

**Collective Agreement**  
**Between**  
**The Corporation of the Town of Whitby**  
**And**  
**The Canadian Union of Public Employees,**  
**Local 53**  
**(Part-Time Unit)**

**(June 1, 2020 - May 31, 2023)**

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 Between  
**The Corporation of the Town of Whitby**  
 And  
**The Canadian Union of Public Employees, Local 53**  
**(Part-Time Unit)**  
 (June 1, 2020 – May 31, 2023)

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# **Collective Agreement**

Made and entered into this 1st day of June, 2020

Between

## **The Corporation of the Town of Whitby**

(Hereinafter referred to as "The Employer")

Of the first part

-And-

## **Canadian Union of Public Employees, Local #53 (Part-Time Unit)**

(Hereinafter referred to as "The Union")

Of the second part

### **Article 1 – Purpose**

- 1.1 The purpose of this Agreement is to provide for effective collective bargaining and mutually satisfactory employment relations between the Corporation and the Union. The purpose is also to provide for the prompt and equitable disposition of grievances, to establish and maintain safe and satisfactory working conditions, hours of work, wages, and to promote the morale and well-being of all employees who are subject to the provisions of this Agreement.

### **Article 2 – Scope**

- 2.1 The Corporation recognizes the Union as the sole and exclusive bargaining agent for all part-time employees of the Corporation who are regularly employed for not more than twenty-four (24) hours per week in the classifications that are particularly set out in Schedule "A" to this Agreement and students employed during the summer school vacation period save and except the following: students employed under Provincial or Federal Government Grant Programmes; casual help; managers; persons above the rank of Pool Coordinators; Complex Coordinators; and persons covered by subsisting agreements or employed by the Employer's Fire and Emergency Services; Mayor and Council Office personnel; Administrator's Office personnel; Human Resources Office personnel; and, Information Systems personnel.
- 2.2 The provisions of this Agreement will also apply to the aforesaid part-time employees who, by virtue of their classification, are required to work more than twenty-four (24) hours per week between the dates of June 15 to Labour Day in the Aquatics Section.

All other part-time employees may work up to twenty-nine (29) hours per week to respond to vacation, jury duty, training, short-term illness within the Bargaining Unit and Union leave. This provision is not intended to supersede any other current Memorandum of Agreement. Every effort will be made to cover the above noted absences within the twenty-four (24) hour limit.

The Corporation will provide the Union notification as soon as reasonably possible when these excess hours occur.

2.3 “Casual” means employees who are hired for special arts, crafts, or physical courses of a limited duration. The foregoing does not apply to Aquatic Programmes normally conducted by regular part-time employees.

#### 2.4 **Grant Employees**

2.4.1 No Bargaining Unit employee shall be laid off while a Grant Programme is in operation.

2.4.2 No grant employee shall be hired when an employee covered by this Article is on lay-off, provided such employee is eligible under the Programme, willing and qualified.

2.4.3 The Union will be informed upon confirmation of approved grant projects and the anticipated duration of the project. This is to include the employee’s name, work locations and anticipated number of hours worked per week.

### **Article 3 – No Discrimination/ No Harassment/ No Coercion**

3.1 The Corporation and the Union agree that there will be no discrimination or harassment within the meaning of the Ontario Human Rights Code and/or the Occupational Health and Safety Act against any employee by the Town or the Union. The Corporation and the Union agree that there shall be no intimidation, discrimination, harassment, interference, restriction, or coercion exercised or practised with respect to any employee in the matter of hiring, wage rates, transfer, layoff, recall, discipline, or by reason of their membership or activity in the Union.

3.2 The Union agrees that there will be no Union activity, solicitation for membership or collection of dues on Corporation time and no meetings on Corporation premises except with the prior permission of the Corporation.

### **Article 4 – Strikes, Lock-Outs, Etc.**

4.1 The Parties agree that there shall be no strikes or lock-outs as long as this Agreement continues to operate.

### **Article 5 – Employee’s Responsibilities**

5.1 It is recognized that the employer is responsible for the safety, health, comfort and general welfare of the citizens, therefore, the employees recognize that they should be prepared at all times of the day or night to assist in carrying out the services of the Corporation.

## **Article 6 – Deduction of Union Dues**

- 6.1 During the lifetime of this Agreement, the Corporation shall deduct from the pay of all employees covered by this Agreement who are employed by the Corporation on each pay day whatever sum as may from time to time be authorized by the Union, and shall remit same prior to the end of such months to the Secretary-Treasurer of the Union. The said sums shall be accepted by the Union as the regular monthly dues of those employees who are members of the Union.
- 6.2 In consideration of the deducting and forwarding of Union dues in accordance with the foregoing by the Corporation, the Union agrees to indemnify and save the Corporation harmless against any claim or liability arising out of or resulting from the operation of this section.
- 6.3 The employer agrees that, at the same time as Income Tax T-4 slips are made available, reference shall be made regarding the amount of Union Dues paid by each Union member in the preceding year.
- 6.4 The Union agrees to keep the employer informed of the names and addresses of the Secretary and Treasurer of the Local Union.

## **Article 7 – Grievance Procedure**

- 7.1 Complaints and grievances of the employees shall be dealt with in the following manner, and all grievances must be in writing and filed concurrently with both the immediate Supervisor and Human Resources within seven (7) business days of the alleged grievance, and all decisions shall be in writing.
- 7.2 “Business day” shall be defined as Monday through to Friday inclusive, excluding approved Paid Holidays.
- 7.3 Where a group grievance involves a group of employees in the same department, it may be initiated at Step 1 or filed at Step 2 at the Union’s discretion. Group grievances involving a group of employees in two (2) or more departments shall be filed at Step 3.
- 7.4 Where a dispute involving a question of general application or interpretation of the Collective Agreement occurs, a policy grievance may be filed by the Union commencing at Step 3.
- 7.5 The Union shall have the right to have the assistance of a CUPE National Representative from Step 1 grievances, up to and including, Arbitration, as well as during collective bargaining, provided their attendance does not unreasonably delay the process.
- 7.6 When an employee is considered to be discharged or suspended without just cause, the employee shall be entitled to a hearing under Article 7 – Grievance Procedure, and Steps 1 and 2 of Article 7 shall be omitted in such cases.

### **Step 1**

An employee, assisted by a Steward of the Part-time Unit, or the Union President or their designate, shall first take the matter up with their immediate Supervisor by presenting a written grievance which sets out the Article of the Agreement which is alleged to have been violated. The Supervisor shall reply in writing to the grievance within five (5) business days from the date of receipt of the written Grievance. Failing settlement at this stage, the employee may, within five (5) business days after receiving the Supervisor's reply, process the matter, in writing, to Step 2.

### **Step 2**

The employee, assisted by a Steward of the Part-time Unit, or the Union President or their designate, may take the matter up with the appropriate Department Head or designate. The Department Head shall reply in writing to the Grievance within five (5) business days after the matter was taken up with them. Failing settlement at this stage, the employee may, within five (5) business days after receiving the Department Head's reply, process the matter, in writing, to Step 3.

### **Step 3**

The employee, assisted by the said Steward and/or the Union Committee of the Part-time Unit, or the Union President or their designate, may take the matter up at a meeting with the Administrator at which time any or all of the people concerned may be present. The written decision of the Administrator shall be given within seven (7) business days. Failing settlement at this stage, the employee may, within ten (10) business days after receiving the Administrator's reply, process the matter to Arbitration and written notice of such referral shall be given to the Administrator within the aforesaid ten (10) day period.

7.7 Any of the time limits set out above may be extended by mutual agreement in writing between the Parties involved.

## **Article 8 – Arbitration**

8.1 It is agreed by the Parties that any difference of opinion relating to the interpretation, application or administration of this Agreement which cannot be settled after exhausting the Grievance Procedure may be settled by Arbitration as defined in the Ontario Labour Relations Act.

### **8.2 Limitation Upon the Board of Arbitration**

8.2.1 An Arbitration Board shall not be authorized to alter, modify, amend or add to any part of this Agreement.

8.2.2 No person shall be appointed as an Arbitrator who has been involved in any attempt to negotiate or settle the Grievance.

8.2.3 Each party shall be responsible for the expenses of its own Appointee, and an equal share of the fees and expenses for the Chairman.

## **Article 9 – Management Grievances**

9.1 It is understood that the employer may bring forward at any meeting with the Union Committee any complaint or Grievance, and that, if such Complaint or Grievance is not settled to the mutual satisfaction of the conferring Parties, it may be referred to Arbitration as set out in the Arbitration provisions.

## **Article 10 - Reservation of Management Rights**

10.1 The Union acknowledges that it is the function of the employer to:

10.1.1 maintain order, discipline and efficiency;

10.1.2 hire, discharge, direct, transfer, classify, promote, demote or discipline employees provided that a claim of discriminatory promotion, demotion or transfer, or a claim that an employee has been discharged, or disciplined without just cause, may be the subject of a Grievance, and dealt with as provided in the Grievance and Arbitration Procedure;

10.1.3 administer and manage all the affairs of the Corporation.

## **Article 11 - Union Committee**

11.1 The Corporation acknowledges the right of the Union to appoint or otherwise select a Union Committee composed of three (3) employees, plus the Local Union President and the Union's National Representative and will recognize and deal with the said Committee with respect to any matter which properly arises from time to time during the term of this Agreement, including the negotiating of a new Collective Agreement.

11.2 The Union shall advise the employer of the personnel serving on this Committee.

### **11.3 Compensation for Union Committee**

The Union acknowledges that the Union Committee and the President of Local No. 53 will continue to perform their regular duties on behalf of the Corporation, and that such persons will not leave their duties without first obtaining the permission of their non-union supervisor, or designate, and on the completion of such duties shall report back to them or to any job to which they have previously directed them, and give any reasonable explanation which may be requested with respect to their absence.

It is the responsibility of the Union Committee member to advise their non-union supervisor, or designate, twenty-four (24) hours in advance, where possible, regarding the requirement to attend meetings with the Corporation under this Article.



- 11.4 Requests to leave to conduct Union Business will be supplied in writing to the immediate Supervisor not less than five (5) days prior to the expected date of absence. Approval will be provided in writing to the individual involved with a copy to the union representative.
- 11.5 It is understood that such permission will not be unreasonably withheld.
- 11.6 In accordance with this understanding, such employees will be compensated by the employer to the extent of their regular pay for such time spent in dealing with matters arising out of this Agreement provided the matter cannot be dealt with outside of regular hours.
- 11.7 Compensation will not be allowed for time spent outside of the employees' regular working hours, and the employer reserves the right to withhold payment if the Union Committee does not conform with the accepted practice in dealing with matters arising out of this Agreement, or if an unreasonable or abnormal amount of time is consumed in dealing with such matters.
- 11.8 A National Representative of the Canadian Union of Public Employees may be present at all meetings held between the Union and the employer.
- 11.9 New Member Orientation: A Union representative will be afforded up to forty-five (45) minutes with new employee/s to introduce them to the Union and Collective Agreement. This orientation will be without loss of pay to all employee/s at their regular rate of pay and shall be scheduled immediately after the employee's designated orientation time with Human Resources. If more than one (1) employee is scheduled for orientation, the Union shall orient them simultaneously and shall not receive more than forty-five (45) minutes in total to do so.

## **Article 12 – Seniority**

- 12.1 Fundamentally, the rules herein respecting seniority are designed to give employees an equitable measure of security based on length of service with the Corporation.
- 12.2 A Seniority List shall be established for all employees covered by this Agreement who have completed their probationary period, based upon each employee's hours of work. It is agreed that such Seniority List shall be revised and posted on, or about, May 1 and November 1 of each year and a copy filed with the Union. The Seniority List will include the name of the employee, their classification and the respective number of hours worked.
- 12.3 Hours worked shall include all hours paid for including paid holidays and overtime.
- 12.4 A part-time employee will not continue to accrue seniority while assigned to a temporary position outside of the Bargaining Unit. When the employee returns to their previous position at the conclusion of the temporary assignment, they will retain their previous seniority within the Part-time Bargaining Unit.

- 12.5 An employee on Pregnancy and/or Parental Leave shall continue to accrue seniority based on the average hours worked of all employees within the same job classification in the employee's work unit during the period of the leave, as calculated by the employer.

## **Article 13 - Probationary Employees**

- 13.1 When a new employee as subject to the provisions hereof is hired, they shall be on probation for a period of 312 hours of time worked or six (6) months, whichever comes first. During this time, they shall not be subject to the terms of this Agreement except in the wage rate classification. The Probationary Period may be extended for not more than 176 additional hours worked, or three (3) months, whichever comes first, on mutual consent of the Parties. (The Parties are CUPE Local 53 Part-time Unit and the Employer.)
- 13.2 Employees retained past the Probationary Period shall be deemed satisfactory and credited with seniority as of the number of hours worked.
- 13.3 It is agreed that upon transfer to a new department, every such employee shall be subject to a three hundred and twelve (312) hour Trial Period in their new position. In the event that an employee is considered unsatisfactory by the employer or if the employee is unsatisfied, the said employee shall be returned to their former classification or classification with an equal salary range or rate without loss of seniority. Any other employee promoted or transferred due to such action may be returned to their former classification or classification with equal salary range or rate without loss of seniority. On return to their classification or classification with equal pay, the Trial Period shall not apply.
- 13.4 Employees who are subject to a Trial and/or Probationary Period are not entitled to apply for another position in the Part-Time Bargaining Unit until the completion of the Probationary and/or Trial Period or six (6) months, whichever comes first.

## **Article 14 – Loss of Seniority**

- 14.1 Seniority rights and an employee's employment may be terminated by the employer if:
- 14.1.1 they leave of their own accord or retires;
  - 14.1.2 they are discharged and such discharge is not reversed through the Grievance Procedure;
  - 14.1.3 they are laid off continuously for a period of more than six (6) months;
  - 14.1.4 they are absent for more than one (1) scheduled working day without notifying the Corporation, or without securing prior leave of absence;
  - 14.1.5 they have been laid off and fails to return within forty-eight (48) hours after they have been notified to do so by the Employer in writing;

- 14.1.6 they accept other employment while on a leave of absence. The foregoing will not apply to students on work placements who supply curriculum documentation providing proof of the same.
- 14.2 It is the employee's responsibility at all times to keep the Employer and the Union informed of their correct home address and telephone number.

## **Article 15 – Promotions, Lay-off and Recalls**

- 15.1 Promotions within the Bargaining Unit will be based primarily on skill, ability, experience and qualifications of the employees concerned, but as between two persons of approximately equal standing based on the above factors, seniority shall govern.
- 15.2 If an Employee leaves the bargaining unit to fill a temporary vacancy in the full-time bargaining unit, they shall retain, not continue to accrue, their part-time seniority during the term of the temporary position. If they return to the part-time bargaining unit, they shall return to their previous job classification at the applicable step rate upon their return.
- 15.3 Upon transfer to the new position in the full-time bargaining unit, part-time employees will be subject to a three (3) month trial period. Employees who are considered unsatisfactory by the Corporation or if the employee is unsatisfied, the said employee shall be returned to the part-time bargaining unit to their former classification or classification with an equal salary range or rate and reinstatement of their part-time seniority.
- 15.4 In the event of a lay-off, which does not include an employee whose hours are partially reduced on a temporary basis, the employee who has the least seniority within the job classification shall be the first employee to be laid off.
- 15.5 An employee who is subject to lay-off of more than six (6) weeks shall have the right to either:
  - 15.5.1 Accept the lay-off; or
  - 15.5.2 Displace an employee who has less bargaining unit seniority in a lower or identical paying classification, provided the employee originally subject to lay-off is available to work the range of hours and days and has the ability and qualifications to perform the job satisfactorily with limited training beyond orientation. If there is more than one employee in the classification, it shall be the employee with the least seniority who is bumped.
  - 15.5.3 An employee who wishes to exercise their right to displace another employee with less seniority shall advise the Employer within three (3) business days of the date of the notice of lay-off issued by the Employer.

15.5.4 An employee who is displaced as a result of the bumping process described in 15.5.2 above, shall have the right to exercise their seniority rights in the same manner.

15.6 Employees shall be recalled, such that those with the greatest amount of seniority within the job classification shall be recalled first.

15.7 Employees on layoff shall continue to have access to internal job posting platforms and shall be entitled to apply to job postings as internal applicants.

## **Article 16 – Job Posting**

16.1 All vacancies and newly created classifications shall be posted in advance of the position being filled for a period of seven (7) business days in order to allow employees to apply in writing. Applicants will be considered in accordance with Article 15.

16.2 Job Postings will be posted in all affected areas.

16.3 Vacancies will be posted internally, and if necessary, so as not to impede the recruiting process, will also be sourced externally, concurrently. However, offers to external candidates will not be provided until such time that all present, qualified Bargaining Unit members who have applied for the posted position have been interviewed and notified, in writing, of the Employer's decision. Such notice shall state nature of position, qualifications required, knowledge and education, skills, hours of work, wage or salary rate, Department and intended work location. The foregoing does not limit the Corporation's right to reassign the work location.

16.4 When an employee is successful through the job posting process, the employer shall endeavour to reclassify the employee within thirty (30) days of their signed acceptance of the offer of employment. Likewise, when an employee is successful in attaining a Full-Time position through the job posting process, the employer shall endeavor to reclassify the employee within thirty (30) days of their signed acceptance of the offer of employment.

16.5 In the event the full-time or part-time position is of a higher rate of pay and the employer is unable to reclassify the employee within this period, the employer shall pay the employee at the respective higher rate of pay commencing at the end of the thirty (30) days for all hours worked.

## **Article 17 – Leave of Absence**

17.1 The Head of Human Resources, or designate, upon recommendation of the Department Head, may grant a leave of absence, without pay and without loss of seniority or occupational classification, to any employee requesting such leave provided it is for a good and sufficient purpose including planned vacation periods where satisfactory notice has been given to the employer. Such requests shall not be unreasonably withheld.

- 17.2 A leave of absence without pay of up to ten (10) working days in any calendar year will be granted by the Head of Human Resources, for attendance at Union conventions and seminars, provided it does not interfere with the efficient operation of the Corporation. Requests for additional days will not be unreasonably denied. The Parties agree that the Union will be billed 100% for the cost of normal gross straight time, including any shift premiums plus all benefits charges. The Corporation agrees to provide the Union with documentation to verify the cost of benefits.

It is understood that in CUPE National Convention years, there may be the requirement to exceed the ten (10) working days. Any working days, in excess of ten (10) in a non-convention year, will require a written request by the Union for approval by the Head of Human Resources.

- 17.3 All leaves of absence shall be requested by the employee in writing not less than four (4) weeks prior to the expected date of absence. Approval and details of such leave will be provided in writing.
- 17.4 No leave of absence will be entertained while an employee is still in the Probationary Period, except for medical, compassionate or bereavement grounds.
- 17.5 Regular part-time Aquatic Staff who normally work a minimum of fifteen (15) hours bi-weekly will be permitted without loss of seniority, upon employee's request being approved by the employer, to take a leave of absence without pay for one (1) swimming session during the summer in July or August. The leave of absence must be requested in writing to the employer not later than April 1 of each year. Requests received after April 1 will be approved at the discretion of the Employer subject to operational needs.
- 17.6 Regular part-time employees who normally work a minimum of six (6) hours bi-weekly will be granted by the Administrator, or designate, a leave of absence without pay for up to three (3) working days for attendance at Union seminars provided it does not interfere with the efficient operations of the Corporation. The request must be in writing to the employer.
- 17.7 Requests for leave to conduct Union business will be supplied in writing to the immediate Supervisor not less than five (5) days prior to the expected date of absence. Approval will be provided in writing to the individual involved with a copy to the Union representative. Decisions will be provided in writing.

**17.8 Pregnancy and Parental Leave**

The following provision is in accordance with the Ontario Employment Standards Act.

An employee shall qualify for Pregnancy and/or Parental Leave if they have been employed with the employer for at least thirteen (13) weeks before the expected birth date or the date that the child comes into the care of the parent.

**17.8.1 Pregnancy Leave**

An employee shall be entitled to seventeen (17) weeks leave of absence, without pay. The employee must provide the Administrator, or designate, with at least two (2) weeks written notice, under normal circumstances, of the date the leave is to begin and a certificate from a legally qualified medical practitioner stating the expected birth date.

**17.8.2 Parental Leave**

An employee, who is the parent of the child, shall be entitled to leave without pay, as provided for in the Ontario Employment Standards Act, following the birth of the child or the coming of the child into the custody, care and control of a parent for the first time. If an employee has not applied for Pregnancy Leave, the employee must provide the Administrator, or designate, with a written notification at least two (2) weeks in advance of the start date of the leave.

**17.8.3 Benefits While on Pregnancy/Parental Leave**

The employer shall continue to pay normal contributions for any benefit plan, unless written notification is received that the employee does not intend to pay the employee's portion, if any.

**17.8.4 Seniority During Pregnancy/Parental Leave**

While on Pregnancy and/or Parental Leave, an employee shall continue to accumulate seniority under this Collective Agreement.

**17.9 Family Medical Leave**

The following provision is in accordance with the Ontario Employment Standards Act.

**17.9.1** Family medical leave is unpaid, job-protected leave of up to eight weeks in a 26-week period. Family medical leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate indicating that they have a serious medical condition with a significant risk of death occurring within a period of 26 weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

**17.9.2 Benefits While on Family Medical Leave**

The Corporation shall continue to pay normal contributions for any benefit plan, unless written notification is received that the employee does not intend to pay the employee's portion, if any.

**17.10 Jury Duty**

The Corporation agrees to make up the difference between Jury Duty pay and an employee's earnings for their regularly scheduled shift when an employee is detailed for Jury Duty, (Witness etc.).

## **Article 18 – Retirement**

- 18.1 Employees will retire at age sixty-five (65) or in accordance with the prevailing Provincial and/or Federal legislation.

## **Article 19 – Benefits**

- 19.1 The employer agrees to pay the premiums required for Accidental Death and Dismemberment Insurance coverage for all employees in the amount of \$15,000.00 for each employee, this being effective on the date of hire.
- 19.2 The employer agrees to pay the premiums required for an Extended Health Benefits Plan and Dental Coverage on a pro-rated basis subject to the following, consistent with the rules and regulations of the Plans:
- 19.2.1 completion of the Probationary Period referred to in Article 13;
  - 19.2.2 percentage of premium to be paid by the employee and the employer will be determined on April 1 and October 1 of each year by the Head of Human Resources subject to the total hours worked during the previous six (6) months;
  - 19.2.3 pro-rating to be based on a regular forty (40) hour work week;
  - 19.2.4 employees may not opt out of the Plans unless adequate proof acceptable to the employer is provided indicating similar coverage;
  - 19.2.5 payment of the employee's share of the premium cost is to be made on a bi-weekly basis and will be deducted from the employee's pay cheque;
  - 19.2.6 it is the employee's responsibility to maintain premium payments during non-scheduled and lay-off period; and,
  - 19.2.7 those employees so entitled will be eligible to enrol in the benefit plans on the first day of the month following the completion of the Probationary Period (312 hours).
  - 19.2.8 The extended health benefits plan shall cover annual PSA testing.
  - 19.2.9 The benefits available to employees pursuant to the terms of Article 19.1.2, shall mirror the benefits available to full-time staff, as may be amended from time to time.
  - 19.2.10 The Employer shall apply a blended premium for the full-time and part-time bargaining units for the Plan provided for in Article 19.2.

- 19.3 The above is subject to the approval of the under writers of various plans to provide this coverage. The employer will make every reasonable effort to provide this benefit through the various Group Insurance carriers.
- 19.4 Employee's may access the Employee Assistance Program ("EAP") benefits for single employee use only.

**Article 20 – Vacation Pay**

- 20.1 Those employees with less than four (4) years employment with the employer shall receive a payment of four percent (4%) for vacation pay.
- 20.2 Those employees with four (4) years of employment with the employer but less than eight (8) years employment shall receive a payment of six percent (6%) for vacation pay.
- 20.3 Those employees with eight (8) or more years of employment with the employer shall receive a payment of eight percent (8%) for vacation pay.
- 20.4 Those employees with fifteen (15) or more years of employment with the employer shall receive a payment of ten percent (10%) for vacation pay.
- 20.5 The above payments shall be included in the bi-weekly pay cheques.

**Article 21 – Paid Holidays**

21.1 The employer agrees to pay employees for each of the holidays listed hereunder a sum equivalent to the regular hours worked, excluding overtime, in the thirteen (13) weeks immediately before the holiday, divided by the number of days worked. Such payment will only be made provided the employee completes the regularly assigned hours of work on the day immediately prior to and following the day of the celebration of the holiday, except for absences specifically provided in the Agreement. The holidays are:

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

21.2 Employees required to work on December 24 will be paid at a rate of time and one-half (1.5) for all hours worked.



## **Article 22 – Job Security**

- 22.1 In the event that it may be determined by the employer to change the method of providing municipal services to the community by contracting out and/or technological change, and it is also considered necessary to consider displacing a regular employee from their job, the employer, in accordance with past practice, prior to displacing such employee shall make best efforts to do the following:
- 22.1.1 be responsible for retaining such employee, if possible;
  - 22.1.2 relocate the employee to another job in their area of competence taking into consideration existing shift schedules, availability and hours worked or;
  - 22.1.3 Afford the employee the opportunity of retraining in an alternate job provided such employee is trainable, in a cost and time efficient manner;
  - 22.1.4 notify the Union of any such changes as soon as practicable and provide the Union with an opportunity to meet with the Administrator and such other Management personnel as the Administrator considers appropriate, such meeting to be held prior to implementation.
  - 22.1.5 In the event that none of the items at 22.1.1, 22.1.2, and 22.1.3 above can take place, any lay-off that may have to be actioned will be done in accordance with Article 15.

## **Article 23 – Bereavement**

- 23.1 Any employee will be allowed three (3) days off with pay when a death occurs in their immediate family. "Immediate family" will mean Father, Mother, Father-In-Law, Mother-In-Law, Sister, Brother, Spouse or Common law Spouse, Same Sex Partner, Son, Daughter, Grandmother, Grandfather, Grandchild, Stepchild, Stepmother, Stepfather, Stepbrother, Stepsister and Step grandchild. Certification of relationship and death will be presented on request to the appropriate Department Head.
- 23.2 One (1) day off with pay will be allowed for any employee attending the funeral of their spouse's immediate family. Evidence of relationship and death will be submitted as noted above.
- 23.3 Where the burial is at a distant point, the leave may also include a maximum of two (2) days travelling time, if warranted, at the discretion of the Department Head.

The foregoing will only apply where an employee has been scheduled to work during the bereavement period.

## Article 24 – Access to Files

- 24.1 Each employee shall make an appointment to access their personnel file for the purpose of reviewing any performance appraisal evaluations or formal disciplinary notations contained therein, in the presence of the Head of Human Resources or designate.
- 24.2 An employee shall not alter, destroy or remove any document or page contained in their personnel file, but has the right to review, receive a copy or respond in writing to any document contained therein. Any such response shall form part of the permanent record.

## Article 25 – Clearing of the Record

- 25.1 The disciplinary record of an employee shall be considered clear provided there have been no disciplinary actions for a period of twenty-four (24) consecutive months following the date of the last disciplinary record on file.
- 25.2 When an issue has arisen, which may result in discipline being imposed, the Supervisor arranging the meeting to investigate the issue and/or impose the discipline shall advise the employee of his or her right to have a Union Representative present.

## Article 26 - Training Courses

- 26.1 When the employer initiates training courses, it will notify all employees in the classification or departments who may qualify for such courses as determined necessary by the employer.
- 26.2 When a number of equally qualified persons apply, qualified applicant(s) with the most seniority will take the course.
- 26.3 After an employee has satisfactorily completed the Probationary Period, the cost of the courses approved by the employer to re-qualify the employee, will be reimbursed, upon successful completion, on the basis of 100% payment by the employer provided prior approval to take the course has been granted by the employer.

It is understood that the foregoing will not apply to courses initiated, coordinated or operated by the Town of Whitby.

- 26.4 Qualifications for three (3) levels of **Fitness Leadership** staff:
  - 26.4.1 **Level 1 Leaders** (Minimum Qualifications)  
Certification in Emergency First Aid and CPR

#### 26.4.2 **Level 2 Leaders**

Certification in:

- Emergency First Aid and CPR;
- Ontario Fitness Council (OFC), or equivalent certification (i.e. CanFitPro) or
- Program Specific Continuing Education Credits or Canadian Society for Exercise Physiology – Certificate Personal Trainer (CSEP-CPT); upon Supervisor's approval and recommendation.

#### 26.4.3 **Level 3 Leader**

Certification in:

- Emergency First Aid and CPR;
- Ontario Fitness Council (OFC), or equivalent certification (i.e. CanFitPro) or Program Specific Continuing Education Credits or Canadian Society for Exercise Physiology – Certificate Personal Trainer (CSEP-CPT); and,
- speciality fitness certification (i.e. Body Harmonics Pilates, or CALA or Speedo, Yoga, Reebok Cycle or Johnny G Spinning, etc.) or equivalent, upon Supervisor's approval and recommendation.

Qualifications for three (3) levels of **Aquatics Leadership** staff:

#### 26.4.4 **Level 1 Leaders**

- CPR and First Aid
- Red Cross Instructor's
- Lifesaving Society (LSS) Instructor's
- National Life Guard Service (NLS)

#### 26.4.5 **Level 2 Leaders**

- CPR and First Aid
- Red Cross Instructor's
- Lifesaving Society (LSS) Instructor's
- National Life Guard Service (NLS)
- Minimum one (1) year teaching experience or additional certifications, dependent on course

#### 26.4.6 **Level 3 Leaders**

- CPR and First Aid
- Red Cross Instructor's
- Lifesaving Society (LSS) Instructor's
- National Life Guard Service (NLS)
- Red Cross and Lifesaving Instructor Trainer and/or Examiner
- Minimum one (1) year teaching experience or additional certifications, dependent on course

- 26.5 As of March 31, 2005, all Fitness Leaders who are paid at the Level 3 will continue to receive this rate of pay for all classes taught. Effective April 1, 2005, any new staff or current staff qualifying as Level 3 Fitness Leaders will only receive the Level 3 rate of pay while teaching classes for which they are specialty certified. For example, an employee with a Yoga Certification will only be paid at Level 3 while teaching yoga classes. When that same employee teaches other courses, the employee will receive the Level 2 rate of pay. Specialty certification is required for each class taught to qualify for the Level 3 rate of pay.
- 26.6 For all positions requiring maintenance of minimum certification, these employees will be expected to maintain these certificates in good standing and provide proof of status upon request of the Supervisor or Human Resources. Individuals whose certification has expired will be removed from active duty without pay. Employees having the minimum certification to work in other positions within the work unit will be scheduled according to availability of shifts. Employees who fail to provide current certification status upon request, or are unable to re-certify within three (3) months, or a mutually agreed upon time, will be terminated.

## **Article 27 – Students**

- 27.1 Students working during the summer vacation period which shall be in alignment with post-secondary school summer break periods, and will run from approximately the middle of April, up to and including, the statutory holiday in September (Labour Day) shall not be subject to the terms of this Agreement except for Articles 3 to 8 inclusive, Articles 20 and 21, the wage rates set out in Schedule "A" and Schedules "B" and "C". In the event that such employees are retained a full season, they will be deemed to be satisfactory by the employer, and the said employee shall have the right of recall in accordance with Article 15. Seniority will be determined on a cumulative seasonal basis.
- 27.2 The Union shall be informed by the employer of all persons employed as Summer Students, their starting date and also when the person is no longer employed by the Corporation.
- 27.3 Article 14 shall apply to students, with the exception of 14.1.3.
- 27.4 No student employed for more than four (4) summer seasons will be eligible for a Right of Recall.

## **Article 28 – Schedules**

Attached hereto and forming part of this Agreement are:  
Schedule "A" - Job Classifications;  
Schedule "B" - Salaries;  
Schedule "C" - Hours of Work and Working Conditions; and,  
Schedule "D" – Clothing

## **Article 29 – Medicals**

- 29.1 The Administrator, or designate, reserves the right to require employees to take a medical examination and/or provide medical documentation when deemed necessary. Such medical examination and/or documentation shall be at the employer's expense.

## **Article 30 – Health and Safety**

- 30.1 The Joint Health and Safety Committee, composed of Union and employer representatives, establishes guidelines for the structure and function of the Committee that are set out in the agreed to Terms of Reference and agreed to by the Union and the Employer. The Committee shall hold meetings on a regular basis for the purpose of jointly considering, monitoring, inspecting, investigating, reviewing and recommending improvements to health and safety conditions and practices in accordance with the Ontario Occupational Health and Safety Act. Minutes shall be taken at all meetings and posted in the workplace.

All unionized worker members of the committee will be selected by the Union and will be trained to be a "Certified Worker" as defined under the Occupational Health and Safety Act. Training shall be provided by the accredited trainers chosen by the Employer, with full costs paid by the Employer.

- 30.2 The Corporation shall provide employees with transportation to the nearest medical facility following a workplace accident if the employee requires immediate medical care.
- 30.3 An employee who is injured during working hours and is required to leave for treatment or is sent home as a result of such injury, shall receive payment for the remainder of the shift at their regular rate of pay.

## **Article 31 – Effective Date and Termination**

- 31.1 Except where otherwise provided, the provisions of this Agreement shall take effect from June 1, 2020 and shall remain in effect until May 31, 2023.
- 31.2 Notice that amendments are required or that either party intends to terminate the Agreement may only be given within a period of not more than sixty (60) days prior to the expiration date of this Agreement.
- 31.3 If notice of amendment or termination is given by either party, the other party agrees to meet for the purpose of negotiating within twenty (20) days after the giving of such notice, if requested to do so.
- 31.4 Negotiated wage increases in accordance with Schedule B of the Agreement, including retroactive payments, if any, will be payable to all employees covered under this Agreement with the exception of those employees terminated by the Employer.

## **Article 32 – Provisions of the Collective Agreement**

- 32.1 The Employer will provide the Union President with a report outlining unionized hires, recalls of unionized employees and/or unionized employment transfers on a monthly basis, effective May 1, 2022.

**In Witness Whereof** the Parties hereto have hereunto set their Corporate Seals by the Hand of their proper Officers in that behalf the day and the year first above written.

**Signed and Sealed and Delivered** in the presence of:

**Canadian Union of Public Employees,  
Local 53 (Part-time Unit)**

Rob Radford – President

Alannah McIsaac – Vice-President (Part time)

Greg French – Chief Steward

Jessica Webb – Part Time Steward

**Corporation of the Town of Whitby**

Elizabeth Roy - Mayor

Chris Harris – Director, Legislative Services/  
Town Clerk

Dated At Whitby this 11<sup>th</sup> Day of January, 2023.

## Schedule “A” – Job Classifications

<b>Band A</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
919	Pool Coordinator	Community Services
922	Complex Coordinator	Community Services
926	Fitness Programmer	Community Services
966	Cashier	Financial Services
984	Animal Services Officer	Legal & Enforcement Services

<b>Band B</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
918	Instructor/Guard	Community Services
976	Duty Patrol	Fire & Operational Services
980	Special Events Assistant	Office of the CAO
983	Screening Officer	Fire & Operational Services
990	Subsidy Clerk	Community Services
991	Summers Student, MLEO	Legal & Enforcement Services

<b>Band C</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
905	Attendant I (Seniors)	Community Services
906	Parking Enforcement Officer	Fire & Operational Services
912	Attendant I (Arenas)	Community Services
917	Lifeguard	Community Services
927	Fitness Leader	Community Services
932	Summer Student (Construction)	Fire & Operational Services
938	Attendant I (Marina)	Community Services



941	Custodian	Fire & Operational Services
956	Clerk (Operations)	Fire & Operational Services
973	Attendant I, AOP	Community Services
985	Enforcement Services Officer	Legal & Enforcement Services
988	Accounts Payable Clerk	Financial Services
994	Development Finance Analyst	Financial Services
995	Facilities Clerk	Community Services

<b>Band D</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
916	Receptionist/Cashier (Arenas)	Community Services
935	Custodian (Community Centres)	Community Services
937	Attendant I (CRC)	Community Services
939	Summer Student (CRC)	Community Services
942	Clerk/Receptionist, Fire	Fire & Operational Services
943	Clerk (Arenas)	Community Services
945	Clerk (Building)	Planning & Development
946	Receptionist/Cashier (Seniors)	Community Services
947	Receptionist/Cashier (Recreation)	Community Services
948	Clerk (Treasury)	Financial Services
957	League Convenor	Community Services
963	Summer Student (Marina)	Community Services
964	Youth/Children's' Program Leader	Community Services
968	Sports League Convenor/Referee	Community Services
969	Pro-Shop Coordinator	Community Services
971	Summer Student (Events)	Community Services

974	Parking Services Clerk	Legal & Enforcement Services
975	Fire Services Clerk	Fire & Operational Services
992	Transportation Services Clerk	Planning & Development

<b>Band E</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
907	Summer Student (Roads)	Fire & Operational Services
910	Summer Student (Parks)	Fire & Operational Services
920	Summer Student (Facilities)	Community Services
921	Attendant I (Community Centres)	Community Services
928	Child Care Attendant	Community Services
931	Summer Student (Heritage)	Planning & Development
933	Summer Student (Transportation)	Fire & Operational Services
953	Summer Student (Sign Removal)	Legal & Enforcement Services
955	Summer Student (Downtown)	Planning & Development
960	Summer Student (Long Range)	Planning & Development
961	Equipment Wash Attendant	Fire & Operational Services
965	Childrens' Program Assistant	Community Services
967	Summer Student (GIS)	Fire & Operational Services
981	Summer Student (Parks Development)	Community Services
989	Summer Student (Mechanical Services)	Community Services

<b>Band F</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
914	Attendant III (Concession Server)	Community Services
923	Attendant III (Canteen Assistant)	Community Services

930	Summer Student (Bylaw and Animal Services)	Legal & Enforcement Services
934	Summer Student (Building Services)	Planning & Development
940	Attendant II (Pro Shop)	Community Services
944	Clerk (Building)	Planning and Development
949	Summer Student (Treasury)	Financial Services
962	Summer Student (Operations)	Fire & Operational Services
979	Summer Student (Revenue)	Financial Services
986	Summer Student (Purchasing)	Financial Services

<b>Band G</b>		
<b>Job Number</b>	<b>Position</b>	<b>Department/Location</b>
913	Attendant III (Ice Patrol)	Community Services
915	Attendant II (Maintenance Helper)	Community Services
970	Attendant II (Maintenance Helper) Community Centres	Community Services
972	Attendant II (Maintenance Helper) CRC	Community Services

- 1) Those persons having obtained the qualifications for a Lifeguard shall be entitled to receive the rate of pay for a Lifeguard for all hours worked in the position of Lifeguard.
- 2) Those persons having obtained the qualifications for the position of Instructor shall be entitled to receive the rate of pay for an Instructor for all hours worked in the positions of Instructor and Lifeguard.
- 3) Those persons having obtained the qualifications and having been appointed to the position of Coordinator by the Employer shall be entitled to receive the rate of pay of Coordinator for all hours worked in the positions of Coordinator, Instructor and Lifeguard.
- 4) It is the responsibility of any employee to notify the Employer of their current qualifications.

## **Job Evaluation Plan**

- 1) The Town of Whitby Joint Evaluation Committee shall be established to review Internal Equity for those positions covered by this Agreement. This Committee shall include one (1) member from this Bargaining Unit.
- 2) The Job Evaluation Plan shall be the Coopers & Lybrand Universal Job Evaluation Plan including Factor Weightings. The Plan and/or Factor Weightings shall only be amended by the mutual agreement of the Parties.
- 3) The Joint Evaluation Committee shall review all new positions not included in Schedule "A", and those positions which have been revised and a reclassification is requested by the Employee and/or the Department Head.
- 4) The employee shall submit a copy of the revised JIQ concurrently with the Supervisor and Human Resources.
- 5) The job titles of the evaluated positions shall be inserted into the appropriate position classification in Schedule "A".
- 6) The decision of the Joint Evaluation Committee may be the subject of a grievance and would be initiated at Step 3 of the Grievance Procedure.
- 7) The Parties agree that the Job Evaluation Plan meets the intent of the Pay Equity legislation.
- 8) An employee who applies and is successful in obtaining another position through the Job Posting Procedure, whether it be a higher or lower-rated position, will be placed on the appropriate Step within the Band that brings the employee to the closest upward Step of the Band. If there is no upward Step in the new Band, the employee will be placed at the Job Rate.
- 9) Every reasonable effort will be made to ensure that a re-evaluation of any Bargaining Unit position be reviewed by the Committee within three (3) months of the receipt of the final approved Job Information Questionnaire to Human Resource Services.

## Schedule “B” – Salaries

Band	June 1, 2020 (2.1%)			June 1, 2021 (1.2%)			June 1, 2022 (2.15%)		
	Start	520 Hr. Rate	1040 Hr. Rate	Start	520 Hr. Rate	1040 Hr. Rate	Start	520 Hr. Rate	1040 Hr. Rate
<b>Band A</b>	\$23.99	\$25.30	\$26.66	\$24.28	\$25.60	\$26.98	\$24.80	\$26.15	\$27.56
<b>Band B</b>	\$22.44	\$23.73	\$24.93	\$22.71	\$24.01	\$25.23	\$23.20	\$24.53	\$25.77
<b>Band C</b>	\$21.04	\$22.26	\$23.43	\$21.29	\$22.53	\$23.71	\$21.75	\$23.01	\$24.22
<b>Band D</b>	\$19.81	\$20.89	\$21.95	\$20.05	\$21.14	\$22.21	\$20.48	\$21.59	\$22.69
<b>Band E</b>	\$18.62	\$19.67	\$20.72	\$18.84	\$19.91	\$20.97	\$19.25	\$20.34	\$21.42
<b>Band F</b>	\$17.57	\$18.51	\$19.52	\$17.78	\$18.73	\$19.75	\$18.16	\$19.13	\$20.17
<b>Band G</b>	\$16.60	\$17.51	\$18.43	\$16.80	\$17.72	\$18.65	\$17.16	\$18.10	\$19.05

### Fitness Leader and Aquatic Instructor/Guard

Position	Level	June 1, 2020	June 1, 2021	June 1, 2022
Aquatic Instructor/Guard	Level 2	\$28.81	\$29.16	\$29.79
	Level 3	\$32.11	\$32.50	\$33.20
Fitness Leader	Level 2	\$28.81	\$29.16	\$29.79
	Level 3	\$38.14	\$38.60	\$39.43

### Municipal Law Enforcement Officers

Position	June 1, 2020				June 1, 2021			
	Start	3 months	12 months	18 months	Start	3 months	12 months	18 months
<b>PT MLEO</b>	\$26.37	\$28.56	\$30.75	\$32.97	\$26.69	\$28.90	\$31.12	\$33.36

Position	June 1, 2022			
	Start	3 months	12 months	18 months
<b>PT MLEO</b>	\$27.26	\$29.53	\$31.79	\$34.08

## Schedule “C” – Hours of Work and Working Conditions

- 1) A schedule of regular hours to be worked by the employee shall be determined by the Employer and will be posted in each work location, as applicable, in advance for employees a minimum of two (2) weeks in advance of start. The foregoing shall not apply to Summer Students who normally work on a regular scheduled work week.
- 2) Minimum shift lengths will be two (2) hours with the exception of employees in the Fitness Section and/ or for extenuating circumstances dictated by customer needs in the Aquatics Section. Every effort will be made by the Corporation to schedule a minimum of two (2) hour shifts.
- 3) If an employee arrives to begin their shift and there is not work available and the employee has not been notified at least twenty four (24) hours in advance that they would not be required, the Employer shall pay such employee two (2) hours of pay at their regular rate. For clarity, it is the employee’s responsibility to check for an Employer notification before attending work. Such notification shall be made utilizing the contact information provided by the employee.
- 4) For employees and students, work performed in excess of forty (40) hours per week shall be paid at the rate of time and one-half (1½ ) the hourly rate. For employees and students who normally work a thirty-five (35) hour work week, any work performed in excess of thirty-five (35) hours shall be paid at the rate of time and half (1 ½) their hourly rate.
- 5) Where an employee is required to remain at the work location throughout the duration of the shift, at the request of the Employer, the employee will be paid for all hours worked.
- 6) The regular pay period shall begin at 12:01 a.m. on the Friday of every other week, and any adjustments will be made at the beginning of the pay period closest to the applicable date.
- 7) The Employer agrees to the appointment of a Committee of representatives of the Part-time Bargaining Unit to promote safety and sanitary practices.
- 8) A Union/Management Committee shall be established consisting of two (2) representatives from the Union and two (2) representatives from Management and such other individuals who may be required for input as agreed upon by the Parties. The Committee will meet on a quarterly basis and more often if mutually agreed. There will be a predetermined agenda prepared with input from Management and Union to discuss the following:
  - relations between Employer and Employee;
  - serving the public;
  - working conditions;
  - clarification of policies and procedures.

The meeting date and time to be coordinated by the Employer.

- 9) When the employee is assigned to a lower rated job by the Employer on an interim basis, they shall be paid the rate of pay for the higher rated job/classification normally held by the said employee.
- 10) In the matter of call-in, seniority will be considered together with expertise, availability, experience and qualifications.
- 11) Any part-time employee accepting a Summer Student position with the Town will be given consideration to return to their previous part-time position at the conclusion of the summer should such position be available. If they return to a part-time position within a month of the end of their Summer Student position, their previous seniority shall be reinstated.
- 12) The following applies to Animal Control person only:

When employees are called out in an emergency, they will not receive less than three (3) hours at overtime rates except that more than one (1) call within three (3) hours of any other call shall be considered continuous.
- 13) Staff scheduled to teach Leadership Aquatic classes will be assigned in an equitable manner according to their skill, ability, qualifications, experience and availability.
- 14) When assigned in writing to perform the work of an employee in a higher paid job classification, employees shall be paid at the next step for the higher rated job classification that will result in an increase in pay. The Parties agree that all such assignments are to be communicated to employees in writing.

## **Schedule “D” - Clothing**

The Employer shall provide designated employees, while on duty, with the following:

- a) three (3) T-shirts;
- b) gloves as required;
- c) hats (protective);
- d) ear muffs and safety glasses.

Items (b), (c) and (d) shall remain the property of the Corporation.

An initial boot allowance of up to \$250.00 shall be payable to those employees who are required to wear CSA approved safety footwear upon completion of one (1) year of part-time employment in the designated position.

Following initial boot allowance, employees in designated positions will be eligible to receive up to \$250.00 after completion of each subsequent two (2) year period of part-time employment.

Payment will be made upon submission of proof of purchase.

In the event that an employee voluntarily leaves the employ of the Corporation within six (6) months of receiving the boot allowance, such employee will be required to reimburse the Corporation the allowance paid to them.

### **Pool**

The Employer will pay the total cost of up to three (3) swimming suits, including one (1) two-piece suit selected by the Employer, one (1) sweat shirt, and one (1) tank top. The replacement of these articles will be as deemed necessary at the discretion of the Employer.

### **Note**

Replacement of the employee's clothing may become the employee's responsibility where it is deemed by the Employer that clothing has been misused or lost without sufficient reason.



Employees in the following classifications, within an arena or pool operation, will be provided with a selection of clothing upon successful completion of the Probationary Period in accordance with the following:

Attendant I (Maintenance) Attendant II (Maintenance Helper)	Winter jacket/parka and 2 items (choice of two of the following: windbreaker, sweatshirt and/or golf shirt)
Attendant III (Ice Patrol/Ticket Taker)	2 items (choice of two of the following: windbreaker and/or sweatshirt)

All clothing replacements will be at the discretion of the Employer.

All employees who are in receipt of Town-issued clothing must wear the clothing during all working hours, and at no time are they to wear the clothing outside of the workplace.

All jackets and windbreakers shall remain the property of the Corporation upon an employee's termination of employment.

**Memorandum of Understanding**

**Between**

**The Corporation of the Town of Whitby**

**And**

**The Canadian Union of Public Employees, Local 53  
(Part-time Unit)**

As a means to generate new business opportunities to meet the demands of the fitness industry, the Town of Whitby recognizes “personal training” as a revenue-generating opportunity that meets customer expectations.

Therefore, the Parties agree to the following for the term of this Collective Agreement:

1. Fitness Programmers will continue to work up to twenty-four (24) hours per week. An additional maximum pool of twenty-four (24) hours per week will be allowed for “personal training” purposes.
2. No employee will exceed thirty-three (33) hours per week.
3. The rate of pay for “personal training” hours will be paid in accordance with the Fitness Leader (Level 3) rate of pay.

**Canadian Union of Public Employees, Local 53**  
Signed By:  
Karen Wilson  
President

**Corporation of the Town of Whitby**  
Signed By:  
Janice Stubbs  
Manager of Human Resource Services

Dated at Oshawa, Ontario this 17th day of October, 2012.

**Memorandum of Agreement**

**Between**

**The Corporation of the Town of Whitby**

**And**

**The Canadian Union of Public Employees, Local 53  
(Part-time Unit)**

The parties acknowledge that the Town of Whitby is in receipt of a Provincial grant to run the Swim to Survive program through its Aquatics Division for the period of October 1<sup>st</sup> to June 1<sup>st</sup>.

The Parties also acknowledge that it is difficult for the Division to align the Swim to Survive program with the regularly scheduled instructional program (including guarding shifts).

Accordingly, the parties agree to permit Aquatics staff working the Swim to Survive program to work up to a weekly maximum of twenty-four (24) regular hours in the instructional program and an additional weekly maximum of five (5) hours for the Swim to Survive program.

The Parties agree that this Settlement is made without prejudice or precedent and cannot be used as evidence involving any other matter.

The Parties agree that if the Program is discontinued, this MOA shall no longer be in effect.

**Canadian Union of Public Employees,  
Local 53**

**Corporation of the Town of Whitby**

Signed By:

Signed By:

Robert Radford  
President

Jaqueline Long  
Head of Human Resources

Dated at Whitby, Ontario this 21st day of March, 2019.

**Letter of Intent**  
**Between**  
**The Corporation of the Town of Whitby**  
**And**  
**The Canadian Union of Public Employees (Local 53)**  
**(Part-time Union)**

The Parties agree that the Employer will compensate Instructors working in the Aquatics Division for the satisfactory completion of each Red Cross Preschool and Swim Kids report card at the conclusion of every session. Compensation will be based on one dollar (\$1.00) of pay for each report card.

Report cards are to be completed in accordance with the Instructional Responsibilities Section of the Aquatics Staff Manual.

**For the Union**

Signed by:

Karen Wilson  
President

**For the Corporation**

Signed by:

Janice Stubbs  
Manager of Human Resource Services

November 27, 2015

**Letter of Understanding**

**Between**

**The Corporation of the Town of Whitby**

**And**

**The Canadian Union of Public Employees, Local 53  
(Part-time Unit)**

In the event that the Employer should merge, amalgamate or combine any of its operations or functions with any other Municipality (hereinafter referred to as the "Amalgamation"), the Employer shall provide the Union with written notice of the same as soon as reasonably possible. This notice shall include fulsome particulars surrounding the Amalgamation which is in the knowledge of the Corporation provided such disclosure is permissible.

Upon such notification, the Union may make a presentation to Council overviewing their position on the potential Amalgamation and recommendations for any ensuing negotiations surrounding the Amalgamation.

Senior staff shall continue to keep the Union apprised of any developments arising from the Amalgamation regarding staffing and service delivery methods provided its disclosure is permissible at law.

**Canadian Union of Public Employees,  
Local 53**

**Corporation of the Town of Whitby**

Signed By:

Signed By:

Robert Radford  
President

Jacqueline Long  
Head of Human Resources

Dated at Whitby, Ontario this 6th day of June, 2019.

**Letter of Understanding**

**Between**

**The Corporation of the Town of Whitby**

**And**

**The Canadian Union of Public Employees, Local 53  
(Part-time Unit)**

The parties agree that the Job Evaluation tool developed for full-time staff shall be used for part-time staff as well.

**Canadian Union of Public Employees,  
Local 53**

**Corporation of the Town of Whitby**

Signed By:

Signed By:

Robert Radford  
President

Jacqueline Long  
Head of Human Resources

Dated at Whitby, Ontario this 6th day of June, 2019

**Letter of Understanding**

**Between**

**The Corporation of the Town of Whitby**

**And**

**The Canadian Union of Public Employees, Local 53  
(Part-time Unit)**

The parties agree that the seniority list for part-time employees, dated November 2, 1995 shall include time worked as a student up to June 13, 1996.

And effective January 1, 1997 time worked as a student shall not be included thereafter.

The above settlement shall be without prejudice or precedent.

**Canadian Union of Public Employees,  
Local 53**

**Corporation of the Town of Whitby**

Signed By:

Signed By:

Karen Wilson  
President

Bill Wallace  
Chief Administrative Officer

Dated December 23, 1996 at Whitby, Ontario

**Letter of Intent**  
**Between**  
**The Corporation of the Town of Whitby**  
**And**  
**The Canadian Union of Public Employees (Local 53)**  
**(Part-time Union)**

The Corporation will undertake to instruct its non-union supervisory staff on the role of the Union in the workplace when conducting supervisory training.

January 14, 2015

**For the Union**

Signed by:

Karen Wilson  
Betty Sommers  
Leedell Romppainen  
Greg French  
Robert Radford

**For the Corporation**

Signed by:

Janice Stubbs  
Mary Jo Sitter  
Sarah Klein  
John Romano