting pay provision in accordance with Article 20.05 (b)."

22. **Article 20.07 - Provisions for Meals and Rest Periods on Overtime**

Effective the date of ratification of the memorandum of Agreement, the Employer and the Union agree to amend the current Article by:

- (a) increasing the meal allowance, when payable, to \$12.00;
- (b) adding a new provision to Article 20.07 providing meal allowance following four (4) hours of overtime with the exception of prescheduled overtime which shall be defined as overtime scheduled with a minimum of four (4) hours' prior notification.

23. **Article 20.10 – Premium Pay for Raw Sewage**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend the current Article to read as follows:

“Employees working on sewer infrastructure shall be paid a premium of seventy-five cents (\$0.75) per hour while they are in physical contact with human raw sewage. The Superintendent of Sewer Works shall determine when this premium shall be paid.”

24. **New Article 20.11 – Parks Litter/Garbage Collection Premium**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to add a new Article 20.11 to read as follows:

“20.11 Parks Litter/Garbage Collection Premium

Parks Employees assigned to the litter/garbage collection route shall be paid a premium of fifty cents (50¢) per hour while so assigned and where the Employer has determined this premium is to be paid.”

and renumber the existing provisions.

25. **Article 20.18 – Transportation**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to delete the provision as it is outdated.

26. **Article 20.19 – Mileage Allowance**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend paragraph (1) to read as follows:

“Employees, other than those covered by Section (2), shall be paid in accordance with maximum non-taxable Canada Revenue Agency Guidelines.”

27. **Article 20.21 – Information Technology**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to re-title the provision to “Market Adjustment”.

28. **Article 22 – Welfare Benefits**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to:

- (a) re-title the Article to “Health and Welfare Benefits”;
- (b) relocate this provision to immediately before Article 17 – Sick Leave Provisions;

"22.08 Benefit Entitlement and Percentage in Lieu of Benefits

- (1) Regular Full-Time Employees shall be entitled to all benefits provided by the Collective Agreement, from date of hire subject to the applicable waiting periods.
- (2) Regular Part-Time Employees shall receive ten percent (10%) cost settlement on their pay cheque to cover vacation and statutory holidays plus same prorated cost-share on Life Insurance, MSP, Extended Health Benefits and Dental. Eligibility for SEIB, Sick Leave, bereavement, court/jury duty all on a prorated basis and subject to applicable waiting periods.

Note: Current (employees on record as at the date of ratification of the new Collective Agreement) Part-Time Employees who are converted to a different employment status presently covered by Article 2.05(2) though (5) shall be given a one time option to keep their existing benefits.

- (3) Part-Time and Auxiliary Employees who accumulate up to two thousand (2,000) hours shall receive a twelve percent (12%) cost settlement on their pay cheque to cover welfare benefits, sick leave benefits, vacation and general holidays, and all other miscellaneous benefits.
- (4) Part-Time and Auxiliary Employees who accumulate over two thousand (2,000) hours and up to three thousand five hundred (3,500) hours shall receive a fourteen percent (14%) cash settlement on their pay cheques in lieu of these benefits.
- (5) Part-Time and Auxiliary Employees who have accumulated three thousand five hundred (3,500) hours shall receive a sixteen percent (16%) cash settlement on their pay cheques in lieu of these benefits.
- (6) Part time and Auxiliary Employees who elected for benefits prior to date (XXX) will have a one-time option to continue their elected benefits of Medical and Group Life Insurance, with cost-sharing as per Article 22.07, and receive fourteen percent (14%) in lieu of benefits. An employee so electing shall not be covered by paragraph (5) above.
- (7) Temporary Full-Time Employees shall receive four (4) percent cost settlement on their paycheque to cover vacation.

Temporary Full-Time Employees working beyond three (3) calendar months shall be given the option to be covered by Medical and Group Life Insurance with cost sharing as per Article 22.07.”

29. **Article 22.06 – Long Term Disability Plan**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to amend the provision to read as follows:

“Employees shall be covered by a Long Term Disability Plan. Upon acceptance of a claim, employees shall be covered by a Long Term Disability Plan after six (6) months of disability until age 65, less the qualifying period. Coverage will be seventy percent (70%) of the first \$3000 of monthly earnings and fifty percent (50%) of the remaining monthly salary to a maximum of \$10,000. The cost of the Plan will be borne entirely by the employees. Eligible employees, upon completion of a three (3) month waiting period, shall become members of the Long Term Disability Plan as a condition of employment which will provide for 70% salary continuation after six (6) months of disability until age 65.”

and relocate the provision to Article 17 – Sick Leave Provisions.

30. **Article 23.09 – WorkSafeBC Claim**

Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to add a new paragraph (b) to read as follows:

“(b) Where an employee is injured while working for another Employer, Maple Ridge will not top up any difference to net pay for an injury occurring with the other Employer.”

and re-letter the remaining provisions.

31. **Schedule “A”**

The Employer and the Union agree to make the following changes to Schedule “A”:

(a) Add the following positions under *Parks and Recreation*:

- Children’s Program Leader
- Child/Youth Worker
- Recreation Support Staff
- Access Support Worker
- Access Leader

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- Child/Youth Supervisor

The following wage rates will be applied:

Position	Step 1	Step 2	Step 3	Step 4
Children's Program Leader	15.67			
Child/Youth Worker	16.98	17.32	17.64	17.96
Recreation Support Staff	13.06			
Access Support Worker	16.98	17.32	17.64	17.96
Access Leader	21.14	22.29	23.52	24.82
Child/Youth Supervisor	18.29	18.62	18.94	19.26

Eligibility for increment advancement for the above-noted positions shall be calculated in months based on equivalent hours worked as follows:

- 6 months equivalent hours of eligibility to move from Step 1 to 2.
- 6 months equivalent hours of eligibility to move from Step 2 to 3.
- 12 months equivalent hours of eligibility to move from Step 3 to 4.

32. **Schedule "B"**

The Employer and the Union agree to make the following changes to Schedule "B":

- (a) add Engineering Technologist 1 - Operations, Engineering Technologist Projects - Operations and Fleet Maintenance Technician to Note C;
- (b) add the following to Note C:
 - All CDPR Coordinators
 - All CDPR Programmers
 - All CDPR Program Assistants
 - Special Events Assistant
 - Building Service Supervisor
- (c) amend Note F to read as follows:

"Custodial Guards

Custodial Guards work eight (8) consecutive hours on shift with no breaks. Applicable overtime rates are paid after an employee has worked eight (8) consecutive hours. For the purposes of the application of overtime on "Saturday and Sunday", Custodial Guards are recognized as working a Non-Standard Work Week in article 12.03 of the Collective Agreement.

Supervisor – Custodial Guards

Employees working as a Supervisor – Custodial Guards shall work any eight (8) consecutive hours between 7:00 am and 6:00 pm, Monday to Friday. The employer shall provide forty-eight (48) hours' notice of a change in an employee's daily hours. An employee may agree to waive this notice period however, should the employee not waive the notice period then the Overtime provisions of Article 14.01 shall apply.

Custodial Guard 2

Employees working as a Custodial Guard 2 shall work a rotation of afternoon and graveyard shifts as described herein. The afternoon shift shall be any eight (8) consecutive hours between 3:00pm and 2:00am, Tuesday to Saturday. The graveyard shift shall be any eight (8) consecutive hours from 11:00pm to 10:00am, Wednesday to Sunday. The Employer shall provide forty-eight (48) hours' notice of a change in an employee's daily hours. An employee may agree to waive this notice period however, should the employee not waive the notice period then the Overtime provisions of Article 14.01 shall apply.

The employees rotate between afternoon and graveyard shifts weekly. The employer must provide the employees with two weeks' notice of changes to the frequency of the rotation.

Custodial Guard 1

Employees working as a Custodial Guard 1 may work up to eight (8) consecutive hours during times when a Custodial Guard 3 or Custodial Guard 2 is not scheduled to work and also in relief of a Custodial Guard 3 or Custodial Guard 2. The Employer shall provide forty-eight (48) hours' notice of a change in an employee's daily hours. An employee may agree to waive this notice period however, should the employee not waive the notice period then the Overtime provisions of Article 14.01 shall apply."

- (d) replace Note H with a new paragraph to read:

"Building Service Workers may work 5 x 8 hour shifts or 4 x 10 hour shifts weekly which may include day shift, afternoon shift and/or night shift. Depending on the work week configuration, employees working a full shift shall be entitled to either a ten (10) minute or a fifteen (15) minute rest period in each of the first and second half of the shift. The 5 x 8 hour shifts will have a thirty (30) minute unpaid lunch break and the four day configuration shall have a forty (40) minute unpaid lunch break." (see Article 12.04);

- (e) replace "6:00 a.m." with "5:45 a.m." in the 3rd line of Note I;
- (f) add "Administrative Assistant - RCMP" (to be relocated to Article 12.01(1) (c);
- (g) amend Note M by:

- Following “7 a.m. in the third line insert the following: “(6 a.m. effective only to new incumbents to the classification appointed following date of ratification or by mutual agreement for incumbents at the date of ratification)”
- changing “PIRS Operator” to “PRIME Operator”;
- adding the following:

Records Coordinator
Clerk Typist 2-Police Services
Support Services Supervisor
Volunteer Coordinator
Volunteer Services Supervisor

- (h) amend Note P by adding the words “plus one (1) Trail Maintenance Worker” after the words “Parks Division – two (2) employees”.
- (i) add a new Note R to read:

“Maintenance Technician

Employees in this class shall work eight (8) consecutive hours between 3:00 p.m. and 11:30 p.m. exclusive of an unpaid 30 minute lunch period. The standard work week shall consist of any five (5) consecutive days including weekend days of Saturday and/or Sunday. The Employer shall provide seven (7) calendar days notice of a change in the employee’s schedule. Changes in the employee’s schedule shall not be a permanent change to their shift but are to facilitate legitimate business purposes such as meetings with staff and contractors or training that cannot be scheduled during their standard work day or work week.”

- (j) add a new note S to read:

“Animal Licensing Officer

A maximum of two Temporary positions to work during the months of April to September. These positions may work day shift or afternoon shift Monday through Sunday.”

33. Letters of Understanding

- (a) Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to delete the following the Letters of Understanding:
 - (i) Hours of Work for By-Law Services Supervisor
 - (ii) Employee Definition - Project Manager, Information Services

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- (iii) Apprentice Rate for David Dipalo.
 - (iv) Pay During Temporary Transfers
 - (v) Activity Attendant
- (b) Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to move the essence of the following Letters of Understanding into the Collective Agreement during bargaining or during drafting of the new Agreement:
- (i) Article 13.09 (Hours Between Shifts) - **integrated**
 - (ii) Hours of Work - Building Services Supervisor- Business letter
 - (iii) Hours of Work - Administrative Assistant RCMP - **integrated**
 - (iv) Special Events Assistant - **integrated**
 - (v) Interpretation of Acting Pay Clause - **integrated**
 - (vi) Burden Rate for Union-Paid Union Leave
 - (vii) Hours of Work - Engineering Technologist 1 Operations - **integrated**
 - (viii) Hours of Work - Trail Maintenance - **integrated**
 - (ix) Article 20:04 (Daily Guarantee) – **integrated**
 - (x) Hours of Work – Facilities Maintenance Technician
 - (xi) Hours of Work – Animal Control Officer
 - (xii) Parks Litter/Garbage Collection Premium **integrated**
 - (xiii) Interpretation of Article 9.08(3) & (6) re Part-Time Employees - **integrated**.
- (c) Effective the date of ratification of the Memorandum of Agreement, the Employer and the Union agree to re-sign the following the Letters of Understanding:
- (i) Job Sharing
 - (ii) Employee-Funded Long Term Disability Plan
 - (iii) Employee Assistance Program Committee
 - (iv) Non-Standard Hours of Work - RCMP Records Unit

- (v) Occupational First Aid - Level 2 - Lieu Time
- (vi) Work Assignments for Engineering Operations Truck Drivers
- (vii) Payment of Shift Premium
- (d) The Employer proposes to discuss the Letter of Understanding re Workers in Special Services, Children and Youth Services, and Other Identified Positions in Recreation.
- (e) The Employer proposes to review and renew, cancel, or amend the remaining Letters of Understanding attached to the Collective Agreement plus any new ones created since the last Agreement.

34. **Housekeeping**

The Employer proposes to make the following housekeeping changes:

- (a) remove all outdated effective dates;
- (b) update the list of exemptions in Article 2.01
- (c) update the list of Divisions in Article 2.07;
- (d) remove the reference to Telecommunications in Article 13.05;
- (e) update Schedule "A" and restructure Schedule "A" to show a list of classifications with pay grades and a separate table for rates;
- (f) delete 27.04 - Retirement provision;

Relocating, Renaming and Creating New Articles (housekeeping)

- (g) relocate the current Article 3 - Recognition and Negotiations as Article 2 and retitle it "Recognition and Bargaining Agency";
- (h) relocate the current Article 2.01 – Exempt Positions as Article 3 and title it "Exemptions";

and subsequent Articles will be renumbered accordingly;

- (i) and any other items mutually agreed to during the drafting of the new Collective Agreement.

35. **Drafting of New Collective Agreement**

The Employer and the Union agree that in all instances where an amendment to the Collective Agreement is effective on the date of ratification of this Memorandum of Agreement, then for the purposes of drafting the new Collective Agreement, the amended or new provision only shall appear in the new Collective Agreement, together with a sentence referencing its effective date.

36. **Ratification**

The parties expressly agree that, upon the completed signing of this Memorandum of Agreement, the parties shall recommend the approval of this Memorandum to their respective principals and schedule the necessary meetings to ensure that their principals vote on the recommendations not later than thirty (30) calendar days from the date on which the Memorandum of Agreement is signed.

DATED this ____ day of _____, 2014 in the District of Maple Ridge.

BARGAINING REPRESENTATIVES ON BEHALF OF
THE DISTRICT OF MAPLE RIDGE:

BARGAINING REPRESENTATIVES ON BEHALF OF
CUPE LOCAL 622:

Re: Article 13.04 – Emergencies (Snow Removal Only)

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(hereinafter called “the Employer”)

and

CUPE LOCAL 622
(hereinafter called “the Union”)

EMERGENCIES (SNOW REMOVAL ONLY)

In order to ensure junior operators gain sufficient experience to perform snow clearing the Employer will implement a system that will assist the junior staff in gaining experience while at the same time adding fairness and equity into the workplace with respect to the allocation of overtime.

The system principles are as follows:

- (a) The system reflects the occurrence of a full rotation through the categories before returning to the top of the list.
- (b) The rotation is a full rotation for the whole season and not a new start with each snowfall or emergency event.
- (c) Employees will be classified into five (5) categories: Truck Drivers, One-Ton Truck Drivers, Backhoe/Tractor Operators, Grader Operators and Front-End Loader Operators.
- (d) One-Ton truck Driver and Front-End Loader Operator are learned skills and as such are not classified as posted positions. For construction of the One-Ton Truck Driver category, Labourers will be considered as employees that hold a posted position for use in (e)(i) below. For Front-End Loader Operators construction of this classification will be in accordance with (e) (ii) below.
- (e) Categories will be constructed using the following criteria:
 - (i) By seniority, employees that hold a posted position within the category;
 - (ii) By divisional seniority, employees that have demonstrated ability to perform the work within the category.

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

- (f) It is understood that employees can make themselves available for multiple categories but that the Roads Superintendent needs some degree of latitude to dispatch employees that are on more than one list to the equipment that is most needed at the time to meet operational needs. In order to maintain this flexibility, this may result in work being performed out of seniority order.

Dated this ____ day of _____, 2014.

SIGNED ON BEHALF OF THE DISTRICT OF MAPLE
RIDGE:

Frances King
Director of Human Resources

Date

SIGNED ON BEHALF OF THE CANADIAN UNION
OF PUBLIC EMPLOYEES, LOCAL 622:

Val Silva, President

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

RE: NON-STANDARD HOURS OF WORK – RCMP RECORDS UNIT

The parties have agreed to amend the hours of work of positions in the Records Unit of Police Services in accordance with the following principles:

(1) Hours of Work

- (a) The work schedule for hours of work shall be based on an average of thirty-five (35) hours per week.
- (b) The work schedule shall be developed on the concept of five (5) days on duty and three (3) days off duty.
- (c) The hours of work for each shift shall consist of eight (8) hours. These hours of work shall be inclusive of two fifteen (15) minute rest periods and exclusive of one hour for lunch. The shift schedule involves days and afternoon shifts as per the attached schedule.

(2) Commencement and Termination

- (a) The five (5) days on duty and three (3) days off duty schedule shall commence on 2002 September 9th.
- (b) This Agreement shall be viewed by both parties as a trial arrangement and either the District or the Union may terminate it by stating in writing that the work schedule revert to that which was in effect prior to implementation of this Agreement. Any reversion shall occur no later than thirty (30) calendar days after receipt of such statement by the other party.

(3) No lesser or No Greater Advantage

- (a) It is understood and agreed between the parties that the intent of the Memorandum of Agreement is that no lesser or no greater advantage shall result from the trial arrangement.
- (b) It is agreed with respect to any differences between the parties, and particularly with respect to any disputes between individual employees and the Commanding Officer of the RCMP, regarding matters arising in general out of implementation and administration of this Memorandum of Agreement that any such differences or disputes shall be referred in the first instance to a joint committee comprising the Union President and the Personnel Director. It is agreed that such reference shall be considered a prerequisite to the filing of any grievances. It is agreed that any settlement with respect to such differences or disputes must be consistent with the provisions of the Collective Agreement for those classes of positions that are seven (7) hours a day, thirty-five (35) hours a week. It is further agreed that the implementation and administration of this Memorandum of Agreement, or consequent reversion, shall be of no additional cost to the District.

(4) Overtime

- (a) For the purposes of Overtime Pay on scheduled working days, overtime pay shall be paid for hours worked in excess of eight hours in a day.
- (b) For the purposes of Overtime Pay on scheduled days-off, employees shall have at least two of their days off in any week consecutive, and such days off shall for purposes of Overtime Pay be deemed to be the "first scheduled rest day" and the "second scheduled rest day". Pay for any work on the third day off in any week shall be in accordance with normal daily overtime rates.

(5) Vacation and Sick Leave Credits

Annual Vacation entitlement and all credits for Sick Leave shall be converted from working days to working hours by multiplying the number of days of credit by seven (7) hours. For example, an employee who is entitled to fifteen (15) days of vacation in a calendar year shall be entitled to 105 hours of vacation (15 X 7). Similarly, employees earn 1.5 days of sick leave for every month of service and shall be credited with 10.5 hours of sick leave each month. Deductions from vacation and sick leave banks will be in accordance with the actual number of hours absent.

(6) General Holidays

- (a) The work of the employees covered herein is, for all intents and purposes, required to be performed continuously and on almost every day, including General Holidays, throughout the year. As a result, each employee covered herein shall receive twelve, seven hour working days off (84 hours) with pay in lieu of General Holidays. At the beginning of each calendar year, each full-time employee will have their General Holiday

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

bank credited with 84 hours (twelve General Holidays times seven hours). Employees commencing full-time employment after the start of the calendar year will have their General Holiday bank credited with the remaining number of General Holidays left in the calendar year following the start of their full-time employment.

- (b) All credit in the General Holiday bank (84 hours maximum) must be taken as paid time off in the calendar year in which it is earned. General Holiday bank hours cannot be taken/paid out in cash.
- (c) An employee covered herein who is scheduled and does work on a General Holiday shall receive the appropriate overtime rate for all hours worked between 00:01 and 23:59 on the day on which the General Holiday actually falls. The aforementioned overtime premium will not affect the employee's entitlement to 84 hours working hours off with pay.

(7) Pay Cheques

Bi-weekly pay advices will reflect the actual hours worked in the pay period. The parties recognize that bi-weekly pay will fluctuate depending on the schedule worked during the pay period.

Dated this ____ day of _____, 2014.

SIGNED ON BEHALF OF THE DISTRICT OF MAPLE
RIDGE:

SIGNED ON BEHALF OF THE CANADIAN UNION
OF PUBLIC EMPLOYEES, LOCAL 622:

Frances King
Director of Human Resources

Val Silva, President

Date

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

JOB SHARING

The Employer and the Union agree that where a Regular Full-Time Employee wishes to share their full-time position, that such job sharing agreements may be mutually agreed upon using the following principles; PROVIDED HOWEVER, that nothing in this Letter of Understanding shall be construed as altering the existing rights and/or obligations of either party under the collective agreement, except as specifically provided herein;

1. General

- (a) Where a Regular Full-Time Employee occupying a regular full-time position wishes to share their position with another employee and has received formal approval from the Department Head and the Union, the employee shall be entitled to do so in accordance with the provisions of this Letter of Understanding.
- (b) Employees entering into a job sharing arrangement shall be at the same or higher pay grade and shall not originate from a position of a lower pay grade. If a suitable candidate cannot be found at the same pay grade or higher, the position shall be posted in accordance with Article 10- Promotions and Staff Changes
- (c) A Part-Time Employee can be allowed to participate in the job sharing arrangement with a full-time employee, but part-time positions cannot be shared.

2. Procedure

- (a) A Regular Full-Time Employee shall apply in writing to their Department Head indicating the reason for the request including the hours and days of the week the employee wished to share, with whom they employee contemplates the job sharing arrangement and the expected duration of the job sharing arrangement. A copy of this request shall be forwarded to the Union.

- (b) The employee with whom it is contemplated the position shall be shared with must be qualified to perform the duties and responsibilities of the position and be in accordance with 1(b) above.
- (c) Where an employee's request is approved and results in an acceptable job sharing arrangement, the Director of Human Resources or designate shall provide each affected employee with a letter covering the terms and conditions of the job sharing arrangement signed by the Employer and the Union.
- (d) The regular daily and weekly hours of the position being shared shall remain unchanged as a result of the job sharing arrangement unless such hours are specifically varied by the terms and conditions of the letter referred to in paragraph 2(c) above.
- (e) Where an employee's request is denied, the Union may request a meeting with the Department Head or Director of Human Resources to discuss the matter.

3. Duration

- (a) Each job sharing arrangement shall be for a maximum period of one (1) year unless varied by mutual agreement between the Employer and the Union.
- (b) A job sharing arrangement may be terminated earlier than expected by either of the employees or by the Employer, provided thirty (30) calendar days written notice has been served to the other parties, or as otherwise provided for in the letter referred to in paragraph 2(c) above. Other employees temporarily appointed to fill positions vacated as a direct result of job sharing shall be advised at the time of their temporary appointment that their term in the position could be abbreviated as a result of an early cancellation.
- (c) Upon the expiry or termination of the job sharing arrangement, the employees shall revert to working in his/her original position under the terms and conditions then applicable unless some alternate job sharing arrangement has been approved in the interim.
- (d) Upon the termination of a job sharing arrangement, should the position from which an employee originated no longer exist, then an employee so affected shall exercise bumping rights as described in the collective agreement.

4. Employee Status and Working Conditions

- (a) An employee in a job sharing arrangement shall continue to maintain his/her original employment status during the period of time covered by the job sharing arrangement and shall accumulate seniority in accordance with the employee's scheduled hours of work in the job sharing arrangement. Such employee shall be entitled to use accumulated seniority for all applicable purposes set out in the collective agreement including layoff and recall.

- (b) The general principles with respect to wage rates, employee benefit entitlement and premium payments for employees in job sharing arrangements are as follows:
 - (i) Employees shall be paid the appropriate (classified) hourly rate for all hours worked.
 - (ii) For Regular Full-Time employees paid leave benefits, such as vacation, statutory holidays, and sick leave shall be earned on a proportionate basis in accordance with the ratio that the employee's scheduled hours bears to the full-time hours of the position being shared.
 - (iii) For Regular Full-Time employees, the employee's share of the premium payments for health and welfare benefits, such as Medical, Extended Health, Dental and Group Life, shall increase proportionately as the number of scheduled hours decrease in relation to the full-time hours of the position being shared as laid out in Article 2(c).
 - (iv) For Part-Time employees, benefit entitlement shall be in accordance with Article.
- (c) In accordance with the general principles outlined in paragraph 4(b) above, except as otherwise provided herein, the following shall apply to employees:
 - (i) Vacation Entitlement

The Regular Full-Time employee's annual vacation entitlement shall be prorated according to the number of hours the employee is scheduled to work in comparison to the full-time hours of the position being shared. It is understood that the Employer shall not adjust the start date of the employee for the period of time spent in the job sharing arrangement and as such any future vacation entitlement shall not be delayed as a result of time spent in a job sharing arrangement.
 - (ii) Statutory Holidays

The Regular Full-Time employee's statutory holiday entitlement and pay shall be earned on a proportionate basis in accordance with the ratio that the employee's scheduled hours bears to the full-time hours of the position being shared.
- (d) Regular Part-Time Employees sharing a portion of a regular full-time position as a result of a Job Sharing agreement shall continue to be treated in accordance with the applicable provisions of the Collective Agreement.

5. Coverage Support

When one employee of a job sharing unit is absent (e.g. sick leave, vacation, etc.) the other employee of that unit shall make every reasonable effort to cover for such absence by working full-time, rather than employ a temporary replacement when full-time coverage is required by the Employer.

6. Termination

Either party may cancel this Letter of Understanding by providing at least thirty (30) calendar days written notice to the other party. Notwithstanding such cancellation, all job sharing arrangements in effect at the time of cancellation shall continue under the individual terms agreed until terminated pursuant to the terms of this Letter of Understanding.

Dated this ____ day of _____, 2014.

SIGNED ON BEHALF OF THE DISTRICT OF MAPLE
RIDGE:

Frances King
Director of Human Resources

Date

SIGNED ON BEHALF OF THE CANADIAN UNION
OF PUBLIC EMPLOYEES, LOCAL 622:

Val Silva, President

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

WORKERS IN SPECIAL SERVICES, CHILDREN'S SERVICES AND YOUTH SERVICES AND
OTHER IDENTIFIED POSITIONS IN RECREATION

Context:

The underlying premise of this Letter of Understanding is that programs and services provided by Special Services, Children's Services and Youth Services shall operate with a high degree of flexibility that enables the District to provide services to our community within a limited budget. As such, the parties agree to the following terms and conditions:

This Letter of Understanding applies only to the following positions:

Children's Program Leader
Child/Youth Worker
Recreation Support Staff
Access Support Worker

The parties must mutually agree to any additions, deletions or amendments to the list of positions.

The employees in positions covered by this Letter shall be governed by and have access to all articles in the collective agreement that are not specifically excluded or amended in the list below:

Article 2.05 (Benefit Entitlement)

Is replaced with the following language:

"Effective, DATE OF RATIFICATION, employees covered by the Letter of Understanding shall receive a four percent (4%) cost settlement on their pay cheque to cover welfare benefits, sick leave benefits, vacation and general holidays, and other miscellaneous benefits.

Effective 2015 April 01, the cost settlement referred to in paragraph one above shall

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

increase to eight percent (8%).

Effective 2016 March 31, the cost settlement referred to in paragraph one above shall increase to twelve percent (12%).

If, on 2016 March 31, an employee has over two thousand (2,000) hours and up to three thousand five hundred (3,500) hours they shall immediately receive a fourteen percent (14%) cash settlement on his pay cheque in lieu of these benefits. If, after 2016 March 31, an employee accumulates 2000 hours they shall receive a fourteen percent (14%) cash settlement until they accumulate 3500 hours.

If, on 2016 March 31, an employee has accumulated three thousand five hundred (3,500) hours they shall immediately receive a sixteen percent (16%) cash settlement on their pay cheque in lieu of these benefits. If, after 2016 March 31, an employee accumulates 3500 hours they shall receive a sixteen (16%) cash settlement.”

Article 10.01 (Job Postings)

Replace the first paragraph of this Article with the following:

“When the Employer requires additional employees in Special Services, Children’s Services and Youth Services the Employer shall notify the Union in writing and post notice a minimum of five (5) working days in order that all members will know about the positions(s) and be able to make written application. The Employer will post for opportunities a minimum of two times per calendar year, if required. It is recognized that, on occasion, an employee may be hired by Special Services, Children’s and Youth Services outside of the two annual posting periods.”

Article 12 (Hours of Work)

Is replaced by the following Hours of Work and Shift provisions:

Schedule “B”, Note J

Article 12.04 (Break Periods)

Is replaced with the following language:

“Break Periods will be agreed to by the employee and the supervisor depending on the length of the shift and type of work. It is noted that some types of programs do not allow for breaks that can be taken away and apart from the program participants.”

Article 13 (Shift Work and Shift Differential)

Is replaced with the following language:

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

“With the exception of the paragraph below, positions covered by this Letter may be scheduled between the hours of 6:00 a.m. and midnight; Monday to Sunday.

The District may institute extended shifts for the purposes of overnight activities or overnight and weekend trips. A flat rate, agreed to by the parties, will be paid for each of these programs and listed in “Schedule 1” of this Letter.

The Employer may institute extended shifts for the purposes of overnight activities or overnight and weekend trips. A flat rate will be paid for each of these programs as set out in the following table:

Overnight Events	Twelve (12) hours pay for each twenty four (24) hour period at the employee’s regular rate of pay, for any overnight event.”
------------------	------------------------------------------------------------------------------------------------------------------------------

Article 13.08 (Posting of Shifts)

Does not apply to shifts dependent on or determined by program registration.

Article 13.10 (Shift Differential)

Does not apply to positions covered by this Letter.

Article 13.11 (Shift Preference)

Shift preference will be subject to the terms of Article 13.11 except that “ability to perform the work required” will be determined by the application of the Shift Protocol Agreement.

Article 14 (Overtime)

Overtime will not apply to Overnight Events.

Article 14.03 (General Holidays)

Does not apply to positions covered by this Letter.

Article 20.04 (Daily Guarantee)

Is replaced with the following language:

“An employee reporting for a scheduled shift on the call of the Employer shall receive the employee’s regular hourly rate of pay for the entire period spent at the place of work, with a minimum of two (2) hour pay at the regular hourly rate. There shall be no split shifting of the two (2) hour shifts.

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

The minimum call for shifts that are dependent on or determined by program registrations will be one and a half (1.5) hours at the employees regular rate of pay rather than the two hour minimum call described above.

It is also understood that employees covered by this Letter may have shifts cancelled or shortened due to circumstances beyond the District's control and there will be no payment for those hours not worked."

Article 20.07 (Provisions for Meals and Rest Periods on Overtime)

Does not apply to positions covered by this Letter.

Article 21 (Job Classification and Reclassification)

Is replaced with the following language:

"The Employer agrees to create job descriptions for all positions listed in this Letter of Understanding.

Positions and job descriptions so established shall not be eliminated without first advising the Union."

Letters of Understanding

With the exception of the Letters of Understanding relating to the Employee Assistance Program Committee and the Joint Statement on Personal and/or Sexual Harassment, no other Letters of Understanding apply to positions covered by this Letter.

Dated this ____ day of _____, 2014.

SIGNED ON BEHALF OF THE DISTRICT OF MAPLE
RIDGE:

SIGNED ON BEHALF OF THE CANADIAN UNION
OF PUBLIC EMPLOYEES, LOCAL 622:

Frances King
Director of Human Resources

Val Silva, President

Date

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
 (the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
 (the "Union")

LISTING OF REGULAR PART-TIME POSITIONS

The parties agree that the following Regular Part-Time positions will be established effective 2015 January 1. Other associated articles such as Article 2.1 - Definitions, Article 11 - Layoffs and Recalls, and Article 22 - Health and Welfare Benefits will be applied and are maintained within the body of the Collective Agreement.

Title	Division	Department	# of positions
Clerk Cashier	Internal	Clerks	1
Committee Clerk	Internal	Clerks	1
Mail Clerk	Internal	Clerks	1
Youth Supervisor – Pitt Meadows/Greg Moore	CDPR	Community Services	2
Forensic Video Technician	Internal	Police Services	1
Booking Clerk	CDPR	Recreation	1
Clerk 2	CDPR	Recreation	1
Parks & Leisure Clerk	CDPR	Recreation	1
Aquatic Leader 3	CDPR	Recreation	2
Program Assistant - Youth	CDPR	Community Services	1
Program Assistant - Childrens	CDPR	Community Services	1
Program Assistant - Special Events	CDPR	Community Services	1
Program Assistant - Health & Wellness	CDPR	Community Services	1
Custodial Guard II	Internal	Police Services	2
Clerk 2	Internal	Engineering Operations	2

The Employer is committed to assessing our business needs to identify potential opportunities to create additional regular part time positions in the future.

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

Dated this ____ day of _____, 2014.

SIGNED ON BEHALF OF THE DISTRICT OF MAPLE
RIDGE:

Frances King
Director of Human Resources

Date

SIGNED ON BEHALF OF THE CANADIAN UNION
OF PUBLIC EMPLOYEES, LOCAL 622:

Val Silva, President

Date

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

EXEMPT POSITIONS

Assistant Chief – Planning and Prevention
Assistant Chief – Fire Prevention and Communications
Assistant Chief – Community and Support Services
Assistant Chief – Training and Operations
Assistant Property and Risk Manager
Chief Administrative Officer
Chief Information Officer
Confidential Secretary
Confidential Administrative Assistant
Deputy Fire Chief
Manager of Inspection Services
Director of Community Services
Director of Corporate Support
Director of Engineering Operations
Director of Finance
Director of Human Resources
Director of Information Technology
Director of Inspection Services
Director of Licenses, Permits & By-laws
Director of Parks & Facilities
Director of Planning
Director of Recreation
Executive Assistant
Executive Director to CAO
Fire Chief
General Manager – Community Development Parks and Recreation Services
General Manager – Corporate and Financial Services
General Manager – Public Works and Development Services
Human Resources Assistant
Human Resources Associate

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

Human Resources Advisor
Manager of Accounting
Manager of Business Operations
Manager of Business Systems
Manager of Bylaws and Licenses
Manager Corporate Communications
Manager of Community Planning
Manager of Compensation
Manager Design and Construction
Manager of Infrastructure Development
Manager of Development and Environmental Services-Approving Officer
Manager Utility Engineering
Manager Strategic Economic Initiatives
Manager Electro-Mechanical
Facilities Operations Manager
Manager of Financial Planning
Manager of Information Services
Manager of Legislative Services & Emergency Program
Manager of Parks & Open Space
Manager Parks & Planning Development
Manager of Human Resources
Manager of Procurement
Manager of Revenues & Collections
Manager of Sustainability and Corporate Planning
Municipal Engineer
Payroll Coordinator
Property and Risk Manager
Recreation Manager – Arts & Community Connections
Recreation Manager – Health & Wellness
Recreation Manager – Support Services
Recreation Manager – Youth & Neighbourhood Services
Manager Health, Safety & Employee Development
Senior Manager of Police Services – Finance and Administration
Senior Recreation Manager
Senior Project Engineer
Superintendent of Roads and Fleet
Superintendent of Sewer works
Superintendent of Waterworks

New:

LETTER OF UNDERSTANDING

between the

DISTRICT OF MAPLE RIDGE
(the "Employer")

and the

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 622
(the "Union")

RE: PRINCIPLES AND GUIDELINES– AQUATICS SCHEDULING

1. Shift schedules are created by the Employer throughout the year and can span from a few weeks to a number of months.
2. Employees will be provided with the opportunity to provide the Employer with information regarding availability in advance of the creation of shift schedules by the Employer. Such information will not be used to determine an employee's actual schedule.
3. Employees will have the option to select multiple shift blocks based on their seniority, up to the maximum full-time hours in a classification.
4. Shifts will be posted in one week (Sunday to Saturday) shift blocks.
5. A shift block may contain 1 to 5 shifts in the seven day period and may contain 4 to 35 hours.
6. The Employer will endeavour to create shift blocks that include a combination of lesson instruction and guarding.
7. Employees will be available and will select shift block(s) within the schedule unless time off has been approved by the Employer.
8. Employees selecting multiple shift blocks must do so in a manner that is consistent with Article 12.04 – Break Periods.
9. Employees will select shift blocks in a manner that provides for at least one day of rest in any given week.
10. Employee requests to work more than 6 days in a given week are at the discretion of the Employer and will not be unreasonably denied.
11. Annual vacation requests will be reviewed at the same time as full-time staff. Annual vacation requests will be granted in one week blocks and not in single days. Approved time off will not result in lost hours beyond the approved time.
12. Time off requests submitted outside the above review will be considered based on operational requirements.
13. This Letter of Understanding will expire on 2016 March 31.

DISTRICT OF MAPLE RIDGE AND CUPE 622
2012 Memorandum of Agreement (cont'd)

SIGNED this ____ day of _____, 2014.

ON BEHALF OF THE DISTRICT OF MAPLE RIDGE:

ON BEHALF OF CUPE LOCAL 622:
