

# **COLLECTIVE AGREEMENT**

## **BETWEEN**



## THE CORPORATION OF THE

## **MUNICIPALITY OF CALVIN**

(hereinafter referred to as the "Employer")

## **AND**

## **UNIFOR AND ITS LOCAL 103**

(hereinafter referred to as the "Union")

JANUARY 1, 2024 – JUNE 30, 2027

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### **ARTICLE 1 – PREAMBLE**

The general purpose of this Agreement is to provide a process of orderly procedure between the Employer and the employees represented by the Union and obtain mutually satisfactory rules of work.

### **ARTICLE 2 - MANAGEMENT RIGHTS**

2.01 Except where specifically restricted by the terms of this Agreement, it is the exclusive right and function of the Employer to manage and direct its operations and affairs in all respects and without limiting or restricting this right and function:

[a] to hire, lay-off, direct, promote, demote, transfer, discipline, suspend or otherwise discharge employees, provided that a claim by an employee that he has been discharged without just cause, may be subject of a grievance and dealt with as hereinafter provided;

[b] The question of whether one of the above rights is modified or limited by this Agreement may be decided through the grievance and arbitration procedure

#### ARTICLE 3 - RECOGNITION

3.01 The Employer recognizes Local Union 103 of Unifor as the sole bargaining agency for employees who come under its jurisdiction by the Municipality of Calvin. Employees shall mean all employees in the classifications listed in Schedule "A" of this agreement. Treasurer, City Clerk, Supervisors, Fire Chief, Volunteer Firefighters, persons above the rank of Supervisor, and persons employed through Shared Service Agreements and temporary positions with a known termination date of up to 1 year are excluded.

3.02 The Employer agrees to recognize a bargaining committee consisting of Local 103 President, Unifor National representative and the local Service Representative for the purposes of amending or the renewal of the present collective agreement. Deductions for Union dues shall be made from each pay and shall be forwarded to the Secretary-Treasurer of the Union not later than the fifteenth day of the month following, accomplished by a list of the names, addresses and classification of the employee from whose wages the deductions have been made.

3.03 The Union agrees to submit information to the Employer to clarify the formula and manner regarding Union Dues deductions. The amount so advised shall continue to be deducted until change by further written notice to the employer.

The Employer shall include the annual total of dues deducted on each employee's T-4 slip.

In consideration of this deduction and forwarding services by the Employer, the Union agrees to save the Employer harmless against any claim or liability arising out of or resulting from collection and forwarding of these dues.

## 3.04 Bargaining Unit Work

Excluding extenuating or emergency circumstances such as, breakdowns, power failures, natural disasters, lack of sufficient or available qualified employees, the Employer agrees that work historically preformed by employees bargaining unit shall continue to be preformed by employees within the bargaining unit.

## <u> ARTICLE 4 – DISCRIMINATION</u>

- 4.01 No discrimination or demotion shall be imposed upon any employee for participation, past, present or future, in the organizing or maintaining of this Union.
- 4.02 Whenever the masculine gender is used in this Agreement, it shall also mean the feminine gender.

## **ARTICLE 5 - UNION SECURITY**

- 5.01 All employees covered by this Agreement who are members of Local 103 shall as a condition of employment, maintain membership in good standing.
- 5.02 New employees covered by this Agreement shall as a condition of employment, become members of the Union within ten (10) calendar days of hiring.

## **ARTICLE 6 - EMPLOYEE CATEGORIES**

Full time employees are persons who are permanently scheduled to work more than 24 hours per week and completed a probation period.

Part time employees are those who work 24 hours or less per week and completed a probation period.

Casual employees are those who do not have regularly scheduled hours and days of work; are called in on an as needed basis and may work up to and including 37.5 hours on a temporary basis.

Temporary employees are persons who are hired with a known termination date up to 1 year after date of hire.

## **Probationary Employees**

Probationary employees are persons hired for a probationary period to determine their suitability. The probationary period shall not exceed ninety (90) calendar days. Probationary employees will not accrue seniority and are subject to layoff or termination without recourse to the grievance procedure. Upon completion of their probationary period seniority shall revert to the  $1^{\rm st}$  day the probationary period began.

## **ARTICLE 7 - STRIKES AND LOCKOUTS**

No strikes or lockouts shall occur during the life of this Agreement.

## **ARTICLE 8 - GRIEVANCE AND ARBITRATION PROCEDURE**

8.01 If any employee or group of employees has a grievance, then an earnest effort shall be made by both parties hereto to settle the grievance without delay. Such grievance shall only be concerned with disputes as to the interpretation, application, or alleged violation of the terms of this Agreement. The matter shall be taken up in the following manner no later than ten (10) working days following the grievance circumstances that gave rise to the alleged violation of this Agreement. Any grievance not advanced within the time limits will be dismissed.

#### STEP 1

In writing, by an employee to their supervisor, accompanied, if they so desire, by a Union Representative. Failing settlement within fourteen (14) calendar days, then in writing to Step 2. Employees who report to the Chief Administrative Officer will begin at Step 2.

#### STEP 2

In writing, by the employee and a Union Representative within fourteen (14) calendar days to the Chief Administrative Officer. Failing settlement within 14 calendar days of submission, then in writing to Step 3.

#### STEP 3

If the written grievance is not settled to the satisfaction of the party submitting the grievance, then the grievance may be referred to arbitration providing any such notice of appeal must be filed with the other party within ten (10) working days of the reply of the Administrator or the National Representative.

#### **Arbitration**

8.02 Either party may request that a grievance be submitted to a sole arbitrator. Such request shall be made in writing addressed to the other party and indicate three (3) persons proposed to act as a sole arbitrator. The recipient of the notice shall within five (5) working days accept one of the three (3) proposed arbitrators or notify the other party of three (3) persons proposed to act as such arbitrator.

If the parties are unable to agree upon an arbitrator within a period of five (5) working days, they shall request the Minister of Labour of the Province of Ontario to appoint such arbitrator.

No person may be appointed as a nominee, Chairperson or sole arbitrator who has been involved in an attempt to negotiate or settle the grievance.

If a sole arbitrator is appointed, the fees and expenses of such arbitrator shall be shared equally between the parties. No matter may be submitted to arbitration, which has not been carried through the appropriate steps of the complaint and grievance procedures.

The sole arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Agreement, nor to alter, modify, add to, subtract from or amend any part of this Agreement.

The proceedings before a sole arbitrator will be expedited by the parties hereto and the decision of the arbitrator will be final and binding upon the parties hereto.

8.03 If both parties are in agreement, the parties can appoint a mediator/arbitrator to conduct a mediation to be used prior to a grievance proceeding to arbitration. If mediation is to be utilized, both parties must agree to the

selection of an independent mediator. If the mediation is not concluded, the parties agree that the appointed mediator will be permitted to continue as the arbitrator and conduct the arbitration of the grievance per Article 8.02. Cost of mediator/arbitrator to be shared equally by the parties.

### **ARTICLE 9 - HOURS OF WORK**

9.01 The following provisions are intended to define the normal hours of work for employees over the working schedule as determined by the Town and shall not be construed to be a guarantee of hours of work to be performed per day, per week or of days of work per week:

- (a) The normal work hours of permanent full-time employees shall be 37.5 hours per week in a pay period Employees shall be entitled to a one-half hour paid lunch period as scheduled by the employee's supervisor.
- (b) Schedules shall be posted covering a four-week period.
- (c) Except in circumstances beyond the control of the employer, schedules shall not be changed without at least seven days' notice to the employees affected.
- (d) For all employees, shifts shall normally start between 5 a.m. and 9 a.m. Permanent full-time employees shall not be scheduled for split shifts.
- (e) Unless otherwise requested, landfill attendants are to report to work for posted landfill operating hours

#### 9.02 Required

For employees who as a condition of their employment require any licenses including driver's licenses other than a G license, the employer will pay the difference in the cost of the required license over the cost of the G license. The employer will cover the cost of all required work-related training, licenses or medical documentation. In order to be reimbursed, employees shall submit a claim form along with receipts for each item in this article to their supervisor for approval.

### **ARTICLE 10 - OVERTIME AND EMERGENCY WORK**

10.01 Where a full-time employee is directed by the employer to work more than their weekly hours of work, or on a Statutory Holiday, the employee shall be paid one and one-half the employee's regular straight time hourly wage.

10.02 If a problem arises after hours, a supervisor will determine and decide whether a "call out" is necessary. Employees on a call out will be paid a minimum of three hours at one and one-half times their regular straight time hourly rate. If time worked is in excess of three hours, then the employee is paid at one and one-half times their regular straight time hourly rate for actual hours worked and shall be paid a meal allowance of \$25.00.

10.03 An employee shall have the option of banking overtime at the rate earned to a maximum of 120 hours or receiving the appropriate amount of pay for such overtime. Any banked time must be recorded on the employee's time slip/pay stub. Accumulated banked hours at fiscal year end will be paid out in their entirety on the next pay run. Subject to the supervisor's approval, and dependant on operational needs, employees may use banked time in minimum 4-hour increments.

### 10.04 STAND BY PAY

Employees told to be on standby for work will receive \$40 per day.

## **ARTICLE 11 - RECOGNIZED HOLIDAYS**

11.01 Twelve (12) recognized holidays as follows shall be observed for full-time and part-time. Employees required to work on a statutory holiday shall be paid for the hours worked at time and one half plus 8 hours at regular rate. Upon mutual agreement with the employer, the employee may choose to take an alternative day off and would receive the rate of time and one half for working the holiday.

New Year's Day

Family Day

Good Friday

Thanksgiving Day

Victoria Day

Canada Day

Civic Holiday

Labour Day

Easter Monday

Truth and Reconciliation Day

Christmas Day

Boxing Day

11.02 For full-time and part-time employees, when one of the above-mentioned holidays under 11.01 falls on Saturday or Sunday the *Employment Standards Act, 2000* shall apply.

11.03 An employee who is not required to work but is called in to work on a recognized holiday shall be paid an additional one and one-half hours rate of pay with a minimum of 3 hours for which services as may be required.

## **ARTICLE 12 - ANNUAL VACATIONS**

12.01 Full-time employees who have completed one (1) year or more of continuous service by January 1<sup>st</sup> in any year shall be entitled to the following vacation with pay:

a) Permanent Full Time

ar remanent full time	
Continuous Service by January 1st	Vacations with Pay
1 to 5 years	Full-time
6 to 10 years	15 working days
11 to 15 years	20 working days
16 to 20 years	25 working days
21+ years	30 working days
21. years	35 working days

12.02 For new full-time employees who have not completed one (1) full year of continuous. service by January 1, vacation shall be awarded based on 1.25 day vacation for each full month served from the date of hire until January 1 to a maximum of 15 days.

12.03 All employees who are not permanent full-time shall not accrue vacation pay but will be paid on each pay cheque at the rate based on date of hire.

Up to 1 year	4%
1 to 5 years	6%
6 to 10 years	8%
11 to 15 years	10%
16 to 20 years	12%
21+ years	14%

- 12.04 Vacation must be requested prior to March 31, employees shall be granted vacation according to seniority. The number of continuous weeks' holidays that may be taken at one time is subject to operational requirements and management approval. Not more than one (1) full-time employee in any department shall be granted vacation at the same time.
- 12.05 In the event an employee is terminated or laid off prior to having used his vacation entitlement, he shall receive pay for all outstanding entitlements.
- 12.06 Where a recognized holiday(s) falls within the vacation period, it shall be increased by the appropriate number of days.
- 12.07 Permission for vacation will be granted to the employee in writing within four (4) weeks of March 31<sup>st</sup>. At times, due to unforeseen operational circumstances not known at the time of vacation approval, it may be necessary to cancel an employee's vacation. The right to do so shall be at the sole discretion of Management.
- 12.08 The vacation period shall be twelve (12) months commencing January 1<sup>st</sup> and ending on December 31<sup>st</sup>.
- 12.09 Employees will have the option of reserving up to two (2) weeks of their annual vacation to be taken one (1) day at a time, without specifying dates by Mar 31<sup>st</sup>
  These days are required to be approved by management prior to being taken.

#### **ARTICLE 13 - SICK LEAVE WITH PAY**

- 13.01 Sick leave credits will be earned for full-time employees after one (1) month continuous employment at a rate of one (1) day per month. Sick leave credits will not be carried over to the next calendar year.
- 13.02 Sick leave credits will not accumulate for employees while on Workplace Safety and Insurance Board or Long-Term Disability as provided in Article 13.01 of this Agreement.
- 13.03 Sick leave credits will be applied to periods when an employee is absent from work due to illness or accident. Credits may be applied to time taken off work for doctor's or dentist's appointments, at the employee's option.

- 13.04 An employee shall report their illness to their supervisor prior to the commencement of each workday on which such employee is absent from work.
- 13.05 When absence is more than three (3) days, a doctor's note may be requested by their supervisor on the  $4^{th}$  day. Employee will be reimbursed for the cost upon proof of payment.
- 13.06 As of Dec 31, 2023, Brandon Mayhew, a long-term employee had accumulated, under a former employment agreement, an entitlement of 21 sick days. Brandon may bank these sick days until and if he ever needs to reach into them. He will, like all others, earn up to 12 sick days per year. Only under extenuating circumstances, will he ever reach into the bank to access any of the 21 sick days. In order to do this, he will need to follow the same guidelines others do to access consecutive sick day entitlement. Under no circumstance will those banked sick days convert to cash.

## **ARTICLE 14 - GROUP INSURANCE AND PENSION**

- $14.01\ \mathrm{The}\ \mathrm{Employer}\ \mathrm{will}\ \mathrm{pay}\ \mathrm{one}\ \mathrm{hundred}\ \mathrm{percent}\ (100\%)\ \mathrm{of}\ \mathrm{the}\ \mathrm{Employers}\ \mathrm{Health}\ \mathrm{Tax}\ \mathrm{premium}.$
- 14.02 The Employer will provide Group Health and Benefits coverage to full-time employees who have completed their probationary period.
- 14.03 The employees and the employer agree to participate in a defined contribution pension plan at the matching rate of 1.5% of gross wages. Employees, at their discretion, may increase their pension contributions according to the Plan.
- 14.04 Notwithstanding Article 14.02, the Employer reserves the right to change carriers. provided no reduction in benefits is derived.

### **ARTICLE 15 - JOB POSTING AND SELECTION**

15.01 Where a permanent vacancy occurs in a classification in the bargaining unit, or a new position is created which falls within the bargaining unit, notice of such vacancy shall be posted for a period of seven consecutive calendar days on all the bulletin boards so that all members of the bargaining unit will know about the position and be able to make written application therefor. Employees may apply for the position during the posting period. Such applications shall be considered by the Employer before considering applicants from outside the bargaining unit. A copy of all postings will be furnished by email to the Local.

- 15.02 The Employer agrees that any new Bargaining Unit position which may be created shall be added to Schedule "A" as a new classification, along with the appropriate rate.
- 15.03 Among equally qualified persons preference shall be given to the internal applicant with the greatest seniority.

### **ARTICLE 16 - LAYOFF AND RECALL**

16.01 In laying off employees, among equally efficient employees, the full-time employee with the greatest seniority shall be given preference of employment.

16.02 Full-time and part-time employees on lay-off shall retain seniority for a period of one (1) year for the purpose of recall.

16.03 In the event that any employee on layoff is being recalled to work, such employee shall be recalled in order of seniority, to the employee's former classification, or a lower paying classification, provided:

- (a) The employee has the reasonable skill, ability, and qualifications in the judgement of the township to preform the core functions of the job. A reasonable amount of training, as determined by the township will be provided to the senior employee, if required.
- (b) The employee has seniority rights within the meaning of Article 22 at the time of the recall.

### **ARTICLE 17 - BEREAVEMENT LEAVE**

17.01 Employees shall be entitled to Bereavement Leave in accordance with the Employment Standards Act.

### **ARTICLE 18 - LEAVE OF ABSENCE**

18.01 An employee, desiring leave of absence without pay, may be granted such leave on reasonable notice (as determined by the Employer) to the Employer insofar as the regular operation of the department in which they are employed will permit. Any such leave of absence shall not exceed an amount which, in the opinion of the Employer, is reasonable.

18.02 Should an employee be appointed as a delegate to a Union Convention, he may be granted a leave of absence without pay on giving reasonable notice to the Employer in so far as the regular operation of the department in which they are employed will permit.

18.03 The Employer will continue to pay members of the Union their lost wages while attending authorized Union business and the Employer will bill the Union for reimbursement within 30 days. Reimbursement from the Union must be provided within thirty (30) days of the issuance of the invoice. Failure to pay the invoice in full will result in the suspension of the Salary Continuation Rule. Request for leave, on the designated form, will be presented to the immediate supervisor at least three days in advance. This leave of absence will be granted in so far as the regular operation of the department in which they are employed will permit.

18.04 The bargaining committee employee from the Employer will be kept whole throughout the bargaining process at no cost to the Union.

#### **ARTICLE 19 - DISCIPLINE**

19.01 No employee shall be disciplined, discharged or have their employment terminated for any reason until they have had a fair and impartial investigation and their responsibility established. An employee may be held out of service with pay pending the complete investigation and notice provided to the Local Chairperson and Local.

19.02 When a formal investigation is to be held, the employee will be given at least one day's notice of the investigation and will be notified of the time, place and subject matter of such investigation. This shall not be construed to mean that the proper officer of the Company, who may be on the premises when the cause for such investigation occurs, shall be prevented from holding an immediate investigation. Following a formal investigation, the Company will not be allowed to conduct the investigation anew. When employees are required to make any formal statements on matters affecting the Agreement, Company policies, procedures or working rules or compensation, a duly authorized representative shall be present, if available. When employees are required to make statements on matters not affecting the Agreement, Company working rules or compensation, the employee may have a fellow employee or an accredited representative of the Union present.

Copies of statements, stenographic reports and all other evidence taken shall be furnished to the employee and their authorized representative 24 hours in advance.

The Union will be provided an opportunity to reply and/or submit additional evidence for consideration to the proper officer of the Company within 7 days of the investigation. Such information will form part of the investigation record.

19.03 An employee will not be held out of service without pay, pending the rendering of a decision. The decision will be rendered as soon as possible but not later than 28 days from the date of the investigation, unless otherwise mutually agreed.

19.04 When discipline is recorded against an employee, they and the authorized representative will be advised in writing. In the event a decision is considered unjust, an appeal may be submitted in writing within 10 calendar days of the advice of discipline, at Step 2 of the grievance procedure.

19.05 Demerit marks will be removed from the employee's record following a period of 12 months of discipline-free performance from the date of such demerit marks, to a maximum of 20 demerits. Suspension or the like will be removed from the employee's record following a period of 12 months of discipline-free performance from the date of such suspension or the like.

#### **ARTICLE 20 – JURY DUTY**

The Corporation shall grant leave of absence without loss of seniority to an employee who serves as a juror, a Crown witness or a subpoenaed witness. The Employer shall pay such employee the difference between their normal earnings and the payment he/she receives for such services, excluding payment for travelling, meals and other expenses. The employee will present proof of service and the amount of pay received.

## **ARTICLE 21 - SALARY SCHEDULE**

21.01 Wage rates for each classification shall be as set out in Schedule A of this Agreement and will remain in effect for the duration of the Agreement.

21.02 When an employee is temporarily required to do work in a lower classification, their current regular classification rate shall apply.

21.03 Employees shall be paid on a bi-weekly basis, every second Wednesday. If a pay day falls on a holiday, employees shall be paid on the previous working day.

21.04 When an employee is temporarily designated to work at a higher classification than their own, they will receive the level of that classification.

#### **ARTICLE 22 - TERM OF AGREEMENT**

22.01 This agreement shall remain in force from January 1, 2024, to June 30, 2027 and shall continue in force from year to year thereafter, unless in any year, not more than ninety (90) days before the date of its expiration either party shall furnish the other with notice of a desire to terminate or amend this agreement.

#### **ARTICLE 23 - SENIORITY**

23.01 Seniority is defined as a length of service with the Employer in the bargaining unit. Seniority shall be used in determining preference or priority for promotions, transfers, demotions, lay-offs and recalls provided the senior applicant is able to meet the normal requirements of the job.

23.02 Seniority previously accumulated will be lost and the employee's employment shall be deemed terminated:

- a) Resigns and does not withdraw the resignation within two (2) working days.
- b) Is discharged and such discharge is not reversed through grievance or arbitration.
- c) Fails to report for work for more than three (3) working days without notifying employer.
- d) Fails to return to work upon termination of an authorized leave of absence, without obtaining written permission from the Employer, or utilizes a leave of absence for purposes other than those for which the leave of absence was granted.
- e) Is laid off for a period in excess of 12 consecutive months.

#### ARTICLE 24 – CONTRACTING OUT

24.01 Excluding extenuating or emergency circumstances such as, but not limited to, breakdowns, power failures, natural disasters, lack of sufficient or available qualified employees, the Employer agrees that work historically performed by employees within the bargaining unit shall continue to be performed by employees within the bargaining unit.

#### **ARTICLE 25 – PREGNANCY & PARENTAL LEAVE**

25.01 As per the Employment Standards Act, 2000

#### **ARTICLE 26 – BULLETIN BOARD**

26.01 The employer will provide a space in the workplace (bulletin board) where the Union may post notices or communications. The employer will also post job vacancies or job postings in this space as well.

#### **ARTICLE 27 - EDUCATION/UPGRADING**

27.01 To support hiring within, employees are encouraged to submit requests for education and training and the details thereof (what/where/when/why/cost) to their supervisor prior to Nov 1st, for future year consideration. Approval shall be determined by such factors as budget availability and human resource/operational requirements. Failure to successfully complete the course, or termination of

employment for any reason, within one (1) year after completing the course will result in a requirement for reimbursement to the Municipality for all monies expended for educational purposes.

#### **ARTICLE 28 - GENERAL PROVISIONS**

#### 28.01 **Safety**

- (a) An employee losing time during a regular workday because of an injury occurring on the job will receive regular pay for that day.
- (b) The Joint Health and Safety Committee will be as per the Occupational Health and Safety Act.

#### 28.02 Footwear and Safety Equipment

All permanent Roads and Landfill Department employees shall be provided up to two hundred and fifty dollars (\$250.00) including taxes per year for the purchase of C.S.A. approved safety footwear. A claim form and Receipts for footwear must be submitted by Jan 31<sup>st</sup>.

Supplied PPE must be worn in the workplace. The Employer will provide the following:

High Visibility Winter coat

Safety Vest

Gloves

Rain gear

Safety glasses (not prescription)

Hearing protection

Replacement of these items without cost to the employee will be at the discretion of the corporation.

28.03 Hearing protection devices, as specified by the Employer, must be worn by employees working in designated areas.

All employees working in a designated area will be required to have a hearing test as part of their pre-employment physical and every three years thereafter. The employee will be reimbursed for costs not covered by the Municipality's Health and Benefit Plan or OHIP Employees terminating their employment will be required to have a hearing test at that time.

28.04 The Employer will maintain suitable first aid stations as required by R.R.O. 1990, Reg. 1101: First Aid Requirements under Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A

28.05 The Employer shall permit the Union use of the community centre once a month, after 4 p.m. Use of the facility shall not interfere with Council meetings or paid hall use events.

28.06 Letters of Understanding attached form part of the Agreement.

28.07 The Employer will supply enough copies of the tentative Agreement to the union, for each employee, within two (2) days after the tentative agreement is reached. The Employer shall have the collective agreement printed and provide ten (10) copies to the Union.

28.08 An electronic copy of the benefit booklet has been provided to the Local President and all current eligible employees. New hires upon meeting the eligibility requirements of the Plan shall be furnished with an electronic copy of the benefit booklet. Both the Local President and all eligible employees shall receive electronic copies of updated benefit plan booklet as and if/when it is revised

### **ARTICLE 29 - HUMAN RIGHTS AND RESPECTFUL WORKPLACE**

29.01 Should a complaint be filled involving human rights or respectful workplace concerns, The employer agrees to jointly involve the President of the Local in participating throughout the entire investigation process.

FOR THE CORPORATION OF THE MUNICIPALITY OF CALVIN

Donna Maitland, Chief Administrative Officer

Richard Gould, Mayor

FOR UNIFOR AND ITS LOCAL 103

Jan Romo, National Representative

Jeremy Rodgers Local President

## **SCHEDULE A**

Classification	Currently		Jan 1, 2024		Jan 1, 2025		Jan 1, 2026		Jan 1, 2027	
Equipment Operator/General	\$	25.75	\$	31.00	\$	31.75	\$	32.50	\$	33.00
Administrative Assistant	\$	25.00	\$	27.50	\$	28.25	\$	28.75	\$	29.25
Labourer/Landfill	\$	22.00	\$	23.00	\$	23.50	\$	24.00	\$	24.50
Student	Minir Wage (MW	9	After 250 Hours Worked – MW+\$0.25		After 500 Hours Worked MW+\$0.50					

### Letter of Understanding - 2024-01

## **Notice Education/Training Opportunities**

In an effort to better serve the Corporation, any employee may make application to further their education as it relates to and improves their position with the Corporation. The Corporation, with the sole discretionary approval of the CAO, shall pay expenses for tuition, books, accommodation, if required, travel, if required, and lost wages, if any.

Failure to complete the course within one year after completing the course, will result in a requirement for reimbursement to the Town for all monies expended for educational purposes.

This letter may be cancelled by either party with 30 days written notice to the other.

Donna Maitland

Chief Administrative Officer

Calvin Township

an Romo

Mational Representative

Unifor

Richard Gould

Mayor

Calvin Township

Jeremy Rogers

President Local 103

Unifor