

**SARNIA POLICE SERVICE  
2020-2023 CIVILIAN COLLECTIVE AGREEMENT**

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THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

BETWEEN:

**SARNIA POLICE SERVICES BOARD**

**-and-**

**THE SARNIA POLICE ASSOCIATION**

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**ARTICLE 1- DEFINITIONS**

- 1.01 "Association" shall mean the Sarnia Police Association.
- 1.02 "Board" shall mean the Sarnia Police Services Board.
- 1.03 "Employee" shall mean any civilian employee who is a member of the Sarnia Police Service.
- 1.04 Wherever applicable in this Agreement, the singular shall be deemed to include the plural and the masculine gender shall be deemed to include the feminine.

**ARTICLE 2- RELATIONSHIP**

2.01 All civilian employees of the Sarnia Police Service shall be covered by this Agreement and shall be subject to the terms and conditions of the provisions herein. Subject to the provisions of the Police Services Act, the Board recognizes the Association as the exclusive bargaining agent for all civilian employees of the Service.

2.02 The parties hereto mutually agree that any civilian employee of the Sarnia Police Service eligible for membership may become a member of the Association, provided that the Association does not at any time or by any of its members or representatives, exercise or practice upon civilian employees of the Sarnia Police Service, any intimidation, interference, restraint or coercion.

2.03 The Board and the Association agree that there shall be no discrimination, harassment, restraint or coercion against any employee because of membership in the Association, religion, race, colour, creed, age, sex, sexual orientation, marital status, or for anyone who holds a position within the Association's Executive.

2.04 The Board shall deduct an amount equivalent to the regular monthly membership dues and other amounts duly authorized by the Association from the salaries of all employees in the Bargaining Unit and covered by the Collective Agreement, and shall forward such amounts to the Treasurer of the Association each month. The Association shall save the Board harmless in respect of any deductions made pursuant to this Agreement.

**ARTICLE 3- MANAGEMENT RIGHTS**

3.01 Except as, and to the extent specifically limited by the collective agreement, all the rights of Management remain within the scope of Management rights during the life of this Agreement. Without limiting the generality of the foregoing, the employees acknowledge that Management rights shall include:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, promote, demote or discipline employees without discrimination, provided that a claim of discriminatory promotion, demotion, or a claim that an employee has been discharged or disciplined without reasonable cause may be the subject of a grievance and dealt with as hereinafter provided; and
- (c) generally to supervise and administer the affairs of the Sarnia Police Service.

**ARTICLE 4- BARGAINING**

4.01 The Board acknowledges the right of the Association to appoint or otherwise select a Bargaining Committee of not more than five (5) members of the Association in the aggregate representing Uniform and Civilian groups. The Board will recognize and deal with the said Committee with respect to any matter which properly arises from time to time during the term of this Agreement.

4.02 It is to be clearly understood that the Bargaining Committee will deal with such matters as are properly the subject of negotiation and adjustment, including proposals for renewal or modification of this Agreement at the proper time.

4.03 Members of the Association's Bargaining Committee shall be allowed such time off with pay as is required, to attend negotiation sessions with the Board. Attendance at such meetings shall not result in wage premiums or overtime being paid to the members of the Bargaining Committee. It is further understood that the Association President, and/or their designate will be entitled to time off with pay as required to attend at grievance hearings, interest arbitration hearings (mediation/arbitration); PSA disciplinary hearings; SIU consultations. The Association President and/or their designate will inform their supervisor when it is necessary to attend meetings under this Article.

**ARTICLE 5- COMPLAINT AND GRIEVANCE ADJUSTMENT PROCEDURE**

5.01 (i) Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, the procedures outlined below shall apply subject to any mandatory provisions of the Ontario Police Services Act or the regulations passed thereunder.

(ii) A difference is defined as any dispute between the parties to this Agreement arising from the interpretation, application, administration or alleged violation of said Agreement.

(iii) It is the mutual desire of the parties hereto that a difference between the parties shall be resolved as soon as is reasonably possible.

(iv) The terms "difference", "complaint", and "grievance" shall be considered synonymous for the purpose of Article 5 of this Agreement.

(v) The Association Grievance Committee referred to herein shall be comprised of no more than four (4) members of the Association.

(vi) In this Article, the following definitions will apply:

*"Administrator"* will mean the person whose order, decision, directive or interpretation is the subject of a grievance, complaint or difference, and holds a position higher than the employee's immediate supervisor.

*"Immediate supervisor"* will mean the person to whom an employee directly reports.

(vii) Any order, decision, directive or interpretation by an employee of the Sarnia Police Service that forms the basis of a grievance shall commence with the presentation of the grievance to the employee of the Police Service whose action(s) forms the basis of the grievance. If required, the grievance procedure shall proceed to the next higher step as outlined in the collective agreement.

**5.02 Step 1**

Any employee and/or their Association representative who chooses to proceed with a grievance shall within five (5) working days of becoming aware of such grievance, discuss the circumstances with the employee's immediate supervisor. The employee and the supervisor shall make every reasonable effort to resolve the grievance at this stage. The supervisor shall state their decision orally to the grievor within five (5) working days after the discussion.

**5.03**            **Step 2**

If the grievance is not resolved satisfactorily at Step 1, the employee and/or the Association Grievance Committee or its representative shall reduce the grievance to writing and submit it within five (5) working days after the decision has been made at Step 1 to the Chief. The Chief shall render a written decision and deliver it to the employee and/or the Association Grievance Committee within a further five (5) working days of the presentation of the grievance at Step 2.

Before taking this Step, the employee is encouraged to seek the advice and assistance of the Association's Grievance Committee, though failure to do so shall not invalidate the employee's right to pursue the grievance up to the end of Step 4.

**5.04**            **Step 3**

If no settlement is reached at Step 3, the employee and/or the Association Grievance Committee or its representative, may within five (5) working days of receipt of the decision of the Chief or the Chiefs designate, submit the grievance in writing to the Board which shall then fix a time within forty-five (45) days at which time it will hear submissions from the employee and/or the Association Grievance Committee or its representative. The Board will notify the employee and the Committee in writing of its decision within ten (10) working days of the hearing.

5.05            Where a difference between the parties to this Agreement concerns the interpretation, application or administration of this Agreement including any question as to whether a matter is arbitrable, or where an alleged violation affects:

- a) more than one (1) employee, or
- b) the interests of either party,

either party may initiate and process the grievance on behalf of the aggrieved employees or the party concerned, as the case may be.

5.06            The time limits in this Article may be extended at any stage by mutual agreement, but in any event shall be considered directory, not mandatory.

5.07            The words "working days" in this Article means calendar days exclusive of Saturdays, Sundays, Statutory Holidays and the period of the grievor's or the respondent's vacation.

5.08            If no settlement is reached during the Grievance Procedure, or either party chooses to go directly to arbitration at any stage, either party may refer the difference to conciliation and arbitration in accordance with the Police Services Act. If no request to proceed to conciliation or arbitration is made within twenty (20) working days of receipt of the Board's written decision, the grievance shall be deemed to have been settled.

In the case of a grievance going to arbitration, an arbitrator shall not have the power to amend the Agreement or make a decision inconsistent with the wording of the Agreement.

5.09            An aggrieved employee is entitled throughout the grievance adjustment procedure herein, to have present on their behalf, an Association representative and/or counsel at any time. An employee required or entitled to attend will not have deducted any time or wages for attendance during their regularly scheduled hours.

**ARTICLE 6- ANNUAL VACATIONS**

6.01            Any employee who is absent from work due to a leave of absence without pay for one month or more, suspended from duty without pay, in receipt of Long Term Disability benefits, not in receipt of wages, or Workplace Safety and Insurance Board benefits shall have their vacation entitlement pro-rated by the number of hours actually worked in the previous year.

6.02            Employees who terminate their employment with less than one year's service shall be entitled to vacation with pay in accordance with the Employment Standards Act. It being understood that vacation is earned in the employment year prior to the employment year in which it is taken; employees who separate from the

Service with more than one year's service shall be entitled to any outstanding vacation with pay earned from their anniversary date to the date of separation.

6.03 All employees who complete one (1) or more years of full-time uninterrupted and continuous service with an accredited police service shall receive annual vacation as follows:

- (i) From one (1) to four (4) years of full-time continuous employment, seventy (70) hours;
- (ii) Over four (4) years of continuous full-time employment, one hundred and five (105) hours;
- (iii) Over ten (10) years of continuous full-time employment, one hundred and forty (140) hours;
- (iv) Over fifteen (15) years of continuous full-time employment, one hundred and seventy-five (175) hours;
- (v) Over twenty (20) years of continuous full-time employment, two hundred and ten (210) hours;
- (vi) Over thirty (30) years of continuous full-time employment, two hundred and forty-five (245) hours.

(vii) If an employee is injured or incapacitated due to illness requiring a doctor's care or is unable to perform modified work that was offered by the Sarnia Police Service before going on annual leave, the employee shall be reassigned their annual leave at a later date if the employee so chooses. A doctor's certificate will be provided stating the nature of illness and the period of time of the illness. Only that portion of the annual leave where the employee is injured or incapacitated due to illness will be rescheduled. The Chief of Police will re-assign the leave to later dates which if possible shall also be satisfactory to the employee.

(viii) Should an employee who has commenced vacation leave incur any illness or injury which requires treatment at a medical facility and which also qualifies for sick leave in accordance with Article 13.01, said qualified period shall not result in a deduction from vacation credits if the employee so requests, for the qualified period. It will however count as a frequency of absence as referred to in Article 13.01 (k). A medical certificate will be provided stating the nature of illness and the period of illness. Such period of displaced vacation will be rescheduled by the Chief of Police, which if possible, shall also be satisfactory to the employee.

6.04 All annual vacation entitlement must be taken during the calendar year in which they are credited. The vacation selection list shall be posted by January 14th of each year. Employees are to have their vacation selections submitted by February 28th and a vacation schedule approved by the Chief of Police will be posted by March 31st. An employee may choose not to schedule up to 40 hours of their annual vacation entitlement by February 28th but shall schedule all remaining time by September 1st.

Any employee who fails to select all of the annual vacation entitlement due during the calendar year, or if the original requests cannot be granted and the employee does not make a mutually satisfactory arrangement for an alternative time period by March 31st, all outstanding annual vacation entitlement shall be assigned by the Chief of Police. Any vacation entitlement that is unused due to extenuating circumstances shall be reassigned, or paid out at the discretion of the Chief of Police.

6.05 For employees working Monday to Friday day shift where a statutory holiday falls in a vacation period, it shall be added to the beginning or the end of the vacation period or taken at a time agreed on by the employee and the Chief of Police.

6.06 For the purposes of Article 6.03, "uninterrupted and continuous service with an accredited police service" means service with any accredited Canadian police service broken by no more than one (1) month prior to commencing employment with the Sarnia Police Services Board in either a civilian or sworn capacity.

6.07 For the purposes of Article 6.03, continuous employment shall mean uninterrupted employment with the Sarnia Police Services Board in either a civilian or sworn capacity.

Full-time employees who were reclassified from part-time shall have their vacation entitlement established by the provisions of Article 16.02.

**ARTICLE 7- STATUTORY HOLIDAYS**

7.01 All employees shall be granted twelve (12) days annually in lieu of statutory and declared holidays provided the employee is on the payroll on the day on which the holiday occurs. This time shall be in the form of eighty-four (84) hours, which time shall be added to each employee's statutory time bank on January 1st of each year. This time or any part thereof shall be taken at a time mutually agreeable to the employee and the Chief of Police. However, the Chief may direct an employee to take statutory leave on the holiday, or on the day that the Service is celebrating the holiday subject to not less than three days notice.

7.02 Each employee shall make a legitimate effort to reduce or eliminate their time bank by October 15th of each calendar year. If employees do not elect to schedule their time off by October 15, the Chief or their designate will schedule the time off according to the needs of the service. If it is impractical to schedule all of the remaining Statutory Holiday time by year's end, the balance will be paid out.

7.03 The following shall be considered to be statutory holidays:

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

7.04 Any employee who is absent from duty by reason of an injury for which he/she is in receipt of Workplace Safety & Insurance Board benefits or short-term disability benefits shall take statutory holidays off as they occur during the period of absence.

7.05 Any employee required to work upon a statutory holiday shall be paid at the rate of time and one-half of their regular hourly rate for all time actually worked on the said statutory holiday, or put the additional hours into their Statutory Holiday bank, notwithstanding the time off granted pursuant to Article 7.01.

7.06 All employees assigned to work a standard work week of Monday to Friday shall take statutory holidays off as they occur or when the Service celebrates the holiday, as determined by the Chief of Police.

7.07 An employee assigned to work shifts may schedule time off in increments less than their normal shift, upon mutual consent with the employee's supervisor; however, the supervisor may retract such consent where the scheduling of the time off has occurred in the prior twenty-four hours and where such cancellation is required by the exigencies of the Service.

7.08 Notwithstanding Article 7.05, any employee who is called out or required to work overtime on a statutory holiday under circumstances as laid out in Article 8, shall be paid at the rate of two and one-quarter times the employee's regular hourly rate.

**ARTICLE 8- OVERTIME**

8.01 Any employee authorized to work in excess of the first quarter (1/4) hour past their standard day shall be paid at the rate of time and one-half (1½) for each hour or portion thereof, and overtime shall include any training sessions required by the Service held during the employee's off-duty time.

8.02 No overtime shall be allowed unless previously approved by the Chief of Police or their designate.

8.03 When an employee is called out for work during other than their standard day, they shall be paid at the rate of time and one-half (1 %) their regular rate for a minimum of three (3) hours. All call-outs must be approved by the employee/officer in charge of the work area involved.

If an employee is called out less than three (3) hours prior to the commencement of their regular scheduled shift, the employee will be paid at the appropriate rate of pay up to the start of the regular shift.

This clause shall not apply to part time employees as defined in Article 17.

8.04 A meal allowance of seventeen dollars (\$17.00) shall be paid to an employee who is required to work three (3) consecutive hours or more beyond their scheduled hours of work, and a further seventeen dollars (\$17.00) for an excess of each additional consecutive four (4) hours of work. An employee called out for duty shall be paid the first seventeen dollars (\$17.00) after three (3) hours worked.

A claim for meal allowances under this Article shall be limited to two meal allowances on any one occasion. All claims for meal allowances shall be signed and authorized by the supervisor authorizing the overtime. No meal allowance shall be paid when a suitable meal has been provided to the employee.

A one-half (1/2) hour lunch break shall be allowed at each of the aforementioned intervals to a maximum of two. These lunch breaks shall be allowed at no loss of pay to the employee.

8.05 Notwithstanding 8.04, meal allowances shall not apply to pre-arranged overtime. Pre-arranged overtime shall be defined as when at least eight hours of prior notice is given to the employee required to work.

8.06 An employee may, at their option, elect to either be paid for their overtime worked in accordance with the provisions above or take time off with pay in lieu of the overtime pay. Such time off shall be accumulated in accordance with the applicable overtime provision. The "overtime bank" will be cleared by payment twice per year in June and December if the employee does not elect to take the time off in lieu of payment by the end of each bi-annual period.

**ARTICLE 9- HOSPITAL AND MEDICAL INSURANCE**

9.01 The Board agrees to contribute 100% of each employee's premiums for enrolment through the City of Sarnia in:

- an extended health care plan (Formulary 2, automatic substitution of generic drugs unless physician instructs otherwise, and a dispensing fee maximum reimbursement of \$9.00 per prescription. Fertility drugs will be capped at a lifetime maximum of \$10,000. The Extended Health Care Plan shall provide Deluxe Travel and Overage Dependant Student coverage, and shall include:

12 massage therapy sessions per year of massage therapy to be reimbursed at the reasonable and customary rate as determined by the insurance carrier. Effective immediately, no medical certificate is required

Vision and eye exam entitlement will be for a two (2) calendar year period effective January 1, 2012.

A vision care plan shall include eye glasses to a maximum of \$400.00 increasing to \$500.00 effective January 1, 2021 for every employee and each of their dependants and eye examinations will be covered to a maximum of \$100.00 every two (2) years period. Employees may use their two year vision allotments towards a one time laser eye surgery.

Physiotherapy, chiropractic and acupuncture treatments to a maximum of \$900.00 inclusive per calendar year increasing to \$1,200 effective January 1, 2021, inclusive per calendar year. Osteopath and Naturopath to a maximum of \$200.00 inclusive per calendar year will be provided under this Article.

hearing aids including repairs but excluding batteries, up to maximum of \$500.00 every two calendar years.

Psychological treatments up to a maximum of \$2,500.00 per calendar year. semi-private hospital accommodation coverage

All new employees shall be eligible for coverage in this Plan following completion of three (3) months of employment. New employees may, at their option, participate in this coverage by paying 100% of the premium cost for their first three (3) months of employment.

9.02 The Board agrees to provide all eligible employees with a Dental Plan equivalent to the Liberty Health Plan #9, with nine (9) month preventative check-ups for adults only and once per six (6) months for dependant children at the current O.D.A. Fee Schedule.

The Plan shall include an additional Orthodontics rider on a 50/50 co-insurance basis. Orthodontic coverage is for dependant children only, with a lifetime maximum of \$2,500.00 increasing to \$3,000.00 effective January 1, 2021 for each dependant child. The Plan shall also include a Major Restorative rider (crowns, caps, bridges, etc.) on a 50/50 co-insurance basis with an annual maximum of \$2,000.00. The cost of the Plan shall be paid by the Board. The Plan shall also provide Overage Dependant Student coverage.

All new employees shall be enrolled in the Plan following completion of three (3) months of employment. New employees may, at their option, participate in this coverage by paying 100% of the premium cost for their first three (3) months of employment.

9.03 The coverage, terms and conditions for the benefits in Articles 9.01 and 9.02 shall remain as the coverage were on May 1, 1998, and shall not be changed or reduced without the consent of the Association. All such benefit plans are subject to the terms and conditions of the benefit contract. The Board shall have the right to determine the carrier of such benefits, provided the Association is given 30 days prior written notice. The Board shall provide booklets outlining the specific benefits of each Plan for every employee.

9.04 To be eligible for the Board's share of the cost of the premium for the above plans, the employee must be in receipt of wages from the Board.

9.05 The Board agrees to provide the following health plans, paying 100% of the premiums, to those employees retired after June 1, 1994 who are in receipt of an unreduced pension under the Ontario Municipal Employees Retirement System. The said plans shall continue until such retiree attains sixty-five (65) years of age or becomes covered by such benefits either in part or in whole by another source, regardless of the geographical location of the members principal residence provided the member continues to be covered by a provincial health plan.

If the health plan benefits from another source are discontinued, the retiree will be eligible for re-enrollment in the health plans provided by the Board.

9.06 Employees retiring prior to July 1, 1994, who would otherwise be eligible to participate in the aforementioned plans may participate at their own cost.

9.07 The Board agrees to make the following health plans available, paying 100% of the premiums, to the surviving spouse or dependants under twenty-one (21) years of age of the employee or retired employee. The said plans shall continue until such spouse attains sixty-five (65) years of age, becomes covered by such benefits either in part or in whole by another source, or such dependant attains twenty-one (21) years of age regardless of the geographical location of the principal residence provided the spouse and/or dependants continue to be covered by a provincial health plan.

1. Extended Health Care Plan
2. Dental Plan
3. Vision Plan
4. Semi-Private Hospital Accommodation Coverage

If the health plan benefits from another source are discontinued, the surviving spouse or dependents under twenty-one (21) years of age will be eligible for re-enrollment in the health plan provided by the Board.

For the purposes of this Agreement, continuous years of service with the Sarnia Police Service means and includes any years of service with the Clearwater Police Service or Sarnia Township Police Force that are continuous and unbroken with the employee's years of service with Sarnia Police Service.

If the employee or retired employee has a dependant over the age of 21 years, who remains dependant as a result of a physical or mental handicap these benefits, will not be denied the dependant.

9.08 Where a Court Security Officer or Identification Technician is killed or dies as a result of injuries received in the line of performance of their duties leaving a spouse or any dependent children, the Board shall pay to the Court Security Officer or Identification Technician's surviving spouse and or children, a supplementary monthly payment in an amount which when taken together with any existing governmental payments pursuant to the Workplace Safety and Insurance Board, the Canada Pension Plan or OMERS will equal 100% of the disposable after tax income of the deceased Court Security Officer or Identification Technician based on the Court Security Officer or Identification Technician's salary at the time the payments are made for a period of one year after the death of the Court Security Officer or Identification Technician.

For the purposes of this Article, "spouse" will be the current O.M.E.R.S. definition of a spouse.

9.09 For employees retiring on a pension under the Ontario Municipal Employees Retirement System (OMERS), on or after January 1, 2013, the Board shall provide for a non-cumulative health spending account in the amount of \$1,700 increasing to \$2,000 effective January 1, 2021 annually commencing at age 65 and ending at age 70. This amount shall be provided on a per-employee basis regardless of the employee's family status and be available exclusively for reimbursement of medical, vision, dental expenses of the retired employee, or towards the purchase of a medical insurance plan of the retired employee and shared by their spouse or common-law partner only, upon provision of acceptable receipts. The annual amount shall be prorated on a calendar year basis in the first and final years of entitlement.

#### **ARTICLE 10- GROUP LIFE INSURANCE**

10.01 Every employee shall become a member of the Group Life Insurance Plan upon completion of three (3) months' service.

10.02 The Board agrees to contribute 100% of each employee's premium for enrolment in a Group Plan providing for four (4) times their annual salary rounded off to the nearest \$500.00, Dependent Life insurance in the amount of \$10,000.00 for the employee's spouse and \$10,000.00 for each of the employee's children, and accidental Death and Dismemberment insurance. Coverage will be subject to the terms and conditions of the respective insurance policies as fully described in the Master Policies.

10.03 To be eligible for the Board's share of the cost of the premium for the above Plan, the employee must be in receipt of wages from the Board.

10.04 Upon retirement an employee may elect to continue the Group Life and Dependant Life and Accidental Death and Dismemberment insurance coverage until age sixty-five (65) as effective at the date of retirement at their own expense.

**ARTICLE 11- NORMAL RETIREMENT**

11.01 The normal retirement age for all employees is sixty-five (65).

**ARTICLE 12- PENSIONS**

12.01 On date of employment, an employee shall be automatically enrolled in the Ontario Municipal Employee's Retirement System.

12.02 Part-time employees as defined in Article 17 who are eligible may be enrolled in the OMERS Plan upon request.

**ARTICLE 13- SHORT TERM/LONG TERM DISABILITY PLAN**

13.01 The Board shall provide at its expense, a self-funded short-term disability and sick plan for all employees covered by this Agreement. Each new employee will be covered by the short-term disability and sick plan immediately upon becoming an employee of the Sarnia Police Service.

a) The STD Plan will allow for 63 hours per annum of sick leave to be credited on a monthly basis at full salary and thereafter sick leave shall be at 75% of full salary.

b) An employee shall be eligible for a maximum of seventeen weeks of coverage under the STD Plan for any one continuous absence.

Should an employee return to work from an absence covered by this Plan and be absent again due to the same factors which caused the initial absence then the seventeen week period shall be considered not to have been interrupted for the purpose of the Plan where the intervening period of employment was four (4) calendar weeks or less.

Subject to the limitations of Article 13.01 (k) of this agreement an employee who suffers a subsequent disability or illness or the recurrence of a disability or illness which occurs more than four (4) calendar weeks after the original incident of disability or illness the employee shall receive benefits of the plan from the first day of absence.

If an employee who is receiving benefits under the STD Plan is laid off or separated from Sarnia Police Service, by reason other than retirement, prior to the termination of an illness or injury, Short-term disability benefits will be continued to a maximum of seventeen weeks from the onset of the illness or injury.

c) An employee shall be permitted to accumulate at full salary sick leave credits from year to year to a maximum of 189 hours, however, no employee shall be eligible for more than 189 hours of absence at full salary and such accumulated credits shall not be used for any other purpose.

d) All existing sick leave accumulations in effect prior to the implementation of the Disability Plans shall be frozen and shall remain to the credit of the employees.

e) All employees shall receive a certificate indicating the amount of sick leave, in hours, accumulated up to the date that the Disability Plans take effect. Employees shall be entitled once, during the month of January for each year, to inspect the records of their own "frozen sick leave" balance.

f) At the employee's option, which can be exercised at any time after five (5) years of service with the Board, provided it is delivered in writing to the Secretary of the Board, the employee has the right to have their accumulation of frozen sick leave paid out as follows:

i) to be provided with a cash payout to a payee designated by the employee upon retirement, resignation or other termination to be paid at the salary rate applicable at the time of such termination of employment;

ii) to be provided with such sick time pay-outs to a payee designated by the employee as may be desired once per annum, such payout to be made at the rate of salary in effect at the time for the employee and such pay-outs are not to be affected by any retro-activity resulting from negotiated or arbitrated amendments to the collective agreement. It is further understood that for each hour of time paid out to an employee, two hours shall be deducted from their "frozen sick-leave" bank.

Total payment shall in no case exceed 910 hours.

iii) Any employee eligible for a payout of their remaining "frozen sick leave" may utilize these credits for additional vacation. Two (2) frozen sick leave hours can be used as an additional hour of vacation. Any additional vacation beyond a total of one (1) week per calendar year will require the approval of the Chief of Police.

Scheduling of additional vacation will be done in accordance with the collective agreement and the Sarnia Police Service practice(s).

g) If an employee dies prior to otherwise terminating their employment with the Board, the employee's estate shall be entitled to receive payment for one-half of the total amount of outstanding "frozen sick leave" subject to the limitations of paragraph 13.01 (e) above.

h) Former Clearwater employees who were not eligible for a pay-out of sick leave credits shall not be eligible for pay-outs pursuant to paragraphs 13.01 (f) and (g).

i) Benefit coverages as per the Collective Agreement shall be continued while the employee is receiving salary continuance under the STD Plan.

j) Employees shall be permitted to use any accumulated "frozen sick leave", court time, statutory holiday time or annual leave time credits for top-ups of 75% days.

k) With respect to the absences covered by the STD Plan, there shall be a two (2) day waiting period prior to the commencement of coverage for the fifth and subsequent absence in each calendar year. Any employee suffering from a medically documented chronic condition shall not be subject to the two (2) day waiting period for recurring absences resulting from the chronic medical condition. To be eligible under this provision, an employee must annually submit medical documentation acceptable to the Chief, attesting to the chronic condition. The cost of these medical certificates shall be borne by the employee.

l) The Chief or his designate may ask for a Workers Ability Report for any absence of three (3) days or more or after the third occurrence of absence in any twelve (12) month period, and the cost of such report shall be borne by the Board up to a maximum of fifty dollars (\$50.00). In such case the receipt of a report acceptable to the Chief or his designate shall be a condition of payment under the Short Term Disability Plan. Notwithstanding the above, all Workers Ability Reports required after the fifth frequency in any twelve (12) month period, shall be at the cost of the employee.

m) As established by the authorities on accommodation, employees shall co-operate in an early and safe return to work by maintaining reasonable communications as is necessary through the period of recovery and impairment with the Police Chief or designate and providing updates on changes to limitations and restrictions that may impact on the present or potential accommodation to facilitate a safe and early return to the workplace.

For greater clarity, reasonable communication will involve providing the duration of the limitation and will provide an update immediately after the expiry of the limitations period and the timely response to the Sarnia Police Services offer of accommodation for an early and safe return to work.

13.02 The Board shall provide, at its expense, a Long Term Disability (LTD) Plan for all employees covered by this Agreement, effective from the first day of the month following the first month of employment. Subject to the provisions below the LTD Plan shall be as fully described in the Master Policy, however, it is strictly understood that the Board is not the insurer of the benefits.

f) The LTD Plan shall provide a benefit of 70% of gross pre-disability regular monthly earnings, to the LTD Plan ceiling of \$6,000.00 per month, for illness or injuries extending beyond seventeen (17) weeks in duration. The ceiling shall be reviewed after the settlement of each year's Collective Agreement.

g) The monthly employment, disability and retirement income receivable from all sources may not exceed 85% of pre-disability income, and the LTD Plan benefit may be reduced accordingly. The monthly benefits is reduced by a disability income payable under a Government plan after the employee becomes totally disabled, including but not limited to a disability pension to which the disabled employee is entitled under the CPP/QPP, excluding benefits for dependant children. Increases in the disability income payable under a Government plan may occur because of an automatic adjustment in the Cost of Living. These increases will not further reduce the amount of the monthly disability benefit.

h) The LTD Plan benefits shall be payable until the earliest of: i) the insured person ceases to be disabled;  
ii) the insured person reaches normal retirement age; or  
iii) the insured person dies.

i) During the qualifying period and the 24-month period following it, "totally disabled" means that the employee has a medically determinable physical or mental impairment due to injury or disease which prevents the employee from performing the regular duties of the occupation in which he/she participated just before the disability period.

After the 24-month period, "totally disabled" means that the employee has a medically determinable physical or mental impairment due to injury or disease which prevents the employee from performing the duties of any occupation:

- i) for which he/she has at least the minimum qualifications and
- ii) that provides an income that is equal to or greater than the monthly disability benefit available under this provision.

The availability of work for the employee does not affect the determination of "totally disabled".

j) Medical benefit coverages as per the Collective Agreement shall be continued for the 24-month period described in paragraph 13.02 (d) above.

f) The amount of life insurance to be continued in force under the Waiver of Premium provision will be the amount in effect on the effective date of disability, except that such amount will remain subject to reduction or termination in accordance with the terms of the policy as they existed on the effective date of disability.

g) The board will provide the Association with a copy of the Master Policy of the LTD Plan.

h) The Association agrees that it shall be the Board's right to contract whichever carrier it sees fit and to change carriers whenever it deems necessary, however, no contract shall be entered into with any carrier which reduces a benefit set out in this Article. The Board shall notify the Association in writing of its intent prior to any change in carriers and shall offer the Association the opportunity of consultation prior to such change.

i) In the event an employee becomes incapacitated and unfit for-duty through causes other than their employment, the employee may be dismissed by the Board. This shall not include any employee while he/she is in the 24-month period as described in paragraph 13.02 (d) of this Article.

j) After an employee is absent from duty for a continuous period exceeding twelve (12) months they shall accumulate annual vacation, statutory leave and sick leave benefits during the first twelve months only. After which time such benefit accumulation will cease. Upon the return to regular duty, the employee shall be entitled to accumulate such benefits prorated on a monthly basis. All employees off duty as a result of an accident or occupational injury or illness incurred in a performance of their duties for the Sarnia Police Service shall be paid full salary to net during the period off duty and only while in receipt of Workers' Compensation total temporary disability benefits. It is understood that such obligation shall cease upon the employee ceasing to be an employee of the Service.

k) The Board and the Association acknowledge their individual and shared responsibilities in providing accommodation for employees with disabilities, as defined by the Ontario Human Rights Code.

**ARTICLE 14- BEREAVEMENT LEAVE**

14.01 An employee shall be granted leave of absence because of the death and to attend the funeral of the employee's father, mother, spouse, child, father-in-law, mother-in-law, sister, brother, grandparent or grandchild. Time lost from the employee's regular schedule during such leave of absence shall be compensated at the employee's regular rate or pay up to a maximum of four (4) scheduled working days between the date of the death and the date of the funeral, inclusive.

For the purpose of the above, step relationships shall be recognized.

14.02 An employee will be allowed two (2) days off with pay to attend the funeral of a brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparent of the employee's spouse or any dependent relative living with the employee, whose physical and financial care are the responsibility of the employee.

14.03 An employee will be allowed up to one (1) day off with pay to attend any funeral in which he/she is acting as a pall-bearer. This clause is intended to allow the employee such time as is necessary to perform their duties as pall-bearer.

14.04 Any extensions of the time limits in this Article shall be at the discretion of the Chief of Police and shall be paid.

**ARTICLE 15- LEAVE OF ABSENCE**

15.01 Leaves of absence without pay may be granted at the discretion of the Chief of Police. An employee shall make such request in writing and with as much advance notice as may be possible.

15.02 Employees shall be entitled to pregnancy leave and/or parental leave in accordance with the provisions of the Employment Standards Act. An employee intending to go on pregnancy leave shall make written application to the Board and, if requested by the Board, supply the Board with a certificate from a legally qualified medical practitioner stating that she is pregnant and giving the estimated due date. An employee on pregnancy leave shall receive benefits provided under Article 15.02(a). Notwithstanding the provisions of the Employment Standards Act, employees shall further receive the provisions of Article 15.02(b) for a period of up to fifteen (15) weeks for pregnancy.

a) During pregnancy/parental leave the Board shall provide a Supplementary Employment Insurance Benefit (SEB) Plan as follows:

i) during the first week E.I. waiting period, pay the employee seventy-five (75) percent of their regular rate of pay; and

ii) in the case of pregnancy leave, during the following fourteen (14) weeks or shorter period if the employee returns to work, pay the employee at a rate of pay equivalent to the difference between the Employment Insurance pregnancy benefits the employee receives and seventy-five (75) per cent of their regular rate of pay. In the case of parental leave, employees shall receive ten (10) weeks.

iii) the combined weekly payments received from the plan and the weekly rate of Employment insurance benefits will not exceed seventy-five (75) per cent of the employee's weekly earnings.

iv) employees must provide proof of application for and receipt of Employment Insurance benefits in order to receive payment under the SEB plan, unless serving the two week E.I. waiting period. Proof shall be copies of E.I. benefits stubs.

v) SEB payments are paid only for the supplementation of Employment Insurance benefits for the unemployment period as specified in the plan for pregnancy/parental leave.

vi) This benefit is to be fully paid out of the Board's general revenues. The Board shall keep a separate record of SEB payments.

b) While on pregnancy/parental leave an employee shall continue to accumulate seniority and credit for service for the purposes of salary and all other increments. The Board shall continue to provide the employee with vacation and statutory holiday credits, insurance, welfare, medical, dental, pension and all other benefits specified by the Agreement

c) Pregnancy leave for the purpose of this article shall not exceed seventeen (17) weeks.

d) An employee who provides a certificate from a legally qualified medical practitioner, stating that she is pregnant and recommending that she be placed on other than normal duties, shall be accommodated by the Board and shall be provided suitable duties, as determined by the Chief or their designate, with no change in salary or benefit status, until the employee elects to go on pregnancy leave.

e) an officer electing the 18 month period of leave as prescribed under the Employment Insurance Act shall option to either receive the Supplemental Insurance Benefit to equal 80% of their weekly earnings or receive the benefit at a pro-rated basis for the duration of the leave that would be the equivalent of receiving the benefit as if they had elected to take only 12 months of leave. Article 9.04 vi) b) shall apply to this clause.

15.03 A maximum of two (2) civilian members of the Board of Directors of the Association shall be permitted to absent themselves without loss of pay to attend the regular monthly meeting of the Association insofar as the Chief of Police may, in their discretion, consider such leaves permissible, having regard to the exigencies of the Service.

15.04 Duly authorized members of the Association shall be granted such time off, subject to the exigencies of the service, to attend provincial Annual and Quarterly meetings and Police Association of Ontario and/or Canadian Police Association meetings and other Association workshops and education sessions.

The total number of days in the aggregate for both Association bargaining groups shall be fifty (50) working days in a calendar year.

15.05 An employee on leave of absence in excess of one month shall have premium payments for benefits discontinued by the Service but may arrange for continuation of such benefits upon making arrangements satisfactory to the Service for payment by the employee of the premiums.

15.06 The Association agrees it will respect the needs and desires of the Service, and commits to continuing the reasonable use of such leaves. All requests for leaves of absence to attend meetings described in 15.04 of the Article shall be made by February 28<sup>th</sup> of each year insofar as is possible, and further the Chief of Police may, in their discretion, consider such leaves permissible having regard to the exigencies of the Service, and not prolong the approval of annual vacation schedules.

15.07 In the event a member of the Association represents an Association member at a disciplinary proceeding or grievance proceeding, the member representing the other member will not have deducted, any time or wages for attendance at the proceeding during their regularly scheduled hours.

15.08 While on short-term sick leave or long-term disability leave an employee shall continue to accumulate seniority and credit for service for the purposes of salary and all other increments.

15.09 Unless noted elsewhere in this agreement, an employee absent from duty for a continuous period exceeding twelve (12) months shall accumulate annual vacation, statutory leave, and sick leave benefits during the first twelve months only, after which time, such benefits accumulation will cease. Upon return to regular duty, the employee shall be entitled to accumulate such benefits prorated on a monthly basis.

**ARTICLE 16- PERMANENT EMPLOYEE**

16.01 (a) A new full time employee shall be considered a probationary employee for the first six (6) consecutive months of employment. The employee may be discharged at any time during the probationary period without recourse to the grievance procedure. The probationary period will be extended by any time lost due to illness or absences of one (1) week or longer by a corresponding period of time.

(b) Article 16.01 (a) shall apply equally to part-time employees as defined in Article 17 except that the probationary period for such employees shall be 910 hours worked in any 12 month period.

16.02 Seniority is to be defined as an employee's service within the Civilian Bargaining Unit, however, such seniority shall not be recognized until the employee completes the probationary period.

For the purpose of calculating seniority, full-time employees shall accumulate seniority from the start of the most recent period of continuous employment, and part-time employees shall accumulate seniority on the basis of each 1820 hours worked.

When a part-time employee changes to full-time, or a full-time employee changes to part-time, their seniority shall be established in their new category in accordance with the provisions of this Article.

16.03 Seniority shall cease and employment terminate if an employee:

1. voluntarily quits the employ of the Board;
2. is discharged for cause, and the discharge is not reversed;
3. fails to report for work within seven (7) days after being notified by the Board by registered mail to their last known address following a lay-off, fails to advise the Board within three (3) days of their intention to report for work pursuant to notification;
4. is absent for three (3) consecutive working days without notifying the Board unless a satisfactory explanation is provided to the Board; or
5. is laid off for more than twelve (12) consecutive months or has been absent due to illness or injury for a continuous period of twenty-eight (28) months.

**ARTICLE 17- PART-TIME/TEMPORARY EMPLOYEES**

17.01 A part-time employee shall be defined as an employee who:

- (a) works 24 hours a week or less on a regular basis; or
- (b) Provides coverage for vacation, leave of absence under the Collective Agreement, illness or training.

17.02 The Employer shall appoint a temporary employee to:

- (a) Replace an employee who is on an approved leave of absence, of more than 3 months duration, subsequent to all the provisions of Article 22 being met, and resorting to item 22.04 paragraph 2.

- (b) Work on special projects having a duration of six (6) months or less. The special project may be extended upon the mutual consent of the Chief of Police or designate and the Association for a period of up to six (6) months.
- (c) The Association shall be notified in writing of all temporary employees appointed to the Service. The Service shall provide the Association with details regarding the position to be filled, hours of work, pay grade level, the duration and expiry date. Such information shall be provided to the Association prior to the employee's commencement of duties.
- (d) A temporary employee defined under Article 17.02(b) shall be appointed for a specified term only, not to exceed twelve (12) months without agreement between the parties. In twelve (12) months without agreement between the parties, the temporary employee shall thereafter be considered a permanent employee as per Article 16.
- (e) Temporary employees will not be transitioned to permanent status, into a new or vacant full time or part-time position unless the position was previously posted as per Article 22, and there was no candidate within the bargaining unit.
- (f) Seniority does not accrue for temporary employees. Should the temporary be hired on as permanent employee, without a break in service between the expiration date of the last term to the start date of employment as a permanent employee, all previous hours of work from the contract term contiguous to the change in status only will be credited as seniority upon successful completion of the probationary period, as per Article 16.01 and 16.02.
- (g) Where the Service has made a decision to reduce the complement of the Service in accordance with the collective agreement, temporary employees shall be terminated first. It is understood that where a temporary employee has accrued greater seniority than a full-time employee, that the temporary employee will still be terminated first. It is further understood that should there be a seniority conflict between permanent part-time and temporary employees that the temporary employees are laid-off first.

17.03 Only the following articles shall apply to part-time or temporary employees: 1, 2, 3, 4, 5, 8, 11, 12, 15, 16, 17; 18.04, 19, 20.06, 21, 23, 24.

The provisions of Article 14 shall apply to part-time employees, with the provision that such leave shall be based on the pre-scheduled hours lost as a result of the death and the attendance at the funeral, and which pre-scheduled hours occur during the bereavement period.

17.04 Part-time or temporary employees shall receive vacation pay and statutory holiday pay in accordance with the Employment Standards Act. Notwithstanding the above, when a part-time employee works on Easter Monday, the Civic Holiday, or Remembrance Day, they shall be paid at the rate of time and one-half for all hours worked on those days.

17.05 Part-time or temporary employees shall receive 7% of the regular pay in lieu of benefits.

Part-time employees who have completed 700 hours worked may participate in the Extended Health Care (including Vision) and Dental Benefits Plans by paying the full cost of said premiums. Part-time employees will continue to receive 7% of their salary in lieu of benefits. To participate in this option, part-time employees must work on an on-going basis, a minimum of twenty (20) hours per week.

If a part-time employee chooses not to participate in the Extended Health Care Plan or opts out after enrollment and wishes to participate at a later date, they may only do so if there is an eligible life event as defined by the insurance carrier.

If a part-time employee chooses to participate in the Dental Plan, they must remain in the Plan for a minimum of two (2) years. If a part-time employee opts out of the Plan, they would be eligible to rejoin only if there is an eligible life event.

In all cases, should a part-time employee who has chosen to participate in the above Plan(s) not have sufficient earnings to cover the premiums, they will be removed from the Plan(s). Coverage(s) will cease and they shall not be allowed to rejoin.

In all cases, should a part-time or temporary employee be in receipt of health care benefits from the City of Sarnia benefit program or any other source, from the course of their employment, they will not be entitled to receive the 7% of their regular pay in lieu of benefits.

17.06 It is understood that the Board shall not engage part-time or temporary employees in such a fashion as to eliminate full-time positions and, further, where there is a demonstrated need for a new full-time position, part-time or temporary employees shall not be used to staff such positions.

17.07 Save and except either the assignment of work for a modified work/return to work program or the assignment of work to an employee of the Sarnia Police Service who require a permanent accommodation, all permanent part time employees of the Sarnia Police Service will be given first consideration in filling positions for a special project. A permanent part time employee taking a position in a special project will return to their normal duties and schedule without loss, upon termination of the special project, providing the original position still exists.

17.08 Whenever it becomes necessary to reduce staff, employees shall be laid-off in reverse order of seniority, for the classification that is surplus. It is understood that lay off is applied first to temporary employees and then to part-time employees with reference to Article 17.02(g).

A laid off employee shall have the right to recall for up to nine (9) months after layoff. Such recall shall be in order of seniority.

Upon notification to the employee's last known address of recall by priority post or courier, the employee shall inform the Chief within three (3) days of receipt of notice of their intent to return to work, and shall return to work within seven days. Failure to do so will result in loss of seniority and termination of employment.

17.09 The Service may issue a one (1) year term contract for the position of Communications Operator or Special Constable, at the discretion of the Chief. Two weeks prior to the expiry of the one (1) year term contract, the Chief shall assess the temporary employee for a permanent position where a vacancy exists and will advise the Association and the individual.

#### **ARTICLE 18- WORK WEEK**

18.01 The standard work week for all employees covered by this Agreement shall include thirty-five (35) scheduled working hours plus five (5) hours of scheduled, unpaid lunch breaks averaged over a 28 day period. Lunch periods shall be assigned by the Chief of Police or his designate.

18.02 Subject to the needs of the Service, the Chief of Police or his designate shall allot the period of duty and time of vacations and time off. Accumulated time may be scheduled off in a full shift subject to the needs of the Service.

18.03 All employees shall be entitled to a fifteen (15) minute rest period, twice per shift, to be taken in the building.

18.04 A shift differential in the amount of \$300.00 per year shall be paid to all employees for all work performed in a regular or special full-time shift, commencing on or after 12.00 p.m.. A shift differential in the amount of \$350.00 per year shall be paid for all work performed in a regular or special full-time shift, commencing after 6.00 p.m. and before 6.00 a.m. These payments shall be a lump-sum payment to be made on the 25<sup>th</sup> pay

period of each calendar year and will be prorated based on shift changes and absences greater than thirty (30) days. Part-time employees shall receive a pro-rated calculation based on the number of hours worked per year.

It is mutually agreed that payment of salaries shall be calculated on the basis of a thirty-five (35) hour work week.

18.05 Employees using accumulated vacation, statutory holiday or sick time credits shall have such credits deducted from the appropriate balance in amounts equal to the actual number of working hours taken off plus scheduled lunch breaks where applicable.

18.06 Any employee absent from active duty by reason of being off pursuant to an approved Workplace Safety and Insurance Board claim for a period in excess of one month will be deemed to have been re-assigned to 7-hour days, Monday to Friday, retroactive to the first day of absence. Notwithstanding Article 7.04, such employees shall be assigned to take Statutory Holidays off as they are scheduled under the Collective Agreement.

**ARTICLE 19- ACCUMULATED TIME (Communications Centre)**

19.01 Communications personnel will be allowed to schedule all hours within their accumulated time bank during the following shifts; Monday (night), Tuesday (night), Saturday (day), Sunday (day) except for the period of June 16 to September 15 and December 15 to 31.

19.02 It is understood that guidelines will be created that resemble those applied to the uniform members. The Supervisor will confirm requests for AT time.

**ARTICLE 20 - SALARY SCALES AND TITLES**

Effective January 1, 2020

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$31,316	\$46,974	\$50,106	\$53,237	\$56,369	\$59,500	\$62,631
		\$17,2066	\$25,8099	\$27,5308	\$29,2511	\$30,9720	\$32,6923	\$34,4126
		\$1,204.46	\$1,806.69	\$1,927.16	\$2,047.58	\$2,168.04	\$2,288.46	\$2,408.88
2	DATA CONTROL CLERK	\$33,899	\$50,849	\$54,238	\$57,628	\$61,018	\$64,408	\$67,797
	DATA ENTRY CLERK	\$18,6258	\$27,9390	\$29,8011	\$31,6637	\$33,5264	\$35,3890	\$37,2517
	INFORMATION SERVICES CLERK	\$1,303.81	\$1,955.73	\$2,086.08	\$2,216.46	\$2,346.85	\$2,477.23	\$2,607.61
	COURT SERVICES SECRETARY							
	INFORMATION SERVICES SECRETARY							
	VEHICLE SERVICE TECHNICIAN							
3	CPIC OPERATOR	\$36,698	\$55,046	\$58,716	\$62,386	\$66,056	\$69,725	\$73,395
	FREEDOM OF INFORMATION CLERK	\$20,1637	\$30,2451	\$32,2615	\$34,2780	\$36,2945	\$38,3104	\$40,3269
	CLASSIFICATIONS CLERK	\$1,411.46	\$2,117.16	\$2,258.31	\$2,399.46	\$2,540.62	\$2,681.73	\$2,822.88
	IDENTIFICATION CLERK							
	ADMINISTRATION SECRETARY							
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$39,725	\$59,588	\$63,560	\$67,533	\$71,505	\$75,478	\$79,451
		\$21,8269	\$32,7407	\$34,9231	\$37,1060	\$39,2885	\$41,4714	\$43,6548
		\$1,527.88	\$2,291.85	\$2,444.62	\$2,597.42	\$2,750.20	\$2,903.00	\$3,055.77
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$43,000	\$64,500	\$68,800	\$73,100	\$77,400	\$81,700	\$86,000
		\$23,6264	\$35,4396	\$37,8022	\$40,1648	\$42,5275	\$44,8901	\$47,2527
		\$1,653.85	\$2,480.77	\$2,646.15	\$2,811.54	\$2,976.93	\$3,142.31	\$3,307.70
6	HR ADVISOR	\$46,549	\$69,824	\$74,478	\$79,133	\$83,788	\$88,443	\$93,097
		\$25,5764	\$38,3648	\$40,9220	\$43,4797	\$46,0374	\$48,5951	\$51,1527
		\$1,790.35	\$2,685.54	\$2,864.54	\$3,043.58	\$3,222.62	\$3,401.66	\$3,580.70
7	PROPERTY MANAGER	\$50,389	\$75,583	\$80,622	\$85,660	\$90,699	\$95,738	\$100,777
		\$27,6863	\$41,5291	\$44,2978	\$47,0659	\$49,8346	\$52,6033	\$55,3720
		\$1,938.04	\$2,907.04	\$3,100.85	\$3,294.61	\$3,488.42	\$3,682.23	\$3,876.04
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$54,545	\$81,817	\$87,271	\$92,726	\$98,180	\$103,635	\$109,090
		\$29,9698	\$44,9544	\$47,9511	\$50,9484	\$53,9451	\$56,9423	\$59,9396
		\$2,097.89	\$3,146.81	\$3,356.58	\$3,566.39	\$3,776.16	\$3,985.96	\$4,195.77
9		\$59,047	\$88,570	\$94,474	\$100,379	\$106,284	\$112,188	\$118,092
		\$32,4434	\$48,6648	\$51,9088	\$55,1533	\$58,3978	\$61,6418	\$64,8863
		\$2,271.04	\$3,406.54	\$3,633.62	\$3,860.73	\$4,087.85	\$4,314.93	\$4,542.04
10	FINANCIAL SERVICES DIRECTOR	\$63,917	\$95,876	\$102,267	\$108,659	\$115,051	\$121,442	\$127,833
		\$35,1192	\$52,6791	\$56,1907	\$59,7027	\$63,2148	\$66,7264	\$70,2384
		\$2,458.34	\$3,687.54	\$3,933.35	\$4,179.19	\$4,425.04	\$4,670.85	\$4,916.70
11	POLICE CADET	\$50,671						
		\$27,8412						
		\$1,948.88						

Effective July 1, 2020

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$31,629 \$17,3786 \$1,216.50	\$47,444 \$26.0681 \$1,824.77	\$50,606 \$27.8055 \$1,946.39	\$53,769 \$29.5434 \$2,068.04	\$56,932 \$31.2813 \$2,189.69	\$60,095 \$33.0192 \$2,311.34	\$63,211 \$34.751 \$2,433.0
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$34,238 \$18.8121 \$1,316.85	\$51,357 \$28.2181 \$1,975.27	\$54,781 \$30.0995 \$2,106.97	\$58,205 \$31.9808 \$2,238.66	\$61,628 \$33.8615 \$2,370.31	\$65,052 \$35.7429 \$2,502.00	\$68,471 \$37.624 \$2,633.6
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$37,065 \$20.3654 \$1,425.58	\$55,597 \$30.5478 \$2,138.35	\$59,303 \$32.5841 \$2,280.89	\$63,010 \$34.6209 \$2,423.46	\$66,716 \$36.6571 \$2,566.00	\$70,423 \$38.6940 \$2,708.58	\$74,131 \$40.730 \$2,851.7
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$40,123 \$22.0456 \$1,543.19	\$60,184 \$33.0681 \$2,314.77	\$64,196 \$35.2725 \$2,469.08	\$68,208 \$37.4769 \$2,623.38	\$72,221 \$39.6819 \$2,777.73	\$76,233 \$41.8863 \$2,932.04	\$80,241 \$44.090 \$3,086.5
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$43,430 \$23.8626 \$1,670.38	\$65,145 \$35.7940 \$2,505.58	\$69,488 \$38.1802 \$2,672.61	\$73,831 \$40.5665 \$2,839.66	\$78,174 \$42.9527 \$3,006.69	\$82,517 \$45.3390 \$3,173.73	\$86,861 \$47.721 \$3,340.7
6	HR ADVISOR	\$47,015 \$25.8324 \$1,808.27	\$70,522 \$38.7484 \$2,712.39	\$75,223 \$41.3313 \$2,893.19	\$79,925 \$43.9148 \$3,074.04	\$84,626 \$46.4978 \$3,254.85	\$89,328 \$49.0813 \$3,435.69	\$94,029 \$51.664 \$3,616.1
7	PROPERTY MANAGER	\$50,893 \$27.9632 \$1,957.42	\$76,339 \$41.9445 \$2,936.12	\$81,428 \$44.7407 \$3,131.85	\$86,517 \$47.5368 \$3,327.58	\$91,607 \$50.3335 \$3,523.35	\$96,696 \$53.1297 \$3,719.08	\$101,781 \$55.921 \$3,914.8
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$55,090 \$30.2692 \$2,118.84	\$82,635 \$45.4038 \$3,178.27	\$88,144 \$48.4308 \$3,390.16	\$93,653 \$51.4577 \$3,602.04	\$99,162 \$54.4846 \$3,813.92	\$104,671 \$57.5115 \$4,025.81	\$110,181 \$60.538 \$4,237.7
9		\$59,637 \$32.7676 \$2,293.73	\$89,456 \$49.1516 \$3,440.61	\$95,419 \$52.4280 \$3,669.96	\$101,383 \$55.7049 \$3,899.34	\$107,347 \$58.9819 \$4,128.73	\$113,310 \$62.2582 \$4,358.07	\$119,271 \$65.531 \$4,587.4
10	FINANCIAL SERVICES DIRECTOR	\$64,556 \$35.4703 \$2,482.92	\$96,834 \$53.2055 \$3,724.39	\$103,290 \$56.7527 \$3,972.69	\$109,745 \$60.2995 \$4,220.97	\$116,201 \$63.8467 \$4,469.27	\$122,656 \$67.3934 \$4,717.54	\$129,111 \$70.940 \$4,965.8
11	POLICE CADET	\$51,178 \$28.1198 \$1,968.39						

Effective January 1, 2021

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$31,946 \$17,5527 \$1,228.69	\$47,918 \$26.3286 \$1,843.00	\$51,113 \$28.0841 \$1,965.89	\$54,307 \$29.8390 \$2,088.73	\$57,502 \$31.5945 \$2,211.62	\$60,696 \$33.3495 \$2,334.47	\$63,89 \$35.104 \$2,457.3
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$34,581 \$19.0005 \$1,330.04	\$51,871 \$28.5005 \$1,995.04	\$55,329 \$30.4005 \$2,128.04	\$58,787 \$32.3005 \$2,261.04	\$62,245 \$34.2005 \$2,394.04	\$65,703 \$36.1005 \$2,527.04	\$69,16 \$38.000 \$2,660.0
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$37,435 \$20.5687 \$1,439.81	\$56,153 \$30.8533 \$2,159.73	\$59,896 \$32.9099 \$2,303.69	\$63,640 \$34.9670 \$2,447.69	\$67,383 \$37.0236 \$2,591.65	\$71,127 \$39.0808 \$2,735.66	\$74,87 \$41.137 \$2,879.6
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$40,524 \$22.2659 \$1,558.61	\$60,785 \$33.3984 \$2,337.89	\$64,838 \$35.6253 \$2,493.77	\$68,890 \$37.8516 \$2,649.61	\$72,942 \$40.0780 \$2,805.46	\$76,995 \$42.3049 \$2,961.34	\$81,04 \$44.531 \$3,117.1
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$43,865 \$24.1016 \$1,687.11	\$65,797 \$36.1522 \$2,530.65	\$70,183 \$38.5621 \$2,699.35	\$74,570 \$40.9725 \$2,868.08	\$78,956 \$43.3824 \$3,036.77	\$83,343 \$45.7929 \$3,205.50	\$87,72 \$48.202 \$3,374.1
6	HR ADVISOR	\$47,485 \$26.0907 \$1,826.35	\$71,227 \$39.1357 \$2,739.50	\$75,975 \$41.7445 \$2,922.12	\$80,724 \$44.3538 \$3,104.77	\$85,472 \$46.9626 \$3,287.38	\$90,221 \$49.5720 \$3,470.04	\$94,96 \$52.180 \$3,652.6
7	PROPERTY MANAGER	\$51,402 \$28.2429 \$1,977.00	\$77,102 \$42.3637 \$2,965.46	\$82,242 \$45.1879 \$3,163.15	\$87,383 \$48.0126 \$3,360.88	\$92,523 \$50.8368 \$3,558.58	\$97,663 \$53.6610 \$3,756.27	\$102,80 \$56.485 \$3,953.9
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$55,641 \$30.5720 \$2,140.04	\$83,462 \$45.8582 \$3,210.07	\$89,026 \$48.9154 \$3,424.08	\$94,590 \$51.9725 \$3,638.08	\$100,154 \$55.0297 \$3,852.08	\$105,718 \$58.0868 \$4,066.08	\$111,28 \$61.144 \$4,280.0
9		\$60,234 \$33.0956 \$2,316.69	\$90,350 \$49.6429 \$3,475.00	\$96,374 \$52.9527 \$3,706.69	\$102,397 \$56.2621 \$3,938.35	\$108,420 \$59.5714 \$4,170.00	\$114,444 \$62.8813 \$4,401.69	\$120,46 \$66.190 \$4,633.3
10	FINANCIAL SERVICES DIRECTOR	\$65,202 \$35.8253 \$2,507.77	\$97,802 \$53.7374 \$3,761.62	\$104,322 \$57.3198 \$4,012.39	\$110,843 \$60.9027 \$4,263.19	\$117,363 \$64.4852 \$4,513.96	\$123,883 \$68.0676 \$4,764.73	\$130,40 \$71.650 \$5,015.5
11	POLICE CADET	\$51,690 \$28.4011 \$1,988.08						

Effective July 1, 2021

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$32,265	\$48,398	\$51,624	\$54,851	\$58,077	\$61,304	\$64,531
		\$17,7280	\$26.5923	\$28.3648	\$30.1379	\$31.9104	\$33.6835	\$35.4566
		\$1,240.96	\$1,861.46	\$1,985.54	\$2,109.65	\$2,233.73	\$2,357.85	\$2,481.96
2	DATA CONTROL CLERK	\$34,927	\$52,390	\$55,882	\$59,375	\$62,868	\$66,360	\$69,853
	DATA ENTRY CLERK	\$19.1907	\$28.7857	\$30.7044	\$32.6236	\$34.5429	\$36.4615	\$38.3801
	INFORMATION SERVICES CLERK	\$1,343.35	\$2,015.00	\$2,149.31	\$2,283.65	\$2,418.00	\$2,552.31	\$2,686.66
	COURT SERVICES SECRETARY							
	INFORMATION SERVICES SECRETARY							
	VEHICLE SERVICE TECHNICIAN							
3	CPIC OPERATOR	\$37,810	\$56,714	\$60,495	\$64,276	\$68,057	\$71,838	\$75,619
	FREEDOM OF INFORMATION CLERK	\$20.7747	\$31.1615	\$33.2390	\$35.3165	\$37.3940	\$39.4714	\$41.5489
	CLASSIFICATIONS CLERK	\$1,454.23	\$2,181.31	\$2,326.73	\$2,472.16	\$2,617.58	\$2,763.00	\$2,908.42
	IDENTIFICATION CLERK							
	ADMINISTRATION SECRETARY							
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$40,929	\$61,393	\$65,486	\$69,578	\$73,671	\$77,764	\$81,856
		\$22.4885	\$33.7324	\$35.9813	\$38.2297	\$40.4786	\$42.7275	\$44.9764
		\$1,574.20	\$2,361.27	\$2,518.69	\$2,676.08	\$2,833.50	\$2,990.93	\$3,148.35
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$44,303	\$66,455	\$70,885	\$75,315	\$79,745	\$84,176	\$88,606
		\$24.3423	\$36.5137	\$38.9478	\$41.3819	\$43.8159	\$46.2505	\$48.6846
		\$1,703.96	\$2,555.96	\$2,726.35	\$2,896.73	\$3,067.11	\$3,237.54	\$3,407.96
6	HR ADVISOR	\$47,960	\$71,939	\$76,735	\$81,531	\$86,327	\$91,123	\$95,919
		\$26.3516	\$39.5269	\$42.1621	\$44.7973	\$47.4324	\$50.0676	\$52.7027
		\$1,844.61	\$2,766.88	\$2,951.35	\$3,135.81	\$3,320.27	\$3,504.73	\$3,689.19
7	PROPERTY MANAGER	\$51,916	\$77,873	\$83,065	\$88,256	\$93,448	\$98,639	\$103,831
		\$28.5253	\$42.7874	\$45.6401	\$48.4923	\$51.3451	\$54.1973	\$57.0505
		\$1,996.77	\$2,995.12	\$3,194.81	\$3,394.46	\$3,594.16	\$3,793.81	\$3,993.46
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$56,198	\$84,296	\$89,916	\$95,536	\$101,156	\$106,775	\$112,395
		\$30.8780	\$46.3165	\$49.4044	\$52.4923	\$55.5802	\$58.6676	\$61.7551
		\$2,161.46	\$3,242.16	\$3,458.31	\$3,674.46	\$3,890.61	\$4,106.73	\$4,322.88
9		\$60,836	\$91,254	\$97,338	\$103,421	\$109,505	\$115,588	\$121,671
		\$33.4264	\$50.1396	\$53.4824	\$56.8247	\$60.1676	\$63.5099	\$66.8521
		\$2,339.85	\$3,509.77	\$3,743.77	\$3,977.73	\$4,211.73	\$4,445.69	\$4,679.65
10	FINANCIAL SERVICES DIRECTOR	\$65,854	\$98,780	\$105,366	\$111,951	\$118,536	\$125,122	\$131,707
		\$36.1835	\$54.2747	\$57.8934	\$61.5115	\$65.1297	\$68.7484	\$72.3666
		\$2,532.85	\$3,799.23	\$4,052.54	\$4,305.81	\$4,559.08	\$4,812.39	\$5,065.69
11	POLICE CADET	\$52,207						
		\$28.6852						
		\$2,007.96						

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GR	CLASSIFICATION	TRAINING 50%	START 75%	6 MONTHS 80%	YEAR 1 85%	YEAR 2 90%	YEAR 3 95%	YEAR 4 100%
1	JANITOR	\$32,427 \$17,8170 \$1,247.19	\$48,640 \$26.7253 \$1,870.77	\$51,882 \$28.5066 \$1,995.46	\$55,125 \$30.2885 \$2,120.20	\$58,368 \$32.0703 \$2,244.92	\$61,610 \$33.8516 \$2,369.61	\$64,890 \$35.6300 \$2,494.50
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$35,101 \$19.2863 \$1,350.04	\$52,652 \$28.9297 \$2,025.08	\$56,162 \$30.8582 \$2,160.07	\$59,672 \$32.7868 \$2,295.08	\$63,182 \$34.7154 \$2,430.08	\$66,692 \$36.6440 \$2,565.08	\$70,200 \$38.5700 \$2,700.00
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$37,999 \$20.8786 \$1,461.50	\$56,998 \$31.3176 \$2,192.23	\$60,798 \$33.4055 \$2,338.39	\$64,597 \$35.4929 \$2,484.50	\$68,397 \$37.5808 \$2,630.66	\$72,197 \$39.6687 \$2,776.81	\$75,990 \$41.7500 \$2,922.00
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$41,133 \$22.6005 \$1,582.04	\$61,700 \$33.9011 \$2,373.08	\$65,813 \$36.1610 \$2,531.27	\$69,926 \$38.4209 \$2,689.46	\$74,039 \$40.6808 \$2,847.66	\$78,153 \$42.9412 \$3,005.88	\$82,260 \$45.2000 \$3,164.00
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$44,525 \$24.4643 \$1,712.50	\$66,787 \$36.6962 \$2,568.73	\$71,239 \$39.1423 \$2,739.96	\$75,692 \$41.5890 \$2,911.23	\$80,144 \$44.0352 \$3,082.46	\$84,597 \$46.4819 \$3,253.73	\$89,040 \$48.9200 \$3,424.00
6	HR ADVISOR	\$48,200 \$26.4835 \$1,853.85	\$72,299 \$39.7247 \$2,780.73	\$77,119 \$42.3731 \$2,966.12	\$81,939 \$45.0214 \$3,151.50	\$86,759 \$47.6698 \$3,336.89	\$91,579 \$50.3181 \$3,522.27	\$96,390 \$52.9600 \$3,707.00
7	PROPERTY MANAGER	\$52,175 \$28.6676 \$2,006.73	\$78,263 \$43.0016 \$3,010.11	\$83,480 \$45.8681 \$3,210.77	\$88,698 \$48.7352 \$3,411.46	\$93,915 \$51.6016 \$3,612.11	\$99,133 \$54.4687 \$3,812.81	\$104,350 \$57.3300 \$4,013.00
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$56,479 \$31.0324 \$2,172.27	\$84,718 \$46.5484 \$3,258.39	\$90,366 \$49.6516 \$3,475.61	\$96,013 \$52.7544 \$3,692.81	\$101,661 \$55.8577 \$3,910.04	\$107,309 \$58.9610 \$4,127.27	\$112,990 \$62.0600 \$4,344.00
9		\$61,140 \$33.5934 \$2,351.54	\$91,710 \$50.3901 \$3,527.31	\$97,824 \$53.7495 \$3,762.47	\$103,938 \$57.1088 \$3,997.62	\$110,052 \$60.4681 \$4,232.77	\$116,166 \$63.8275 \$4,467.93	\$122,280 \$67.1800 \$4,703.00
10	FINANCIAL SERVICES DIRECTOR	\$66,183 \$36.3643 \$2,545.50	\$99,275 \$54.5467 \$3,818.27	\$105,893 \$58.1830 \$4,072.81	\$112,511 \$61.8192 \$4,327.34	\$119,129 \$65.4555 \$4,581.89	\$125,748 \$69.0923 \$4,836.46	\$132,360 \$72.7200 \$5,091.00
11	POLICE CADET	\$52,729 \$28.9720 \$2,028.04						

Effective July 1, 2022

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEAR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$32,589 \$17,9060 \$1,253.42	\$48,883 \$26,8588 \$1,880.12	\$52,142 \$28,6495 \$2,005.47	\$55,400 \$30,4396 \$2,130.77	\$58,659 \$32,2302 \$2,256.11	\$61,918 \$34,0209 \$2,381.46	\$65,17 \$35,811 \$2,506.8
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$35,277 \$19,3830 \$1,356.81	\$52,915 \$29,0742 \$2,035.19	\$56,442 \$31,0121 \$2,170.85	\$59,970 \$32,9505 \$2,306.54	\$63,498 \$34,8890 \$2,442.23	\$67,025 \$36,8269 \$2,577.88	\$70,55 \$38,765 \$2,713.5
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$38,189 \$20,9830 \$1,468.81	\$57,283 \$31,4742 \$2,203.19	\$61,102 \$33,5725 \$2,350.08	\$64,920 \$35,6703 \$2,496.92	\$68,739 \$37,7687 \$2,643.81	\$72,558 \$39,8670 \$2,790.69	\$76,37 \$41,965 \$2,937.5
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$41,339 \$22,7137 \$1,589.96	\$62,008 \$34,0703 \$2,384.92	\$66,142 \$36,3418 \$2,543.93	\$70,275 \$38,6126 \$2,702.88	\$74,409 \$40,8841 \$2,861.89	\$78,543 \$43,1555 \$3,020.89	\$82,67 \$45,426 \$3,179.8
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$44,747 \$24,5863 \$1,721.04	\$67,121 \$36,8797 \$2,581.58	\$71,595 \$39,3379 \$2,753.65	\$76,070 \$41,7967 \$2,925.77	\$80,545 \$44,2555 \$3,097.89	\$85,019 \$46,7137 \$3,269.96	\$89,49 \$49,172 \$3,442.0
6	HR ADVISOR	\$48,441 \$26,6159 \$1,863.11	\$72,661 \$39,9236 \$2,794.65	\$77,505 \$42,5852 \$2,980.96	\$82,349 \$45,2467 \$3,167.27	\$87,193 \$47,9082 \$3,353.57	\$92,037 \$50,5698 \$3,539.89	\$96,88 \$53,231 \$3,726.1
7	PROPERTY MANAGER	\$52,436 \$28,8110 \$2,016.77	\$78,654 \$43,2165 \$3,025.16	\$83,898 \$46,0978 \$3,226.85	\$89,141 \$48,9786 \$3,428.50	\$94,385 \$51,8599 \$3,630.19	\$99,628 \$54,7407 \$3,831.85	\$104,87 \$57,622 \$4,033.5
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$56,761 \$31,1874 \$2,183.12	\$85,142 \$46,7813 \$3,274.69	\$90,818 \$49,9000 \$3,493.00	\$96,494 \$53,0187 \$3,711.31	\$102,170 \$56,1374 \$3,929.62	\$107,846 \$59,2560 \$4,147.92	\$113,52 \$62,374 \$4,366.2
9		\$61,446 \$33,7615 \$2,363.31	\$92,168 \$50,6418 \$3,544.93	\$98,313 \$54,0181 \$3,781.27	\$104,457 \$57,3940 \$4,017.58	\$110,602 \$60,7703 \$4,253.92	\$116,746 \$64,1462 \$4,490.23	\$122,89 \$67,522 \$4,726.5
10	FINANCIAL SERVICES DIRECTOR	\$66,514 \$36,5462 \$2,558.23	\$99,771 \$54,8192 \$3,837.34	\$106,422 \$58,4736 \$4,093.15	\$113,074 \$62,1286 \$4,349.00	\$119,725 \$65,7830 \$4,604.81	\$126,377 \$69,4379 \$4,860.65	\$133,02 \$73,092 \$5,116.4
11	POLICE CADET	\$53,256 \$29,2615 \$2,048.31						

Effective January 1, 2023

GR	CLASSIFICATION	TRAINING	START	6 MONTHS	YEAR 1	YEARR 2	YEAR 3	YEAR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$32,752 \$17,9956 \$1,259.69	\$49,127 \$26.9929 \$1,889.50	\$52,402 \$28.7923 \$2,015.46	\$55,678 \$30.5923 \$2,141.46	\$58,953 \$32.3918 \$2,267.43	\$62,228 \$34.1912 \$2,393.38	\$65,500 \$35.9900 \$2,519.00
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$35,453 \$19.4797 \$1,363.58	\$53,180 \$29.2198 \$2,045.39	\$56,725 \$31.1676 \$2,181.73	\$60,270 \$33.1154 \$2,318.08	\$63,815 \$35.0632 \$2,454.42	\$67,361 \$37.0115 \$2,590.81	\$70,900 \$38.9500 \$2,727.00
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$38,380 \$21.0879 \$1,476.15	\$57,569 \$31.6313 \$2,214.19	\$61,407 \$33.7401 \$2,361.81	\$65,245 \$35.8489 \$2,509.42	\$69,083 \$37.9577 \$2,657.04	\$72,921 \$40.0665 \$2,804.66	\$76,700 \$42.1700 \$2,952.00
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$41,545 \$22.8269 \$1,597.88	\$62,318 \$34.2407 \$2,396.85	\$66,472 \$36.5231 \$2,556.62	\$70,627 \$38.8060 \$2,716.42	\$74,781 \$41.0885 \$2,876.20	\$78,936 \$43.3714 \$3,036.00	\$83,000 \$45.6500 \$3,195.00
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$44,971 \$24.7093 \$1,729.65	\$67,456 \$37.0637 \$2,594.46	\$71,953 \$39.5346 \$2,767.42	\$76,450 \$42.0055 \$2,940.39	\$80,947 \$44.4764 \$3,113.35	\$85,444 \$46.9473 \$3,286.31	\$89,900 \$49.4100 \$3,459.00
6	HR ADVISOR	\$48,683 \$26.7489 \$1,872.42	\$73,024 \$40.1231 \$2,808.62	\$77,892 \$42.7978 \$2,995.85	\$82,760 \$45.4725 \$3,183.08	\$87,629 \$48.1478 \$3,370.35	\$92,497 \$50.8225 \$3,557.58	\$97,300 \$53.4900 \$3,744.00
7	PROPERTY MANAGER	\$52,698 \$28.9549 \$2,026.84	\$79,047 \$43.4324 \$3,040.27	\$84,317 \$46.3280 \$3,242.96	\$89,587 \$49.2236 \$3,445.65	\$94,856 \$52.1187 \$3,648.31	\$100,126 \$55.0143 \$3,851.00	\$105,300 \$57.9000 \$4,053.00
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$57,045 \$31.3434 \$2,194.04	\$85,568 \$47.0154 \$3,291.08	\$91,272 \$50.1495 \$3,510.47	\$96,977 \$53.2841 \$3,729.89	\$102,681 \$56.4181 \$3,949.27	\$108,386 \$59.5527 \$4,168.69	\$114,000 \$62.6800 \$4,388.00
9		\$61,753 \$33.9302 \$2,375.11	\$92,629 \$50.8951 \$3,562.66	\$98,804 \$54.2879 \$3,800.15	\$104,979 \$57.6808 \$4,037.66	\$111,155 \$61.0742 \$4,275.19	\$117,330 \$64.4670 \$4,512.69	\$123,500 \$67.8500 \$4,750.00
10	FINANCIAL SERVICES DIRECTOR	\$66,847 \$36.7291 \$2,571.04	\$100,270 \$55.0934 \$3,856.54	\$106,954 \$58.7659 \$4,113.61	\$113,639 \$62.4390 \$4,370.73	\$120,324 \$66.1121 \$4,627.85	\$127,008 \$69.7846 \$4,884.92	\$133,600 \$73.4500 \$5,142.00
11	POLICE CADET	\$53,789 \$29.5544 \$2,068.81						

Effective July 1, 2023

GR	CLASSIFICATION	TRAINING	START	6 MO	YR 1	YR 2	YR 3	YR 4
		50%	75%	80%	85%	90%	95%	100%
1	JANITOR	\$32,916 \$1,266.00 \$18.0857	\$49,373 \$1,898.96 \$27.1280	\$52,665 \$2,025.58 \$28.9368	\$55,956 \$2,152.16 \$30.7451	\$59,248 \$2,278.77 \$32.5538	\$62,539 \$2,405.35 \$34.3621	\$65,83 \$2,531.9 \$36.170
2	DATA CONTROL CLERK DATA ENTRY CLERK INFORMATION SERVICES CLERK COURT SERVICES SECRETARY INFORMATION SERVICES SECRETARY VEHICLE SERVICE TECHNICIAN	\$35,631 \$1,370.43 \$19.5775	\$53,446 \$2,055.61 \$29.3659	\$57,009 \$2,192.65 \$31.3236	\$60,572 \$2,329.69 \$33.2813	\$64,135 \$2,466.73 \$35.2390	\$67,698 \$2,603.77 \$37.1967	\$71,26 \$2,740.8 \$39.154
3	CPIC OPERATOR FREEDOM OF INFORMATION CLERK CLASSIFICATIONS CLERK IDENTIFICATION CLERK ADMINISTRATION SECRETARY	\$38,572 \$1,483.54 \$21.1934	\$57,857 \$2,225.27 \$31.7896	\$61,714 \$2,373.62 \$33.9088	\$65,572 \$2,522.00 \$36.0286	\$69,429 \$2,670.35 \$38.1478	\$73,286 \$2,818.69 \$40.2670	\$77,14 \$2,967.0 \$42.386
4	COURT SECURITY OFFICER ACCOUNTS CLERK	\$41,753 \$1,605.88 \$22.9412	\$62,629 \$2,408.81 \$34.4115	\$66,804 \$2,569.39 \$36.7055	\$70,979 \$2,729.97 \$38.9995	\$75,155 \$2,890.58 \$41.2940	\$79,330 \$3,051.15 \$43.5879	\$83,50 \$3,211.7 \$45.881
5	COMMUNICATIONS OPERATOR COURT CO-ORDINATOR I.T. TECHNICIAN	\$45,196 \$1,738.31 \$24.8330	\$67,793 \$2,607.42 \$37.2489	\$72,313 \$2,781.27 \$39.7324	\$76,832 \$2,955.08 \$42.2154	\$81,352 \$3,128.92 \$44.6989	\$85,871 \$3,302.73 \$47.1819	\$90,39 \$3,476.5 \$49.665
6	HR ADVISOR	\$48,926 \$1,881.77 \$26.8824	\$73,389 \$2,822.65 \$40.3236	\$78,282 \$3,010.85 \$43.0121	\$83,174 \$3,199.00 \$45.7000	\$88,067 \$3,387.20 \$48.3885	\$92,959 \$3,575.35 \$51.0764	\$97,85 \$3,763.5 \$53.764
7	PROPERTY MANAGER	\$52,962 \$2,037.00 \$29.1000	\$79,442 \$3,055.47 \$43.6495	\$84,738 \$3,259.15 \$46.5593	\$90,035 \$3,462.89 \$49.4698	\$95,331 \$3,666.58 \$52.3797	\$100,627 \$3,870.27 \$55.2896	\$105,92 \$4,073.9 \$58.199
8	COMMUNICATION/CPIC MANAGER I.T. MANAGER	\$57,330 \$2,205.00 \$31.5000	\$85,995 \$3,307.50 \$47.2500	\$91,728 \$3,528.00 \$50.4000	\$97,461 \$3,748.50 \$53.5500	\$103,194 \$3,969.00 \$56.7000	\$108,927 \$4,189.50 \$59.8500	\$114,66 \$4,410.0 \$63.000
9		\$62,062 \$2,387.00 \$34.1000	\$93,092 \$3,580.47 \$51.1495	\$99,298 \$3,819.15 \$54.5593	\$105,505 \$4,057.89 \$57.9698	\$111,711 \$4,296.58 \$61.3797	\$117,917 \$4,535.27 \$64.7896	\$124,12 \$4,773.9 \$68.199
10	FINANCIAL SERVICES DIRECTOR	\$67,181 \$2,583.88 \$36.9126	\$100,771 \$3,875.81 \$55.3687	\$107,489 \$4,134.19 \$59.0599	\$114,207 \$4,392.58 \$62.7511	\$120,925 \$4,650.96 \$66.4423	\$127,643 \$4,909.35 \$70.1335	\$134,36 \$5,167.7 \$73.824
11	POLICE CADET	\$54,327 \$2,089.50 \$29.8500						

20.02 All employees shall be hired at the minimum step of the appropriate salary range excepting those candidates for employment who have suitable experience or higher qualifications than the average candidate may be hired at a higher step, at the discretion of the Chief of Police.

20.03 Merit increases to the next step will be given to employees after successful completion of a six month probationary period, six months later on an employee's anniversary date, and each year thereafter on the anniversary date (provided work is satisfactory) until the employee reaches the maximum of the salary range. If an employee does not commence employment at the minimum of the salary range there will be no step increase following the completion of the six month probationary period.

Notwithstanding the above in the case of outstanding or meritorious service the Chief may authorize an additional one step increase within the approved salary range if the maximum for the salary range is not exceeded.

20.04 An employee who is, exclusive of vacation coverage, assigned to perform the duties of a position in a higher salary group shall receive the next higher step rate in the higher group to their current group and step rate.

The employee, having performed at least one (1) working day in the higher salary group, will be paid for all hours worked in that period, at the higher rate as set out in this Article.

20.05 An employee who is assigned by the Chief to on-call duty shall be paid an "on call pay" equivalent to five (5) hours pay at the appropriate overtime rate. "On call pay" shall be limited to one (1) claim per calendar week. In the event the employee is recalled to active duty the employee shall be paid at the call out rate, or the overtime rate, as applicable, notwithstanding any "on call pay" as set out above.

"On call" duty means the employee is available at the employee's home or elsewhere to be called back to active duty. It is the responsibility of the employee performing on call duty to assure that he/she can be contacted in order to report for active duty within a reasonable period of time, being no more than one (1) hour.

20.06 In recognition of the value of years of service to the Sarnia Police Service, the Board agrees to pay the following amounts on the first pay in January each year, based on the years of service completed by December 31st of the previous year.

Five to nine years	\$ 200.00
Ten to fourteen years	\$ 300.00
Fifteen to nineteen years	\$ 450.00
Twenty to twenty-four years	\$ 600.00
Twenty-five to twenty-nine years	\$ 850.00
Thirty years to thirty-four years	\$1, 100.00
Thirty five years and above	\$1,300.00

Years of service as it applies to part time employees shall mean one full year of service will be credited for each uninterrupted and continuous 1820 hours worked.

20.07 Employees that are being trained for their new position will receive 50% of the top rate in their job classification. Upon the successful completion of their training they will then be moved to the 6 month probation period rate.

The supervisor may appoint an employee to deliver training to the new employee if the employee is certified to deliver the training or possess the requisite knowledge, skills and ability to deliver the training to the new employee. An employee who is appointed by their supervisor to deliver training to the new employee in their new position will receive a premium of two dollars (\$2) per hour while training the employee in their new classification.

20.07 In accordance with the Police Services Act the Chief of Police, subject to the Police Services Board approval, may appoint persons as a Police Cadet to undergo training at the Ontario Police College. The Cadet shall be considered an employee of the Sarnia Police Service while they are considered a Cadet. The Cadet shall be paid at a rate consistent with 50% of that of a 1st Class Police Constable as per the Sarnia Police Service Uniform Collective Agreement. Upon successful completion of the Basic Constable Training program facilitated by the Ontario Police College, the Cadet shall be sworn in as a 4th Class Constable when reasonably practicable and will thereby be included in the Uniform Collective Agreement.

20.08 In accordance with the Police Services Act the Chief of Police, subject to the Police Services Board approval, may appoint persons as a Police Cadet to undergo training at the Ontario Police College. The Cadet shall be considered an employee of the Sarnia Police Service while they are considered a Cadet. The Cadet shall be paid at a rate consistent with 50% of that of a 1st Class Police Constable as per the Sarnia Police Service Uniform Collective Agreement. Upon successful completion of the Basic Constable Training program facilitated by the Ontario Police College, the Cadet shall be sworn in as a 4th Class Constable when reasonably practicable and will thereby be included in the Uniform Collective Agreement.

#### **ARTICLE 21- COURT TIME**

21.01 In this Article, court shall be deemed to be time spent by an employee during off-duty hours at any legal proceedings arising as a result of the employee's duties as an employee of the Service. A court sitting shall include a morning, afternoon or evening session. Any witness fees paid to an employee shall be forthwith turned over to the Board by the employee as hereinafter provided by this Agreement

21.02

(a) Part-time employees required to attend court during non-scheduled hours shall be paid six (6) hours for the first hour and one (1) hour for each hour or portion of an hour thereafter.

(b) When an employee attends court during off-duty hours, the employee shall be granted credit for six (6) hours in the first hour and credit of one (1) hour for each hour or portion of an hour thereafter.

21.03 An employee required to appear in court on a morning after completing a midnight shift shall, in addition to the credits granted in Article 20.02, be granted such time off as is necessary to allow eight (8) clear hours off after being excused from court and before being required to report for the remainder of their next regularly scheduled tour of duty, without loss of time.

21.04 Where a supervisor deems it necessary for an employee to attend at the Police Station for the purposes of picking up evidentiary material prior to a court appearance, and/or an employee is required to return such material to the Police Station subsequent to a court appearance, he/she shall be granted court time in the amount of one (1) hour. This time shall be granted in addition to the court time the employee would normally accumulate for the court appearance.

21.05 When an employee has arranged to take accumulated time off from their court time or statutory holiday time bank and the employee is subsequently scheduled to appear in court, the employee shall not have such arranged time off cancelled or rescheduled without their consent.

Once having been notified of a required attendance in court, an employee shall not arrange time off to conflict with such court attendance.

21.06 If the attendance of an employee of the Service is required at court during their annual vacation, he/she shall be allowed double the time as provided in Article 20.02. However if an employee schedules their vacation at a time when he/she is aware a court appearance is required, the employee will be deemed to be working at the time of the required court appearance.

21.07 (i) An employee may, at their discretion, accumulate a "time off" bank in lieu of payment. Such accumulated "time off" shall be rescheduled to be used at a time mutually agreeable between the employee and the Chief or designate. The "time off bank" will be cleared by payment quarterly if the employee does not elect to take "time off" in lieu of payment by the end of each quarter.

(ii) It will be an employee's responsibility to indicate on the Court Time Claim Form whether the employee wishes payment or accumulated time so that the payroll department can take appropriate action.

21.08 Any employee receiving less than forty-eight (48) hours notice of a cancelled court appearance is entitled to reimbursement of childcare costs, which result from the cancelled appearance. The Board will promptly reimburse the employee after it receives the care giver's paid receipt.

21.09 Should an employee be required to attend court while off on pregnancy or parental leave or any other approved unpaid leave of absence, said employee will be compensated in accordance with the provisions of Article 20.02(b).

21.10 A retired employee required to attend any court proceeding as a result of their duties during their employment shall be paid at the hourly rate of pay at which they were at upon retirement.

21.11 When a Member of the Service is required as a witness at a court appearance during their off duty time, if such court is cancelled for any reason, the Member shall receive notice no later than 6:00 p.m. one day prior to the date of the court appearance. If no notice is received the Member shall be paid the minimum of three (3) hours their regular rate of pay. Notification will be through the Everbridge System.

## **ARTICLE 22- JOB POSTINGS**

22.01 Job openings will be posted for a period of not less than ten (10) working days. Job postings shall indicate the job title, job rate, qualifications required and a brief description of the job duties. Working days shall be defined as Monday to Friday inclusive, but exclusive of paid holidays. All applicants may be subject to testing to enable them to demonstrate proficiency in the core requirements of the position.

22.02 The Board agrees to notify the Association regarding the details, including salary, of any new job classification prior to job posting and shall meet with the Bargaining Committee to append the new classification to this Agreement.

22.03 For the purpose of Article 22.01 a job opening shall be considered a permanent vacancy or a temporary vacancy of three (3) months or more. Where a temporary vacancy is filled by an employee of the Service the Board shall not be required to post resulting vacancies.

22.04 All applicants who possess the minimum qualifications and abilities for the posted position shall be interviewed, and the best qualified candidate selected. Where applicants have equal or similar qualifications, the employee with the greatest seniority shall have the preference.

If no suitable candidate is available from within the Bargaining Unit, the employer may appoint a candidate from outside the Bargaining Unit.

22.05 Upon completion of a competition for a position and provided that more than one qualified candidate is identified through the selection process, the employer may maintain a list of qualified candidates from which any vacancy that occurs within a 24-month period will be filled.

22.06 Opportunities such as but not limited to training new employees, and new assignment duties shall be posted by the Administration for ten (10) calendar days as an expression of interest. Interested employees shall submit a resume to be eligible for consideration. The Administration would have the sole discretion to select an employee with or without an interview or testing.

#### **ARTICLE 23 - CLOTHING AND EQUIPMENT**

23.01 The Board shall provide to all janitorial, property, vehicle maintenance, identification and court security personnel, approved clothing which shall be replaced as necessary upon the approval of the Chief or designate after inspection of the article (clothing) has been made.

A list of the clothing for janitorial, property, vehicle maintenance, identification and court security shall be maintained by the Chief of Police. Changes to the list shall be at the discretion of the Chief after consultation with the Association.

23.03 a) Court Security personnel shall be paid \$150.00 per year as a cleaning allowance. This payment shall be made on the 25 h pay period provided the officer is on active duty for more than 50% of each calendar year.

If an employee's clothing is soiled or damaged in a single incident while the employee is performing their duty, the cost of repair, replacement, or cleaning of such clothing shall be borne by the Board, provided a receipt for the above is presented.

23.04 Each employee shall be issued with a Sarnia Police Service personnel identification card, giving their name, position and photograph.

#### **ARTICLE 24 - TRAINING COURSE**

24.01 An employee who is attending an out-of-town training course and is required to return in response to a subpoena shall be allowed mileage based on the established CUPE 3690 rate round trip, to cover transportation costs if such costs are not covered by the Crown Attorney's Office.

24.02 Any employee assigned to a training course at a Police College and who is required to register at the said college on the day prior to the commencement of the course shall be allowed time as follows:

a) If the employee is working a regular day shift on the day of the required travel, three hours off prior to the end of their shift; or

b) If the employee is scheduled to begin work at 2:00 p.m. or later on the day of the required travel, he/she shall be deemed to be working and shall not be required to report for duty; or

c) If the employee is on a scheduled day off he/she will be granted two hours pay at time and one-half of their regular hourly rate of pay.

24.03 An employee who is assigned to a training course out of Sarnia and drives to the location of their course in a vehicle not owned or leased or otherwise held by the Sarnia Police Service will be given an mileage allowance based on the CUPE 3690 rate for the round trip distance from Sarnia to the location of the course.

#### **ARTICLE 25 - LEGAL INDEMNIFICATION**

25.01 Subject to the other provisions of this Article, the Board shall indemnify an employee of the Police Service for reasonable legal costs incurred:

a) in the defense of a civil action, if the employee is not found to be liable, or is found to have acted in good faith;

b) in defense of a criminal prosecution, if the employee is found not guilty or the charges against the employee are otherwise dismissed or withdrawn;

c) in respect of any other proceeding in which the employee's manner of execution of the duties of their employment was an issue, if the employee is found to have acted in good faith.

25.02 For greater certainty, employees shall not be indemnified for legal costs arising from:

a) grievances or complaints under the Collective Agreement between the Board and the Association or under the Police Services Act;

b) the actions or omissions of employees acting in their capacity as private citizens.

25.03 Counsel retained by employees must carry on a practice within 150 kilometers of Lambton County.

25.04 For the purposes of this provision, an employee shall not be deemed to be "finally acquitted" if as a result of the charges laid, he or she is subsequently found guilty of, or pleads guilty to, other charges arising out of the same incident or incidents, but nothing in this clause will disentitle the employee to consideration under clause 24.01 hereof.

25.05 For the purposes of this provision, "necessary and reasonable legal costs" shall be based on the amount rendered by the solicitor performing the work subject initially to the approval of the City's solicitor and, in the case of a dispute between the solicitor doing the work and the City's solicitor, taxation on a solicitor and client basis by a Taxation Officer. Any bills or accounts received by an employee must be submitted as original to the Board, by delivery to the Chief of Police, within 20 days of the date said account is received by the employee.

#### **ARTICLE 26- PERSONNEL FILE**

26.01 Any employee, upon two (2) working days notice, has the right to inspect their personnel file in the company of a Sarnia Police Association representative if so requested. Unless related to a disciplinary matter, such requests shall not exceed twice per year.

26.02 Exclusive of serious insubordination, harassment, discrimination or the attempt or actual violence toward another employee any notice of disciplinary action which may have been placed on the personnel file of an employee shall be removed after not more than twenty-four (24) months have elapsed since the disciplinary action has been taken provided that no further disciplinary action has been recorded. In the case of serious insubordination, harassment, discrimination or the attempt or actual violence toward another employee, any notice of disciplinary action which may have been placed on the personnel file of an employee shall be removed after not more than thirty-six (36) months have elapsed since the disciplinary action has been taken provided that no further disciplinary action has been recorded.

26.03 No permanent employee shall be discharged from discipline before an investigation is made and until such employee has received written notice containing reasons for the action take or to be taken.

26.04 When an employee is requested to attend a meeting that may result in disciplinary action being taken the employee shall be given the right to call in an Association representative.

26.05 It is understood that where a disciplinary note is to be included in the employee's personnel file, the note will be initialed by the employee. It is understood that the initialing of the note does not constitute acceptance of the discipline, and does not foreclose the employee's right to access the grievance process. Should an employee refused to sign, it is understood that the disciplinary note will be initialed by the Chief or their designate, and the Chief or designate will send a confirmation letter to the employee.

**ARTICLE 27-DISBANDMENT**

27.01 In the event the municipal council requests that the Police Services governed by this collective agreement be disbanded in favour of an Ontario Provincial Police contract, the parties agree that they shall meet together and negotiate, in good faith, issues of concern arising from the disbandment. These negotiations shall be without prejudice to the position of either party concerning any issues.

27.02 The parties agree that the issues to be negotiated may include, but are not limited to:

- a) costs, if any, relating to transfers of pensions;
- b) severance arrangements for employees not offered employment by the Ontario Provincial Police or any other accredited police service;
- c) provisions dealing with employees who are absent from duty by virtue of illness or injury; and
- d) provisions dealing with the continuation of existing rights or retired employees.

27.03 In the event the parties are unable to reach an agreement either may refer outstanding issues to interest arbitration as provided for in the Act.

**ARTICLE 28 - DURATION**

28.01 This Agreement shall go into effect as of the 1st day of January, 2020 and shall remain in effect until the 31st day of December, 2023 and thereafter until replaced by a new Agreement, Decision or Award.

28.02 The Association may at any time within 90 days prior to the expiration date of this Agreement, give notice to the Board suggesting amendments to or termination of the Agreement. The Board agrees to meet the Association within 30 days of receipt of such notice. Such 30 day time limit may be extended upon mutual consent of the parties.

DATED AT SARNIA, ONTARIO this day of 02 MARCH, 2021.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

**THE SARNIA POLICE SERVICES BOARD**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Police Chief

**THE SARNIA POLICE ASSOCIATION**

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LETTER OF UNDERSTANDING**

*between*

**Sarnia Police Service**

*and*

**Sarnia Police Association**

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**Re: Accommodation of Disabled Employees**

The Sarnia Police Service Board and the Sarnia Police Association are committed to working co-operatively to accommodate temporary and permanently disabled employees in accordance with the Police Services Act of Ontario and the Ontario Human Rights Code.

The Board and the Association agree that safe and effective accommodation of an employee's return to work can only be done with the appropriate information while respecting the employee's rights under *The Personal Health Information Protection Act, 2004*.

For the safe return to work of an employee, the parties agree that the employee must disclose information to the Service as requested on the attached "Workers Ability Report."

If the employee cannot return to any duties or is on modified duties, the "Workers Ability Report" shall be completed by the employee's physician at reasonable intervals to identify any changes to the employee's disability status and/or accommodation requirements.

Costs associated with obtaining the required "Workers Ability Report" shall be reimbursed by the Board when the completion of the report is requested by the Chief or their designate.

If the Chief is of the opinion that the appropriate information to accommodate the employee safely was not received, the Service will notify the employee identifying the information to be provided from the employee's physician.

Upon receipt of the updated information, should the Chief decide for cogent reasons that the employee's physician still has not provided reasonable information to satisfy the Chief's legislative responsibilities for accommodation or where the Chief has received conflicting medical opinions, the Chief will notify the employee and the Association that an Independent Third Party review is required. The employee may choose the Independent Third Party physician from a list of three physicians whose names have been provided by the employer.

To enable this process, the employee will be responsible for authorizing their own physician to provide all medical documentation related to the employee's current disability to the physician chosen to provide the independent third party review and for authorizing the independent third party physician to have access to all medical evidence related to the employee's current disability. Failure to provide this authorization will result in the denial of sick leave benefits.

The independent third party physician's review will provide a) confirmation or denial of the need for accommodation or b) If accommodation is needed, provide recommendations related to the employee's limitations and restrictions along with the suitability of suggested accommodations, if applicable.

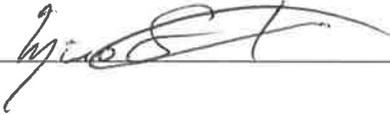
If the above is not appropriate or if the above independent review recommends further assessments, arrangements will be made through the employee and the employee's association representative.

All travel expenses associated with the above process will be reimbursed in accordance with Sarnia Police Services Travel Allowance policy.

This Letter of Understanding will be appended to and form part of the Collective Agreement.

**FOR THE ASSOCIATION**

**FOR THE POLICE SERVICE**

  
\_\_\_\_\_

  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 March 2021

02 MAR 2021

Date

Date

**LETTER OF UNDERSTANDING**

*between*

**Sarnia Police Service**

*And*

**Sarnia Police Association**

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**Re: Promotional Process**

The Sarnia Police Association and the Sarnia Police Services Board share a common goal and desire to provide a positive working environment and a fair and transparent promotional process. Therefore, both parties commit hereto to meet within ninety (90) days upon ratification of a new agreement to discuss the possibility of making changes or maintaining the current promotional/selection process for civilian employees.

**FOR THE ASSOCIATION**

**FOR THE POLICE SERVICE**





4 Mar 2021

Date

02 MAR 2021

Date