

AGREEMENT BETWEEN



THE CITY OF WHITEHORSE

AND



PUBLIC SERVICE ALLIANCE OF CANADA

YUKON EMPLOYEES UNION

LOCAL Y022, TRANSIT

COLLECTIVE AGREEMENT

FOR THE PERIOD

September 1, 2017 to August 31, 2021

Highlighted sections indicate new or amended clauses

Collective Agreement – Transit

ARTICLE 1 PURPOSE.....	4
ARTICLE 2 DEFINITIONS	4
ARTICLE 3 UNION RECOGNITION.....	6
ARTICLE 4 UNION MEMBERSHIP	6
ARTICLE 5 DUES CHECK-OFF	6
ARTICLE 6 MANAGEMENT RIGHTS	7
ARTICLE 7 HOURS OF WORK AND OVERTIME	7
ARTICLE 8 SALARIES, WAGES AND CLASSIFICATIONS.....	11
ARTICLE 9 LEAVE.....	13
ARTICLE 10 YUKON BONUS.....	20
ARTICLE 11 MEDICAL	21
ARTICLE 12 REGISTERED RETIREMENT SAVINGS PLAN.....	25
ARTICLE 13 SHOP STEWARD	26
ARTICLE 14 GENERAL PROVISIONS	27
ARTICLE 15 SENIORITY/RECALL.....	29
ARTICLE 16 PROBATION.....	30
ARTICLE 17 JOB POSTING, BIDS, OR EXTRA WORK.....	31
ARTICLE 18 SAFETY PROVISIONS	32
ARTICLE 19 UNIFORMS	34
ARTICLE 20 GRIEVANCE PROCEDURE	34
ARTICLE 21 LONG SERVICE BONUS.....	36
ARTICLE 22 SEVERANCE	36
ARTICLE 23 RESPECTFUL WORKPLACE	37
ARTICLE 24 DISCIPLINE	37
ARTICLE 25 BULLETIN BOARD	38
ARTICLE 26 JOINT CONSULTATION	38
ARTICLE 27 STRIKES, LOCKOUTS, AND PICKET LINES.....	38
ARTICLE 28 HIRING PROCESS.....	39
ARTICLE 29 TECHNOLOGICAL CHANGE.....	39
ARTICLE 30 SHIFT DIFFERENTIAL	39
ARTICLE 31 SAVINGS CLAUSE	40
ARTICLE 32 DURATION	40
SUMMARY OF MONETARY INCREASES.....	42
SCHEDULE A – PAY SCALES	43
Pay Schedules - Permanent Employees Only	44
Pay Schedules – Casual Employees Only	45
Pay Schedules – Casual Employees Only	46

Collective Agreement – Transit

Pay Schedules – Driver Trainee Only	47
Letters of Understanding.....	48
LETTER OF UNDERSTANDING #1	49
LETTER OF UNDERSTANDING #3	51
LETTER OF UNDERSTANDING #4	52
LETTER OF UNDERSTANDING #5	53

Collective Agreement – Transit

THIS AGREEMENT entered into this 20th day of April, 2018.

BETWEEN:

THE CITY OF WHITEHORSE

2121 Second Avenue, Whitehorse, Yukon Territory Y1A 1C2

("the employer")

PARTY OF THE FIRST PART

AND:

PUBLIC SERVICE ALLIANCE OF CANADA

YUKON EMPLOYEES UNION LOCAL Y022

100 – 2285 Second Avenue, Whitehorse, Yukon Territory, Y1A 1C9

("the union")

PARTY OF THE SECOND PART

THE PARTIES HERETO agree as follows:

ARTICLE 1 PURPOSE

1.01 It is the purpose of this agreement to promote and maintain harmonious relations between the employer and employees; to provide an amicable method of settling grievances or differences which may possibly arise, and to set forth rates of pay, hours of work and other conditions of employment.

ARTICLE 2 DEFINITIONS

Interpretations

2.01 For the purposes of this Agreement:

"Employee" means a member of the bargaining unit.

"Extra work" means any bus driver work that is not on the drivers' work schedule.

"Job" means all those tasks to be performed by an employee as described in a position description.

"Layoff" means the discontinuation or reduction in hours of a position(s) due to lack of work or inadequate funding

"Light housekeeping" means sweeping the floor of the bus, removing loose debris and emptying the garbage.

"May" shall be regarded as permissive, "shall" as imperative.

Collective Agreement – Transit

“Non-peak hours” means those hours of transit service to the public between 9 a.m. to 3 p.m. and 6 p.m. to end of service during the work week and all of Saturday.

“Position” means the job held by an employee.

“Route” means one of the geographic areas of the City of Whitehorse covered by the public schedule.

“Shift” means the period of scheduled work during the A.M. or P.M. workday.

"Spouse" means a lawful husband or wife; a common-law spouse relationship is said to exist when, for a continuous period of at least one year, an employee has lived with a person, publicly represented that person to be her spouse, and lives and intends to continue to live with that person as if that person were her spouse.

“Work Schedule” means the weekly schedule of shifts that are offered to employees.

Wherever the female gender is specified it shall be interpreted as including both male and female employees as applicable.

Employee Status

- 2.02 "Casual Employee" means an employee who is not permanent and who may be hired on a temporary basis. Such employee shall not exceed five consecutive days once in a month except during the period covered by LOU #1, or by mutual agreement of the parties. At no time can the number of casual employees exceed the number of spare drivers, subject to LOU #1. Prior to such work being assigned, section 17.03 shall be applied. Casual employees shall not be used to reduce the complement of permanent positions. **Casual employees shall advance on the wage grid after each 1,235 hours worked.**
- 2.03 Prior to the hiring of casual employees in a non-driver position, such work will be offered to spare drivers first and full-time drivers second, provided she is qualified and such work does not incur overtime. An employee who accepts such work will be paid at the same step in the range for the new classification as specified in Schedule “A”.
- 2.04 “Permanent Employee” means a full-time or part-time employee who has bid or competed for a permanent position and has been appointed accordingly.
- 2.05 “Spare Driver” means a permanent part-time employee scheduled to work at least one **(1)** shift per week and to relieve other drivers as required. If determined eligible by the carrier, spare drivers shall receive benefits based on the number of hours worked pro-rated on the basis of the average full-time hours of work in the previous year in the same classification.

Collective Agreement – Transit

Employee Hours

- 2.06 “Full-time” means an employee other than a driver who is required to work the standard hours of work for her classification, or a driver who occupies a five (5) day scheduled shift. In the event that a Spare Driver successfully bids into a five (5) day shift, the Employer will replace them on Saturdays, if so requested by the Spare Driver.
- 2.07 “Part-time” (non-driver) means an employee who works fewer hours than the standard weekly hours for a full-time Transit employee in the same classification and receives benefits on a pro-rated basis of the full-time hours.

ARTICLE 3 UNION RECOGNITION

- 3.01 The employer recognizes the Public Service Alliance of Canada as the sole and exclusive bargaining agent for those City employees described in the Canada Industrial Relations Board (C.I.R.B.), formerly the Canada Labour Relations Board (CLRB); Certificate dated the 4th of June 1997.
- 3.02 This agreement shall be binding on the employer and the union and their respective successors, administrators, executors and assigns and on each employee.

ARTICLE 4 UNION MEMBERSHIP

- 4.01 Each employee covered by this agreement shall, as a condition of employment and/or continued employment, be and remain or become and remain a union member in good standing for the duration of this agreement or for the duration of her employment with the employer, whichever is shorter.

ARTICLE 5 DUES CHECK-OFF

- 5.01 The employer shall deduct an amount equal to the amount of the membership dues and union assessments from the bi-weekly pay of all members of the bargaining unit.
- 5.02 The union shall inform the employer in writing of the authorized bi-weekly deduction to be deducted off for each employee.
- 5.03 No trade union, as defined by the Canada Labour Code, other than the Alliance shall be permitted to have membership dues and/or other monies deducted by the employer from the pay of employees in the Bargaining Unit.
- 5.04 The amounts deducted in accordance with section 5.01 shall be remitted to the Comptroller of the Alliance by **electronic funds transfer** within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on her behalf.
- 5.05 The employer agrees to make deductions for other purposes on the basis of production of appropriate documentation.

Collective Agreement – Transit

5.06 The employer agrees to include union dues deductions on the T-4 slip.

ARTICLE 6 MANAGEMENT RIGHTS

6.01 Subject to the terms of this agreement, the union recognizes the right of the employer to manage its affairs and operations, to maintain and promote efficiency, and to direct its working forces accordingly, including the right to hire, discipline, establish and enforce Administrative Directives, demote, layoff, transfer or terminate an employee and the right to assign work. The employer agrees that in so doing it will not act in a discriminatory manner (as defined in the *Yukon Human Rights Act*) or in an arbitrary manner.

ARTICLE 7 HOURS OF WORK AND OVERTIME

Hours of Work

- 7.01 The employer shall have the right to establish work schedules and starting times. The employer may change such schedules from time to time because of varying operating conditions. The employer shall enter into meaningful consultation with the Planning and Scheduling Committee, subject to section 7.19, prior to entering Work Schedule changes.
- 7.02 The employer shall attempt to arrange the employees' shift schedules at least one week in advance.
- 7.03 The employer shall make every reasonable effort to avoid excessive fluctuation in hours of work.
- 7.04 An employee (excluding drivers) working 7.5 hours or more per day shall be allotted two paid rest periods of 15 minutes duration. Each rest period shall be scheduled as near as possible to the mid-point of the work periods before and after the unpaid meal break.
- 7.05 A driver working five hours or less per day shall be allotted one paid rest break of 15 minutes duration to be taken during the non-peak hours, unless specified by the employer. If the schedule requires the break to be longer than fifteen minutes, the remainder of the break will be unpaid, but in no event will the break be longer than 30 minutes, unless otherwise agreed to by the Planning and Scheduling Committee.
- 7.06 A driver working over five hours, in addition to the above rest break, shall receive a paid meal break of 30 minutes to be taken during the non-peak hours of the shift, unless specified by the employer. If the schedule requires the break to be longer than 30 minutes, the remainder of the break will be unpaid but in no event will the break be longer than 45 minutes, unless otherwise agreed to by the Planning and Scheduling Committee. Driving time without a break for this clause will not exceed three hours except in the rare occasion that a driving run cannot be accommodated in any other manner, up to three and one half (3 ½) hours may be permitted.

Collective Agreement – Transit

- 7.07 A driver working 7.5 hours or more, excluding Saturday, shall receive a 15 minute rest- break in addition to the two breaks identified above to be taken during the non-peak hours, unless specified by the employer. If the schedule requires the rest break to be longer than 15 minutes, the remainder of the break will be unpaid but in no event will the break be longer than 30 minutes unless otherwise agreed to by the Planning and Scheduling Committee. Driving time without a break for this clause will not exceed three hours.
- 7.08 Drivers shall provide light housekeeping duties and maintain care and control of their bus during their shift. Where required, breaks shall be used to maintain the schedule.
- 7.09 Notwithstanding sections 7.05 to 7.08 inclusive, a driver working a shift of four hours or less shall receive a paid rest break of 30 minutes. If the schedule requires the break to be longer than 30 minutes, the remainder of the break will be unpaid, but at no time will the break be longer than 45 minutes, unless otherwise agreed to by the Planning and Scheduling Committee.
- 7.10 A Handy Bus driver working five hours or more shall be allotted a 30 minute paid break as near as possible to the mid-point of the shift. A Handy Bus driver working less than five hours shall be allotted one paid rest break of 15 minutes duration as near as possible to the mid-point of the shift.
- 7.11 All employees will be guaranteed a minimum of three hours per shift.
- 7.12 All employees who work extra work (non- bid) as per section 17.07 shall be paid a minimum of two hours pay at the prevailing rate.
- 7.13 The employer agrees to work closely with the Union Planning and Scheduling Committee on all matters related to driver work schedules.
- When scheduling split shifts:
- (a) Split shifts will comprise a minimum of four (4) total hours and the total elapsed time shall not exceed twelve (12) hours.
 - (b) Any driver working a portion of the split shift which results in driving time in excess of three and one half (3 ½) hours shall receive one paid rest break of 15 minutes duration to be taken during the non-peak hours, unless specified by the employer.
 - (c) Portions of a split shift will not result in additional sign-in and sign-out periods as referenced in **Article 7.20(d)**.
 - (d) Driving time between portions of the shift shall be incorporated into the driving schedule.
- 7.14 It is understood that in the rare occasion a break falls at the end of a shift, the fifteen minute sign-out period will take place immediately after the end of the last run of the shift. It is

Collective Agreement – Transit

furthermore understood that the employee can 'clock out' at the end of the fifteen minute sign-out period and will be able to leave the workplace with the paid break to ensue. The break will be considered 'time worked'.

Overtime

- 7.15 (a) Subject to the operational requirements of the employer, the employer shall make every reasonable effort to allocate overtime work on the basis of seniority among readily available qualified employees. If an employee refuses overtime, the next person on the list will be offered the overtime work. A refusal will mean a forfeiture of overtime work. All drivers must notify the employer at the time of shift bid of their willingness to be on the overtime roster.
- (b) 7.15(a) above will not apply to a scheduled shift of up to 8.5 hours for the purpose of allocating overtime only.
- 7.16 Subject to the operational requirements of the employer, the employer shall make every reasonable effort to give employees who are required to work overtime reasonable advance notice of this requirement.
- 7.17 For all employees covered by this agreement, the following shall apply:
- (a) Employees who work in excess of 8 hours per day or 40 hours per week will be compensated at the time and one-half rate for all such hours. Hours worked up to and including 8 hours per day or 40 hours per week shall be compensated at straight time rate.
- (b) An employee required to perform work that is not contiguous with her weekly schedule of shifts shall be paid a minimum of two hours at the prevailing rate.
- (c) Employees shall be compensated for hours of overtime worked at the rate of:
- I. Double time after the first two hours outside of an 8 hour shift
 - II. Double time after 8 hours worked on an employee's first day of rest
 - III. Double time for all hours worked on an employee's second day of rest
- (d) Overtime hours earned by an employee may at the employee's option be accrued as compensatory leave at the applicable overtime rate. Employees may accrue a maximum of an equivalent of **three (3)** standard workweeks in any calendar year in lieu of overtime that they have worked.
- (e) The employer will pay compensatory leave credits that remain unused at the end of the calendar year except that the employee shall be permitted to carry over the equivalent of one standard workweek into the following year. Carried over credits which remain unused at **August 31** of the current year shall be paid by the employer.

Collective Agreement – Transit

(f) Compensatory leave shall be approved for leave requests of a minimum of two hours, subject to the operating requirements of the Employer.

7.18 Employees may, for cause, refuse to work overtime at any time and shall not be subjected to termination for such refusal.

7.19 No employee shall be required to work on a regularly scheduled day of rest.

Planning and Scheduling Committee

7.20 The Employer agrees to work closely with the Planning and Scheduling Committee on all matters related to driver work schedules. The Planning and Scheduling Committee shall be comprised of three bargaining unit members and a maximum of three Employer representatives. This committee will make recommendations on driver schedules and the direction of routes, but not the number of routes. The Employer further agrees that modifications proposed by the Planning and Scheduling Committee will be reviewed and, provided such modifications do not adversely affect the efficiency, or the level of service, or increase the costs, will be implemented subject to the Employer's right to set budget and levels of service for the public. The Committee will be bound by the following guidelines:

- (a) Each scheduled Monday to Friday shift for a permanent full time driver will be a minimum of four (4) hours.
- (b) Each permanent employee, unless otherwise specified by the Employee, shall have two (2) consecutive days of rest each seven (7) day week.
- (c) The standard workweek for the permanent full-time service person shall be thirty-seven point five (37.5) hours per week.
- (d) All driver shifts are inclusive of sign-in and sign-out period of at least 15 minutes with pay. These times are to include travel to and from the starting point of the shift, pre and post inspections.
 - I. If it is alleged that the 15 minute period is insufficient on a regular basis, it shall be referred to the Planning and Scheduling Committee who shall conduct an evaluation to recommend the appropriate length of time.
- (e) Any special events or charters done shall be in compliance with the Collective Agreement.
- (f) Members of the Committee may periodically undertake duties and/or perform work as a means to investigate or resolve issues such as the timing of routes.
- (g) The standard workweek for a permanent full-time dispatcher shall be forty (40) hours per week.

Collective Agreement – Transit

ARTICLE 8 SALARIES, WAGES AND CLASSIFICATIONS

Hiring Salary

- 8.01 The following conditions apply to all employees occupying positions set out in Schedule “A” of this agreement:
- 8.02 No employee shall receive less than the Step 1 rate for her particular classification.
- 8.03 The Employer may authorize an initial appointment at a step higher than Step 1 where it is warranted by recruiting exigencies or the candidate's particular qualifications.
- 8.04 The employer shall pay, on every second Wednesday, all wages earned up to and including the Wednesday of the week previous to the pay period, except that if a General Holiday falls on a regular payday, payment will be made the preceding day.
- 8.05 A pay advice will be sent by email to the email address designated by the employee.
- 8.06 In the event that an employee covered by this agreement is laid off, the employer shall pay such employee not later than the next regular working day after she ceases to be an employee of the employer, wages or salary and holiday pay earned by such employee, excluding authorized deductions.
- 8.07 The employer will provide a pay advice with each pay showing the dates of the pay period covered, the number of hours at straight time rate and at overtime rate, the wage rate or salary, the total deductions from the amount earned, and the amount of accrued holiday pay to date.
- 8.08 All employees covered by this Agreement are required to complete time records as required by the employer.

Promotion

- 8.09 Upon promotion to a higher classified position, an employee shall be placed in the step in the new position which represents an increase of ten percent (10%) above her salary at the time of the promotion with the following exceptions:
- (a) Where a two (2) step increase would result in a salary greater than the new Step 4, in which case the employee shall be placed in Step 4.
 - (b) Where the employee was recruited within six (6) months of the promotion at a step other than Step 1 of the range, in which case the employee shall receive one (1) increment.

Collective Agreement – Transit

Position Reclassification

- 8.10 When a position class is reclassified to a higher salary range, all employees in that class shall be placed in a step which results in a minimum of five percent (5%) increase over the salary they were receiving at the time of the reclassification up to a maximum of Step 4. Where Step 1 of the new salary range is more than five percent (5%) above the employee's previous salary, the employee shall nevertheless be placed in Step 1 of the new range.
- 8.11 Where a position class is reclassified downward, the employees in that class shall not have a salary reduction. However, where an employee's salary then exceeds Step 4 salary range for that position, she shall receive no further increases until such time as her salary is equal to the Step 4 level.

Increment Date

- 8.12 The increment date of an employee shall be the anniversary of the date of commencement of continuous service except that where an employee has been reclassified with a resulting salary increase or promotion, the increment date shall become the anniversary of the date of reclassification or promotion.
- 8.13 The salary of each employee shall, subject to **Article 8.14** and Article 9.33, be increased annually on her increment date by one (1) step where her salary falls on step or by five percent (5%) where her salary falls between steps until she reaches the Step 4 level.
- 8.14 An increase provided for in subsection (b) may be withheld for performance or other reasons by the Employer on the recommendation of the employee's Department manager, in which case the increase may be granted on the first day of any subsequent pay period up to six (6) months after the increment date upon which the increase was withheld.

Existing Classifications

- 8.15 All job classifications shall be dealt with in accordance with the Job Evaluation System policy.

New Classifications

- 8.16 In the event that the employer creates a new job classification that is not included in this agreement and which falls within the jurisdiction of the union, the union shall be notified of the position created and the classification established under the Job Evaluation System.

Collective Agreement – Transit

ARTICLE 9 LEAVE

General Holidays

9.01 The employer shall give to each employee a holiday with pay on each of the designated holidays. For each such holiday a permanent employee shall be paid not less than the equivalent of the wages she would have earned at her classified rate of pay, for her normal hours of work. An employee shall receive such holiday pay even if the holiday falls on a Saturday, Sunday, or on an employee's day of rest. The designated general holidays shall be:

New Year's Day	Discovery Day
Heritage Day (Rendezvous)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
National Aboriginal Day	Boxing Day
Canada Day	

and any other day declared or proclaimed a holiday by the Canadian, Territorial or City of Whitehorse governments.

- 9.02 When a general holiday falls on a Saturday or on a Sunday or on an employee's day of rest, the next workday shall be observed as the holiday.
- 9.03 When a general holiday falls within an employee's scheduled vacation, the employee shall receive the pay of a normal shift or work day for the holiday, in addition to vacation pay, or another day off with pay, in conjunction with the vacation.
- 9.04 A spare driver or casual having 30 calendar days or more of service shall be entitled to general holiday pay as set out above if she works the last scheduled work shift immediately before the holiday and the first scheduled work shift after the holiday. General holiday pay will be calculated by totalling the number of hours worked in a two-week period prior to the general holiday divided by ten days and multiplied by the rate of pay per hour.
- 9.05 Should a general holiday fall when an employee is on sick leave and being paid by wage indemnity, she shall receive compensation for such holiday under the wage indemnity plan, not as per section 9.01.
- 9.06 The overtime pay for work performed on a general holiday or day observed as such is in addition to any general holiday pay that an employee may be entitled to under this article.
- 9.07 An employee required to work as part of her regular work schedule on a general holiday or day observed as such under the terms of this agreement shall be paid time and one-half for all hours worked in addition to holiday pay. The employer agrees that the practice of switch shifts or finding a replacement will be allowed provided that it does not incur additional overtime.

Collective Agreement – Transit

Annual Vacations

9.08 The employer shall give each employee an annual vacation that will be allocated on the basis of seniority and based on the following entitlements:

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>MONTHLY ACCRUAL RATES</u>
	Percentage of Gross Earnings <u>Worked Excluding any Bonuses</u>
Less than three years service (4 weeks)	8%
Three completed years and less than eight years (5 weeks)	10%
Eight completed years and less than fifteen years (6 weeks)	12%
Fifteen completed years and less than twenty years (7 weeks)	14%
Over twenty years (8 weeks)	16%

9.09 Vacation shall be granted on the basis of seniority in the following manner:

- (a) Bid 1: During the month of November of the previous year, the employer shall conduct a bid for a block of continuous vacation up to full entitlement for the following 12-month period.
- (b) Bid 2: By December 31 of the previous year the Employer shall conclude a bid for blocks of non-continuous vacation not to exceed full entitlement, for the following 12-month period. (For purposes of this clause a block shall be at least three continuous calendar days during the period defined in Letter of Understanding # 1.
- (c) In the event an employee offers two weeks' notice of cancellation of the vacation period identified under Bid 1 or 2 above such vacation shall be posted and awarded on the basis of seniority.
- (d) In the event an employee fails to offer two weeks' notice of cancellation of the vacation period identified under Bid 1 or 2 above, such vacation shall, subject to operational requirements, be awarded on a first come first served basis.
- (e) Any vacation applications received after the Bid 1 and Bid 2 process will be considered as they are received and seniority will not be taken into account.
- (f) In the event that an employee cancels a vacation period after the weekly work schedule has been posted, unless due to illness or another approved leave of absence, she shall return to work as a spare driver, with full availability, until the expiration of her approved vacation. If the work has not been bid, she shall return to work as a spare driver, with full availability, until the expiration of that weekly work schedule.

Collective Agreement – Transit

- 9.10 The employer shall make a reasonable effort to grant an employee the period of vacation leave requested. During the time period described in Letter of Understanding #1, at least five bargaining unit members shall be allowed to be on vacation at the same time during the vacation bid period (Article 9.09). Outside of the period described in Letter of Understanding # 1, at least three bargaining unit members shall be allowed to be on vacation at the same time during the vacation bid period (Article 9.09).
- 9.11 Vacation leave may be taken at any time during the year provided the employee has applied in advance on a vacation leave application form and such leave has been approved.
- 9.12 Operational requirements permitting, new employees may be allowed to take accrued annual vacation credits earned after completion of 35 worked shifts or 90 calendar days, whichever accrues first.
- 9.13 Should the employee request to be paid vacation pay prior to going on holidays, the employer will estimate the amount of money owing to the employee and issue a cheque in the form of an advance. All deductions and calculations will be processed on the next normal pay run, and a statement will be issued to the employee outlining the vacation accruals taken. At the end of the calendar year a computation shall be made on gross earnings worked, exclusive of any bonuses in the current year as outlined in section 9.08.
- 9.14 In any calendar year that an employee has not taken all of the vacation leave credited to her, the unused portion of the vacation leave shall be carried over into the following year, except that:
- (a) In January of each year the employer will pay the employee for all unused accumulated vacation leave credits in excess of the days that were accumulated for the period from January 1 to December 31 of the prior year.
 - (b) Notwithstanding clause 9.14 (a), employees who have completed fifteen (15) years of service with the Employer may at their discretion carry over two (2) years of vacation leave credits and employees who have completed twenty-five (25) years of service with the Employer may at their discretion carry over three (3) years of vacation credits, prior to the pay-out provided for in clause 9.14 having application.
- 9.15 If the employee is terminated for any reason, such employee shall be paid all the accrued vacation pay that she is entitled to under section 9.08 of this article.
- 9.16 The vacation pay entitlements of an employee under this article shall at no time be less beneficial than those the employee would be entitled to under the provisions of any government legislation, ordinance or any orders and/or regulations made there under.
- 9.17 A permanent employee will be eligible to carry over unused vacation day entitlements up to a maximum of one year from the employee's entitlement date.

Collective Agreement – Transit

9.18 A casual or probationary employee who leaves the employ of the employer shall be entitled to vacation with pay as provided for in the *Yukon Employment Standards Act*.

Continuous Service Date

9.19 An employee whose continuous service date falls prior to the 16th day of the month shall receive the next higher vacation leave accrual rate during that month.

9.20 An employee whose continuous service date falls on or after the 16th day of the month shall receive the next higher annual vacation leave accrual rate in the following month.

Jury Duty

9.21 If a permanent employee is selected for Jury Duty, or subpoenaed by court to be a witness, the employer shall grant the employee leave of absence with pay. The employee shall remit to the employer any pay received from the court in connection with these activities. The employee shall not suffer any loss of pay.

Bereavement Leave

9.22 The employer shall grant an employee leave of absence with pay for a period of six working days where there is a death in the employee's immediate family.

9.23 "Immediate family" for the purpose of bereavement leave is defined as mother, father, step parent, foster parent, sister, brother, spouse, partner, son, daughter, step child or ward of the employee, mother-in-law, father-in-law, step-in-laws, including son-in-law, daughter-in-law, brother-in-law, sister-in-law, grand-parent, grandchild and any relative permanently residing in the employee's household or with whom the employee permanently resides.

Maternity Leave

9.24 The following provisions shall apply only to permanent employees:

- (a) After completion of one (1) year continuous employment, an employee who:
 - I. Agrees to return to work for a period of at least six (6) months after the expiry of maternity leave, and
 - II. Provides the Employer with proof that she has applied for, is entitled to and in receipt of unemployment insurance benefits pursuant to the *Employment Insurance Act*,
 - III. Shall be paid a maternity leave allowance in accordance with the Supplementary Employment Insurance Benefit Plan.
- (b) An employee under paragraph (a) above shall sign an agreement with the Employer, providing that:

Collective Agreement – Transit

- I. she will return to work after the expiry of her maternity leave, unless this date is modified with the Employer's consent; and
 - II. she will work for a period of at least six (6) months after her return to work; and
 - III. should the employee fail to return to work as per the provisions of sub-paragraphs (i) and (ii) above for reasons other than death, lay-off or disability, the employee agrees that she is indebted to the Employer for the full amount received as maternity leave allowance.
- (c) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:
- I. where the employee is subject to a waiting period of **one (1) week** before receiving employment insurance maternity benefits, an allowance of ninety-three percent (93%) of her weekly rate of pay for each week of the waiting period, less any other monies earned during this period; and
 - II. for up to a maximum of fifteen (15) weeks, payments equivalent to the difference between the Employment Insurance benefits that the employee received at the actual time of the maternity leave and ninety-three percent (93%) of her weekly rate of pay, less any other monies earned during this period.
 - III. The duration of the allowance will be reduced by any time spent on short-term disability.
 - IV. **Where an employee has received the full fifteen (15) weeks of maternity benefit under Employment Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week, equivalent to ninety-three per cent (93%) of her weekly rate of pay, less any other monies earned during this period.**
- (d) The weekly rate of pay referred to in paragraph (3) above shall be:
- I. for a full-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which she is entitled on the day immediately preceding the commencement of her maternity leave;
 - II. for a part-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which she is entitled on the day immediately preceding the commencement of her maternity leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six (6) month period of continuous employment

Collective Agreement – Transit

by the regularly scheduled full-time weekly hours of work for the employee's classification;

- III. where an employee becomes eligible for a pay increase or an economic adjustment during the SEIB Plan period set out in paragraph (3) above, the employee's weekly rate of pay in sub-paragraphs (a) and (b) above shall be adjusted accordingly.
- (e) A regular employee who is on lay-off status shall not be entitled to receive any allowance payment under the SEIB Plan pursuant to paragraph (3) above.
- (f) For the purpose of payments received under the Supplemental Employment Benefit Plan, the Plan shall provide that:
- (g) the employees have no vested right to payment under the plan except to payments during a period of unemployment specified in the plan.

9.25 An employee's continuous service date will not be advanced by the amount of the maternity leave taken under section 9.24.

Parental/Adoption Leave

9.26 (a) An employee qualifying for employment insurance benefits under the *Employment Insurance Act* shall be entitled to request parental leave without pay up to a maximum of sixty-three (63) weeks. There shall be no duplication or overlap with the maternity leave provisions under section 9.24.

(b) In respect of the period of parental leave, parental leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:

(i) where the employee is subject to a waiting period of one (1) week before receiving employment insurance parental benefits, an allowance of ninety-three percent (93%) of her weekly rate of pay for the waiting period, less any other monies earned during this period.

9.27 An employee's continuous service date will not be advanced by the amount of parental leave taken under section 9.26 (a).

9.28 The employee will be required to prepay the employee portion of medical and group insurance plan premiums in order to maintain the coverage for the period of leave.

Marriage

9.29 After the completion of six months continuous employment, an employee who provides the employer with one week's notice shall be granted leave with pay to a maximum of one

Collective Agreement – Transit

standard workweek for the purpose of getting married. Such leave is to be taken at the time of the marriage.

Birth/Adoption

- 9.30 Upon request, an employee shall be given a leave of absence with pay to a maximum of two (2) days for the purpose of attending the delivery of their child or their partner's child (same sex relationship) or attending to the release from hospital of their partner who has given birth or on first obtaining custody of a child who has been legally adopted.

Leave of Absence

- 9.31 Any employee with one or more years of continuous service may be granted leave without pay where in the opinion of the employer the operational efficiency of the system will not be adversely affected.
- 9.32 Applications for leave without pay shall be submitted at least 31 calendar days in advance of the intended commencement date of the leave, and the employee shall receive written notification of the decision at least 14 calendar days prior to the intended commencement date of leave.
- 9.33 Except where provided otherwise by statute, any employee granted leave of absence in excess of 30 calendar days shall be required to pay both her own share and the employer's share of benefit premiums, and will not accrue seniority, vacation leave or travel entitlements during leave without pay. The employee's seniority and anniversary date will be adjusted to reflect the leave of absence taken.

Compassionate Care Leave

- 9.34 An employee requesting leave of absence for compassionate reasons will be given special consideration, and may be required to substantiate the reason **prior to leaving work**, and where not possible, before returning to work.
- 9.35 In accordance with the **Employment Insurance Act** a **twenty-seven (27)** week compassionate care leave is available to employees who have to be away from work temporarily to provide care or support to a **family member, as defined by the Employment Insurance Act**, who is gravely ill. No employee shall lose seniority, **nor will an employee's continuous service date be advanced**, pursuant to this article.
- 9.36 Employment Insurance Benefits are payable to employees who qualify. **Where the employee is subject to a waiting period of one (1) week before receiving employment insurance compassionate care leave benefits, the Employer will provide an allowance according to the Supplementary Employment Insurance Benefit Plan of ninety-three percent (93%) of his/her weekly rate of pay for the waiting period, less any other monies earned during this period.**

Collective Agreement – Transit

- 9.37 An employee's continuous service date will not be advanced by the amount of the compassionate care leave taken under Article 9.36 up to a maximum of 27 weeks.

Leave of Absence for Elected Union President

- 9.38 Effective on the date of signing of this agreement, the employer agrees to authorize a leave of absence to one employee who is elected as President of the Yukon Employee's Union, subject to the following conditions:
- (a) The authorized leave will be for the term of appointment designated by the union to a maximum of three years.
 - (b) Upon the expiry of the term of office, the employee will assume the duties of the position held by the employee prior to the leave of absence.
 - (c) If the employee is re-elected for subsequent terms, the employee shall continue to be on leave. Upon completion of the term of office, the employee will be guaranteed a position at the same level the employee held before the leave of absence.
 - (d) If the employee ceases to hold office, the employee will return to the position held by the employee prior to the leave of absence.
 - (e) The union agrees to provide the employer with one month's written notice of the commencement and termination of this leave of absence.

Unspecified Leave

- 9.39 Upon completion of six (6) months' continuous service, an employee shall be granted five (5) unspecified leave days as operational requirements permit.
- 9.40 Unspecified Leave days shall not be carried over into the next calendar year. Unspecified Leave days which are unused at the end of the calendar year shall be paid to the employee.
- 9.41 Upon termination an employee will be entitled to a payment of any unused hours for Unspecified Leave on a pro rata basis proportional to the number of completed months of service since the granting of Unspecified Leave days.

ARTICLE 10 YUKON BONUS

- 10.01 All permanent full time employees who have completed two or more years of continuous service shall be entitled to receive a Yukon Bonus travel benefit to a maximum of \$2,900.00 annually, pro-rated on a 35 hour work week, staged in accordance with the monetary offer, and shall be entitled to the Yukon Bonus each subsequent year of continuous service thereafter. Those permanent employees employed by the City as of the ratification of this collective agreement shall be Grand-mothered and be eligible for the Yukon Bonus provisions after one year of continuous service.

Collective Agreement – Transit

- 10.02 This benefit does not apply to casual employees.
- 10.03 The Yukon Bonus must be claimed by completing the appropriate application form during the 12-month period following the initial entitlement date. When completing their first application form, employees must indicate whether or not income tax should be deducted from the Yukon Bonus. All subsequent Yukon Bonus payments will be in accordance with the employee's original instructions, unless the employee changes the instruction prior to the payment date. The payment date will be the first pay following the effective continuous service date.
- 10.04 Subject to the provisions of this article, an employee who has completed at least two years of continuous service and who is laid off, terminated for health reasons, or retires during the period of entitlement as outlined in section 10.01, shall be entitled to a Yukon Bonus payment on a pro rata basis proportional to the number of continuous months of service since the employee's last Yukon Bonus entitlement date. Those permanent employees employed by the City as of February 5, 2001 shall be Grand-mothered and be eligible for the provisions of section 10.04 after one year of continuous service.
- 10.05 Subject to the provisions of this article, an employee who has completed at least five years of continuous service and who voluntarily terminates during the period of entitlement as outlined in sections 10.01 and 10.04 shall be entitled to a Yukon Bonus payment on a pro rata basis proportional to the number of continuous completed months of service since the employee's last Yukon Bonus entitlement date.
- 10.06 Employees who are on Long Term Disability shall receive the Yukon Bonus only if they have physically worked a minimum of six months during the entitlement period as outlined in section 10.01.

ARTICLE 11 MEDICAL

Weekly Wage Indemnity

- 11.01 The employer will administer a Weekly Wage Indemnity Insurance Plan for permanent employees. The carrier will determine whether the Wage Indemnity Policy entitlement conditions are met. Any questions as to whether an employee has met the Wage Indemnity Policy entitlement conditions shall be a matter between the employee and the carrier and cannot be a grievance arbitrable under this collective agreement. Such matters must be pursued under the terms of the Wage Indemnity Policy. The employer shall pay the full cost of the premiums.
- 11.02 The City will top up wage indemnity benefits to an employee's regular salary. Top-up will be from the first working day of the accident (hospitalisation), or the bona-fide non-occupational illness, subject to the acceptance of the claim by the insurance carrier. Top-up will continue to a

Collective Agreement – Transit

maximum of 17 weeks from the first working day of illness in accordance with the following schedule:

<u>Completed Continuous Employment</u>	<u>Maximum Benefits</u>
First ninety days	No Provision
Ninety days to one year	Four weeks at full pay, thirteen weeks at two-thirds pay.
One year plus one day to two years less one day	Seven weeks at full pay, ten weeks at two-thirds pay.
Two years plus one day to three years	Ten weeks at full pay, seven weeks at two-thirds pay.
Three years plus one day to four years	Thirteen weeks at full pay, four weeks at two-thirds pay.
Over four years	Seventeen weeks at full pay.

Illness

11.03 Upon completion of 90 calendar days of continuous service, and beginning after the signing of this contract, all permanent employees shall be granted sick leave when the employee must be absent from work by reason of a bona fide non-occupational illness or accident, medical, dental, or optical appointment. The granting of such leave shall be subject to the following conditions:

Non-Occupational Illness or Accident

11.04 The employer shall, upon request, grant to each permanent employee five (5) days per year. Absences of four consecutive working days shall be governed by section 11.01 (Weekly Indemnity). The employee shall be paid at the rate of 100 percent of her daily earnings for these days, provided that:

1. the employee has made every reasonable effort to notify her immediate supervisor prior to the start of her shift; and
2. in the event that notifying her immediate supervisor is not possible, the employee has made every reasonable effort to arrange for her own replacement, acceptable to management (selected from the list of spare and casual drivers); and
3. if requested, the employee provides written medical evidence of her inability to report for work.
4. If in the current calendar year an employee has been granted all paid leave as defined in section 11.04, further leave payments beyond those listed shall be reduced to 50 percent

Collective Agreement – Transit

of the employee's regular pay for each hour of leave taken for the remainder of the calendar year.

- 11.05 Should it become apparent at any time that a pattern of absence is developing, the employer may request that an employee undergo an independent medical examination, or that further medical evidence acceptable to the employer be furnished to substantiate any period of absence claimed to be illness. If the employer requests that an employee undergo an independent medical examination, the employer will be responsible for the costs of the examination.
- 11.06 Employees who are required to undergo such examination will continue to be paid further sick leave subject to section 11.11 only if the physician has indicated that the employee's medical condition necessitates frequent absences. When no chronic medical problem is indicated, further payment of sick leave shall cease for the remainder of the calendar year.

Medical, Dental, and Optical Appointments and to Attend Funerals

- 11.07 When it is not possible for employees to arrange medical, dental and/or optical appointments outside their regular hours of work, or attend funerals, employees who normally work a five day work week will be granted a maximum of ten hours with pay per calendar year over and above the provisions laid out in section 11.04 to be used for medical, dental and/or optical appointments, or to attend funerals.
1. Unpaid leave without pay for Medical, Dental and Optical appointments may be granted to a Spare Driver under special circumstances where in the opinion of the Department manager the operational efficiency of the department will not be adversely affected. Such unpaid appointment leave will not exceed the allotment provided under Article 11.10(a). Such leave will not be unreasonably withheld.
 2. If in the current calendar year an employee has been granted all paid leave as defined in section 11.07 further leave payments beyond those listed shall be reduced to 50 percent of the employee's regular pay for each hour of leave taken for the remainder of the calendar year.

Attendance Bonus

- 11.08 An employee who is not absent from work for any reason described in Article 11 (excluding section 11.07) shall become entitled to an attendance bonus payment equivalent to one-third a normal day's pay based on the employee's normal straight time earnings. Such payment shall be granted for each calendar month during which no sick leave was taken.
- 11.09 Attendance bonus entitlements shall be accumulated to December 31 of each year and paid to entitled employees by January 31 of the following year.

Collective Agreement – Transit

11.10 For purposes of the attendance bonus, employees who normally work a five day work week shall be allowed a maximum of ten hours for medical, dental or optical appointments in any calendar year without forfeiting their entitlement to the attendance bonus.

Long Term Disability

11.11 Permanent employees working a minimum of 15 hours per week who are continuously disabled due to a non-occupational illness or accident for a period in excess of 17 weeks may be eligible to receive Long Term Disability payments. The carrier will determine whether an employee is eligible to receive long-term disability payments under the provisions of the long-term disability plan. Any questions regarding an employee's eligibility for long-term disability benefits shall be a matter between the employee and the carrier and cannot be a grievance arbitrable under this collective agreement. Such matters must be pursued under the terms of the long-term disability plan.

11.12 Payments will be based upon an amount equal to 60 percent of the employee's earnings based upon her normal straight time earnings to a maximum benefit of \$4,000.00 per month.

11.13 Long Term Disability payments shall continue until the employee is able to return to full time employment, reaches age 65, or ceases to meet the entitlement conditions of the insurer, whichever is earlier.

11.14 Effective the first of the month following completion of the employee's probationary period or 90 calendar days of continuous employment, whichever comes first, 100% of the premium for the Long Term Disability Plan will be paid by the employee and 75% of the premium payment will be reimbursed to the employee on a monthly basis.

Extended Health Care

11.15 On the first of the month following 60 days of continuous employment, all permanent employees (excluding casual drivers) will be enrolled in the following benefits:

- (a) Extended Healthcare Plan
- (b) Group Life Insurance - \$25,000 or 1X Employee Annual Salary, whichever is greater
- (c) \$100,000 Accidental Death and Dismemberment Insurance

11.16 Premium costs for these benefits will be cost shared on the basis of 90 percent payment by the employer and 10 percent by the employee.

Dental Care

11.17 On the first of the month following 60 days of continuous employment, all permanent employees (excluding casual drivers) will be enrolled in a Dental Plan. Eligible PSAC Y022 members will be entitled to enhanced dental (orthodontic) procedure coverage identical to PSAC Y023.

Collective Agreement – Transit

11.18 Premium costs for the dental plan will be cost shared on the basis of 75 percent payment by the employer and 25 percent by the employee.

Vision Care

11.19 Effective the date of ratification, permanent employees are eligible to receive a vision care allowance once every two years to a maximum of \$400.00.

11.20 The allowance in section 11.19 will be paid to the total amount of submitted receipts for prescription eyeglasses and sunglasses, non-prescription sunglasses, or contact lenses and/or eye exams for the employee and any member of the employee's immediate family. "Family" shall mean spouse or partner, son, daughter, grandchild or father, mother, step-father, step-mother, provided they are a permanent resident of the employee's household, and also includes father-in-law, mother-in-law, son-in-law, daughter-in-law, and step in-laws provided they are permanent residents of the employee's household.

Injury on Duty Leave

11.21 Employees who are injured on the job and have their claim approved by the Worker's Compensation Health and Safety Board shall be granted Injury on Duty Leave with pay for such reasonable period as may be determined by the employer.

11.22 Where such leave is granted, the employee shall assign to the employer all payment received from Worker's Compensation for loss of wages covering the period of Injury on Duty Leave.

11.23 However, notwithstanding section 11.22, payment of Injury on Duty leave will not exceed the number of days of absence approved by the Worker's Compensation Health and Safety Board.

ARTICLE 12 REGISTERED RETIREMENT SAVINGS PLAN

12.01 All permanent employees shall enrol in the employer's Group Registered Retirement Savings Plan.

12.02 Subject to the specific provisions of federal legislation, the employer shall make Registered Retirement Savings deductions from the gross pay of permanent employees for each bi-weekly pay based on the following scale: 1.25% contributed by the employee, 3.75% contributed by the employer and effective January 18th 2011, the employer contribution will increase by .5% to a total employer contribution of 4.25%.

Effective July 1, 2018, employees registered in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to specific provisions of federal legislation, will make a minimum contribution of 7.25%, of which the Employer contributes 4.75% as a top up and the employee contributes 2.5%.

Effective July 1, 2019, employees registered in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to specific provisions of federal legislation, will make a

Collective Agreement – Transit

minimum contribution of 8.00%, of which the Employer contributes 5.5% as a top up and the employee contributes 2.5%.

Effective July 1, 2020, employees registered in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to specific provisions of federal legislation, will make a minimum contribution of 8.75%, of which the Employer contributes 6.25% as a top up and the employee contributes 2.5%.

Effective July 1, 2021, employees registered in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to specific provisions of federal legislation, will make a minimum contribution of 9.50%, of which the Employer contributes 7% as a top up and the employee contributes 2.5%.

12.03. All monies remitted on behalf of the employee shall be immediately vested with the employee.

12.04 Employees cannot withdraw from the Group Registered Retirement Savings Plan until termination or retirement from their employment with the City of Whitehorse with the exception of withdrawals for home ownership, Lifetime Learning Plan, settlements from marriage break-ups, or if the employee is on Long Term Disability, and/or for the registration of the employee or employee dependent at a recognized educational institution.

12.05 Notwithstanding Article 12.04, employees on Long-Term Disability, and any employee at significant risk of death in the next twenty-six (26) weeks, on submission of a certificate from a medical practitioner, shall be entitled to transfer any monies in the Group Retirement Savings Plan into the employee's personal Registered Retirement Savings Plan, upon request.

ARTICLE 13 SHOP STEWARD

13.01 The union may select or appoint Shop Stewards to represent the employees and the union shall notify the employer as to the name of each Shop Steward. The employer agrees that no Shop Steward shall suffer any discrimination by reason of holding such office.

13.02 When the employer for any reason finds it necessary to terminate a Shop Steward, the union shall be notified in writing of such termination.

13.03 The Shop Steward shall be given time off with pay to investigate complaints of an urgent nature or a grievance, to meet with management for the purpose of dealing with grievances, and to attend meetings called by management. The Shop Steward shall, where possible, obtain the permission of the Transit Manager or her designate before leaving her work and shall report back to the Transit Manager or designate before resuming normal duties. Permission shall not be unreasonably withheld.

13.04 Employees shall have the right to be accompanied by a Shop Steward to any meeting called by management, the purpose of which is to investigate any allegation that may lead to discipline, where formal discipline is actually being handed out or to attend a hearing at any level in the

Collective Agreement – Transit

grievance procedure. The employer will make every reasonable effort to provide the employee at least 24 hours' notice of such a meeting.

- 13.05 Where operational requirements permit, the employer will grant leave without pay to employees to undertake training or attend conventions of the Public Service Alliance of Canada, the Federation of Labour, the Yukon Employees' Union or the Canada Labour Congress. Requests for such leave will be accompanied by confirmation from the Union or proof of registration. The employer will receive at least two (2) weeks' notice, if possible. Such leave will not be unreasonable withheld.
- 13.06 The employer will grant Leave without Pay to a maximum of four employees for the purpose of attending contract negotiations on behalf of the union. The employer agrees that while employees are attending contract negotiation meetings, the employer shall continue benefit contributions.
- 13.07 The employer shall administer leave without pay covered under this article by continuing the employee's pay and billing the union the amount of pay the employee would have lost.
- 13.08 The employer agrees, subject to conditions set out in **Article 9.38**, to grant a leave without pay for the employee's scheduled hours of work to an employee who is elected as the Yukon Employee's Union component President.
- 13.09 **Seniority will continue during Union leave. An employee's continuous service date will not be advanced by the amount of the Union leave taken, except in Article 9.38.**

ARTICLE 14 GENERAL PROVISIONS

- 14.01 Any employee suffering injury while on the job must report the injury immediately or as soon as practicable to her Supervisor.
- 14.02 Authorized agents of the union shall have access to the employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions and ascertaining that the agreement is being adhered to in the operation.
- 14.03 The Employer agrees to provide new employees an orientation program within a reasonable period following hire. The union shall be provided a one-half (1/2) hour period during the orientation program to acquaint employees with union structure and collective agreement rights and obligations.
- 14.04 Every bus used by the employer, whether owned by or hired by the employer or leased to or by it, shall be operated by employees of the employer who are members of the union. Notwithstanding the foregoing, the employer may operate a city bus subject to the agreement of individual members of the bargaining unit or under extenuating circumstances. The employer agrees to provide reasonable advanced notice where practicable.

Collective Agreement – Transit

- 14.05 No member of the bargaining unit shall be laid off, lose employment or have her hours of work reduced as a result of contracting out or leasing unless otherwise mutually agreed to by both parties.
- 14.06 Employees have to clean buses and do light housekeeping. This is to be included in an employee's shift with pay.
- 14.07 All employees hired as drivers shall be given a minimum of five shifts orientation to ensure safety and knowledge of routes by a pre-qualified bus driver. All drivers will be given the opportunity for pre-qualifying training.
- 14.08 If employees are required by the employer to attend courses to upgrade them for their job, the employer shall reimburse them for the cost of taking such courses. No employee shall suffer a loss of pay as a result of attending such courses.
- 14.09 Employees in attendance at staff meetings shall be paid a minimum of 2 hours pay at the prevailing rate, regardless of whether such meeting is contiguous to the employee's shift.
- 14.10 All regular shift hours lost by an employee due to necessary attendance in completing a driver's examination or doctor's examination required by the employer shall be paid for by the employer at the rate of pay applicable to said employee. **Doctor's fees for Driver's Medical Exams shall be paid by the Employer.**
- 14.11 The employer shall provide the Chief Steward and local union office with a copy of any written record of disciplinary action (including reprimands) which is to be recorded in an employee's file.
- 14.12 Adequate washroom facilities will be provided by the employer at the employer's establishment and kept in a sanitary condition. Employees will co-operate by observing the simple rules of cleanliness.
- 14.13 The employer, whenever possible within reason, will supply electrical plug-ins for employee's vehicles during the winter months.

Safety Boot Allowance

- 14.14 All permanent employees designated by the Employer as requiring CSA approved safety boots shall be **reimbursed for such safety boots once per calendar year to a maximum of \$200 when the employee provides proof of purchase.** To be eligible for the safety boot allowance, employees must have completed one full year of continuous employment.
- 14.15 The Employer agrees to pay fifty percent (50%) of the cost for an employee to purchase a pass (single or family) membership fee for the Canada Games Centre.
- 14.16 The Employer agrees to provide new employees an orientation program within a reasonable period following hire. The union shall be provided a one-half (1/2) hour period during the

Collective Agreement – Transit

orientation program to acquaint employees with union structure and collective agreement rights and obligations.

- 14.17 To encourage employees and their family members' use of public transit, the Employer shall reimburse 50% of the cost of a Pass on the City operated Public Transit system. For the purposes of this section, family means an Employee's spouse or partner and children living in the employee's residence.
- 14.18 Should the Transit department move to a new facility, the Employer agrees that individual lockers shall be provided for each permanent employee.

ARTICLE 15 SENIORITY/RECALL

- 15.01 The employer shall at least once every three months post in a conspicuous place on its premises a current list of employees covered by this agreement showing the date when each commenced her employment with the employer. The employer shall forward a copy of each list to the Shop Steward and to the local union office in Whitehorse.
- 15.02 In the event of layoffs, seniority shall be recognized. The principle of the last person on, first person off shall prevail, providing she is qualified.
- 15.03 The employer shall give permanent and spare employees at least 30 days' notice in writing that they are going to be laid off, and such notice shall give the effective date of the layoff. If the employer fails to provide notice as per this section, the employer shall provide pay in lieu of the notice period.
- 15.04 A laid off employee shall retain her seniority and recall rights with the employer for 12 months after the date of layoff.
- 15.05 If a laid off employee is called back to work within her right to recall period, there shall be deemed to have been no break in such employee's seniority with the employer by reason of such layoff.
- 15.06 A laid off employee who is recalled within her right to recall period shall retain the annual vacation accrual rate that she was entitled to on her date of layoff, but she shall not accrue any type of leave for the period she was laid off.
- 15.07 An employee's seniority rights shall be deemed lost and her employment deemed terminated when:
- (a) she leaves the employment of the employer voluntarily; or
 - (b) she is discharged by the employer and such discharge is not reversed through procedures instituted under the Grievance Procedure of this agreement; or
 - (c) her rights to recall under section 15.04 of this article have expired; or

Collective Agreement – Transit

- (d) she is a casual employee who has not worked for a period of 12 months.
- 15.08 If an employee is transferred to employment that is outside the bargaining unit, she shall retain her seniority rights and accrue seniority rights in the bargaining unit for a period of six months commencing from her first day of transfer out of the bargaining unit. After the six-month period has expired, such an employee shall lose all her seniority rights to the employment coming within the bargaining unit, within six months of her first day of transfer out, she shall retain all her seniority in the bargaining unit plus the seniority she has accrued for the period that she was employed outside the bargaining unit.
- 15.09 Should any dispute arise as to seniority, it shall be settled as a grievance under the Grievance Procedure of this agreement.
- 15.10 No new employee shall be hired by the employer for a position in the bargaining unit until all employees who have been laid-off are recalled.
- 15.11 The seniority/recall provisions of this agreement will only apply to seniority, layoff, posting, and vacation allocation.
- 15.12 The seniority date will be the date that the employee first became employed with City Transit, and as such will include the date the employee was hired as a casual employee. For employees hired after December 12, 2008, seniority will be the date the employee becomes a permanent employee.
- 15.13 Unless specified in this agreement, all other dates for the purpose of benefits calculation will be the Continuous Service date. The Continuous Service date will be the date that an employee first becomes a permanent employee as defined in this Collective agreement, and at no time will that date include any time for which the employee was classified as a casual employee.

ARTICLE 16 PROBATION

- 16.01 Employees hired into a permanent position shall be on probation for the first 120 worked shifts or 6 months whichever accrues first.
- 16.02 Employees, who are successful in bidding or competing for different positions, with the exception of spare drivers to permanent full-time driver positions, shall be on probation as outlined in Article 16.01.
- 16.03 Subject to section 15.12, during the probationary period, seniority will not be applicable for newly hired employees; however, when the probationary period is completed, seniority will commence from the date the employee first became a permanent employee.
- 16.04 A permanent employee or spare driver who has been laid off and re-enters the employ of the employer into the same position she previously held within the 12 months of her right-to-recall period shall not be required to serve another probationary period.

Collective Agreement – Transit

- 16.05 A permanent employee or spare driver who has been laid off and re-enters the employ of the employer in a different position from that which she previously held within the 12 month right-to-recall period, shall be required to serve 75 percent of the probationary period as outlined in sections 16.01 and 16.02 of this article.

ARTICLE 17 JOB POSTING, BIDS, OR EXTRA WORK

Job Posting

- 17.01 When a vacancy or when a new position is created within the bargaining unit, the employer shall post such notices internally for a minimum of seven calendar days, with the exception of vacancies described in 17.02 and 17.03.

(a) All job postings, whether internal or external, shall identify that the position is covered by a collective agreement between the City of Whitehorse and the Public Service Alliance of Canada/Yukon Employees Union.

- 17.02 When a temporary vacancy comes open in a bus driver position of three working weeks or more, it will be filled on a bid by permanent drivers based on seniority, provided the driver is available to fulfil the first four (4) weeks of the term. The successful driver will forfeit her right to bid on subsequent temporary vacancies that may arise while filling the vacancy. The successful driver will revert to her previous position once the term is complete. In the event no permanent driver bids, the vacancy will be assigned to spare drivers on an equitable basis on a weekly rotation.
- 17.03 When a vacancy comes open in a bus driver position of less than three working weeks, such vacancy will be assigned to spare drivers on an equitable basis, subject to availability. Spare drivers must be available for at least 3 full working days per week and must notify the employer of their availability on a quarterly basis, or otherwise as mutually agreed by the parties. A spare driver will not be required to work during a period of non-availability. A spare driver may only refuse work during a period of availability for just cause, when they are not on the work schedule, or have failed to be given 12 hours' notice.
- 17.04 When applications are received from employees, then the employee that has the most seniority shall be given the new job provided she is qualified.
- 17.05 Where possible the employee who is successful will commence work in the position on the first day the position is vacant.

Bids

- 17.06 At least twice per calendar year (approximately April 1st and October 1st), bus drivers (excluding casuals) shall have the opportunity to bid for the A.M. or P.M. shift (including the handy-bus A.M. or P.M. shift). Such bids are to be determined in accordance with seniority as per Article 15. All drivers must notify the employer at the time of shift bid of their willingness to be on the

Collective Agreement – Transit

overtime, extra work and Saturday rosters. The dispatcher position and service person positions are exempt from the bidding process.

Extra Work

- 17.07 When extra work (non-bid), with the exception of Saturdays and General Holidays or days observed as such, is available in a bus driver position, such work will be offered to permanent drivers based on seniority, provided overtime will not be incurred. If overtime would otherwise be incurred, such work will be offered to casual employees, but any extra work remaining will be offered to employees on the overtime roster. If an employee refuses extra work, it will be offered to the next person on the list. In the event no permanent driver accepts, the work will be offered to casuals, any remaining work will be assigned to drivers based on reverse seniority.
- 17.08 Extra work as covered by section 17.07 may not exceed 90 days. Time limits may be expanded by mutual agreement of the parties.
- 17.09 If a vacancy in a bus driver position is permanent, spare drivers shall be allowed to bid and the position shall be awarded on seniority.
- 17.10 Notwithstanding Clause 17.07 above, extra work (non-bid) which is directly related to any Joint Committee will be first offered to qualified bargaining unit member(s) of that Committee.

ARTICLE 18 SAFETY PROVISIONS

- 18.01 The parties to this agreement shall at all times comply with the *Occupational Health and Safety Act* and Regulations, and the *Motor Vehicle Act* and Regulations and the Motor Vehicle Equipment Regulations set out by the Government of Yukon, and any Internal Policies and/or Procedures of the City of Whitehorse. Such internal policies and/or procedures are to be the subject of joint consultation between the parties as per Article 26. Any refusal on the part of an employee to work in contravention of such regulations shall not be deemed to be a breach of this agreement.
- 18.02 It is to the mutual advantage of both the employer and the employee that employees shall not operate vehicles that are not in safe operating condition. The employer will not require employees to operate equipment on public streets, highways or thoroughfares when such equipment is not in compliance with the appropriate provisions of the law dealing with safety requirements on mobile equipment (e.g. brakes, steering, signal lights or other lighting equipment, heaters, mirrors, etc.).
- 18.03 It shall be the duty of the employee to report in writing on the appropriate forms of the employer promptly, but not later than the end of her shift, trip or tour, all safety and/or mechanical defects on the equipment that she operated during that shift, trip or tour, to the appropriate person.

Collective Agreement – Transit

- 18.04 It shall be the obligation of the employer to direct the repair as necessary to conform to the safe and efficient operation of that equipment. In the event repairs cannot be effected immediately and the equipment is unsafe, the trouble will be brought to the attention of a maintenance employee verbally and documented in the vehicle inspection book. Should the worker believe that the use of the vehicle constitutes an undue hazard to the worker or any other person, the bus will have a red tag placed on the steering wheel by the worker and it will be removed from the driver/vehicle assignment sheet and placed in the out of service category until repaired.
- 18.05 There shall be an opportunity for one employee to sit as a member of the City of Whitehorse Safety Committee.
- 18.06 First Aid kits are the responsibility of the employer. Employees shall advise the employer if materials are removed. Replacement of the materials will be the responsibility of the employer, and as such replacement is to be within three days of notification.
- 18.07 Employees who are required to attend First Aid and Safety Training courses shall be granted time off with pay for such training. The employer shall pay for each course fee and tuition. In the event such training takes place outside of scheduled hours of work, it shall be considered time worked.
- 18.08 Where the employer requires an employee to undergo a specific medical, hearing or vision examination by a designated qualified medical practitioner, the examination will be conducted at no expense to the employee. The employee shall, upon written request, obtain results of all specific medical, hearing or vision examinations conducted.
- 18.09 Where an employee suffers injury by accident arising out of and in the course of her employment, the employer shall provide the employee with transportation as required under section 61(1) of the *Yukon Workers' Compensation Act*, as may be amended from time-to-time.
- 18.10 A Safety Allowance in the amount of \$350.00 will be paid, once per year, to all employees who are required to hold a First Aid and CPR certificate as a job requirement to meet Occupational Health and Safety standard. A \$100.00 allowance will be paid, once per year, to all bus drivers required to hold a first aid and CPR certificate by the employer for other purposes.
- 18.11 The employer shall when negotiating a third party or City of Whitehorse charter, where there is reasonable cause to believe that a majority of clients will be under the influence of alcohol, provide adequate security on the bus.
- 18.12 If an employee involved in an accident is required to report to the R.C.M.P. immediately, a relief employee will be provided. If the accident is determined by the R.C.M.P. or the Insurance Company or the Safety Committee (in that order) to be "no fault" or the fault of the other Parties, the report will be considered time earned. This provision shall not apply where the deciding parties determine that the accident is the fault of the employee.

Collective Agreement – Transit

ARTICLE 19 UNIFORMS

- 19.01 Transit employees shall have uniforms supplied by the employer, as described in the Transit Employees' Uniform Policy, signed by the parties, and as amended from time to time by the parties.
- 19.02 The employer will purchase work gloves that will be assigned to each driver for the use of the driver when working. Service Persons shall receive gloves as required and, once per year, three pair of coveralls. The washing of the coveralls will be the responsibility of the employer.
- 19.03 The employer will supply insulated coveralls in the shop for the Service Persons' use. Such coveralls will be the property of the employer.

ARTICLE 20 GRIEVANCE PROCEDURE

- 20.01 Should any difference arise between the parties bound by this Agreement concerning its interpretation, application and operation or alleged violation thereof, an earnest effort shall be made to settle the matter promptly in the following manner:

Pre-Grievance Meeting

Prior to filing a formal grievance an employee, who may be assisted by a Union Representative, shall discuss the matter or complaint with the immediate supervisor. The discussion shall take place within seven working days of the matter or complaint occurring or becoming apparent. If the matter or complaint is not resolved within seven working days, the employee may proceed to Step 1 by filing a written grievance with the Department of Human Resources identifying the specific clauses of the collective agreement he believes have been contravened. The grievance shall be filed within 14 working days of the pre-grievance meeting.

(a) Step 1

The employee, assisted by his Union, shall take the grievance up with the employee's Manager, who shall respond to the grievance within seven working days. Failing settlement at Step 1 the employee may proceed to Step 2 by filing a written notice of intent to the Human Resources Department within seven working days of the Step 1 decision.

(b) Step 2

The employee, assisted by his Union, shall present the grievance to a Divisional Director. If a satisfactory settlement cannot be reached within 14 working days of receipt of the grievance by the Divisional Director, the employee may proceed to Step 3.

- 20.02 Policy, Disciplinary Dismissal and Employer Grievances

Collective Agreement – Transit

These grievances will begin at Step 2 of the grievance procedure and shall be filed within 14 working days of the matter or complaint occurring or becoming apparent. A grievance response shall be provided within seven working days after the filing of the grievance. Failing settlement at this Step the grievance may be advanced to Step 2(a) within seven working days of the Division Director's decision by filing a written notice of intent to the Human Resources department.

Step 2(a)

The employee, assisted by the Union, shall present the grievance to the City Manager. If a satisfactory settlement cannot be reached within fourteen (14) working days of receipt of the grievance by the City manager, the grievance may proceed to Step 3.

(c) Step 3 – Arbitration

Failing settlement at Step 2 or Step 2(a) of the Grievance Procedure, either party may advance the grievance to Arbitration by written notification to the other within 30 calendar days of receipt of the Step 2 or Step 2 (a) decision. By mutual agreement, a single arbitrator may be appointed to hear the grievance.

Mediation

The parties may, by mutual agreement within 20 calendar days following the Step 2 or Step 2(a) decision, hire a mediator to assist with resolving the grievance. All fees or other expenses related to mediation shall be shared equally by the parties. Either party may, at any time during mediation invoke the Step 3 process and advance the dispute to Arbitration.

The mediator will provide the parties with written settlement terms of a successful mediation, and advise the parties in writing if the mediation is unsuccessful, in which case either party may advance the grievance to Arbitration by written notification to the other within 30 calendar days of the end of mediation.

20.03 If the same management representative is to hear the same grievance more than once, the aggrieved party may advance the grievance to the next step.

20.04 The parties shall disclose pertinent facts at each step of the grievance to ensure appropriate decision making.

20.05 The time limits in the grievance procedure may be extended by agreement of the parties.

20.06 When the aggrieved party fails to comply with the time limits specified in Article 20, the grievance shall be deemed to have been abandoned.

Collective Agreement – Transit

ARTICLE 21 LONG SERVICE BONUS

- 21.01 An employee who has completed five years of continuous service shall be entitled to a yearly long service bonus equivalent to two percent of annual base salary.
- 21.02 The Long Service Bonus shall become payable each complete year thereafter on the employee's anniversary date of continuous service.

ARTICLE 22 SEVERANCE

- 22.01 As of July 1, 2001, employees shall be entitled to receive severance pay in accordance with the following provisions for completed continuous years of employment from July 1, 1979.
- 22.02 An employee who is terminated for cause shall not be paid severance pay.
- 22.03 On layoff, rejection on probation, and non-culpable discharge, a permanent employee with one or more years of continuous service shall receive severance pay in the amount of two weeks' pay for the first completed year of service and one weeks' pay for each succeeding complete year of employment to a maximum of 18 weeks less any period in respect of which severance pay was previously granted.
- 22.04 An employee who has seven (7) or more years of continuous service shall on resignation receive one-half of the severance amount of one week's pay for each completed year of employment to a maximum of eighteen (18) weeks less any period in respect of which the employee was previously granted severance pay for a layoff.
- 22.05 An employee who has 20 years or more of continuous service shall upon resignation receive severance as outlined in section 22.03 to a maximum of 28 weeks.
- 22.06 An employee who retires from employment with the City, and whose age and years of service equals seventy-five (75) or more, will receive a retirement allowance in the amount of two (2) weeks' pay for the first completed year of service and one (1) week's pay for each succeeding complete year of employment to a maximum of twenty-eight (28) weeks, less any period in respect of which severance, retirement or resignation allowance was previously paid.
- 22.07 If an employee is eligible for severance, calculations are based on the employee's average earnings over the final five (5) years subsequent to a maximum of forty (40) hours a week.
- 22.08 An employee who is at significant risk of death in the next twenty-six (26) weeks, upon submission of a certificate from a medical practitioner, shall be entitlement at the date of notice to transfer their severance into the employee's personal Registered Retirement Savings Plan, upon request.

Collective Agreement – Transit

ARTICLE 23 **RESPECTFUL WORKPLACE**

- 23.01 There shall be no discrimination, interference, restriction, **harassment**, or coercion with respect to any employee in the matter of wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge or otherwise by reason of race, creed, age, colour, national origin, political or religious affiliation, sex, marital status, **family status**, sexual orientation, gender identity, mental or physical disability, nor by reason of membership or activity in a trade union.
- 23.02 The parties agree to be bound by the Harassment and Respectful Workplace Administrative Directive of the City of Whitehorse. The City is free to amend the Administrative Directive from time-to-time and agrees to consult with their employees in policy review.
- 23.03 Members of the bargaining unit may choose to exercise their right under Article 20 alleging violation of the Harassment and Respectful Workplace Administrative Directive. Levels 1 and 2 of the Grievance procedure may be omitted in such cases if the employer designate is an alleged harasser.
- 23.04 Investigations pursuant to a grievance filed by a member of the bargaining unit will be conducted by a mutually agreed upon independent investigator if requested by the union. The parties will share equally the cost of such investigation.
- 23.05 Any investigation carried out as a result of a complaint filed pursuant to this article will provide a copy of the report and any recommendations to the union and to the grievor in the case of a grievance.

ARTICLE 24 **DISCIPLINE**

- 24.01 The employer will take disciplinary action only where there is just cause and upon the principles of progressive discipline.
- 24.02 The City Manager may dismiss an employee for just cause. A Division Head may suspend an employee for just cause. The Department Manager may proceed to the written warning stage of the progressive discipline procedure for just cause.
- 24.03 Before any disciplinary action is taken against an employee, the employer shall give the employee an opportunity, as soon as possible at a time and location convenient to the employee and employer, to present her version of the facts to the employer either alone or, if the employee wishes, with a union representative present.
- 24.04 If any disciplinary action is taken against an employee, the employer will give the employee written notice of the specific disciplinary action taken, the reasons for it, and the effective date it commences.
- 24.05 No evidence of disciplinary action may be introduced at a hearing related to discipline if the employee has attained the following periods without further disciplinary action being taken against her:

Collective Agreement – Transit

Oral Reprimand	6 months
Written Reprimand	12 months
Suspension	12 months

Should no further disciplinary action be taken during the times specified herein, the document shall then be removed from the personnel file and forwarded to the employee concerned for destruction.

- 24.06 An employee shall have access to her personnel file upon request, in the presence of the employer, and may have a copy of any document if she wishes.
- 24.07 If the employee consents in writing, the union representative may have the same rights as the employee in section 24.06.

ARTICLE 25 BULLETIN BOARD

- 25.01 The employer shall provide bulletin board space in a reasonable location clearly identified for the use of the union for posting notices pertaining to elections, appointments, meeting dates, news items, and social/ recreational affairs.

ARTICLE 26 JOINT CONSULTATION

- 26.01 A Labour-Management Relations Committee shall be appointed consisting of at least two representatives for the union and two for the employer in attendance. The union may appoint a maximum of three representatives to the Committee. The Committee shall meet on request of either party for the purpose of discussing all matters of mutual concern. The Committee shall have the power to make recommendations to the union and to the employer.
- 26.02 The employer is responsible for preparing the agenda and ensuring that minutes are distributed as soon as possible. The parties will both sign the minutes of each meeting. Such minutes will then be posted for the information of all employees. Provision for typing of the minutes will be made by the employer.
- 26.03 Time spent by employees in carrying out the functions of the Committee shall be considered to be time worked.
- 26.04 As much as reasonably practicable, meetings of the Committee shall take place at such times that the representatives of the union shall not be incurring overtime hours while in attendance at the meetings.

ARTICLE 27 STRIKES, LOCKOUTS, AND PICKET LINES

- 27.01 The employer agrees that it will not cause or direct any lockout of its employees during the term of this agreement.

Collective Agreement – Transit

- 27.02 The union agrees that there will be no strike, work stoppage, or slowdown during the term of this agreement. The union agrees that if any such action takes place, it will repudiate it forthwith and require the employees to return to work.
- 27.03 Employees covered by this agreement shall have the right to refuse to cross a picket line. No employee shall be disciplined by the employer for exercising the right guaranteed in this section. Any employees exercising their right under this section will not be paid for time not worked.
- 27.04 Notwithstanding section 27.03, the parties agree to meet in the event of a strike by another bargaining unit in order to make every reasonable effort to provide Handy-bus service during the labour dispute.

ARTICLE 28 HIRING PROCESS

- 28.01 The employer shall not solicit input from any member regarding the new hire of an employee.

ARTICLE 29 TECHNOLOGICAL CHANGE

- 29.01 Technological change means:
1. The introduction by the employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously utilized by the employer in the operation of the work, undertaking or business; and
 2. A change in the manner in which the employer carries on the work, undertaking, or business that is directly related to the introduction of that equipment or material.
- 29.02 When the technological change is likely to affect the terms and conditions or security of employment of a significant number of employees, the employer shall give notice of technological change to the Union at least one hundred and twenty days prior to the date on which the technological change is to be affected.
- 29.03 A detailed description of the notice referred to in 29.02 shall be in writing and shall provide:
1. The nature of the proposed technological change;
 2. The date on which the employer proposed to effect the technological change;
 3. The names of the employees who will initially be likely to be affected by the proposed technological change;
 4. The effect that the technological change is likely to have on the terms and conditions or security of employment of the employees affected; and the rationale for the change.

ARTICLE 30 SHIFT DIFFERENTIAL

- 30.01 An employee who works outside the hours of 6:00 am to 6:00 pm shall receive a shift premium of 10% of her base hourly salary for each eligible hour.

Collective Agreement – Transit

ARTICLE 31 SAVINGS CLAUSE

- 31.01 If any article or section of this agreement should be held invalid by operation of law or by a tribunal of competent jurisdiction or if compliance with or enforcement of any article or section should be restrained by such tribunal, pending a final determination as to its validity, the remainder of this agreement or the application of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.
- 31.02 In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of either party for the purpose of arriving at a mutually satisfactory replacement of such article or section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, they shall submit the dispute to the Grievance Procedure.

ARTICLE 32 DURATION

- 32.01 This agreement shall be binding and remain in effect from September 1, 2017 to August 31, 2021.
- 32.02 Unless otherwise specified, all provisions of this agreement take effect on the ratification date.
- 32.03 The provisions of this agreement, including the provisions for processing of grievances under Article 20, shall remain in effect during the negotiations for its renewal and until a new agreement becomes effective.
- 32.04 Within four months preceding the termination of this agreement, either party may by written notice require the other party to begin bargaining collectively with a view to the conclusion, renewal, or revision of this collective agreement.
- 32.05 This agreement may be amended by mutual consent.
- 32.06 Where notice to commence collective bargaining has been given under section 33.04, the employer shall not without consent by or on behalf of the employees affected, increase or decrease salaries or alter any other term or condition of employment of employees in the bargaining unit which was in force on the day on which the notice was given until a renewal or revision of the agreement, or a new collective agreement, has been concluded.

Signed at the City of Whitehorse, Yukon Territory, this 5th day of September, 2018.

City of Whitehorse:



Dan Curtis
Mayor



Norma Felker
City Clerk

Public Service Alliance of Canada, Local Y022:



Jack Bourassa, PSAC Regional Vice-President, North

Negotiated by:

On Behalf of the Employer
City of Whitehorse



Linda Rapp



Valerie Braga



Cheryl Malo



Peter O'Blenes



Robert Watts

On Behalf of the Union

Public Service Alliance of Canada, Local Y022



Thomas Riexinger



Karen Brost



Jackie Taggart



Shawn Vincent, PSAC Research Officer



Gail Lem, PSAC Negotiator

Collective Agreement – Transit

Wage Proposal

General wage increases are applied to Step 4 of each salary range with the other 3 steps calculated accordingly.

SUMMARY OF MONETARY INCREASES

September 1, 2017: 1.25% in Wages

September 1, 2018: 1.0% in Wages

September 1, 2019: 1.0% in Wages

September 1, 2020: 1.0% in Wages

Collective Agreement – Transit

SCHEDULE A – PAY SCALES

Position Name	Salary Range
Coordinator, Transit	9
Dispatcher	10
Driver, Bus	9
Driver, Handybus	9
Maintenance Person, Transit	6
Representative, Customer Service	5
Supervisor, Transit	14

All bus drivers will receive a \$1.50 per hour premium for all hours worked when orientating others in accordance with section 14.07.

Collective Agreement – Transit

Pay Schedules - Permanent Employees Only

September 1, 2017 to August 31, 2018 [+1.25%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.95	26.42	27.88	29.35
Hourly	6	26.08	27.61	29.15	30.68
Hourly	9	29.93	31.69	33.45	35.21
Hourly	14	39.72	42.06	44.39	46.73
September 1, 2018 to August 31, 2019 [+1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.19	26.68	28.16	29.64
Hourly	6	26.34	27.89	29.44	30.99
Hourly	9	30.23	32.00	33.78	35.56
Hourly	14	40.12	42.48	44.84	47.20
September 1, 2019 to August 31, 2020 [+1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.45	26.95	28.44	29.94
Hourly	6	26.61	28.17	29.74	31.30
Hourly	9	30.53	32.33	34.12	35.92
Hourly	14	40.52	42.90	45.29	47.67
September 1, 2020 to August 31, 2021 [+1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.70	27.22	28.73	30.24
Hourly	6	26.87	28.45	30.03	31.61
Hourly	9	30.84	32.65	34.47	36.28
Hourly	14	40.93	43.34	45.74	48.15

Collective Agreement – Transit

Pay Schedules – Casual Employees Only

September 1, 2017 to June 30, 2018					
[Economic Increase +1.25%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.06	25.48	26.89	28.31
Hourly	6	25.17	26.65	28.13	29.61
Hourly	9	28.88	30.58	32.28	33.98
Hourly	14	38.33	40.58	42.84	45.09
July 1, 2018 to August 31, 2018					
[Interim Adjustment 0.5% RSP]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.18	25.61	27.03	28.45
Hourly	6	25.30	26.78	28.27	29.76
Hourly	9	29.03	30.74	32.44	34.15
Hourly	14	38.52	40.79	43.05	45.32
September 1, 2018 to June 30, 2019					
[Economic Increase +1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.42	25.86	27.29	28.73
Hourly	6	25.55	27.05	28.56	30.06
Hourly	9	29.32	31.04	32.77	34.49
Hourly	14	38.90	41.19	43.48	45.77
July 1, 2019 to August 31, 2019					
[Interim Adjustment 0.75% RSP]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.61	26.06	27.50	28.95
Hourly	6	25.75	27.26	28.78	30.29
Hourly	9	29.54	31.28	33.01	34.75
Hourly	14	39.19	41.50	43.80	46.11

Collective Agreement – Transit

Pay Schedules – Casual Employees Only

September 1, 2019 to June 30, 2020					
[Economic Increase +1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	24.85	26.32	27.78	29.24
Hourly	6	26.00	27.53	29.06	30.59
Hourly	9	29.84	31.59	33.35	35.10
Hourly	14	39.58	41.91	44.24	46.57
July 1, 2020 to August 31, 2020					
[Interim Adjustment 0.75% RSP]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.04	26.51	27.99	29.46
Hourly	6	26.20	27.74	29.28	30.82
Hourly	9	30.06	31.82	33.59	35.36
Hourly	14	39.88	42.23	44.57	46.92
September 1, 2020 to June 30, 2021					
[Economic Increase +1.0%]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.29	26.78	28.26	29.75
Hourly	6	26.46	28.02	29.57	31.13
Hourly	9	30.35	32.14	33.92	35.71
Hourly	14	40.28	42.65	45.02	47.39
July 1, 2021 to August 31, 2021					
[Interim Adjustment 0.75% RSP]					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4
		85%	90%	95%	100%
Hourly	5	25.70	27.22	28.73	30.24
Hourly	6	26.87	28.45	30.03	31.61
Hourly	9	30.84	32.65	34.47	36.28
Hourly	14	40.93	43.34	45.74	48.15

Collective Agreement – Transit

Pay Schedules – Driver Trainee Only

(80% of Driver Rate)

<u>September 1, 2017 to June 30, 2018</u>			
[Economic Increase +1.25%]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.17	27.18
<u>July 1, 2018 to August 31, 2018</u>			
[Interim Adjustment 0.5% RSP]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.17	27.32
<u>September 1, 2018 to June 30, 2019</u>			
[Economic Increase +1.0%]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.45	27.59
<u>July 1, 2019 to August 31, 2019</u>			
[Interim Adjustment 0.75% RSP]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.45	27.80
<u>September 1, 2019 to June 30, 2020</u>			
[Economic Increase +1.0%]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.74	28.08
<u>July 1, 2020 to August 31, 2020</u>			
[Interim Adjustment 0.75% RSP]			
	RANGE	80% Perm	80% Casual
Hourly	9	28.74	28.29
<u>September 1, 2020 to June 30, 2021</u>			
[Economic Increase +1.0%]			
	RANGE	80% Perm	80% Casual
Hourly	9	29.02	28.57
<u>July 1, 2021 to August 31, 2021</u>			
[Interim Adjustment 0.75% RSP]			
	RANGE	80% Perm	80% Casual
Hourly	9	29.02	29.02

Collective Agreement – Transit

Letters of Understanding

Old Number and Name	Number in New Agreement
LOU #1 – Casual Employees	Renew with Changes
LOU #2 – Benefit Package Consultation	Renew with Changes
LOU #3 – Acting Statutory Holiday Pay	Renew
LOU #4 – Bus Parking Areas	Renew
LOU #5 – Job Evaluation Committee Results	Delete and Incorporate
LOU #6 – Calculation of Severance	Delete – Add new 22.07
	LOU #5 – Pension Plan

LETTER OF UNDERSTANDING #1

RE: Casual Employees

BY AND BETWEEN: THE CITY OF WHITEHORSE
PUBLIC SERVICE ALLIANCE OF CANADA,
AND:
LOCAL Y022

Pursuant to the terms of the Collective Agreement between the above-mentioned parties, it is agreed that

The Parties agree that the number of casual employees may exceed the number of spare drivers between June 1st and September 15th, and during the Whitehorse Christmas and spring school breaks of each year in order to cover permanent driver leaves of absence (paid and unpaid), and on Fridays, Saturdays and Mondays throughout the year. Prior to the use of casual employees, such work will be offered to available spare drivers first.

IN WITNESS WHEREOF the parties hereto have affixed their signatures by the officers designated in that behalf on the 4th day of June, 2014, renewed on the 5th day of September, 2018.

For the City of Whitehorse:

For PSAC Y022:



Linda Rapp, City Manager

Gail Lem, Negotiator

LETTER OF UNDERSTANDING #3

Re: Acting Statutory **Holiday** Pay

BY AND BETWEEN: THE CITY OF WHITEHORSE
AND: PUBLIC SERVICE ALLIANCE OF CANADA,
LOCAL Y022

Clauses applicable to Y022:

If an employee is assigned to an acting capacity and provided an employee has actually worked in this acting capacity the last shift prior to a statutory holiday and the first shift thereafter, she shall be paid the acting rate for the statutory holiday.

IN WITNESS WHEREOF the parties hereto have affixed their signatures by the officers designated in that behalf on the 4th day of June, 2014, renewed on the 5th day of September, 2018.

For the City of Whitehorse:



Linda Rapp, City Manager

For PSAC Y022:



Gail Lem, Negotiator

LETTER OF UNDERSTANDING #4

Re: Bus parking Areas

BY AND BETWEEN: THE CITY OF WHITEHORSE

AND: PUBLIC SERVICE ALLIANCE OF CANADA
LOCAL Y022

The parties agree that during the term of this collective agreement, they will meet to discuss and review driver concerns with the availability of washroom facilities.

Concerns or possible solutions should be directed to the Planning and Scheduling Committee who shall evaluate the concerns and provide recommendations, if any, to management for review and decision.

IN WITNESS WHEREOF the parties hereto have affixed their signatures by the officers designated in that behalf on the 4th day of June, 2014, renewed on the 5th day of September, 2018.

For the City of Whitehorse:



Linda Rapp, City Manager

For PSAC Y022:



Gail Lem, Negotiator

LETTER OF UNDERSTANDING #5

Re: Pension Plan

BY AND BETWEEN: THE CITY OF WHITEHORSE

AND: PUBLIC SERVICE ALLIANCE OF CANADA
LOCAL Y022

The parties agree to establish a Pension Review Committee consisting of an equal number of representatives of the Union and the Employer to investigate opportunities for instituting a defined benefit pension plan.

The Committee shall first meet within ninety (90) days of ratification of this Collective Agreement to establish its further terms of reference.

It is agreed that, prior to the Employer soliciting information from defined benefit pension plan providers, the Committee shall meet to review the terms of reference of any selection process.

Prior to selecting a defined benefit pension plan, the Committee shall review all options and make a recommendation to the Employer.

IN WITNESS WHEREOF the parties hereto have affixed their signatures by the officers designated in that behalf on the 5th day of September, 2018.

For the City of Whitehorse:



Linda Rapp, City Manager

For PSAC Y022:



Gail Lem, Negotiator