

Without Prejudice  
(errors and omissions excepted)

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**MEMORANDUM OF SETTLEMENT**

BETWEEN:

**THE CITY OF EDMONTON**  
(the "City")

- and -

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 30**  
("CUPE 30")

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The parties agree to the terms of this Memorandum of Settlement as constituting full settlement of all issues between the parties. Unless otherwise specified within this Memorandum of Settlement, changes to terms and conditions will be effective on the first day of the pay period following ratification by both parties.

The undersigned representatives of the parties do hereby agree to present and support, as the best offer, to their respective principals the following changes to the previous December 20, 2020 - December 30, 2023 Collective Agreement.

1. **Term**

The Collective Agreement will have a four (4) year term, commencing on December 31, 2023 and ending on December 11, 2027 (pay period #26).

2. **General Wage Increase**

Appendix I of the Collective Agreement – Schedule of Wages – shall be subject to a general wage increase as follows:

**2024**

December 31, 2023 (pay period #1) - 3.25%

**2025**

December 15, 2024 (pay period #26) - 2.75%  
(in addition to monetary items #3, 4, 5, 6 & 7 below)

**2026**

December 14, 2025 (pay period #26) - \$1/hour  
(overall average increase of approximately 3%)

**2027**

December 13, 2026 (pay period #26) - 3%

Unless otherwise specified within this Memorandum of Settlement, retroactivity shall apply in accordance with Article 7.02 of the Collective Agreement.

**3. Classification Re-grade**

The following classification contained within Appendix I of the Collective Agreement – Schedule of Wages – shall be subject to a wage increase as follows:

**Custodial Worker (Job Code 0263)**

Increase by \$1.25/hour

This classification re-grade shall be effective on the first day of the pay period following ratification by both parties and retroactivity shall not apply.

**4. Bereavement Leave**

The first sentence of Article 8.03.03 - Bereavement Leave - shall be amended as follows:

“A permanent, ~~or~~ probationary **or eligible temporary or provisional** employee shall be granted time off with pay, at the regular rate of pay, for the position to which such employee is permanently appointed or serving a required trial term thereof, in accordance with the following:”

Article 8.03.03.05 - Temporary or Provisional Employees - shall be amended as follows:

~~Eligible provisional or temporary employees shall be granted time off with pay, at the regular rate of pay, for the position to which such employee is appointed, in accordance with the following:~~

~~When death occurs in the employee's immediate family – that is,~~

- ~~• current spouse/common-law partner~~
- ~~• child/ward,~~
- ~~• parents/legal guardian~~

~~the employee, on request, shall be excused for up to any 4 regularly scheduled consecutive working days without loss of pay at the employee's regular rate of pay.~~

~~Notwithstanding the above, where special circumstances exist, an employee may request the Bereavement Leave be divided into two (2) periods within six (6) months of the death, provided such leave shall not extend beyond the scheduled end of~~

their temporary employment. Such request is subject to the approval of the City. In no circumstances, however, shall an employee be eligible for more days off with pay than they would have been eligible to receive had the Bereavement Leave been taken in one (1) undivided period.

"Eligible **temporary or provisional** employees are defined as:

- active provisional full-time status employees; and
- active temporary full-time status employees with a minimum of 6 months service."

These amendments shall be effective on the first day of the pay period following ratification by both parties and retroactivity shall not apply.

5. **Major Medical Benefits - Psychological Services**

Article 32.02.05 shall be amended as follows:

"The Plan shall pay a maximum of ~~\$1,000~~ **\$2,000** per calendar year for the services of a chartered psychologist, or Masters of Social Worker engaged in the assessment or treatment of a mental or emotional illness of a member or their dependents. Submitted eligible expenses shall be ~~50%~~ **75%** paid for by the Plan."

This amendment shall be effective on the first day of the pay period following ratification by both parties and retroactivity shall not apply.

6. **Safety Boot Subsidy**

Article 8.07.01 shall be amended as follows:

"Where the conditions of employment demand or require the use of safety footwear, the City will subsidize the purchase by an employee of C.S.A. approved safety footwear in the amount of 75% of the cost of such safety footwear or:

- ~~\$200~~ **\$300** for permanent and provisional employees, or
- ~~\$100~~ **\$150** for temporary employees,  
whichever is the lesser.

An employee who has received a safety footwear subsidy, and who requests a subsequent one, shall show just cause for a subsequent subsidy. New employees shall be eligible for a safety footwear subsidy after completing 30 days of continuous employment with the City."

Article 8.07.02 shall be amended as follows:

"An employee is eligible to claim:

- i) 100% of the cost of safety boot lines and insoles to a maximum of \$50 in a

- calendar year, and
- i) 100% of the cost of resoling or repairs to safety boots or shoes.

The total of expenses claimed under 8.07.01 or 8.07.02 shall not exceed ~~\$200~~ **\$300** in a calendar year **for permanent and provisional employees or \$150 in a calendar year for temporary employees."**

These amendments shall be effective on the first day of the pay period following ratification by both parties and retroactivity shall not apply.

7. **Appendix III - Required Tools for Various Trades**

Each allowance outlined within Appendix III of the Collective Agreement - Required Tools for Various Trades - will be increased by 15%.

This amendment shall be effective on the first day of the pay period following ratification by both parties and retroactivity shall not apply.

9. **Signed Amendments**

All previously negotiated and signed amendments to the previous December 20, 2020 - December 30, 2023 Collective Agreement shall form part of this agreement.

All articles in the previous December 20, 2020 - December 30, 2023 Collective Agreement including letters of understanding, not amended by this Memorandum or as previously otherwise agreed to in bargaining, are brought forward with no changes to the new Collective Agreement.

The Parties agree that in final editing of the renewed Collective Agreement, the Parties may agree to other editorial changes to address clerical errors.

This is made without prejudice and this Memorandum Of Settlement, if accepted and ratified, shall become effective in accordance with the provisions of the Alberta *Labour Relations Code*.

SIGNED THIS 6<sup>th</sup> day of March, 2025

CUPE 30

  
\_\_\_\_\_

CITY OF EDMONTON

  
\_\_\_\_\_

# Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Amend the articles below as follows:

## Article 2.02.02 Union Initiated Reviews

- 1) The Union will advise the Director of **Compensation and Classification** ~~Labour Relations, Human Resources~~, and any other appropriate Union, in writing that they have a potential issue with the jurisdictional allocation of an existing position, or a newly posted position.
- 2) Within 14 calendar days of receiving the request, a job description will be provided to the Union for their review.
- 3) Within 14 calendar days of receiving the job description, the Union will advise the City in writing if a jurisdictional review of the position is required.
- 4) Within 14 calendar days of receiving the Union's written notice requesting a jurisdictional review, the City will schedule a meeting to allow both parties to explore the issues and provide their rationale for the jurisdictional allocation of the position.
- 5) OPTIONAL JOINT AUDIT STEP

An interim resolve from the meeting described in 2.02.02(4) may be to conduct a joint audit of the position. The Union's challenge of the position's jurisdiction shall be held in abeyance until the joint audit of the position is conducted. At the conclusion of the joint audit, the City shall notify the Union in writing within 14 calendar days of its decision regarding the jurisdiction of the position, including its rationale.

Upon receipt of the City's decision, the Union may:

- ❖ confirm its intent to terminate the review, or
- ❖ notify the City that it will make application to the Alberta Labour Relations Board for a determination of the appropriate jurisdiction of the position(s).

- 6) The parties may mutually agree to involve a neutral third party at any stage of the process. The parties will mutually agree in writing at the onset of the neutral party's review that any decision rendered by the neutral third party will be binding on the City and the Union or Unions involved.
- 7) The parties may mutually agree to bypass steps, return to previous steps, and/or extend the time limits contained in this process. Such agreements shall be conferred in writing.

## Article 6 Working Conditions

### 6.01.04.02.01 Special Hours of Work Requirements

Start and end times may be adjusted with as much notice as possible for the following operations listed herein:

- golf course maintenance,
- chemical spraying operations,
- receiving and shipping of plant material,
- Street Marking, and Spring Sweeping Program (if required),
- regional landfill hauling, and
- snow removal around facilities.

It is understood that the ability to provide minimum notice will vary due to the nature of these work assignments (for example, the need to ensure optimum weather conditions).

### Article 6.16.03 Community Standards Field Training Premium

~~Community Standards Park Rangers (Job Code 0015), Animal Control Officers (Job Code 0003), and Community Standards Peace Officer IIs (Job Code 2119),~~ who are selected as Field Training Officers for the purpose of delivering practical training to newly hired employees and assessing field application of required knowledge and skills shall receive an additional premium of \$1.50 per hour for the duration of the designated training period.

8.05. Clothing

8.05.02 Clothing issued on an as-required basis shall remain the property of the City and shall be subject to return for replacement of such articles and upon termination of employment. If said clothing is not returned, deductions shall be made from the employee's pay cheque. In addition, clothing issued to Temporary **Community Peace Officers Field Inspectors** shall be returned to the City.

13 Seniority

13.04.01 The Union will notify the appropriate ~~Human Resources~~ **Labour Relations** Consultant of a potential error in the seniority date of an employee, providing as much detail concerning the discrepancy as possible. The City will then conduct the necessary research in a timely manner. The Union will be advised of the results of the research and any adjustment that may be required. If it is determined that a correction to the seniority date is required, the City will make the correction forthwith.

16 Apprentices

16.02 The term of apprenticeship shall be as stated in the **Skilled Trades and Apprenticeship Education and Industry Training Act** including a 6 month probationary period except that, in cases where a person has attended a technical or vocational school approved by the City and satisfies the City by the production of a certificate issued by the school that they have specialized in a course or courses applicable to the trade or had previous experience in the trade, the term may be reduced by such period as may be approved by the City.

16.03 If the trade to which any person is apprenticed is not a trade designated as coming within the provisions of the **Skilled Trades and Apprenticeship Education and Industry Training Act**, then the instruction and other conditions of the employment of such an apprentice shall be according to the following conditions:

16.03.01 Every apprentice shall have at least a Grade 10 education or the equivalent of this in any approved technical school.

16.03.02 The City shall issue to every apprentice who serves the prescribed term of apprenticeship, completes the technical training and passes the trade tests and the final trade examination, if any, a certificate of qualifications.

AGREED:

Date: Mar 3/25

CUPE LOCAL 30



Name

CITY OF EDMONTON

  
*d*

Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to:

- AMEND Article 5.05 as follows;
- DELETE Article 13.04 and 13.04.01; and
- RENUMBER the Collective Agreement as necessary.

### Article 5.05 - Employee Information Reports

The City shall provide the Union with the following information regarding employees in positions that fall within the Union's jurisdiction:

- a list of employee names, telephone numbers and, addresses (street and e-mail, where available) in June and December each year;
- a separate list of seniority by Department in June and December each year;
- a list of retiring employees and current year retirement dates, in December of each year; and
- a list of employees who terminated in the previous year by reason of "Retirement" and who have been rehired by the City, including the classification to which they were rehired (upon request).

**The Union will notify the appropriate Human Resources Consultant of a potential error in the seniority date of an employee, providing as much detail concerning the discrepancy as possible. The City will then conduct the necessary research in a timely manner. The Union will be advised of the results of the research and any adjustment that may be required. If it is determined that a correction to the seniority date is required, the City will make the correction forthwith.**

This information is provided with the mutual understanding that the Union will use such personal information for the express purpose of carrying out the Union's responsibilities as the exclusive agent of employees covered by this Agreement, as these responsibilities relate to their members' employment relationship with the City of Edmonton.

The Union shall take all reasonable steps to store and manage this information to prevent its use in a way that is not authorized by this collective agreement and/or applicable privacy legislation.

~~13.04 - A list showing seniority of employees in departments shall be furnished once annually by the City to the Union upon request.~~

~~13.04.01 - The Union will notify the appropriate Human Resources Consultant of a potential error in the seniority date of an employee, providing as much detail concerning the discrepancy as possible. The City will then conduct the necessary research in a timely manner. The Union will be advised of the results of the research and any adjustment that may be required. If it is determined that a correction to the seniority date is required, the City will make the correction forthwith.~~

AGREED:

Date:

*Sept 13/24*

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

## Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Amend Article 5.07 as follows:

### Article 5.07 Union Access to Work Areas

Upon approval of the Department Head or designate, representatives of the Union shall be allowed access to areas where employees within the scope of this Agreement are working, providing said representatives inform the Department Head or designate of their reason for access and such access does not interfere with the regular operation of the department or section thereof. **Approval shall not be unreasonably denied.**

AGREED:

Date: Feb 3/25

CUPE LOCAL 30

\_\_\_\_\_

Name

CITY OF EDMONTON

\_\_\_\_\_

Name



## Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to create a new Article numbered 5.08 as follows:

### Article 5.08 - Employee Orientation

Where an orientation session is held with new employees, a representative of the Union shall be invited to meet with those employees at their allocated break time, for the purpose of acquainting them with the collective agreement and the role of the Union.

AGREED:

Date: Mar 3/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Article 6.01.03 as follows:

**6.01.03 - Wash-Up Time**

Employees working in direct contact with ~~raw sewage~~ **chemical, biological and airborne industrial contaminants** will be allowed wash-up time of 10 minutes before lunch and 10 minutes before the end of the shift, unless adequate wash-up facilities are provided at the job site.

AGREED:

Date: Jan 8/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to:

- ADD new Article 6.09.01 as follows; and
- RENUMBER the Collective Agreement as necessary.

**Article 6.09 - Standby Service**

Standby service may be maintained as required in the departments coming within the scope of this Agreement.

**6.09.01 All scheduled standby service shall be distributed as evenly as possible among qualified employees in their respective jobs.**

AGREED:

Date: Sept 13/24

CUPE LOCAL 30

[Redacted Signature]

Name

CITY OF EDMONTON

[Redacted Signature]

Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to move the contents of Letter of Understanding #4 - Inclement Weather Make-Up Time For Non Permanent Employees, into the body of the collective agreement as a new article numbered 6.21.

For clarity Letter of Understanding #4 is as follows:

- 1) Management will consider lost regular hours of work due to inclement weather in conjunction with operational requirements and may determine that some or all of the time can be made up by scheduling work on off days, at straight time rates. Make-up time should be scheduled in the same pay period as the lost time due to inclement weather wherever possible. If the make-up time will be worked in a subsequent pay period, the Employee Service Centre must be advised that the shift is make-up time due to inclement weather. The email notice must include the date, time of the make-up work, and the names and payroll numbers of the employees working the make-up shift.
- 2) Management will offer the inclement weather make-up shift to affected employees, who will have the option to decline.
- 3) There will be no discrimination against or favouritism extended to any employee who works or does not work the inclement weather make-up shifts.
- 4) Employees who are eligible for the weekend premium and who work on a Saturday or Sunday would receive the premium where the make-up shift falls on a weekend.

AGREED:

Date: Jan 9/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

## **Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Articles 8.01.06 & 8.01.07 as follows:

8.01.06 The following days shall be recognized as statutory holidays for the purpose of this Agreement, and all permanent, provisional, and probationary employees shall be entitled to the holidays specified provided they meet the terms and conditions set out in this section.

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day (July 1, or July 2 when July 1 is a Sunday)
- Civic Holiday (Heritage Day)
- Labour Day
- **National Day for Truth and Reconciliation**
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day (December 26), and
- any other holiday which the City allows employees as a whole.

8.01.07 Temporary employees who have completed 30 calendar days of continuous service immediately prior to the statutory holiday or have completed 30 working days with the City in the preceding 12 months shall be entitled to receive such statutory holidays as are set forth in the current Employment Standards Code, or as follows (whichever is more favourable).

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day (July 1, or July 2 when July 1 is a Sunday)
- Labour Day
- **National Day for Truth and Reconciliation\***
- Thanksgiving Day
- Remembrance Day, and
- Christmas Day

**\* All temporary employees shall be eligible for the National Day for Truth and Reconciliation regardless of their days of continuous service or length of service in the preceding 12 months.**

AGREED:

Date: Jan 9/25

CUPE LOCAL 30

\_\_\_\_\_

Name

CITY OF EDMONTON

\_\_\_\_\_

Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to:

- create a new Article numbered 8.03.07 as follows; and
- to renumber the articles that follow as required.

**Article 8.03.07 - Domestic Violence Leave**

**An employee experiencing domestic violence, as defined in the Employment Standards Code, shall be entitled to up to 10 days of paid leave in a calendar year.**

AGREED:

Date: Jan 21/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to:

- DELETE Article 11.03.08 in its entirety;
- AMEND Article 27 as follows;
- DELETE Article 29 (29-29.09), Wind-Up of Former Income Replacement Plan, in its entirety; and
- RENUMBER the Collective Agreement as necessary.

~~11.03.08 Permanent employees to be laid off who request and receive a lump sum payment from their Income Replacement Entitlement as provided in Article 27 - Income Protection Plan shall be deemed to have negated any and all rights of recall to a former position.~~

Part II - Health and Benefits Plan  
Article 27 Income Protection Plan

For the purpose of administering the Income Replacement Protection Plan, all references to "Return to Work" in Article 27 - *Income Protection Plan* shall mean a "return to work to active employment". "Active Employment" means the employee has returned to regular or pre-disability duties and hours of work, and does not include paid or unpaid leaves of absence.

~~29-Wind-Up of Former Income Replacement Plan~~

~~29.01 Effective upon the implementation date of the Income Protection and Long Term Disability plans, all employees eligible for membership in such plans shall cease to make contributions to the Income Replacement Plan and no Income Replacement benefits shall be paid to any such member from the Income Replacement Plan from such day forward, other than lump sum payments as provided for in this Agreement.~~

~~29.02 Employees, who are not eligible for membership in the Income Protection and Long Term Disability plans, upon the implementation date of these Plans, or who are ineligible to receive Long Term Disability Plan benefits in accordance with 28.15.02-Limitations and Exclusions, will continue to be members of the Income Replacement Plan until such time as they are eligible for membership in the Income Protection and Long Term Disability Plans or have served the required waiting period for pre-existing disabilities as described in Article 28.15-Limitations and Exclusions, clause 28.15.02. Such employees shall be governed by the terms and conditions of the Income Replacement Plan which are in effect on the date prior to the implementation of the Income Protection and Long Term Disability Plans. Such terms and conditions shall be considered to form part of this Agreement. If such employees should become eligible for membership in the Income Protection and Long Term Disability Plans they shall have their Income Replacement Banked Entitlement (as provided for in clause 29.03) further reduced by the amount of Income Replacement benefits paid after the implementation of the Income Protection and Long Term Disability Plans. Employees receiving benefits from the Income Replacement Plan shall pay those premiums which were in force on the last date prior to the implementation of the Income Protection and Long Term Disability Plans.~~

~~29.03~~

~~Effective on the last day prior to the implementation of the Income Protection and Long Term Disability Plans, each member shall be credited with an Income Replacement Banked Entitlement determined as follows:~~

~~Income Replacement Banked Entitlement = Income Replacement Entitlement Balance as of the last day prior to the implementation of the Income Protection and Long Term Disability Plans.~~



29.03.01 Income Replacement Entitlement Balance as of the last day prior to the implementation of the Income Protection and Long Term Disability Plans, shall be determined in accordance with the following schedules less any reductions provided for under the terms of the Income Replacement Plan or as specifically provided for in this Agreement:

SCHEDULE A - Income Replacement Entitlement			
Level	Duration of Continuous Employment Prior to the Implementation Date of the Long Term Disability Plan	Credited (the lesser of the following)	Balance (the lesser of the following)
Level 0	less than 3 months	0 hours	
Level 1	3 months	20 days OR 160 hours	20 days OR 160 hours (less reductions)
Level 2	1 year	20 days OR 160 hours	40 days OR 320 hours (less reductions)
Level 3	2 years	40 days OR 320 hours	80 days OR 640 hours (less reductions)
Level 4	3 years	80 days OR 640 hours	160 days OR 1,280 hours (less reductions)
Level 5	4 years	160 days OR 1,280 hours	320 days OR 2,560 hours (less reductions)
Level 6	5 years	200 days OR 1,600 hours	520 days OR 4,160 hours (less reductions)

A member who remained in the continuous employment of the City in excess of 5 years prior to the date of implementation of the Long Term Disability Plan shall, on each anniversary date prior to the date of implementation of the Long Term Disability Plan which follows completion of 5 years of service, have their Income Replacement Entitlement credited with a further amount of Income Replacement Entitlement which shall be determined by subtracting the sick leave taken in 1 year immediately preceding such anniversary date from the lesser of 10 working days or 80 hours and provided that a member shall not be credited with any Income Replacement Entitlement which would result in such member having an Accumulated Income Replacement Entitlement which is in excess of the lesser of 520 days or 4,160 hours. This provision shall not be effective prior to January 1, 1974:

29.04 For those members covered by Article 29 – Wind-up of Former Income Replacement Plan, clause 29.01 of this Agreement, the average incidence of sick leave on the last day on which the Income Replacement Plan is in force shall mean the total number of times that the member was absent from

work prior to the implementation date of the Long-Term Disability Plan due to personal non-occupational disability for a continuous period in excess of 3 hours divided by the member's years of continuous employment with the City on the last date on which the Income Replacement Plan is in force. The average incidence of sick leave shall not be less than one:

Average incidence of sick leave for the period January 1, 1958 to January 1, 1974 for members in the continuous employment of the City as of January 1, 1974 shall be determined in accordance with the following formula:

$$\frac{\text{Number of days of first 10 days sick leave between January 1, 1958 and January 1, 1974 during continuous employment with the City immediately preceding January 1, 1974}}{\text{X}1/2} = \text{Average Incidence of Sick Leave as of January 1, 1974}$$

Number of years of continuous employment with the City between January 1, 1958 and January 1, 1974

29.04.01

Upon retirement to pension immediately following their service with the City, or death, members covered by Article 29 - Wind-up of Former Income Replacement Plan, clause 29.01 of this Agreement shall receive a lump sum payment from the City equal to the lesser of the following amounts:

$$\frac{\text{Income Replacement Banked Entitlement at date of retirement} \times .0083 \times \text{Number of years of continuous employment immediately prior to the date of the Long-Term Disability Plan} \times \text{Bi-weekly pay of the employee at the regular rate of pay of their permanent or probationary position on the last date that the Income Replacement Plan was in force}}$$

Average incidence of Sick Leave on the last day that the Income Replacement Plan was in force

the lesser of (10 days or 80 hours)

OR

$$129 \times \text{Bi-weekly pay of the employee at the regular rate of pay of their permanent or probationary position on the last date that the Income Replacement Plan was in force}$$

the lesser of (10 days or 80 hours)

29.05 For those members covered by Article 29 - Wind-up of Former Income Replacement Plan, clause 29.01 of this Agreement, who become members of the Income Protection and Long-Term Disability Plans, the average incidence of sick leave shall mean the total number of times that such member was absent from work, prior to their membership in the Income Protection and Long-Term Disability Plans, due to personal non-occupational disability for a continuous period in excess of 3 hours divided by the member's years of continuous employment with the City on the date prior to their membership into the Income Protection and Long-Term Disability Plans. The average incidence of sick leave shall not be less than one (1).

Average incidence of sick leave for the period of January 1, 1958 to January 1, 1974 for members in the continuous employment of the City as of January 1, 1974 shall be determined in accordance with the following formula:

Number of days of first 10 days sick leave between \_\_\_\_\_ X  $\frac{1}{2}$  = Average Incidence  
January 1, 1958 and January 1, 1974 during \_\_\_\_\_ of sick leave as  
continuous employment with the City immediately \_\_\_\_\_ of January 1,  
preceding January 1, 1974 \_\_\_\_\_ 1974

Number of years of continuous employment with the  
City between January 1, 1958 and January 1, 1974

29.05.01 Upon retirement to pension immediately following their service with the City, or death, members covered by Article 29 - Wind-up of Former Income Replacement Plan, clause 29.02 of this Agreement shall receive a lump sum payment from the City equal to the lesser of the following amounts:

Income \_\_\_\_\_ X .0083 X Number of years of \_\_\_\_\_ X Bi-weekly pay of  
Replacement \_\_\_\_\_ continuous \_\_\_\_\_ the employee at the  
Banked Entitlement \_\_\_\_\_ employment \_\_\_\_\_ regular rate of pay  
at date of \_\_\_\_\_ immediately prior to \_\_\_\_\_ of their permanent  
retirement \_\_\_\_\_ the date of \_\_\_\_\_ or probationary  
\_\_\_\_\_ implementation of the \_\_\_\_\_ position on the last  
\_\_\_\_\_ Long Term Disability \_\_\_\_\_ date that the  
\_\_\_\_\_ Plan \_\_\_\_\_ Income  
\_\_\_\_\_ Replacement Plan  
\_\_\_\_\_ was in force

Average incidence of Sick Leave on the last day that the \_\_\_\_\_ the lesser of (10  
Income Replacement Plan was in Force \_\_\_\_\_ days or 80 hours)

OR

~~129~~ \_\_\_\_\_ X Bi-weekly pay of the employee at the regular rate of pay  
\_\_\_\_\_ of their permanent or probationary position on the last  
\_\_\_\_\_ date that the Income Replacement Plan was in force  
\_\_\_\_\_ the lesser of (10 days or 80 hours)

29.06 Upon resignation, members shall receive a lump sum payment from the City equal to  $\frac{1}{2}$  the amount they would have received had they retired to pension from the service of the City on the date of their resignation. For the purposes of this section a layoff shall be considered as a resignation. Members terminated for cause shall not be eligible for a lump sum payment.

29.07 The former Association, its affiliate unions and their respective members relinquish all rights to any monies in the Income Replacement Plan (except as required for lump sum payments under this section), as of the date of implementation of the Long Term Disability Plan and thereafter, and such monies shall be retained by the City.

29.08 Layoff shall not affect the member's Income Replacement Entitlement provided that the member is rehired not more than 24 months after the date on which such layoff occurred. In instances where a layoff of a member exceeds 24 months, such layoff will be deemed to be a resignation for the purposes of this section and the provisions of Article 29 - Wind-up of Former Income Replacement Plan, clause

29.06 shall apply:

29.09 The lump sum payouts which are established for members shall be retained by the City until payment is made to the member. Such lump sum payouts shall be increased annually on January 1 according to the percentage increase in the Consumer Price Index for the Edmonton region during the 12 month period ending on the previous November 30 until such time as payment is made to the member.

AGREED:

Date: Sept 13/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

## Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Amend Article 11.05.02 as follows:

11.05.02 Permanent employees so affected will be given reasonable advance notice in order that they may take advantage of all available opportunities commensurate with their abilities. **Where opportunities are available and where the City deems reasonable, retraining opportunities will be considered.**

AGREED:

Date: Feb 3/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Articles 12.01 as follows:

Vacant positions required to be filled shall be posted **electronically** for a minimum period of 7 calendar days, ~~in all departments, branches or sections, having jobs coming within the jurisdiction of the Union.~~

Internal bulletins limiting eligible applicants to the employees in a department, branch or section may be utilized where the circumstances warrant.

AGREED:

Date: Oct 28/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Article 12.04.01 as follows:


12.04.01 Where the estimated duration of a temporary position exceeds 90 consecutive calendar days, the temporary positions shall be posted. The City ~~shall notify and~~ the Union ~~may and seek mutually agreement to~~ for an extension of the 90 day temporary appointment period.

In instances where the duration of the temporary position is uncertain due to illness or injury of the incumbent, such position may be temporarily filled by appointment for a period up to 150 consecutive calendar days. After this period, the temporary position will be posted, unless the City and the Union mutually agree to an extension.

AGREED:

Date: Oct 28/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Articles 12.06 as follows:

12.06 The City shall have the right to fill vacancies which result from reversions or terminations or **resignations** of employment during normal probationary periods or trial terms from among the original applicants without posting such vacancies.

AGREED:

Date: Sept 24 / 24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name



**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend Article 13.06 as follows:

13.06 Seniority shall be based on the employee's length of service in the Department as follows:

- City Operations
- ~~Citizen~~ **Community Services**
- **Employee and Legal Services**
- **Financial and Corporate Services**
- Integrated Infrastructure Services
- the Edmonton Police Service

AGREED:

Date: Jan 21/25

CUPE LOCAL 30

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Name

CITY OF EDMONTON

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Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Amend Article 19 as follows:

### 19 Classification

- 19.01 The establishment and maintenance of a classification plan shall be the sole responsibility of the City.

The City shall develop classification specifications in accordance with the classification plan and shall provide specifications as they become available to the Union. Appendix II-*Classification Concepts* represents a condensation of classification specifications and, as such, forms part of this Agreement.

- 19.02 Copies of the classification specification documents are available on eOneCity.

If there are any discrepancies between the online version on OneCity, or the Appendix II-*Classification Concepts* abbreviated description, or a printed version, the original and latest version documented by the ~~Human Resources Branch Classification and Compensation Section~~, and copied to the Union as per 19.01, shall prevail.

- 19.03 Job Evaluation Review

The parties may agree to jointly review the ~~Classification of Work~~ for an existing classification, ~~or a new classification~~. This includes analysis of work performed, qualifications (including education and equivalencies), and classification titles.

- 19.03.01 The City, the Union, or an employee together with the employee's Management Supervisor may initiate a Job Evaluation Review when significant changes to the duties or responsibilities occur to a position. It is understood that increased volume of work is not a "significant change" justifying a Job Evaluation Review.
- 19.03.02 To initiate a Job Evaluation Review, the party initiating the request shall complete an ~~updated new~~ position description form, signed by the ~~Management Supervisor-Director~~, and forward it to the ~~Human Resources Branch Classification and Compensation Section~~. The request for a Job Evaluation Review shall include a statement explaining the reason a change to the current ~~job classification allocation~~ should be considered.
- 19.03.03 Upon receipt of the ~~new updated and approved~~ position description, ~~Human Resources the Classification and Compensation Section~~ will:
- conduct a Job Evaluation Review; or

- advise the party initiating the request that a Job Evaluation Review is not supported, along with the rationale, **with a copy to the Union.**

If a Job Evaluation Review is to be conducted, ~~the~~ the Union may participate in a joint interview with the incumbent in the position to be reviewed. ~~Wherever Reasonable, the Job Evaluation interview (if required) If a joint interview is to be conducted it shall be scheduled within 30 days of the date the new/revised updated and approved position description is received by Human Resources the Compensation and Classification Section, whenever possible. If a joint interview is to be conducted, but cannot be scheduled within 30 days, a status update will be provided to the employee and Union.~~

~~As a result Upon conclusion of the Job Evaluation Review, Human Resources the Compensation and Classification Section and the Union may consult on the findings.~~

19.03.04 ~~Wherever possible, Human Resources The Compensation and Classification Section will provide a written decision of the classification outcome, or a status update, to the employee and Union within the 4 month period following the date the new updated and approved position description was received.~~

AGREED:

Date: Jan 21/25

CUPE LOCAL 30

  
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Name

CITY OF EDMONTON

  
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Name

## **Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to:

- Update Article 24 as follows; and
- Create a new Letter Of Understanding #17 entitled "Averaging Arrangement for Part-time Arenas Employees" as follows:

**24 Part-Time Employees**

Article 24.01-Working Conditions shall apply to Permanent Part-Time employees as defined in Article 3.15.01 - Permanent Part-Time Employee.

Except as hereinafter provided, Article 6-Working Conditions and Article 18-Employee Status shall not apply to temporary or provisional part-time employees, but the following articles shall prevail.

**(See Letter of Understanding: 'Averaging Arrangement for Part-time Arenas Employees')**

### **Letter #17 - Part-time Arenas Employees**

Subject to the specific provisions of this Letter of Understanding, part-time Arenas employees within Community Services shall be scheduled in accordance with an hours of work averaging arrangement, as set forth in paragraph 1 below, averaged over a one week period. The City has the right to amend the hours of work averaging arrangement, upon providing notice in accordance with the relevant employment standards legislation. Where differences arise between the clauses contained within this LOU and the content of the Main Agreement, this LOU shall prevail with respect to Arenas employees.

#### **1) Working Conditions**

- a) Part-time Arenas employees shall be scheduled to work less than 40 hours per week.
- b) Part-time Arenas employees shall not be scheduled to work more than 6 days per week or more than 10 hours per day.
- c) Part-time temporary and provisional Arenas employees may work up to 39.5 hours weekly without such employment being considered continuous service.

#### **2) Overtime Work**

- a) Where a part-time Arenas employee is required to work hours in excess of 10 hours in one day, or 40 hours in one week, the employee shall be paid 2 times their regular rate of pay for such hours worked. The provisions specified in clause 6.02.05 shall apply to part-time Arenas employees.

#### **3) Rest Period**

- a) A part-time Arenas employee shall be permitted a 15 minute rest period during each full 4 hour period of their shift.

4) Lunch Period

- a) A part-time Arenas employee scheduled to work 10 hours per day, shall be allowed 1/2 hour off for lunch, exclusive of their scheduled hours. A part-time Arenas employee who is required to stay on site during their lunch period will be provided with a paid break.

AGREED:

Date: Mar 3/25

CUPE LOCAL 30

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Name

CITY OF EDMONTON

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Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to:

- Amend Article 27 (under Part II - Health and Benefits Plan) as follows; and
- Amend Article 28 (under Part II - Health and Benefits Plan) as follows:

**27 - Income Protection Plan**

For the purpose of administering the Income Replacement Plan, all references to "Return to Work" in Article 27-*Income Protection Plan* shall mean a "return to work to active employment". "Active Employment" means the employee has returned to regular or pre-disability duties and hours of work, and does not include paid or unpaid leaves of absence (including vacation).

**28- Long Term Disability Plan**

For the purpose of administering the Long Term Disability Plan, all references to "Return to Work" in Article 28-*Long Term Disability Plan* shall mean a "return to work to active employment". "Active Employment" means the employee has returned to regular or pre-disability duties and hours of work, and does not include paid or unpaid leaves of absence (including vacation).

AGREED:

Date: Jan 21/25

CUPE LOCAL 30

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Name

CITY OF EDMONTON

\_\_\_\_\_  
Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew the following Letters of Understanding:

- Letter of Understanding #01 Work Experience Programs
- Letter of Understanding #02 Supplementary Health Care Plan

AGREED:

Date: Sept 27/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew and Amend Letter of Understanding #3 In-House Custodial Staff as follows:

The City of Edmonton (~~Community Services~~) and CUPE Local 30 agree to jointly discuss the ongoing use of in-house custodial staff. Issues for review include labour, material, administrative and overhead costs, classifications and rates of pay, as they relate to the cost of using in-house custodial staff versus contractors.

AGREED:

Date: Sept 27/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name



## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew and Amend Letter of Understanding #5 Snow Season Casual Labourer - *Citizen Services and Parks and Roads Services* as follows:

05 SNOW SEASON CASUAL LABOURER – ~~Citizen Services~~ *Community Recreation and Culture and Parks and Roads Services*

Operational areas may voluntarily canvass laid off Local 30 temporary and provisional employees to determine if they are interested in casual snow removal work in the Department.

Workers who expressed an interest in this work will have the following conditions of employment.

- 1) These opportunities are for casual employment without regard to seniority or other conditions of the Collective Agreement excepting the rates of pay in the Labourer I pay range.
- 2) Workers called in will be paid the appropriate Labourer I rate of pay corresponding to their previous hours worked.
- 3) Workers who fail to come to work three times after being called will be struck from the list.

AGREED:

Date: Sept 27/24

CUPE LOCAL 30

CITY OF EDMONTON





Name

Name

# Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew and Amend Letter of Understanding #6 ORDER OF LAYOFF OF PROVISIONAL EMPLOYEES - *Citizens Services and Parks and Roads Services as follows:*

Letter of Understanding #6 ORDER OF LAYOFF OF PROVISIONAL EMPLOYEES - ~~Citizens Services and Parks and Roads Services~~

The City and the Union agree that Article 11.02.01-*Non-Permanent Employees* in the main body of the Collective Agreement is amended as follows only for non-permanent employees working in the following branches: **Community Services and**

- ◆ ~~Citizen Services~~
- ◆ Parks and Road Services.

## 06.02.01 Non-Permanent Employees

If the non-permanent staff of a branch is to be reduced, temporary employees belonging to the classification and branch to be reduced shall be laid off prior to the layoff of provisional employees. Provisional employees in the classification and branch to be reduced will be laid off in reverse order of provisional seniority date, except where:

- a) the order of layoff may differ in order to provide for the operational requirements of the branch, and
- b) provisional employees will only be transferred between sections if at least 15 working days in the class is available in the different section.

The City agrees to monitor the effect of this change and will bring it forward for discussion in the next round of collective bargaining.

AGREED:

Date: Sept 27/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

# Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to:

- Renew and Amend Letter of Understanding #7 Cold Weather Banked Time Credits as follows;
- Amend Article 6.03 as follows;
- Amend Article 6.03.03 as follows; and
- Amend the Table of Contents and the listing of Letters of Understanding to reflect the amended naming of Letter of Understanding #7:

## 07 ~~Cold Weather~~-Banked Time Credits

It is agreed that the following provisions shall apply to:

- non-permanent employees in job codes 2110 and 2111, and
  - all CUPE 30 employees in Parks and Roads Services.
- 1) Eligible employees working in the above noted operational units will be permitted to bank and maintain the maximum dollar equivalent of 240 hours per year.
  - 2) Paid time requests must be approved by Management. The time equivalent shall be calculated by dividing the dollar amount credited to an individual employee's bank by the employee's regular rate of pay on the date the time is to be taken.
  - 3) Payout requests shall be governed by Article 6.03.05-Banked Time Payouts.

## 6.03 Banked Time

(See Letter of Understanding ~~Cold Weather~~-Banked Time Credits)

6.03.03 The time equivalent of dollar amounts in an employee's overtime bank shall be scheduled as time off, as mutually agreed to by the employee and the City, and will be up to 80 hours per payroll year. No employee shall be permitted to use banked time credits as time off if such employee has unused vacation credits in excess of the maximum permitted by City policy.

Banked time (partial days) used in accordance with Article 6.089-Reporting Pay, or with clause 27.05, shall not count toward the employee's annual maximum of 80 hours paid time off.

AGREED:

Date:

Oct 28/24

CUPE LOCAL 30

CITY OF EDMONTON





Name

Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew and Amend Letter of Understanding #8 Overtime Requirements as follows:

### Overtime Requirements

Overtime Requirements for the Winter Shift in Parks and Road Services, which starts in mid-October and ends mid-April.

- 1) All employees engaged in winter road maintenance operations are required to work overtime during the Winter Shift (mid October to mid April). When overtime is required, depending on the nature of work or the composition of crew(s) required, the City will:
  - Require employees already at work to extend their regular hours of work;
  - Require employees to come in prior to their regular scheduled shift; or
  - Call in employees on off days.
- 2) Overtime will be distributed as evenly as possible amongst employees, taking into account their shift and availability.
- 3) No employees will be priced down during the Winter Shift, including those holding a dual classification, while the Winter Shift Overtime Requirements Letter is in effect (mid-October to mid-April).

AGREED:

Date: Oct. 18, 2024.

CUPE LOCAL 30

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Name

CITY OF EDMONTON

\_\_\_\_\_

Name

**Attachment to the Memorandum of Agreement  
2024/2025 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew Letter of Understanding #9 - Employment Opportunities For Individuals with Intellectual Disabilities Program

AGREED:

Date: Mar 3/25

CUPE LOCAL 30

  
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Name

CITY OF EDMONTON

  
\_\_\_\_\_

Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew Letter of Understanding #10 Out of Town Work Expenses.

AGREED:

Date: Oct. 18, 2024

CUPE LOCAL 30

[Redacted Signature]

Name

CITY OF EDMONTON

[Redacted Signature]

Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew Letter of Understanding #11 Recreation Centre Employee And Family Discount.

AGREED:

Date:

Jan 21/25

CUPE LOCAL 30

[Redacted Signature]

Name

CITY OF EDMONTON

[Redacted Signature]

Name

## **Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew and Amend Letter of Understanding #12 Waste Services - Long Haul Trucking - Extended Hours of Work as follows:

The following provisions shall apply to employees approved to participate in an averaging agreement in Waste Services. This averaging agreement will be discontinued should the Director of Employment Standards withdraw its approval of the City's Application to extend Hours of Work.

### Main Body of the Agreement

Clauses in the main body of the Agreement apply unless specifically amended below. Where conflict or differences exist between the clauses contained in the main portion of the collective agreement, the specified provisions contained in this letter of understanding shall prevail for participating employees.

### Health and Welfare Benefits

Vacation leave and Short Term Disability plan usage shall be administered on an hourly basis in conjunction with actual hours scheduled.

### Supplementation of Compensation Award

An employee who received supplementation payments because of a compensable injury shall receive their bi-weekly salary according to the schedule they would have worked had they not been injured.

### Medical/Dental Appointments

Consistent with the provisions contained in clause 27.05 of this Agreement, while engaged in the averaging agreement, employees are expected to arrange non-emergent medical and/or dental appointments outside of working hours.

### Implementation of the Averaging Agreement

If the schedule is approved by the parties, premiums which may normally have been payable as a result of implementing the schedule will not be paid.

Provisions for Reversion From Compressed Work Week Either of the parties to this letter of understanding may discontinue the averaging agreement schedule by providing 30 calendar days notice in writing to the other party. However, where reversion from the averaging agreement is contemplated, the parties agree to meet prior to the date averaging agreement is discontinued, in order to discuss the most efficient schedule for reversion.

The parties agree to waive all penalties and premium provisions of the Collective Agreement that may be applicable as a result of the discontinuance of a 13 hours and 20 minute shift schedule. Therefore, no employee will be entitled to overtime and/or premium payments due to the transition to a modified shift schedule.

Hours of Work Employees engaged in an averaging agreement in Waste Services for Long Haul Trucking arrangement shall work a shift of 13 hours, 20 minutes per day, for 6 days in a biweekly period. The scheduled hours of work for such employees shall average 80 hours biweekly over one complete shift cycle.

The hours of work for employees engaged in this work shall be any consecutive 13 hours, 20 minutes between 05:00 and 20:00 (5:00 a.m. and 8:00 p.m.), including adequate time off for lunch, in accordance with the shift schedule.



Changes in the hours of work for the day shift shall not constitute a change of shift, provided that such hours of work are within the 05:00 and 20:00 range, and provided that not less than 12 hours notice is given to the employee.

Rest Periods

Employees shall be permitted a 20 minute rest period after the completion of each of 3 loads hauled.

Overtime Work

Where an employee works hours which exceed an average of 13 hours, 20 minutes per day or 80 hours biweekly:

excluding all hours worked at premium rates, but including those hours paid in accordance with Article 6.13-Weekend Work Premium, over one complete shift cycle, such employee shall be paid the excess hours in accordance with the overtime premium specified in 6.02.02.

Temporary Change of Duties

All employees shall be assigned to a position which has assigned to it a regular rate of pay according to the classification of the position. When an employee works 3.25 or more hours per shift at work other than that which corresponds to the classification of their assigned position, they shall be paid the regular rate of pay of the classification of the work performed for the time they are engaged in such work.

However, when an employee works in a specific higher classification for 9.75 or more hours of a 13.3 hour shift, they shall receive the higher rate of pay for the entire 13.3 hour shift.

The necessity for coverage regarding supervisory positions on days where the permanent incumbent is off as a result of a Compressed Hours of Work arrangement is determined by the City. Not every absence created by a Compressed Hours of Work day off will result in the need for an acting/relieving assignment.

Statutory Holidays

When a statutory holiday falls on a scheduled work day, a day's pay for a statutory holiday or a day off with pay in lieu of a statutory holiday, shall be paid at the regularly scheduled daily hours (13 hrs, 20 mins).

When a statutory holiday falls on a scheduled off day and a lieu day cannot be provided, the employee shall receive 8 hours pay.

AGREED:

Date: Oct. 18, 2024

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

# Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew/Amend Letter of Understanding #13, 2018 Transition of Program Specialist Positions to the Union's Jurisdiction, as follows:

Letter of Understanding #13 ~~2018 Transition of~~ Program Specialist Positions ~~Within to~~ the Union's Jurisdiction

~~As the nature of the employment relationship between the City and its Program Specialists is unique, the Parties agree that the transition of the positions to the Union's jurisdiction shall occur as follows:~~

## 1. Application

~~The Parties understand and agree that this LOU supersedes Scope and Jurisdictional Differences Articles 2.0 and 2.02 of the current Collective Bargaining Agreement, as it applies to the transition of Program Specialists to the bargaining unit (as listed in Attachment A) following the organization wide Jurisdictional Review Process which commenced in 2018.~~

Except as otherwise stated within this LOU, the terms and conditions of the collective agreement do not apply to Program Specialists.

## 2. Effective Date

~~The Parties agree that the "Effective Date" of the Employees' transfer will be March 31, 2019.~~

## 3. Terms and Conditions of Employment

Except as provided below, the terms and conditions of employment, including wages, benefits and other terms for Program Specialists ~~transferring within into~~ the jurisdiction of the Union shall be determined exclusively by the City. The current ~~(as of the date of execution of this LOU)~~ wage schedule is provided as Attachment ~~B A~~ to this LOU for information only. Program Specialists shall not be considered Permanent Employees, nor shall they attain permanent status by virtue of any level of continuous service.

Notwithstanding the above, the following Articles of the collective agreement shall apply to Program Specialists:

- Union Security 5.023 (No Discrimination), 5.034 (Check Off of Union Dues), and 5.045 (Employee Information Reports)
- Dispute Resolution Process 14.01 to 14.07 (inclusive).

## 4. Letters to Employees

~~Program Specialists transferring to the jurisdiction of the Union will be provided a letter confirming the change and identifying that there is no change to their terms and conditions of employment with the exception of the commencement of union dues deductions and access to the Dispute Resolution Process as identified in 3 above.~~

## 5. Program Specialist Employees who Remain Out of the Bargaining Unit

~~In the rare instances where it is practical that the employee remain outside the Union's bargaining unit, the Union may agree to exclude the employee. Dues will be forwarded to the Union. The duration of this exemption from the unit will be no more than twenty four (24) months. At twenty four (24) months, the incumbent will become a member of the Union as a new entry to the bargaining unit or shall be removed from the position through termination, retirement or transfer.~~

ATTACHMENT A

PROGRAM SPECIALIST CATEGORIES

CUPE LOCAL 30

Category D— Certified Sport Instructor/Coach	
Position Title	Jurisdiction Allocation
Swim Training	CUPE 30
Category E— Attendants	
Facility Monitor – Arenas	CUPE 30
Amenity Attendant	CUPE 30
Mechanical Ride Operator	CUPE 30
Animal Attraction Operator	CUPE 30

ATTACHMENT B A  
 CITIZEN SERVICES  
 PROGRAM SPECIALIST WAGE GRID  
 RATES EFFECTIVE January 01, 2019  
 CUPE LOCAL 30

**Salary Admin Plan 10P Grade 001**

CATEGORY D - CUPE 30 Swim Training Certified Swim Coaches	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Job Code 3374	33.00/hr	34.75/hr	36.50/hr	38.25/hr	40.00/hr

Swim Training CUPE 33.00/hr 34.75/hr 36.50/hr 38.25/hr 40.00/hr  
 Certified Swim Coaches

Starting Wage:	Based on experience and certifications/education. Market attraction can also be considered.
Step Increases:	Wage Increase to the next level after 75 classes instructed, granted satisfactory performance. Additional and relevant (as assessed by supervisor) education/certification will also be considered.
Max # of increases per year:	One (1) wage year increase per 12 month period

**Salary Admin Plan 10P Grade 002**

CATEGORY E - CUPE 30	LEVEL 1
Job Code 3375	20.32/hr
Facility Monitor - Arenas	
Amenity Attendant	
Mechanical Ride Operator	
Animal Attraction Operator	

Facility Monitor - Arenas 16.48/hr 17.75/hr 18.90/hr  
 Amenity Attendant 16.48/hr 17.75/hr 18.90/hr  
 Mechanical Ride Operator 16.48/hr 17.75/hr 18.90/hr  
 Animal Attraction Operator 16.48/hr 17.75/hr 18.90/hr

Starting Wage: Based on experience and certifications/education  
 Step Increases: Wage increase to the next level after 650 hours worked in this area, granted satisfactory performance. Additional and relevant (as assessed by supervisor) education/certification will also be considered.  
 Max # of increases per year: One (1) year increase per 12 month period

ATTACHMENT B A  
PROGRAM SPECIALIST WAGE GRID

CUPE LOCAL 30

Salary Admin Plan 10 P Grade 006

Category I - Security Guard (Licensed)	Level I
Job Code 3421	21.634

Salary Admin Plan 10 P Grade 005

Category I - Security Assistant Supervisor	Level I
Job Code 3420	26.785

Salary Admin Plan 10 P Grade 004

Category I - Security Supervisor	Level I
Job Code 3419	32.966

Salary Admin Plan 10P Grade 007

Category I - Spectator Marshall	Level I
Job Code 3422	20.32

ATTACHMENT B A  
CITIZEN SERVICES  
PROGRAM SPECIALIST WAGE GRID  
RATES EFFECTIVE January 01, 2019  
CUPE LOCAL 30

Category H	LEVEL 1
Training/Admin Wage	\$20.32/hr

~~Training/Admin Wage~~ ~~\$20/hr~~

\*Mandatory Training specific to the expertise of the program specialist will be paid at the appropriate program specialist rate.

All other training, mandatory but not specific to the expertise of the program specialist (e.g. Mock emergency training) as well as non-mandatory training is ~~being~~ paid at the Training ~~Wage~~.

*Administrative Shift:*

*Program Specialists who agree to pick up administrative hours in addition to their program specialist work will be paid the Administrative Shift rate and not their program specialist rate for these hours.*

AGREED:

Date:

Feb 3/25

CUPE Local 30

CITY OF EDMONTON





Name

Name

## **Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew/Amend Letter of Understanding Hybrid Remote/Office Work Agreement as follows:

Letter of Understanding #17: Hybrid Remote/Office Work Agreement

Unless otherwise agreed as per below, every Employee's place of work will be a City workspace.

In relation to the City's hybrid remote/office work program for Union Employees, the parties agree that the following applies:

- An Employee may request approval from the City to continue working remotely from home in a hybrid work arrangement, in accordance with a process(es) to be determined by the City.
- Any employee approved for this program may be required to work at least 2 days a week in an assigned City workspace.
- At the discretion of the City, any individual Employee may be directed to return to a City workspace and/or to work remotely from home during the term of this agreement.
- Subject to operational requirements, any Employee directed to return to a City workspace will be provided with a minimum of 30 calendar days' notice, unless a shorter period is otherwise mutually agreed to between the City and the Employee. The union will be notified of any such discussion.
- In cases where an Employee is directed to return to a City workspace but requests an exemption from that requirement, arising from a potential legal duty to accommodate, the City will consult with the Union and discuss potential alternatives before making its final decision. While the City and the Union shall make best efforts to conduct such consultations in a timely manner, if operational requirements necessitate an employee's return, the Employee shall return to a City workspace prior to the conclusion of consultation if directed to do so by the City. If an Employee refuses to return to work to the City workspace or, following consultation with the Union, if the City maintains its return to work direction and the Employee refuses to return to work to the City workspace, the Employee will be deemed to have abandoned their employment with the City and will be terminated.
- Any Employees approved by the City to remain working remotely from home for any period of time, shall continue to follow all terms, conditions, requirements and restrictions set forth by the City.
- Notwithstanding that an Employee may be working in a hybrid work arrangement, the Employee may, from time-to-time, be required to attend a City workspace or other

locations (e.g. meetings, training etc.), as identified by the City. In this case, it is mutually understood that less than 30 days' notice may be provided to the Employee.

- This LOU expires April 30, 2024, or when a permanent hybrid remote/office work program is otherwise agreed to and effective, whichever occurs first.

AGREED:

Date: Oct 28/24

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name



**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew and Amend Letter of Understanding #15 2022/2023 Review of Appendix IV as follows:

~~2022/2023~~ Review of Appendix IV

Representatives from the City and the Union will meet over the course of ~~2022 and 2023~~ this Collective Agreement to review, update and make cost neutral corrections to Appendix IV - Clothing and Personal Protective Issuance.

This letter of understanding will expire on ~~December 16, 2023~~, as of the effective date of a successor Collective Agreement.

AGREED:

Date: Oct. 28, 2024

CUPE LOCAL 30

\_\_\_\_\_

Name

CITY OF EDMONTON

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Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew and Amend Articles Letter of Understanding Acceptance of Licensed Nurse Practitioner Documentation as follows:

Letter of Understanding #16

Acceptance of Licensed Nurse Practitioner Documentation

Nurse Practitioners are now licensed to prescribe certain products and services. This expanded prescriptive authority includes many benefits covered under the City of Edmonton's Employee Benefit Plan.

As such, for the purpose of adjudicating eligibility for major medical benefits, effective January 1, 2024, the City will accept medical documentation from a licensed Nurse Practitioner for benefits that currently require a written prescription from a physician, as outlined in the Collective Agreement. Medical documentation will only be accepted from a licensed Nurse Practitioner when the assessment of the need for a prescribed product and/or service falls within the licensed Nurse Practitioner's scope of practice.

AGREED:

Date:

Oct 28/24

CUPE LOCAL 30

CITY OF EDMONTON

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Name

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Name

**Attachment to the Memorandum of Agreement  
2024 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Renew Letter of Understanding Interjurisdictional Deployment of Peace Officers.

AGREED:

Date: Oct. 28, 2024.

CUPE LOCAL 30

CITY OF EDMONTON

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\_\_\_\_\_

Name

Name

## Attachment to the Memorandum of Agreement 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Create a new Letter Of Understanding (# to be determined) "Employment Opportunities for Under-Represented Groups" as follows:

The City and the Union believe that it is important to promote a city culture of inclusion and representation so that the City of Edmonton workforce reflects the population we serve.

As per Article 12.05, the City will consult with the Union to create temporary employment opportunities for currently under-represented groups at the City of Edmonton including women, Indigenous people, people with disabilities, people who are racialized (people, other than Indigenous people, who are non-white in race or colour) and gender, sexual and romantic minorities. Under-represented groups at the City of Edmonton are identified by comparing workforce data to Edmonton Census information.

There will be no elimination of positions or reduction of hours of work within the bargaining unit as a result of this LOU. Employees hired under this LOU shall be members of CUPE Local 30.

AGREED:

Date: Mar 31 25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

## Attachment to the Memorandum of Agreement 2024 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Amend the Facility Maintenance Services section of Appendix IV - Clothing and Personal Protection Issuance by replacing the current section with the content agreed to in the related Letter of Understanding signed by the parties in May of 2016. The content of the May 2016 LOU is as follows:

Area	Classification	Clothing Issue	Frequency of Issue
Facility Maintenance Services			
	Carpenter (all classes)	<ul style="list-style-type: none"> <li>• Approved work clothing (trousers, shirts, jackets) reimbursed to a maximum of \$100 (plus gst)</li> <li>• Leather Gloves</li> </ul>	<p style="text-align: center;">Annually</p> <p>Replacement upon demonstrated need</p>
	Painter (all classes) Gasfitter Refrigeration Mechanic Steamfitter Roofer Floor Covering Mechanic Mech.Contract Insp. HVAC Mechanic Maintenance Repairman (all classes) Sheet Metal Mechanic Plumber (all classes)	Approved work clothing (trousers, shirts, jackets) reimbursed to a maximum of \$100 (plus GST)	Annually

AGREED:

Date: Oct 30/24

CUPE LOCAL 30



CITY OF EDMONTON



Name

Name

**Attachment to the Memorandum of Agreement  
2024/25 Negotiations: CUPE Local 30/City of Edmonton**

The undersigned parties agree to Amend the articles and appendices below, incorporating the use of gender neutral language, as follows:

**6.14 Spray Painting Allowance**

Those trades ~~men~~ **persons** who are required to do spray painting shall, when so engaged, have their regular rate of pay increased by \$0.25 per hour.

**8.03.03.02**

When death occurs involving one of the following persons:

- grandchild,
- parent of current spouse/**common-law partner**
- ~~brother,~~
- ~~Sister,~~
- **sibling, sibling-in-law**
- ~~brother-in-law~~
- ~~sister-in-law,~~
- ~~Son-in-law,~~
- ~~Daughter-in-law~~
- **child-in-law (a person who is married or in a common-law relationship with the employee's child)**
- a related dependent of the employee.

The employee, on request, shall be excused for up to any 3 regularly scheduled consecutive working days without loss of pay at the employee's regular rate of pay. Such leave shall be taken within 12 months of death.

Notwithstanding the above, where special circumstances exist, an employee may request that Bereavement Leave be divided into two (2) periods within the 12 month period. Such request is subject to the approval of the City. In no circumstances, however, shall an employee be eligible for more days off with pay than they would have been eligible to receive had the Bereavement Leave been taken in one (1) undivided period.

**8.03.05.05**

Maternity leave shall be in accordance with the provisions in the Employment Standards Code which is up to 16 weeks in duration, including any valid, health-related portion that may be encompassed during this period. ~~Birth mothers~~ **Employees who give birth** shall be granted up to 62 additional weeks of unpaid parental leave, for a combined total of 78 weeks leave. Employees may be eligible for parental benefits from Employment Insurance during the parental leave period.

**8.09.01**

The City may require journey ~~men~~ **persons** and apprentices to supply necessary tools in order to perform their assigned functions effectively and safely. The City shall provide annual tool allowance payments as specified in Appendix III-Required Tools for Various Trades. The tool allowance payment shall be paid on the pay day closest to April 30 each year.

**16.04**

The City may employ 1 apprentice for each 2 journey ~~men~~ **persons** employed.

APPENDIX II - Classification Concepts An alphabetical condensation of classification concepts of positions coming within the jurisdiction of the Union	
Animal Health Attendant (1393)	Responsible for the care and treatment of all types of animals impounded by Animal Control, including the receipt and assessment of incoming animals, as well as all aspects of processing, nutrition, health, facility maintenance and public contact.
Aquatic Fitness Instructor (1388)	Performs aquatic fitness instruction through exercise routines and provides safety supervision in and around the water for facility patrons.
Aquatics Foreperson I (0033)	In connection with an overall responsibility for the operation of a minor indoor or an outdoor municipal swimming pools facility, plans and supervises the work of lifeguards, instructional and maintenance staff to maintain proper public health and safety standards. May perform some lifeguarding of pool patrons.
Aquatics Instructor (0035)	Conducts Red Cross and Royal Life Saving, learn-to-swim and special swimming programs for patrons at City swimming pools.
Assistant Automotive Serviceperson Foreperson (0222)	Responsible for the supervision and training of subordinates engaged in servicing and cleaning automotive vehicles and construction and public works equipment.
Assistant Transfer Station Operator (0203)	Assists in the cleaning, operation and maintenance of a Transfer Station under the direction of the Transfer Station Operator.
Autobody Mechanic (0158)	Performs Journeyman level work in the trade of Autobody Mechanic including; straightening frames; welding body parts; sanding, priming and painting; working out or filling body damage; and assorted autobody work on a wide variety of vehicles and equipment.
Automotive Mechanic I (0099)	Performs Journeyman level work in the trade of Motor Mechanic including mechanical repair and maintenance of motorcycles, automobiles, light trucks, and light construction and agricultural equipment such as tractors, mowers, tampers, snow blowers, pumps, compressors, various power tools, etc., which may involve major overhauls under direct supervision or independently performed running repairs.
Automotive Mechanic II (0102)	Performs Journeyman level tasks in the trade of Motor Mechanic, including mechanical repair and maintenance

	of various types of light construction and agricultural equipment, automobiles and light trucks; and supervises the activities of other journeymen engaged in the trade and/or Heavy Duty Mechanics and semi-skilled assistants.
Automotive Serviceperson I (0217)	Dispenses fuel, washes, cleans and transports vehicles and equipment, and may perform routine service tasks.
Automotive Serviceperson II (0220)	Performs routine servicing of vehicles and equipment. Performs tire repair and service truck operation. Performs visual inspection of vehicles and reports findings to the Automotive or Heavy Duty Mechanic. May be required to assist mechanical tradesmenpersons.
Automotive Serviceperson III (0221)	Leadhand supervision of Automotive Servicepersonsmenpersons engaged in servicing a wide variety of City-owned vehicles or crews involved in vehicle fuelling, tow truck operations, etc.
Automotive Serviceperson Foreperson (0223)	Controls the dispensing of gas and lubricants, vehicle washing and tow truck operation. Initiates orders for and controls inventory and repair. Prepares reports required in connection with the service station operation, supervises personnel employed therein and performs related duties.
Blacksmith (0153)	Performs Journeyperson level work of the Blacksmith trade in the fabrication and repair of metal parts for heavy construction equipment, machinery and tools.
Bridge Worker I (0176)	Maintains and repairs the structural steel and concrete components of bridges using a variety of hand and power tools; performs bridge washing, painting, sandblasting, sealing and other related tasks.
Bridge Worker II (0177)	Provides leadhand supervision to Bridge Worker I's engaged in the maintenance and repair of bridges' structural steel and concrete components; supervises and participates in bridge washing, painting, sandblasting, sealing and other related tasks.
Bridge Foreperson I (0178)	Assigns, supervises and participates in the work of crews engaged in bridge maintenance and repair; inspects work, trains employees and ensures adherence to safety regulations. Arranges for the delivery of required materials and prepares daily reports, which include time sheets, cost sheets and work schedules
Bridge Foreperson II (0179)	Plans, schedules and supervises the work of subordinate foremenpersons and their crews involved in maintaining and repairing bridges throughout the City; determines job priorities and provides technical advice as required. Ensures the availability of adequate materials and equipment at job sites, and performs administrative functions such as approving overtime and completing progress reports.



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Building Operator (0005)	Responsible for the daily inspection and minor maintenance of large heating boilers and associated equipment located in City operated buildings. Maintains records and daily logs on equipment inspected.
Carpenter I (0051)	Performs Journeyperson level work of the Carpenter trade in the construction, maintenance, alteration and repair of buildings, furniture and equipment.
Carpenter II (0054)	In addition to performing Journeyperson level carpentry work, supervises the activities of journeymenpersons and sub-journeymenpersons engaged in the trade.
Carpenter Foreperson (0049)	Directs and supervises the day-to-day activities of Journeyperson Carpenters, related Journeyperson tradesmenpersons, sub-journeymenpersons and semi-skilled assistants engaged in maintenance, construction and repair projects.
Concrete Worker (0193)	Sets concrete forms for curbs and gutters, sidewalks, splicing and transformer vaults and other related structures and fine-finishes concrete by floating, trowelling, grooving, edging, and brushing in conformance with specifications; places reinforcing steel in accordance with drawings. May instruct and direct a small group of labourers helping to mix, place, and vibrate concrete.
Contract Inspector I (0012)	Performs on-the-job inspection of routine contract construction work, ensuring adherence to contract specifications and maintaining records relative thereto.
Contract Inspector II (0013)	Inspects the larger contracted construction projects to ensure adherence to specifications, work and materials standards; confers with contractors' representatives concerning plans, etc. May be assigned leadhand supervision of a smaller group of Contract Inspector I's.
Curatorial Assistant (0046)	Performs specialized curatorial duties involving the acquisition, documentation, maintenance and disposition of artifacts in a museum setting. Restores artifacts composed of various materials, maintain an inventory and storage system, and develop artifact displays.
Custodial Services Inspector (0262)	Provides supervisory, inspection, and administrative functions in support of custodial duties performed on a civic or private contract basis.
Custodial Worker (0263)	Performs light cleaning tasks with the use of standard custodial equipment
Custodial Worker III (0257)	Performs leadhand supervision of the care and cleaning of a number of designated buildings
District Inspector (0014)	Inspects maintenance projects to ensure adherence to specifications, work and materials standards; confers with

	contractors, City departments and utility representatives concerning various City/utility maintenance projects and small construction projects.
ECO Station Attendant (1301)	Performs a variety of functions within the ECO Station facilities including directing traffic, collection of fees, sorting and handling of items for disposal or recycling, opening and removing paints from containers, moving of bulk materials throughout the facility and assisting facility users as needed.
ECO Station Foreperson (1302)	Supervises the daily operation of the ECO Station facility, assigning duties to Attendants, dealing with facility users, dealing with unusual situations, arranging for the pickup and disposal of bulk materials, and assisting facility users as needed.
Equipment Operator I (0159)	Operates and is responsible for one or more of the following: 72" industrial riding mower/broom/blower, tractors with accessories (hammer knife, fertilizer spreader, core aerator), self-propelled turf vacuum, specialized golf course equipment (greens mower, sand trap conditioner, topdresser, motorized utility vehicle, etc.), single axle water truck and other equipment designated of equivalent complexity. Performs routine maintenance tasks required in connection with equipment.
Equipment Operator II (0162)	Operates and responsible for one or more of the following: bobcats (up to 70 hp.) with Loader or other front mounted accessories, concrete saw (over 60hp), walk planer, sidewalk plow & blower (over 70 hp), crack cutter, flusher (tandem axle with 13 m3 tank), TV flushing unit, crane & chipper trucks, stump grinder, tractors (min 60 hp) with accessories (boom, windfoil sprayers, fairway & wing mowers, turf vacuum, soil spreader, soil reliever, broom), ski trail groomer, and other equipment designated as being of equivalent operating complexity. Performs routine maintenance tasks required in connection with the equipment. May be responsible for supervising workers assigned as helpers.
Equipment Operator III (0163)	Operates and is responsible for one or more of the following: graders (min. 140 hp), paver, roller (min. 6 ton), sweepers (min. 60 hp), crack sealer, grinder (min. 100 hp) bridge snooper, paint truck; yard, mobile & truck cranes (min. 10 ton), wheel & cat loaders, backhoes, tunnel boring machines, drill rig, pumps (grout, concrete, shot-crete), gradall, snow blower (tractor), HPF/Vacuum truck and any other equipment which is designated as being of equivalent operating complexity and requiring equivalent training and experience. Performs routine maintenance tasks required in connection with the equipment. May be responsible for supervising workers assigned as helpers.

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Equipment Operator IV (0164)	Operates and is responsible for one or more of the following: track excavator (min. 100 hp), mobile crane (min. 25 ton), slope climbing backhoe, gravel crusher and any other equipment which is designated as being of equivalent operating complexity and requiring equivalent training and experience. Performs routine maintenance tasks required in connection with the equipment. May be responsible for supervising workers assigned as helpers.
Equipment Operator V (0165)	Operates and is responsible for a backhoe equipped with a bucket of two (2) yards or greater capacity.
Fabrication Shop Coordinator (1400)	Plans, schedules and coordinates the ongoing work activities within the Fabrication shop. Markets shop services and capabilities to secure contracts, ensures effective estimates of costs for tendering, and creates and develops technical solutions to problems to meet customer requirements and product quality demands.
Facility Foreperson (0034)	In connection with an overall responsibility for the operation of a major indoor swimming pools facility, plans and supervises the work of lifeguards, instructional and maintenance staff to maintain proper public health and safety standards. May perform some lifeguarding of pool patrons.
Facility Programmer (0032)	In addition to instructional lifesaving duties, supervises on a shift basis lifeguards, attendants, cashiers, and custodial staff in a municipal pool insofar as ensuring that subordinates adhere to established procedures; performs limited pool maintenance tasks.
Field Inspector I (0003)	Enforces the Animal Control legislation by conducting patrols, issuing notices of violation, etc. Attends to animals in the Animal Retention Centre.
Field Inspector III (0002)	Supervises, assigns, and participates in the work of subordinates engaged in enforcement of the Animal Control legislation. Includes filing notices of violation, checking out complaints, etc.
Floor Covering Mechanic I (0156)	Performs Journeyman level work in the trade of Floor Covering Mechanic, repairing and installing covering materials such as tiles, carpets, etc., on floors, stairs, walls and counter-tops in City facilities.
Garage Foreperson (0104)	Directs and supervises the day-to-day activities of Journeyman Automotive and/or Heavy Duty Mechanics, journeymen persons of related trades, and semi-skilled personnel engaged in repairing and maintaining automobiles, trucks, heavy construction equipment and related equipment and attachments.
Gasfitter (0062)	Performs Journeyman level work in the installation, maintenance and repair of gas installations, appliances and related duties; holds a First Class Alberta Gasfitter

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	Certificate.
Gravel Recycle Foreperson (1386)	Plans, assigns and supervises the daily activities of a crew engaged in the operation of gravel recycling equipment. Responsible for inspecting incoming materials, ensuring sufficient quantities of aggregate are produced and initiating appropriate actions to deal with equipment malfunctions, changes to conditions, etc.
Greenhouse/Conservatory Foreperson (0029)	Plans, assigns, supervises and participates in the work of Greenhouse Growers engaged in specialized plant production, maintenance and display in a greenhouse, conservatory or other interior environment. Supervises the maintenance of proper growing conditions, provides technical advice to subordinates, trains new staff, and researches ways to optimize production schedules.
Grower (1429)	Performs routine and complex horticultural work in a greenhouse, conservatory, or other interior environments, caring for and properly displaying a wide variety of plants. Monitor plant nutritional programs, conducts pest control procedures, and identified and develops solutions to problems that may occur.
HVAC Mechanic (1303)	Operates various environmental control systems to optimize the use and comfort of buildings and facilities. Responds to changes or equipment failures by repairing or adjusting equipment and control systems, and arranges for maintenance or repair work by outside contractors or vendors as necessary.
Heavy Duty Custodial Worker (0264)	Performs cleaning tasks including floor stripping and carpet cleaning.
Heavy Duty Mechanic I (0094)	Performs Journeyman level work in the trade of Heavy Duty Mechanic including the mechanical repair and maintenance of heavy commercial and industrial vehicles, construction equipment and attachments, stationary power units, etc., equipped with complex hydraulic systems, tandem axles, air braking systems, and spark ignition or diesel-powered engines. This may involve major overhauls under direct supervision or independent performance of running repairs in shops or field job sites.
Heavy Duty Mechanic II (0097)	In addition to performing Journeyman level work in the trade of Heavy Duty Mechanic including the mechanical repair and maintenance of various types of heavy vehicles and equipment in shops or field job sites, supervises the activities of other journeymen persons engaged in the trade, Automotive Mechanic I's and semi-skilled assistants.
Heavy Equipment Foreperson (0197)	Directs, supervises and instructs subordinates engaged in heavy equipment operation on utility construction and maintenance projects.

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Historical Sites Artisan I (0047)	Performs Journeyperson level work of the Carpenter trade utilizing modern and colonial tradesman <del>man</del> <b>person</b> skills, methods, and tools in the construction, repair, etc., of historical sites buildings, furniture, boats, etc
Historical Sites Artisan II (0048)	In addition to performing Journeyperson level carpentry work of the Artisan I, provides supervision and direction to a group of employees, including Historical Artisan I's and semi-skilled assistants, engaged in the construction, repair, etc., of historical sites buildings, furniture, boats, etc.
Historical Worker (0030)	Provides public historical information lectures, along with physical demonstrations of techniques on historical crafts and specialties such as boat building, cobbling, smithing, woodworking, and the work of a teamster, utilized in the early settlement era. The kind and level of work is not the same as Journeyperson status trades, as recognized by the Alberta Apprenticeship Board and/or the City of Edmonton.
Inspection, Appraisal and Control Mechanic (0092)	Utilizes knowledge and skills acquired through completion of Journeyperson training in Motor Mechanic and/or Heavy Duty Mechanic trades; inspects, tests, diagnoses malfunctions, determines feasibility of overhaul or part replacement, and logs repair costs and downtime for vehicles and equipment; inspects new vehicles and equipment added to fleet, maintains in-service data on same, appraises mechanical conditions and recommends servicing or disposal; inspects hired and leased vehicles and equipment for adherence to mechanical safety standards.
Labourer I (0186)	Performs heavy manual work which does not require previous training and experience. Duties involve the use of simple hand and/or power tools such as push lawnmowers, weed eaters, trimmers, designated rototillers, light motor vehicles and other equipment which is designated as being of equivalent operating complexity and requiring equivalent training and experience.
Labourer II (0189)	Semi-skilled heavy manual labour requiring the use of some acquired skills involving the operation of non-complex machines such as tampers, jack hammers, riding lawnmowers, designated rototillers, tractors, skidoos and other equipment which is designated as being of equivalent operating complexity and requiring equivalent training and experience. May be required to direct vehicles to unloading points in a dump or landfill area and to weigh and record original data for gravel hauls, etc.
Labourer III (0192)	Leadhand responsibilities directing, instructing, and participating in the work of labourers or similar classifications performing a wide variety of unskilled and

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	semi-skilled manual duties of some complexity and variety, entailing the use of one or more acquired skills.
Labour Foreperson I (0194)	Assigns, supervises and participates in the work of crews engaged in minor public works construction and maintenance activities.
Labour Foreperson II (0195)	Assigns, supervises, and participates in the work of Labour Foremen <del>men</del> persons and crews engaged in major public works construction and maintenance activities.
Labour Foreperson III (0196)	Plans, assigns, and supervises the work of Labour Foremen <del>men</del> persons and crews involved in varied and complex public works construction and/or maintenance activities throughout the City.
Lifeguard (0031)	Instructs in aquatic skills and lifesaving practices and monitors municipal swimming pool activities to ensure public safety; maintains proper functioning of pool filter and chemical treatment equipment.
Locksmith I (0088)	Carries out maintenance and repairs to all hardware on doors, window locking mechanisms, and locks on desks, cabinets, lockers, etc. Installs new hardware and equipment and performs trouble and emergency calls as required.
Machinist (0143)	Performs Journeyman level work in the trade of Machinist in the fabrication and repair of metal components for tools, machinery and equipment.
Maintenance Repairperson I (0138)	On the sub-Journeyman level, performs a variety of minor construction, maintenance and repair tasks requiring some familiarity with basic trade practices in one or more of the building or mechanical trades. Occasional direction is exercised over unskilled assistants.
Maintenance Repairperson II (0139)	Assigns, provides leadhand direction, and participates in the work of Maintenance Repairmen <del>men</del> persons and Labourers on a sub-Journeyman level in a variety of minor construction, maintenance and repair tasks requiring some familiarity with basic trade practices in one or more of the building or mechanical trades.
Mechanical Contract Inspector (0087)	Prepares tenders, co-ordinates, monitors, and inspects contracts for equipment and facility repairs with outside contractors and inspectors in the areas of sheet metal work, plumbing and elevator maintenance.
Millwright I (0069)	Performs Journeyman level work in the trade of Millwright involving the mechanical repair, setup and alignment, and maintenance of a variety of machinery such as air compressors, cranes, and hoists, hydraulic jacks and pumps, engines, etc., in addition to the maintenance of heating and cooling equipment in City-owned buildings.

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Millwright II (0072)	In addition to performing Journeyman level work of the Millwright trade in the installation, servicing, maintenance and repair of machinery and equipment, supervises the activities of other journeymen persons engaged in the trade including semi-skilled assistants.
Millwright/Machinist Foreperson (0106)	Plans, co-ordinates, and supervises the work of Journeyman Millwrights, Machinists, related trades and semi-skilled assistants engaged in the installation, fabrication, servicing, maintenance, and repair of machinery, equipment, parts, and attachments.
Municipal Waste Inspector I (0007)	Monitors the activities of contractors involved in residential refuse or recycling collection, ensuring that work complies with contract specifications. Responsibilities including creating new trade waste contracts, monitoring adherence to existing trade waste collection agreements and investigating public complaints.
Municipal Waste Inspector II (0008)	Co-ordinates and schedules the activities of Municipal Waste Inspectors I involved in monitoring the work of residential refuse and recycling contractors; supervises and may participate in inspections and investigations. Assists in the preparation of budgets, forecasts and reports, co-ordinates the annual house count, and trains new employees.
Nursery Worker (0020)	Performs skilled arboriculture work involving the production and maintenance of nursery plant crops. This includes implementing programs for propagation of plant material; nursery crop pest control, storage, irrigation and maintenance; identifying and resolving plant health problems; and assisting in the general maintenance of nursery crops, fields and buildings. Oversees the work of labourers who will assist in the physical duties.
Painter I (0056)	Performs Journeyman level work of the Painter and Decorator trade in the preparation of surfaces and application of protective and decorative coatings to buildings, furniture, signs, etc.
Painter II (0060)	In addition to performing Journeyman level duties of the Painter and Decorator trade, supervises the work of other journeymen persons engaged in the trade, including semi-skilled assistants.
Painter Foreperson (0058)	Directs and supervises the day-to-day activities of journeymen persons of the Painter and Decorator trade, and semi-skilled assistants engaged in maintenance projects.
Painting Contract Inspector ((1830)	This work is concerned with all aspects of contract work between the City and private contractors involving the Painting trade. Inspectors are involved in all phases of work including the identification of specific contract work

	to be performed, cost estimating, the preparation of tender documents, the evaluation of incoming bids, the monitoring of work in progress to ensure that specifications and standards are met, final site inspections and other follow-up duties.
Parking Lot Attendant I (0247)	Calculates charges and collects monies at City operated parking facilities. Maintains parking lots, ramps, floors, stairwells, etc., in a clean and orderly fashion. Patrols parking facilities ensuring security and public safety are maintained.
Parking Lot Attendant II (0248)	In addition to performing the duties of a Parking Lot Attendant I, supervises and is responsible for the operation of parking facilities on a given shift.
Parking Meter Foreperson (0142)	Plans, supervises and participates in the activities of employees engaged in parking meter collection and the inspection and repair of said meters together with various types of mechanical coin sorters and counters.
Parking Meter Serviceperson I (0140)	Services and repairs parking meter components; drives a truck in making field inspections and collecting money from meters on scheduled routes.
Parking Meter Serviceperson II (0141)	In addition to servicing and repairing coin-counting and sorting machines, pneumatic traffic counters and parking meter time mechanisms; supervises the activities of related personnel.
Parks Foreperson I (0183) [Crew Leader]	Provides supervision and hands-on leadership to Community Services field crews performing a wide variety of unskilled and semi-skilled manual duties and may participate in the actual work duties as required.
Parks Foreperson II (0182) [Team Leader]	This is an advanced field level position which provides leadership and work direction to Parks Foreperson I and/or field crews engaged in all facets of parks, facility, capital construction, roadway landscaping, zoological, and greenhouse management.
Parks Maintenance Co-ordinator (0184)	This is an advanced level position that deals with planning, development, monitoring and co-ordination of Operation's activities and resources.
Parks Ranger (0015)	This is public service work involved in park resource management, protection and assistance to the general public using the park and facilities including inspection and minor facility maintenance and the enforcement of laws and legislation. Incumbents may be responsible for the supervision of less experienced or seasonal employees.
Paving Plant Foreperson (0212)	Supervises the operation and maintenance of city pavement manufacture and distribution. Purchases asphalt from private contractors. Schedules plant



	maintenance and supervises all maintenance.
Paving Plant Operator (0211)	Operates the paving plant. Checks on consistency and quality of mix. Checks quality of contractors' asphalt. Does maintenance on the paving plant.
Pest Control Operator (0019)	This work involves the control of mosquitoes, other insect pests and various rodent pests. On a seasonal basis may assign and supervise the work of other employees.
Plumber I (0066)	Performs Journey person level work of the Plumber trade in the installation, maintenance and repair of water services, sanitary drainage, and related duties.
Plumber II (0064)	In addition to performing Journey person level work of the Plumber trade, supervises the activities of other journeymen persons engaged in the trade, including semi-skilled assistants.
Plumbing and Heating Foreperson (0085)	Directs and supervises the activities of journeymen persons Plumbers, Gasfitters, Steamfitters, journeymen persons of related trades and semi-skilled assistants, including maintenance and repair of various heating and cooling systems.
Pruner I (0017)	Performs arboriculture duties including: pruning, bolting, transplanting trees, performing tree surgery and identifying and removing or spraying diseased trees. Operates and is responsible for the normal maintenance of the equipment and tools utilized in tree maintenance work.
Pruner II (0016)	Performs the arboriculture duties of the Pruner I but on larger or more complex subjects and may be responsible for supervising workers assigned as helpers.
Recreation Complex Foreperson (0045)	Plans, organizes and directs the operation of a complex which may consist of a pool, rink, track, and sports fields. May perform some lifeguarding of pool patrons.
Recycle Depot Attendant (0180)	Provides on-site direction and assistance to users of recycling facilities
Refrigeration Mechanic I (0079)	Performs Journey person level work in the trade of Refrigeration Mechanic. Constructs, repairs, and maintains air conditioning, refrigeration units and associated equipment.
Refrigeration Mechanic II (0082)	In addition to performing Journey person level work of the refrigeration and air conditioning trade, incumbents of this class are leadhand supervisors of other journeymen persons, apprentices and semi-skilled assistants performing assorted labouring tasks
Refuse Collector I (0205)	Heavy manual labour involved in the collection of solid wastes and commercial waste in an assigned area; may

	relieve driver as required.
Refuse Collector II (0208)	Heavy manual labour in the collection of solid wastes in an assigned area; assumes responsibility for the safe and efficient operation of a refuse collection truck (Haul-All or equipment of equivalent weight and operating complexity); reports infractions of refuse collection bylaws and keeps necessary records. Occasional direction is exercised over unskilled assistants.
Refuse Collector III (0210)	Heavy manual labour in the collection of solid wastes in an assigned area; assumes responsibility for the safe and efficient operation of a refuse collection truck (Shupac or equipment of equivalent weight and operating complexity); reports infractions of refuse collection bylaws and keeps necessary records. Occasional direction is exercised over unskilled assistants.
Refuse Collector IV (1304)	Performs designed route refuse collection activities through the driving and operation of a Labrie Waste handling and disposal vehicle. Transports refuse loads to the appropriate transfer or landfill locations.
Roofer (0083)	Performs Journeyman level work in the trade of a Roofer including the repair, inspection, alteration and installation of roofs and roofing systems. Incumbents may be assigned helpers or apprentices.
Sheet Metal Mechanic (0076)	Performs Journeyman level work in the trade of Sheet Metal Mechanic including pattern development, manufacture, fabrication, assembly, erection, and application of items and components made from sheet metal and other materials used in lieu of sheet metal and all work requiring alteration, repair, maintenance, and testing of such items and components.
Shop Controller (1366)	Schedules and assigns vehicle and equipment for repair or overhaul in a diverse mechanical equipment service facility. Creates work plans, monitors shop performance and ensures productivity and product quality.
Sign Shop Foreperson (0075)	Assigns, supervises and participates in the work of Sign Writers, Sign Shop Workers, and Labourers involved in drawing, painting, fabricating and assembling various signs in a sign shop operation.
Sign Shop Worker (0216)	Produces various types of signs on metal, wood, plastic, and canvas material with the use of silk screen apparatus, dies, templates, stencils, adhesive materials, heat applicators, etc. Maintains and repairs signposts, parking meter bases, bus stop posts, etc.
Steamfitter I (0089)	This is Journeyman level work involved in the installation, maintenance, repair and testing of boilers, components and piping for heating and air conditioning systems.

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Steamfitter Foreperson (0091)	This is Foreperson level, supervisory and Journeyperson level work responsible for the organization, supervision and review of work assigned to subordinate Journeyperson Steamfitters, apprentices, and other skilled employees or issued on a contract basis.
Structural Contract Inspector (1829)	This work is concerned with all aspects of contract work between the City and private contractors involving building construction and maintenance trades. Inspectors are involved in all phases of work including the identification of specific contract work to be performed, cost estimating, the preparation of tender documents, the evaluation of incoming bids, the monitoring of work in progress to ensure that specifications and standards are met, final site inspections and other follow up duties.
Swimming Pool Serviceperson (0037)	Provides custodial and maintenance tasks such as cleaning floors, walls, fixtures, etc., vacuuming water, filling chemical feeders, etc., at swimming pools.
Training and Safety Instructor (0202)	Provides classroom instruction and field training to employees operating different types of equipment. Makes recommendations as to whether or not employees are qualified to operate specific pieces of equipment and maintains records of such.
Transfer Station Operator (0204)	Participates in, and is responsible for, the operation and maintenance of a transfer station. Assigns and supervises the work of a small crew of unskilled or semi-skilled personnel connected with the operation.
Truck Driver I (0166)	Operates and is responsible for a two-axle motor vehicle up to and including a 5,000 kg G.V.W. This may involve pulling a trailer with one or more axles if the trailer is not equipped with air brakes. Performs routine labouring work which may be required in connection with the operation of the vehicle.
Truck Driver II (0170)	Operates and is responsible for a two-axle motor vehicle exceeding 5,000 kg G.V.W. This may involve pulling a trailer with one or more axles if the trailer is not equipped with air brakes. Performs routine labouring work which may be required in connection with the operation of the vehicle.
Truck Driver III (0173)	Operates and is responsible for a single motor vehicle with three or more axles. This may involve pulling a single axle trailer (with air brakes) or a trailer with two or more axles if the trailer is not equipped with air brakes. Performs routine labouring work which may be required in connection with the operation of the vehicle.
Truck Driver IV (0174)	Operates and is responsible for a tractor trailer combination designated under Alberta licensing requirements as needing a Class 1 Motor Vehicle Operator's License. Performs routine labouring work

	which may be required in connection with the operation of the vehicle.
Welder I (0146)	Performs Journeyman level work in the trade of Welder including the use of acetylene and electrical welding equipment in the repair of bridge decks, trucks and heavy construction equipment and the welding of reinforcement ribs for deep sewer tunnels, handrails, stairways, etc.
Welder II (0149)	In addition to performing Journeyman level work in the trade of Welder, supervises the work of other journeymen persons engaged in the trade including semi-skilled assistants.
Welder Foreperson (0151)	Directs and supervises the day to day activities of Journeyman persons of the Welder trade, related trades and semi-skilled assistants engaged in maintenance, repair and construction projects.
Yard Worker (0001)	Responsible for the maintenance of storage yards and related facilities including: manual or mechanical loading and unloading of materials and equipment; preparing materials and equipment for installation, ordering and receiving materials and equipment; and keeping accurate records of the repair, receipt and issue of stores items.
Zoo Attendant I (0040)	Performs semi-skilled manual and custodial tasks in the feeding, custody and care of animals, birds and other zoo inhabitants and in the maintenance of zoo grounds and facilities; may operate amusement rides or patrol work.
Zoo Attendant II (0041)	In addition to performing tasks related to the feedings, care and custody of zoo inhabitants, conducting tours, operating rides, etc., is engaged in leadhand supervision.

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
<b>Machinists</b>		
113.40	Inside Micrometer	2.0" - 12.0"
	Micrometers	0-1.0", 0-4.0"
	Pliers	6.0", 8.0"
	Crescent Wrenches	8.0", 15.0"
	Allen Wrench Set	0.5"
	Screw & Centre Gauge	
	Thread Pitch Gauge (2)	
	Screwdrivers (Set of 9)	
	Combination Square Set	

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Centre Punch	
	Pin Punches (Small Set)	
	Dial Indicator & Stand	
	Dividers	6.0"
	Steel Rules	6.0", 12.0"
	Hammers	8.0 oz., 16.0 oz.
	Calipers	6.0", 8.0"
	V Block & Clamp	3.0"
	Scribers (2)	
	Machinist Tool Box	
	Vise Grips	
	Hack Saw	
	Pry Bar	18.0"
	Feeler Gauge Set	
	Hand Stones (Set)	
	Radius Gauge	
	Telescoping Gauge	
	Round Handle Needle Files	
	Calculator	
	Machinist's Handbook or Redi-Reference	
Sheet Metal Mechanics & Apprentices (3rd & 4th Year)		
52.11	Tinsmith Hammer	
	Dividers	
	Awl	
	Set Screwdrivers (Assorted - incl. stubbies)	
	Tamper-proof Screwdriver	
	Cap Screwdrivers (Set)	
	Drill Chucks for Screws (Assorted)	
	Pop Riveter	
	Bull Snips	
	Tape	12.0'
	Crescent Wrench	8.0"
	Allen Wrench Set	
	Open-end Wrench Set	3/8" to 3/4"
	Hack Saw	
	Whitney Punch	
	Tool Pouch and Belt	
	Notchers	
	Tube Cutters	
	C-Clamp Vise Grips	
	Vise Grips	
	Metal Dollies (Set)	
	Hole Reamer for Drill	

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	File	
	Cold Chisels (Set)	
	Slip Joint & Needle Nose Pliers	
	Pee-Wee Tape	
	Folding Tool #12	
	Mitre Square	
	Rivet Set	
<b>Sheet Metal Mechanics &amp; Apprentices (1st &amp; 2nd Year)</b>		
30.43	Tinsmith Hammer	
	Dividers	
	Awl	
	Set Screwdrivers (Assorted - incl. stubbies)	
	Tamper-proof Screwdriver	
	Pop Riveter	
	Bull Snips	
	Whitney Punch	
	Tool Pouch and Belt	
	Open-end Wrench Set	3/8" to 3/4"
	Allen Wrench Set	
	Crescent Wrench	8.0"
	Tube Cutters	
	Cold Chisels (Set)	
	Slip Joint & Needle Nose Pliers	
	Pee-Wee Tape	
	Vise Grips	
	Mitre Square	
<b>Plumbing &amp; Heating Foremen</b>		
<b>Plumbers and Apprentices (4th &amp; 5th Years)</b>		
59.17	Large Screwdriver (Slotted)	
	Screwdrivers (Set of 7 - Phillips, Robertson, Slotted)	
	Hacksaws- Regular & Close Quarter	
	Keyhole Saw	
	Hole Saws (Variety of Sizes) or Planetary	
	Crescent Wrenches	8" & 12"
	Tap Seat Wrench	
	Basin Wrench	12.0" or 17.0"
	Spud Wrench	
	Allen Wrench Set	
	3024 Chicago Trap Wrench (PO Plug)	
	Pipe Wrenches	6" or 8", 10", and 12" or 14"
	Strap Wrench	

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APPENDIX III - Required Tools for Various Trades		
ALLOWANCE (in \$\$)	BASIC TOOL KIT	
	TOOL DESCRIPTION	SIZE
	Tubing Cutters Rigid	#20 & #105
	Vise Grips	
	Metalmasters (1)	
	Cold Chisels (2)	
	Wood Chisels (1)	
	Files (Rattail & Common Bastard)	
	Scratch Awl	
	Spirit Level	9.0"
	Putty Knife	
	Plumb Bob	
	Ball Peen & Claw Hammers	
	Slip Joint & Needle Nose Pliers	1.0 lb.
	Water Pump-type Pliers	
	Tool & Centre Punches	
	Wood Rasp Round	
	Bits (Set)	
	Tool Box	
	Flaring Tool (Tubing)	
	Inspection Mirror	
	Nipple Extractors (Set)	
	Pocket Thermometers	
	Square	24.0"
	Try Square	12.0"
	Tape	12.0'
<b>Plumber Apprentices (1st Year)</b>		
18.58	Tape	12.0"
	Crescent Wrench	8.0"
	Pipe Wrench	6.0" or 8.0"
	Allen Wrench Set	
	Spirit Level	9.0"
	Claw Hammer	
	Slip Joint Pliers	
	Water Pump Pliers	
	Screwdrivers (Set of 7 - Phillips, Robertson, Slotted)	
	Tool Pouch or Tool Tote	
	Putty Knife	
	Tool Box	
	Pocket Thermometer	
	Files (Rattail & Common Bastard)	
	Scratch Awl	
<b>Plumber Apprentices (2nd Year)</b>		
32.44	Hack Saw & Keyhole Saw	

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Crescent Wrench	12.0"
	Tubing Cutter Rigid #105	
	Basin Wrench	12.0" or 17.0"
	Pipe Wrench	10.0"
	Ball Peen Hammer	1.0 lb.
	Needle Nose Pliers	
	Try Square	12.0"
	Plumb Bob	
	Vise Grips	
	<i>* Plus all 1st Year Plumber Apprentice tools</i>	
<b>Plumber Apprentices (3rd Year)</b>		
47.66	Close Quarter Hack Saw	
	Metalmasters (1)	
	3024 Chicago Trap Wrench (PO Plug)	
	Cold Chisels (2)	
	Wood Chisels (1)	
	Spud Wrench	
	Pipe Wrench	
	Wrecking Bar	12.0"
	Large Screwdriver (Slotted)	
	Wood Rasp Round	
	Center Punch	
	Flaring Tool (for Tubing)	
	Square	24.0"
	<i>* Plus all 1st &amp; 2nd Year Plumber Apprentice tools</i>	
<b>Painter Foreperson</b>		
<b>Painters and All Apprentices</b>		
4.86	Putty Knife	
	Broadknives	3.0", 4.5"
	Tool Box or equivalent	
	Claw Hammer	
	Dusting Brush	
	Screwdriver	
	Chalk Line	100.0'
<b>Millwright I &amp; II</b>		
31.83	Set Screwdrivers (9)	
	Socket Set Challenger	1/4"
	Combination Wrenches	3/8" to 3/4"
	Crescent Wrenches	10.0", 12.0"
	Pipe Wrench	12.0"
	Allen Wrench Set	
	Needle Nose Pliers (Pair)	



APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Water Pump Pliers	
	Knife & Putty Knife	
	Hack Saw	
	Pocket Thermometer	
	Steel Rule (Straight Edge)	12.0"
	Tool Box & Tool Pouch	
	Side Cutters	
	Feeler Gauge Set	
	Gasket Scraper	
	Tape	12.0'
	Punches (Centre Punch & 2 Drift Punches)	
	Cold Chisels (2)	
	Ball Peen Hammers	12.0 oz., 16.0 oz.
	Vise Grips	
<b>Carpenter Foremen persons</b>		
<b>Carpenters and Apprentices (4th Year)</b>		
64.50	Hand Saws	8 point, 10 point
	Hand Saw (Keyhole)	
	Hack Saw	
	Coping Saw	
	Block Plane	
	Wood Chisels	3/8" to 1 1/4"
	Cold Chisels (2)	
	Spade Bit Set	
	Hand Level	24" min.
	Framing Square	24"
	Combination Square & Bevel Square	
	Measuring Tapes	10', 50'
	Side Cutters	
	Line	100'
	Screwdrivers (Set of 9 - Blade, Phillips, Robertson)	
	Hand Axe (Hatchet)	
	Scriber	
	Wrecking Bar	
	Nail Puller	
	Chalk Line Box	
	Nail Set (3-piece)	
	Pliers	
	Metalmasters (1)	
	Lino Knife & Utility Knife	
	Putty Knives (2-piece Set)	
	Rasps (Combination with 3 Faces)	

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Clamps (3) Quick Grip	12"
	Nail Hammer	
	Oilstone (1 double-faced stone)	
	Planes – Bench & Jack	
	Crescent Wrench	8.0" or 10.0"
	Bit Set	#4, 6, 8, 10, 12 Slot (2) Phillips #2, 3, 4
	Allen Wrench Set	
	Needle Nose Pliers	
<b>Carpenter Apprentices (1st Year)</b>		
48.37	Hand Saw	8 point
	Hand Saw (Keyhole)	
	Coping Saw	
	Side Cutters	
	Wood Chisels	3/8" to 1 1/4"
	Cold Chisels (2)	
	Hand Level	24" min.
	Framing Square & Combination Square	
	Measuring Tape	10'
	Nail Hammer	
	Wrecking Bar	
	Nail Set (2 pieces)	
	Line	100'
	Plane - Bench	
	Block Plane	
	Hand Axe (Hatchet)	
	Crescent Wrench	8.0" or 10.0"
	Screwdrivers (Set of 9 - Blade, Phillips, Robertson)	
	Utility Knife	
	Putty Knife (2-piece Set)	
	Lino Knife	
	Pliers	
	Metalmasters (1)	
	Rasps (Combination with 3 Faces)	
	Clamps (3) Quick Grip	
	Oilstone (1 double-faced stone)	
<b>Carpenter Apprentices (2nd Year)</b>		
53.84	Plane - Jack	
	<i>* Plus all of Carpenter Apprentice (1st Year) tools</i>	
<b>Carpenter Apprentices (3rd Year)</b>		
60.89	Hand Saw (Finishing)	10 point

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Bevel Square	
	Nail Puller	
	Hack Saw	
	Files	
	File Handle	
	<i>* Plus all of Carpenter Apprentice (2nd Year) tools</i>	
Automotive Mechanics and Apprentices		
472.50	As per Heavy Duty Mechanics & Apprentices list below with the following amendments:	
	1/2" Drive sockets	3/8" to 1 1/4"
	1/2" Drive impact sockets	1/2" to 1"
	Combination wrenches	5/16" to 1 1/4"
	Open end wrenches	5/16" to 1"
	Brake Adjusting Tool	
Heavy Duty Mechanics and Apprentices		
Heavy Equipment / Automotive Technicians		
472.50	Roller Cabinet (sufficient for storage and to secure tools)	
	Top Chest (optional)	
	1/4" Drive socket set	3/16" - 9/16" (10 pieces)
	1/4" Drive deep socket set	3/16" - 9/16" (10 pieces)
	1/4" Drive socket set	4 mm - 14 mm
	1/4" Drive deep socket set	4 mm - 13 mm
	1/4" Drive ratchet	
	1/4" Drive extension	4"
	1/4" Drive extension	6"
	1/4" Drive extension	10"
	1/4" Drive u-joint adapter	
	3/8" Drive adapter	3/8" - 1/4"
	3/8" Drive socket set	3/8" - 7/8"
	3/8" Drive deep socket set	3/8" - 7/8" (9 pieces)
	3/8" Drive socket set	10 mm - 19 mm
	3/8" Drive deep socket set	10 mm - 19 mm
	3/8" Drive flex socket set	7/16" - 3/4"
	3/8" Drive flex socket set	10 mm - 19 mm
	3/8" Drive, hex drivers	1/8" - 3/8" (8 pieces)
	3/8" Drive, hex drivers	4 mm - 10 mm
	3/8" Drive extension	4"
	3/8" Drive extension	6"
	3/8" Drive extension	10"
	3/8" Drive u-joint adapter	
	3/8" Drive ratchet	
	3/8" Drive #3 Phillips	
	3/8" Drive Torx Driver set	T10-T50

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	3/8" Drive adapter	3/8" - 1/2
	Spark plug socket	5/8"
	Spark plug socket	13/16"
	1/2" Drive adapter	1/2" - 3/8"
	1/2" Drive socket set	3/8" - 1 1/2" (14 pieces)
	1/2" Drive deep socket set	7/16" - 1 1/8" (12 pieces)
	1/2" Drive socket set	10 mm - 27 mm
	1/2" Drive deep socket set	10 mm - 27 mm
	1/2" Drive impact socket set	1/2" - 1 1/4"
	1/2" Drive flex bar	
	1/2" Drive ratchet	
	1/2" Drive extension	4"
	1/2" Drive extension	6"
	1/2" Drive extension	10"
	1/2" Drive u-joint adapter	
	Adjustable wrench	6"
	Adjustable wrench	10"
	Adjustable wrench	15"
	Pipe Wrench	14"
	Adjustable frame hacksaw	
	Pry bar	6"
	Pry bar	15"
	Pinch bar	22"
	Combination wrench set	5/16" - 1 1/2"
	Combination wrench set	6 mm - 27 mm
	Open end wrench set	5/16" - 1 1/4"
	Open end wrench set	6 mm - 27 mm
	Double end line wrench set (imperial)	3/8" - 1 1/16" (3 pieces)
	Double end line wrench set (metric)	7 mm - 15 mm, 17 mm (5 pieces)
	Circuit tester	
	1/2" Drive air impact wrench	
	3/8" Drive air ratchet	
	3/8" Drive air drill or equivalent cordless electric drill	
	Distributor wrench	1/2"
	Distributor wrench	9/16"
	Ignition wrench set	
	Ignition feeler gauge set	
	Spark plug gauge	
	Steel tape	12 ft
	Steel ruler	6 "
	Screw starter - common	
	Screw starter - Phillips	
	3 - Screwdriver - common	

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE (in \$\$)	BASIC TOOL KIT	
	TOOL DESCRIPTION	SIZE
	3 - Screwdriver - Phillips	
	3 - Screwdriver - Robertson	
	5 - Screwdriver - Torx	
	Brake spring remove/install or pliers	
	Brake shoe retaining spring tool	
	Brake adjusting tool	
	Tin snips	8"
	Wire crimpers	
	Pliers, water pump	16"
	Pliers, needle nose long	
	Pliers, vise grip (10" standard)	
	Pliers, diagonal cutter	7 1/4"
	Pliers, snap ring	small
	Pliers, snap ring	large
	Pliers, retainer ring	
	Pliers, slide joint	
	Ball peen hammer	1 lb.
	Ball peen hammer	2 lb.
	Ball peen hammer	3 lb.
	Plastic tip hammer	
	Rubber hammer	
	Allen wrench set (imperial)	
	Allen wrench set (metric)	
	Multi-Tester (Digital)	200 – 2M impedance
	Carbon scraper	
	Awl	
	Drill index (box only)	1/16" - 1/2"
	Extending magnet retrieval tool	
	Extending mirror inspection tool	
	Picks	
	Tubing cutter	
	Punch set	1/16" - 5/32"
	Cold chisel set	
	Brass drift	
	Mechanical fingers retrieval tool	
<b>Refrigeration Mechanic</b>		
34.89	Set of Nut Drivers	
	Open-end Wrenches	3/16" x 1/4" 7/16" x 1/2" 1" x 15/16"
	Combination Wrenches	1/2", 9/16", 3/4", 1"
	Box End	7/16" x 3/8" 5/8" x 11/16"

APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Crescent Wrenches	8", 12"
	Vise Grip	7"
	1/4" Socket Set	
	Screwdriver Set	8 piece Set
	Allen Keys Set AH14K	
	Pliers - Combination Needle Nose	
	Feeler Gauges	
	Service Valve Wrench (2)	
	Fuse Puller	
	Service Valve - "T" Wrench (3)	1/4", 3/8", 1/2"
	Flare Wrench	1 1/16" x 1 5/16" 1" x 3/4"
	Thermometer	(0° - 100°)
	Tool Box Beach (B19)	
Steamfitter/Gasfitter		
Steamfitter Foreperson/Gasfitter		
58.74	Screwdrivers (Robertson #1, #2, #3)	
	½ Round File	
	Adjustable Wrench	6" and 12"
	Pipe Wrench	10", 14" and 18"
	Level	2'
	Ball Peen Hammer	16 oz.
	Allen Wrenches	
	Combination Wrenches	3/8 - 3/4
	Exacto Knife	
	Flat File	
	Hack Saw	
	Inspection Mirror	
	Large Cold Chisel	1"
	Small Cold Chisel	3/4"
	Large Slotted Driver	
	Regular Slotted Driver	
	Line Up Bar	
	Metal Snips Left and Right	
	Needle Nose Pliers	
	Nipple Extractor	
	Nut Driver (Set)	
	Philips Driver	
	Pocket Level	
	Pump Pliers	
	Tape Measure	25'
	Three Corner File	
	Tool Box	

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APPENDIX III - Required Tools for Various Trades		
ALLOWANCE	BASIC TOOL KIT	
(in \$\$)	TOOL DESCRIPTION	SIZE
	Tool Pouch	
	Tube Cutter	(10) and (205)
	Vise Grips	
	Wire Brush	

AGREED:

Date: Mar 3/25

CUPE LOCAL 30



Name

CITY OF EDMONTON



Name

# Attachment to the Memorandum of Agreement

## 2024/25 Negotiations: CUPE Local 30/City of Edmonton

The undersigned parties agree to Renew and Amend Addendum #1 as follows:

### Addendum #1 - SPECIALIZED GRIEVANCE AND ARBITRATION MECHANISMS PURSUANT TO THE DUTY TO ACCOMMODATE FRAMEWORK AGREEMENT

#### INTRODUCTION

The parties to this collective agreement are participants in the City of Edmonton – Civic Union Workplace Relationship Agreement, and the Duty to Accommodate Framework Agreement (“the Framework Agreement”) entered into under the auspices of the Working Relationship Agreement.

In the Framework Agreement, the participants agree to establish specialized grievance and arbitration mechanisms to resolve disputes over the duty to accommodate, modifying, or in lieu of, the grievance and arbitration provisions in their collective agreements. The reasons and purposes for such specialized processes include recognition that:

- The duty to accommodate can involve obligations and remedies that transcend bargaining unit boundaries, and thus involve a need for dispute resolution where additional parties can participate so as to avoid multiple proceedings.
- The duty to accommodate is a process not just a result; that it is time sensitive; and that the rights and obligations can change over time; all of which can favour informal, expedited and specialized processes.
- While statutory human rights procedures exist, collective agreement arbitration provides a parallel procedure which, if suitably adapted, offers a more flexible and timely way of resolving accommodation issues for the civic workforce; and
- Although expedited procedures will normally be the chosen option for resolving such disputes, parties may at times choose instead to follow their more formal arbitration procedures, which they should remain free to pursue, subject to modifications for individual and affected union participation and a pre-arbitration mediation process.

#### *Therefore:*

The parties to the collective agreement agree to use the following alternative grievance and arbitration procedure for cases falling within the scope of this Addendum.

#### 1. SCOPE

1.1 This procedure applies to grievances concerning the duty to accommodate employees on the basis of physical or mental disability.

1.2 This procedure does not apply to:

1.2.1 Cases where employees seek accommodation as a result of an addiction said to be a physical or mental disability, or

1.2.2 Cases where employees raise accommodation issues only after being terminated by the City of Edmonton.

#### 2. INITIATING A GRIEVANCE

2.1 Grievances may be initiated during the course of an accommodation process to obtain a decision on a particular decision point in that process even though other steps remain to be taken.

2.2 A grievance may concern:

2.2.1 Whether an employee seeking accommodation has a mental or physical disability that gives rise to a need for accommodation

2.2.2 What, if any, restrictions or requirements arise from the employee's disability.



2.2.3 A decision by the City of Edmonton not to accept a measure that might be undertaken to accommodate the employee's needs in their existing job or some other job (whether modified or not), whether based on undue hardship or any other reason.

2.2.4 A decision by an Employee or the Union to decline to accept as a reasonable or suitable accommodation, a measure proposed by the City of Edmonton.

2.2.5 The failure or refusal by any Union or Association to give any necessary consent to any aspect of a proposed measure that might be undertaken to accommodate an employee's needs, whether that failure or refusal is based on conflicting collective agreement provisions, undue hardship, or otherwise.

2.2.6 The assignment of an employee to a position within a different bargaining unit or any terms and conditions attached to that assignment; or

2.2.7 Whether any trial period for an accommodation measure has succeeded.

2.3 In these procedures, "parties" mean the parties to this collective agreement and any other affected Union or Unions. It does not include an individual with a right to be represented or heard separately during any arbitration procedure.

2.4 Prior to filing a grievance under clause 2.2 of this Addendum the party will follow the provisions for precipitating a decision on a decision point in the Framework Agreement and shall first advise all affected parties of their wish for a decision on the issue.

2.5 On receipt of a request for a decision, the City's Disability Management Consultant, the Union or Unions involved, and such other persons whose presence may be necessary or appropriate to the decision, will meet for a full and frank discussion in an attempt to reach agreement on the question.

2.6 If the initial request or, following discussion, the agreed upon issue, is a question of the employee's disability, capacity, or the requirement of any job or proposed job, the parties will initiate the process of obtaining an independent report on the issue in accordance with the procedures in the Framework Agreement. Any professional opinion or factual report obtained as a result of those processes shall be accepted as *prima facie* proof in any subsequent arbitration proceedings.

2.7 The party requesting a decision and the party whose decision is sought may agree in writing to continue to assess the matter in an agreed upon manner.

2.8 Following the meeting referred to in clause 2.4, and unless clauses 2.5 and 2.6 (all in this Letter) apply, the party required to make a decision will provide that decision in writing within 15 working days of the initial request.

2.9 If a decision on a decision point is agreed to, it will be implemented forthwith, according to the terms. If no grievance disputing the decision is initiated within 15 working days following the decision, it will be treated as agreed upon and any proposed action may be implemented unilaterally. A grievance over any decision described in clause 2.2 of this Letter may be filed by the parties to this collective agreement or by another Union affected by the decision. The dispute shall be submitted in writing to the roster Coordinator, with a copy of the dispute provided to the Director, **Disputes and Advisory Services, Employee Relations and Compensation of Labour Relations, Human Resources**-Branch.

### 3. SEPARATE REPRESENTATION

3.1 Where an individual is directly affected by the subject matter of a decision, and their interests may conflict with the position being advanced by their bargaining agent, they may be separately represented in any arbitration process. The form of that separate representation shall be determined by their bargaining agent. Separately represented employees shall not have the authority to advance a matter to arbitration or to insist on formal rather than expedited arbitration.

### 4. EXPEDITED ARBITRATION

4.1 All grievances will be heard initially by a member of the expedited arbitration roster. Unless the parties agree to a particular member of the roster, the roster coordinator will assign a member from the City's arbitration roster to hear the grievance as specified in the Framework Agreement.

**4.2 The members of the expedited arbitration roster shall be reviewed periodically by the Duty to Accommodate Joint Committee and are outlined in the Framework Agreement, clause 4.7.**

4.23 The roster member assigned to hear the grievance will convene a meeting of the parties and any individual entitled to separate representation. The purpose of that meeting will be to:

4.23.1 Ensure the issues in dispute are defined;

4.23.2 Determine whether the parties agree to expedited arbitration or wish to have all or part of the issue resolved by a formal process;

4.23.3 If the parties accept expedited arbitration, to set a time, date and place for an expedited arbitration hearing with that roster member;

4.23.4 If a party selects formal arbitration, set a time, place and date for a "without prejudice" pre-arbitration mediation with the roster member or any other agreed upon mediator;

4.23.5 Discuss any other matter that, in the opinion of the roster member, is appropriate;

4.23.6 Unless formal arbitration has been selected, grant interim orders where there are substantial reasons for doing so and where the order can be made in a manner that accords with the Framework Agreement;

4.23.7 Where the parties agree, do anything at the first meeting that might be done at the expedited arbitration or mediation stages.

4.34 Every attempt will be made to hold the meeting referred to in clause 4.3 of this Letter within ten (10) working days of the date the grievance is received by the roster Coordinator, and may be in person or, with the consent of the affected parties, by teleconference. A failure to hold the meeting within ten (10) working days will not constitute loss of jurisdiction.

4.45 The roster member will provide participants with minutes of the first meeting, including any agreements reached, along with directions for a mediation meeting or an expedited arbitration hearing.

## 5. EXPEDITED ARBITRATION

5.1 The Roster member shall hear the grievance informally and expeditiously, providing the parties and any separately represented member the opportunity to adduce evidence and be heard, following which the member will issue a summary award on the grievance. The award will be provided in writing.

5.2 The parties will implement the award forthwith, according to its terms.

5.3 Awards under the expedited process will be confined to the issue raised in the grievance on the particular decision point. Any further issues that arise in respect to the duty to accommodate that same individual will be dealt with through a continuation or resumption of the Framework Agreement processes and if needed, by a further grievance on any subsequent decision point, rather than through the expedited arbitrator remaining seized with the matter.

## 6. GRIEVANCE MEDIATION

6.1 Where the parties have selected formal arbitration, the arbitration board will be appointed and scheduling commenced as outlined in Article 14.06-Arbitration Stage, points 4 through 17, following the first meeting referred to in clause 4.3 of this Letter. At the same time, the parties and any separately represented employee will participate in a "without prejudice" mediation meeting with the Roster member or another agreed upon mediator.

6.2 Participants in the mediation will each be represented by a person or persons familiar with the matter who will make good faith efforts to resolve the matter and who have decision making authority.

6.3 Settlements reached through informal mediation shall, where they resolve the full issue, be incorporated into a consent award of the Roster member as an arbitrator, or where they resolve some issues only, be incorporated into an agreed statement of facts or position to be placed by consent before the formal arbitrator or arbitration panel.

6.4 Other than the documents referred to in clause 6.3 of this Letter, the discussions during informal mediation shall be privileged and shall not be referred to in any subsequent arbitration or other proceeding.

6.5 The cost of the roster Coordinator's administrative duties shall be paid by the City of Edmonton. The cost of the mediation or expedited arbitration duties of the panel members will be shared jointly between the City of Edmonton and the Union or Unions involved in individual cases. Where there is more than one Union involved in a particular case, the Union's half of the costs shall be divided equally between them unless the mediator or expedited arbitrator orders some different apportionment.

## 7. FORMAL ARBITRATION

7.1 Where a party insists on formal arbitration, that arbitration will be established and conducted in accordance with the arbitration procedure in this collective agreement, modified as necessary to comport with the Framework Agreement.

7.2 Where, in addition to the Union under this collective agreement, there is another affected Union in respect of the dispute, the following provisions will apply.

7.2.1 The decision of the arbitration board will be final and binding on all parties;

7.2.2 Except to the extent this agreement provides for, or other parties agree upon, a single arbitrator, the Unions will attempt to agree upon a single nominee, failing which a Union nominee will be selected by the Roster member assigned to conduct the informal mediation.

7.2.3 The costs of any nominee, and of the Chair, will be shared by the Unions equally, unless the arbitrator or arbitration board awards some different apportionment.

7.3 In addition to any other powers provided by law or by the Collective Agreement, the arbitrator or arbitration board may, on the request of any affected party, by interim order, direct what ought to be done, or not be done, pending the arbitration hearing or ruling. Interim orders shall only be granted where there are substantial reasons for doing so, and shall be made in a manner that best accords with the provisions of the Framework Agreement.

7.4 Arbitrators shall be selected from the following agreed list of arbitrators listed in the Duty to Accommodate Framework, clause 4.9, either by agreement, or on the basis of the rotation provided for in the Framework Agreement.

- ◆ Andrew C. L. Sims, Q.C.
- ◆ Deborah Howes
- ◆ Thomas Jolliffe
- ◆ Lylic Kanee

7.5 Where an arbitrator or arbitration board, appointed under this collective agreement, finds that the matter or any part of the matter arising in that arbitration properly falls within the scope of the letter of understanding, the arbitrator or arbitration board may direct the parties to pursue the matter in accordance with the provisions of this Letter of Understanding.

7.6 The arbitrator or arbitration board may make any directions as to timeliness or other procedural issue that appears just in all the circumstances. An application under this clause may be made by any party affected by the issue in question whether or not that party is a party signatory to the collective agreement. No such application may be made by an individual employee.

## 8. DURATION AND TERMINATION

