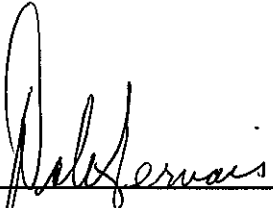


M.D. OF GREENVIEW NO. 16

STAFF AGREEMENT


Ratified by the Municipal District of Greenview No. 16 (Greenview) and Employees  
this 5<sup>th</sup> day of June, 2014.

On behalf of Greenview:

  
\_\_\_\_\_  
REEVE

On behalf of the Employees:

  
\_\_\_\_\_  
STAFF LIAISON COMMITTEE CHAIRMAN

  
\_\_\_\_\_  
C.A.O.

  
\_\_\_\_\_  
STAFF LIAISON COMMITTEE SECRETARY

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## **ARTICLE 1**

### **Parties to the Agreement**

- 1.1 The purpose of this agreement is to provide a forum for Greenview and its employees (the Parties) to ensure that the employment relationship is fair and equitable.
- 1.2 The Parties acknowledge that their primary purpose is to provide effective and efficient municipal services to the ratepayers and citizens of Greenview, and that this purpose can be achieved most readily when harmonious relationships exist between the Parties.
- 1.3 It is understood that there is a mutual interest of the Parties to promote and assure the safe, efficient, economical and viable operation of Greenview. The Parties intend through this agreement to preserve work, promote and improve economy, safety, quality, and the efficiency of work performed, and to establish an equitable method for establishing the terms and conditions of work, and for resolving disagreements.
- 1.4 This agreement must be ratified by both Greenview and the employee elected "Employee Liaison Committee".
  - 1.4.1 Greenview as represented by the Chief Administrative Officer and the Reeve, jointly, upon resolution of the Council shall be the only individuals empowered to ratify this agreement on behalf of Greenview.
  - 1.4.2 The employees as represented by the Employee Liaison Committee and subject to Article 1.4.3 shall be the only individuals empowered to ratify this agreement on behalf of the employees.
  - 1.4.3 The Employee Liaison Committee shall put forward the negotiated proposed Staff Agreement to all employees for a vote prior to ratification. The majority of employees who cast their vote shall determine the acceptance or rejection of the proposed Staff Agreement.
- 1.5 Proposed amendments to any article contained within this agreement may be initiated by either Party to this agreement, and must be jointly approved and ratified by both Parties prior to implementation.
- 1.6 This Staff Agreement shall supersede all previous Staff Agreements.
- 1.7 This Agreement covers the period of January 1, 2014 to December 31, 2016.

## **ARTICLE 2**

### **Definitions**

For the purpose of this agreement the following terms are defined as follows:

- (a) "50%S" means any unused sick days at year end, will be divided in half.
- (b) "Calendar Year" means January 1st to December 31<sup>st</sup>.

- (c) **"Day of Rest"** in relation to an Employee means a day other than a holiday on which that Employee is ordinarily not required to perform the duties of their position.
- (d) **"Employee"** is a person employed by the Municipal District of Greenview on a regular full time permanent basis with full benefits effective on the first day of permanent employment, herein referred to as Employee, except that this shall not include the Chief Administrative Officer.
- (e) **"Greenview"** means the Municipal District of Greenview No. 16 that employs persons for wages or salary as a context of this Agreement may require.
- (f) **"Hourly Employee"** is a person employed by Greenview receiving hourly wages on a part time, seasonal, or casual basis.
- (g) **"Human Resources Officer"** means the person employed by the Municipal District for that position.
- (h) **"Immediate Family"** is defined as father or stepfather, mother or stepmother, foster parent, grandmother, grandfather, grandchild, brother, sister, spouse, common law spouse, child, ward of the Employee who is resident of the Employee's household, father-in-law, mother-in-law, son-in-law, daughter-in-law, and a relative who permanently resides in the Employee's household or with whom the Employee permanently resides.
- (i) **"Leave with Pay"** means authorized leave from duty with regular pay.
- (j) **"Leave without Pay"** means authorized leave from duty without regular pay.
- (k) **"Liaison Committee"** shall consist of three (3) salary employees (with the exception of the C.A.O. and the Human Resources Officer), as selected by salary employees, their term being reviewed annually.
- (l) **"Permanent Wage Employee"** is a person employed by Greenview receiving hourly wages on a part time basis and works a minimum of 20 hours per week.
- (m) **"Salary Employee"** is a person employed by the Greenview on a regular basis.
- (n) **"Senior Official"** means a General Manager or the C.A.O.
- (o) **"Third Party"** means an external benefit provider paid to administer disability process on behalf of Greenview.

**ARTICLE 3**

**Attendance**

- 3.1 An employee who is absent from duty without prior authorization shall communicate daily the reason for the absence to his/her Supervisor or a General Manager within the workplace according to the time limits set forth in Article 3.1.1-3.1.3.
- 3.1.1 In the case of shift workers, whenever possible as circumstances allow or at least one (1) hour prior to the scheduled commencement of a shift, or,
- 3.1.2 In the case of non-shift workers, whenever possible as circumstances allow or, at least one (1) hour prior to the normal starting time of his/her shift.
- 3.1.3 The immediate Supervisor or a General Manager has the right to deny time off if an adequate reason for the absence is not supplied.
- 3.2 Continued non-compliance with Article 3.1 may be considered just cause for discipline as defined in Article 10.
- 3.3 An employee who absents themselves from his/her employment and who has not obtained the approval of his/her immediate supervisor or General Manager at the workplace shall, after three (3) consecutive days of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned, unless it is subsequently shown by the employee that special circumstances prevented reporting to his/her place of work.

**ARTICLE 4**

**Position Abolishment**

- 4.1 Greenview shall give a Salary Employee at least ninety (90) calendar days prior written notice that his/her position is to be abolished.

**ARTICLE 5**

**Hours of Work**

- 5.1 The regular hours of work for a full-time regular employee, exclusive of meal periods, shall be seven and one-half (7.5) hours per day.
- 5.2 Regular hours of work shall include as scheduled by Greenview:
- 5.2.1 Two (2) rest periods of fifteen (15) minutes during each shift of seven and one-half (7.5) hours or more and exclude an unpaid meal period of not less than thirty (30) minutes.

- 5.2.2 One (1) rest period of fifteen (15) minutes during each shift which is at least four (4) hours but less than seven and one-half (7.5) and exclude an unpaid meal period of not less than thirty (30) minutes.
- 5.2.3 Employees receiving two (2) rest periods during their regular hours of work shall be scheduled for one (1) rest period in the first half of their shift and the second rest period in the second half of their shift. Employees may not combine their rest periods (take them back to back).
- 5.2.4 Unless otherwise agreed, when an employee is required to remain readily available for duty during their meal period they shall be paid for the meal period at the basic rate of pay. Such paid meal period shall not be included in the calculation of regular hours of work.
- 5.2.5 A modified work arrangement must be compliant with Alberta Employment Standards and may be negotiated between the employee, the Manager and the Human Resource Officer.

## ARTICLE 6

### Overtime

- 6.1 An employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet the needs of Greenview in extraordinary situations. All overtime shall be preauthorized by the employee's immediate Supervisor or General Manager.
- 6.2 Following requirements with the exception of approved modified work agreements, overtime shall be paid after seven and one-half (7.5) hours per day and thirty-seven and one-half (37.5) hours per week.
- 6.3 The overtime rate of pay for regularly scheduled workdays shall be:
  - 6.3.1 One and one-half times (1.5x) the basic rate of pay for the first four (4) hours worked in excess of seven and one-half (7.5) hours on a regularly scheduled workday; and
  - 6.3.2 Two times (2x) the basic rate of pay for all hours worked in excess of eleven and one-half (11.5) hours on a regularly scheduled workday.
- 6.4 The rate of pay for working on a scheduled day of rest, normally a weekend day but may be on any specified day of the week, shall be two times (2x) the basic rate of pay for all hours worked on a scheduled day of rest.
- 6.5 Authorized overtime worked by an employee may be banked as time off with pay or payed out at employees discretion. If utilizing banked time off with pay is not feasible or the employee has exceeded the maximum amount of banked time, banked hours will be paid out. All banked time must be scheduled off at a mutually agreeable time prior to the end of the current calendar year.
- 6.6 The accumulation of banked time, including banked overtime hours and banked 50% sick days shall not exceed 10 working days at any time. All banked hours in excess of 10 working days will be paid out.

- 6.7 All banked time will be paid out at the end of the current calendar year.
- 6.8 In accordance with the Employment Standards Code, employees whose work is Managerial in nature are exempt from the requirement of compensation for overtime unless otherwise authorized by Council.

## ARTICLE 7

### On-Call, Call Back & Split Shifts

- 7.1 When an employee is designated to be on-call during a period for which they are not on regular duty they shall be compensated as follows:
  - 7.1.1 For on-call duty that occurs Monday – Friday of a normal work week, the employee shall be paid the equivalent of two (2) hours regular pay per day.
  - 7.1.2 For on-call duty that occurs on Saturday, Sunday, or a statutory/general holiday the employee shall be paid the equivalent of three (3) hours of regular pay per day.
- 7.2 An employee who is called back to the workplace shall be compensated a minimum of three (3) hours at the basic rate of pay.
- 7.3 An employee shall receive both on-call and call-back pay as applicable as per the provisions of Article 7.
- 7.4 Should an employee who is on-call become unable to report to work as required during the on-call period he/she shall receive no compensation for the on-call period.
- 7.5 Every effort will be made to ensure that an employee is not scheduled to be on-call on consecutive weekends or consecutive declared statutory/general holidays, subject to operational requirements.
- 7.6 Employees scheduled for split shifts are not considered to be on-call or call-back and shall not be compensated for time between shifts.
- 7.7 Compensation paid for being on-call shall not contribute towards the calculation of overtime.
- 7.8 Employees scheduled to be on-call are expected to be able to answer their Greenview issued cell phone and to be able to respond to concerns within Greenview in a reasonable time period.
- 7.9 Employees on-call will refrain from the use of alcohol or any substance which may impair, or perceive to impair, their ability to respond.

**ARTICLE 8**

**Reporting Pay**

- 8.1 An employee shall be paid a minimum of three (3) hours pay at the basic rate of pay when a scheduled work period is cancelled with less than twenty-four (24) hours' notice and the employee was not notified of such cancellation.
- 8.2 For the purposes of Article 8.1, leaving a voice mail message on the employee's Greenview issued cell phone is considered notice.
- 8.3 An employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to work at an alternate time shall receive an additional three (3) hours compensation at the basic rate of pay.

**ARTICLE 9**

**Probationary Period of Employment**

- 9.1 Newly hired full-time employees shall serve a probationary period equivalent to six (6) months.
- 9.2 Newly hired part-time employees shall serve a probationary period equivalent to six (6) months.
- 9.3 The purpose of the probationary period of employment is to allow Greenview a suitable period of time to determine the overall suitability of the new employee.
- 9.4 A probationary employee may be terminated without notice or cause at any point during the probationary period.
- 9.5 The probationary period of a full-time employee may be extended one (1) time for an additional six (6) months with the written approval of the Chief Administrative Officer.
- 9.6 An employee who is still in their probationary period of employment will be eligible to apply for other positions within Greenview.
- 9.7 Internally promoted employees will still be subject to a probationary period. This period may be shortened to three (3) months at the discretion of the General Manager or CAO.

**ARTICLE 10**

**Workplace Discipline**

- 10.1 The Parties to this agreement agree that the purpose and nature of workplace discipline is to effect a positive change in workplace behavior.



- 10.2 Discipline should always be administered fairly and within the parameters of due process. Discipline should follow a progression of actions, each designed to give the employee every opportunity to successfully correct inappropriate behavior. The progression should normally apply as follows:
- 10.2.1 Pre-Discipline. Pre-discipline is a documented coaching and training intervention with the employee to ensure awareness, understanding and capability.
  - 10.2.2 Verbal Warning. Verbal warning is a documented discussion and cites the specific behaviors that are required to change and must indicate to the employee that failure to correct the behavior will result in formal discipline.
  - 10.2.3 Written Warning. Written warning is a documented discussion and cites the specific behaviors that are required to change and must indicate to the employee that failure to correct the behavior places the employment relationship at risk. It also indicates that the onus of responsibility for change rests with the employee.
  - 10.2.4 Suspension. Suspension without pay must be documented and must cite the specific behaviors that have resulted in the suspension, the specific behaviors that must change and must indicate to the employee that failure to correct the behavior will result in termination at the next occurrence. It reinforces for a final time that the onus of responsibility for change rests with the employee.
  - 10.2.5 Termination. Termination of employment with cause must cite the specific behaviors that have resulted in the termination. If warranted, due to compelling mitigating factors, the employee may be demoted with the written approval of the Chief Administrative Officer.
- 10.3 Notwithstanding the provisions of Article 10.3, misconduct of a serious nature that violates the trust of the employment relationship may result in discipline that skips steps in the progression based on the serious nature of the conduct, up to and including the potential for immediate termination with cause. Examples of serious misconduct may include, but are not limited to, theft, fraud, intoxication (alcohol or illegal substances), physical assault, dishonesty, and unethical behavior, violation of the oath of confidentiality and/or serious breach of health and safety policies.
- 10.4 All employee disciplinary action shall be conducted with the Human Resource Officer and/or any Manager in attendance.

## **ARTICLE 11**

### **Dispute Resolution**

- 11.1 If a difference between an employee and Greenview arises out of the interpretation, application, or administration of any aspect of the Staff Agreement the employee shall first seek to settle the difference through discussion with the immediate supervisor. If the difference cannot be resolved the employee may, within ten (10) business days, advance the matter to Step 1 of the dispute resolution procedure.

- 11.2 Step 1: The dispute must be submitted in writing and delivered to the Human Resource Officer. The dispute must indicate the nature of the disagreement, the specific clauses of the Staff Agreement that are alleged to have been violated and the redress sought. The Human Resource Officer shall investigate and reply in writing to the employee within ten (10) business days of the receipt of the dispute. If the matter is not resolved at this point, the employee may advance the matter to step 2.
- 11.3 Step 2: Within ten (10) days of receipt of the decision of the Human Resource Officer the dispute may be advanced to step 2 by submitting to the General Manager a copy of the original dispute along with a letter stating why the decision of the Human Resource Officer has not resolved the dispute. Upon receipt of this information the General Manager will schedule a meeting between the employee, and their Manager. The Human Resource Officer may also be in attendance at this meeting at the request of any participant.
- 11.4 Step 3: In the case of a failure to resolve a dispute involving a termination at Step 2 of the dispute resolution process a terminated employee may advance their dispute to Step 3 by submitting to the Chief Administrative Officer a copy of the original dispute along with a letter stating why the decision of the Human Resource Officer has not resolved the dispute. Upon receipt of this information the Chief Administrative Officer will schedule a meeting between the employee, and their Manager and the General Manager. The Human Resource Officer may also be in attendance at this meeting at the request of any participant. The decision of the Chief Administrative Officer shall be final.

## **ARTICLE 12**

### **Sick Leave**

- 12.1 All Salary employees shall be eligible for a maximum of ten (10) paid days of casual sick leave per calendar year. Employees in their first year of employment will have their sick leave allotment prorated at .833 days per month from the date of hire to December 31.
- 12.2 Permanent wage, part-time, casual and seasonal employees are not eligible for paid sick time.
- 12.3 A salary employee who requests sick leave lasting more than two (2) consecutive calendar days may be required to provide a medical certificate validating the illness at the request of the Manager. Any cost associated with the requirement of producing a medical certificate shall be paid by Greenview.
- 12.4 An employee who is sick for more than four (4) consecutive days must provide satisfactory medical evidence of illness and will be required to apply for Short Term Disability benefits as per the weekly indemnity short term disability benefits provided by Greenview.
- 12.5 Sick leave balances do not accrue from year to year and expire on December 31 of each calendar year.
- 12.6 Notwithstanding Article 12.5, employees with a sick balance at the end of the calendar year may convert 50% of their unused sick leave balance to additional

50%S leave of time off or can be paid out as per this agreement, for the subsequent calendar year.

### **ARTICLE 13**

#### **Medical Appointments**

- 13.1 Subject to Article 13.2 and 13.3 all salary employees may take up to five (5) paid days per calendar year to attend personal medical appointments.
- 13.2 Salary employees utilizing this benefit may be required to provide verification of the appointment time and location.
- 13.3 In all cases, the employee shall endeavour to schedule medical appointments during times that will ensure Greenview's workload is adequately handled.
- 13.4 Full time regular employees requiring more than five (5) paid days per year may be granted additional time at the discretion of the Chief Administrative Officer.
- 13.5 Part-time, casual, and seasonal employees are not eligible for paid time off for medical appointments.

### **ARTICLE 14**

#### **Short Term Disability**

- 14.1 All Salary employees shall be provided with Short Term Disability income protection starting on the date of hire.
- 14.2 All Permanent wage employees working a minimum of twenty (20) hours per week shall be provided with Short Term Disability income protection starting on the date of hire.
- 14.3 Part time, casual and seasonal employees are not eligible for Short Term Disability income protection.
- 14.4 Greenview shall pay 100% of the premiums for Short Term Disability income protection, as a taxable benefit per CRA guidelines.
- 14.5 Subject to third party adjudication of the medical evidence supporting the claim, the Short Term Disability income protection plan will provide coverage from the fifth (5<sup>th</sup>) day of illness to a maximum of seventeen (17) weeks as per the plan benefit schedule. Coverage will begin immediately in the event of hospitalization.

**ARTICLE 15**

**Long Term Disability**

- 15.1 All regular full time employees shall be provided with Long Term Disability income protection starting on the date of hire.
- 15.2 All part-time employees working a minimum of twenty (20) hours per week shall be provided with Long Term Disability income protection starting on the date of hire.
- 15.3 Casual and seasonal employees are not eligible for Long Term Disability income protection.
- 15.4 Greenview shall pay 100% of the premiums for Long Term Disability income protection coverage, as a taxable benefit per CRA guidelines.
- 15.5 Subject to adjudication of the medical evidence supporting the claim, the Long Term Disability income protection plan will provide coverage beginning the eighteenth (18<sup>th</sup>) week of disability, as per the plan benefit schedule.
- 15.6 Greenview will continue to pay extended health and dental benefit premiums for the employees that are considered to be totally disabled from any occupation, to recovery, age 65, termination or death.

**ARTICLE 16**

**Health Plan Benefits**

- 16.1 All Salary and permanent wage employees working a minimum of twenty (20) hours per week shall be provided with employee health benefits starting on the date of hire. Employee health benefits will include:
  - 16.1.1 Employee and Dependent Life Insurance
  - 16.1.2 Accidental Death and Dismemberment
  - 16.1.3 Extended Health insurance, including optical and paramedical
  - 16.1.4 Dental insurance including orthodontia
  - 16.1.5 Employee and Family Assistance counseling
  - 16.1.6 Employee Critical Illness
  - 16.1.7 Flexible spending account in the annual amount of \$600, to be administered as per CRA guidelines
- 16.2 Greenview will pay 100% of the premiums for employee health benefits and may result in a taxable benefits to the employee as per CRA guidelines.

**ARTICLE 17**

**Statutory/General Holidays**

- 17.1 All full-time regular employees shall be entitled to one (1) paid day of leave for each of the following nine (9) statutory holidays and four (4) additional general holidays:
- 17.1.1 New Years Day
  - 17.1.2 Alberta Family Day
  - 17.1.3 Good Friday
  - 17.1.4 \* Easter Monday
  - 17.1.5 Victoria Day
  - 17.1.6 Canada Day
  - 17.1.7 \* August Civic Day
  - 17.1.8 Labour Day
  - 17.1.9 Thanksgiving Day
  - 17.1.10 Remembrance Day
  - 17.1.11 Christmas Day
  - 17.1.12 \* Boxing Day
  - 17.1.13 \* Floating Holiday to be taken in conjunction with Christmas (exact day to be determined yearly by Greenview.)

*\* Denotes additional general holiday*

- 17.2 Permanent wage, part-time, casual and seasonal employees shall be paid Statutory/General Holiday Pay as per the labour code.
- 17.3 If due to operational requirements an employee is required to work on a statutory holiday, he/she shall be paid two and one-half times (2.5x) their basic rate of pay for all hours worked, and shall be granted an alternate day off with pay at a mutually agreeable date within the following ninety (90) days.

**ARTICLE 18**

**Vacation Leave**

- 18.1 All vacation in excess of two (2) days off shall be scheduled by an employee at least four (4) weeks in advance and must be approved by the employee's Manager.
- 18.2 All employees shall accrue vacation on the last pay of the month.

- 18.2.1 From the date of hire through the twenty-fourth (24<sup>th</sup>) month of employment the employee shall accrue 4.327 hours of vacation per pay (three weeks per year, prorated for the first year).
- 18.2.2 After two (2) years and through five (5) years of employment the employee shall accrue 5.770 hours of vacation per pay (four weeks per year).
- 18.2.3 After five (5) years of employment and through ten (10) years of employment the employee shall accrue 7.212 hours of vacation per pay (five weeks per year).
- 18.2.4 After ten (10) years of employment the employee shall accrue 8.654 hours of vacation per pay (six weeks per year).
- 18.3 The maximum amount of paid vacation shall not exceed six (6) weeks, excluding five (5) days in lieu of overtime that is provided for management staff.
- 18.4 Subject to Article 18.3 and at the discretion of the Chief Administrative Officer an employee's rate of vacation accrual may be adjusted to a higher rate of accrual based on their experience and scope of responsibility. All Management employees will receive an additional five (5) days that will be added into their vacation totals in lieu of overtime.
- 18.5 The Parties agree that the intention of vacation leave is to allow the employee a period of time off work to rest and regenerate from the day to day demands of life. As such, all vacation must be taken before June 30<sup>th</sup> of the year after which it has been accrued. Any exceptions to this must be approved in writing by the Chief Administrative Officer.
- 18.6 An employee who fails to report to work after an approved vacation period shall be considered to be absent the workplace without good and proper reason and shall be considered to have abandoned their position.
- 18.7 All permanent wage, part-time, casual and seasonal employees will be paid vacation pay of their basic rate of pay on each pay cheque, calculated as follows:
  - (a) 6% to start
  - (b) 8% after 2 years
  - (c) 10% after 5 years
  - (d) 12% after 10 years

## **ARTICLE 19**

### **Special Leaves of Absence**

- 19.1 A Salary, permanent wage or hourly employee who requires time off from work may be granted special leave without the loss of pay with the approval of their General Manager under the following circumstances:
  - 19.1.1 An illness in the immediate family up to four (4) days per calendar year.

- 19.1.2 Bereavement related to the loss of an immediate family member, excluding a spouse or dependent child, up to seven (7) days.
  - 19.1.3 Bereavement related to the loss of a spouse or dependent child up to thirty (30) days.
  - 19.1.4 The administration of the estate of an immediate family member up to two (2) days per calendar year.
  - 19.1.5 The birth or adoption of the employee's child up to five (5) days.
  - 19.1.6 When summoned or subpoenaed as a witness or defendant to appear in court in his/her official capacity as an employee of Greenview.
  - 19.1.7 When summoned to serve as a juror under the Jury Act.
  - 19.1.8 Attend funeral as pallbearer or mourner, for a non-immediate family member, up to (1) day.
- 19.2 The Chief Administrative Officer may approve other days off with pay on a case by case basis for circumstances such as writing exams, personal or natural disasters, to attend the funeral of a non-immediate family member or close friend, etc...

## **ARTICLE 20**

### **Unpaid Leaves of Absence**

- 20.1 After twelve (12) months of employment an employee may request an unpaid leave of absence. To be considered, the request must be submitted at least two (2) weeks in advance of the requested leave. Where operational requirements permit and upon approval of the Chief Administrative Officer the leave without pay shall be granted.
- 20.2 An unpaid leave of absence shall not exceed three (3) months.
- 20.3 An employee on an approved unpaid leave of absence shall continue to be covered for all benefits..
- 20.4 An employee on an approved unpaid leave of absence shall not engage in any alternate employment for which they will be paid at any point, except for work in agricultural operations or businesses where the employee has an immediate family or personal interest.

## **ARTICLE 21**

### **Retirement Provisions**

- 21.1 All qualified employees shall participate in the Local Authorities Pension Plan as per the guidelines established by the LAPP Board.

- 21.2 All qualified employees may participate in the APEX supplementary pension plan per the guidelines established by the APEX Board. If the employee takes the APEX supplementary pension plan, then the employee cannot participate in the matching RRSP Plan.
- 21.3 All qualified employee may participate in the group RRSP plan as per the plan guidelines as established by Greenview. If the employee takes the RRSP plan, the employee cannot participate in the APEX supplementary pension plan.

## **ARTICLE 22**

### **Maternity/Adoption/Parental Leave**

- 22.1 Maternity/Adoption/Parental Leave will be conducted as per labour standards code.
- 22.2 An Employee who at the commencement of Maternity/Adoption/Parental Leave is participating in the Group Health Benefits Plan shall continue to be covered under these Plans through the entire period that the Employee is on Maternity/Adoption/Parental Leave, and the Employer will pay the premium contributions in full.

## **ARTICLE 23**

### **Policies**

The following items are located in the Greenview Policy Binder:

- 23.1 Violence/Harassment Prevention – Policy No. HU10
- 23.2 Staff Allowances and Reimbursements – Policy No. HU12
- 23.3 Travel and Subsistence – Policy No. 1002
- 23.4 Health & Safety – Policy No. AD16, Provisions of Personal Protective Equipment

## **ARTICLE 24**

### **Remuneration and Merit Increase**

- 24.1 An annual cost of living index increase, based on the yearly average of the Consumer Price Index for Alberta, (COLA) will be requested on behalf of the employees by the Chief Administrative Officer with Council.
- 24.2 Upon satisfactory performance an employee may, at the discretion of their immediate Supervisor, be eligible for a Step Increase. All increases of more than one Step within a six (6) month period of time require the approval of the respective General Manager or CAO.



**ARTICLE 25**

**Safety and Health**

Copies of all policies referred to in this Agreement be attached to the Agreement.

- 25.01 Each employee and each supervisor shall take reasonable care for the protection of public and Employee health and safety in the operation of equipment and the storage or handling of materials and substances, as required by the Occupational Health and Safety Act.
- 25.02 An Employee shall immediately notify his/her supervisor when he has an accident at a work site that results in injury or that had the potential of causing serious injury. An Employee who becomes aware of a health and safety concern at his/her work site shall immediately notify his/her supervisor.
- 25.03 Where the Municipal District requires an Employee to undergo compulsory medical examinations, the cost of such examination shall be paid by the Employer.
- 25.04 For injury or illness not job related, Employees will report directly to their Supervisor. The Supervisor will advise as to what procedures to follow and what forms to complete.

**Protective Clothing**

- 1. (a) Protective clothing and safety equipment shall be supplied by the Municipal District and/or the Employee as required by the Alberta Occupational Health and Safety Act, and the Radiation Health Protection Act and any regulation or amendment thereto.
- (b) All uniforms, clothing and equipment, supplied by the Municipal District shall remain the property of the Municipal District.

**Safety Footwear Subsidy**

- 1. Where the Occupational Health & Safety Standards determines that safety footwear should be provided, the Employer shall either provide the actual safety footwear or pay to each Salary Employee, and Wage Employee the cost of such footwear up to a maximum of one hundred and seventy-five dollars (\$175.00) per annum payable after two (2) months of employment on proof of purchase.