

**MEMORANDUM OF AGREEMENT**

between

**EPCOR WATER PRAIRIES INC.**  
(hereinafter referred to as the "Company" or "EPCOR" or "EWPI")

Of the First Part

-and-

**CANADIAN UNION OF PUBLIC EMPLOYEES Local 21**  
(hereinafter referred to as the "Union")

Of the Second Part

(hereinafter referred to jointly as the "Parties")

The undersigned agree to the attached understandings and terms in executing a positive transition of the City of Regina CUPE Local 21 Wastewater Treatment Plant member employees to **EPCOR Water Prairies Inc. (EWPI)** effective January 01<sup>st</sup>, 2015 (date of transfer).

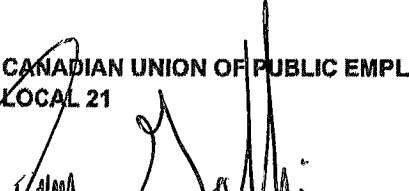
The non-acceptance of the contents of this Memorandum by either of the said principals shall nullify the positions established herein.

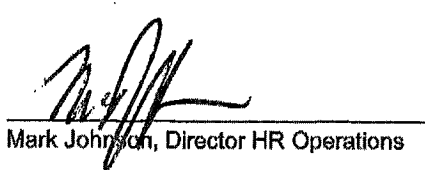
The contents of this memorandum, if agreed to and signed by the principals shall become effective January 01<sup>st</sup>, 2015 (date of transfer) unless specified otherwise.


SIGNED this 18<sup>th</sup> day of DECEMBER A.D 2014

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 21**

**EPCOR UTILITIES INC. – EPCOR Water Prairies Inc.**

  
Darren Grychowski, 1<sup>st</sup> Vice - President  
CUPE Local 21

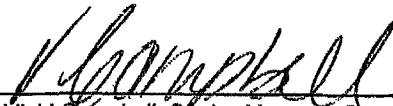
  
Mark Johnson, Director HR Operations

  
Carley Makuch, Recording Secretary  
CUPE Local 21

  
Kathleen Beck, Specialist, Labour Relations

  
Guy Marsden  
National Representative CUPE 21

Witnessed By:

  
Vicki Campbell, Senior Manager Operations - Wastewater Treatment Operations

**THE PARTIES AGREE TO THE FOLLOWING:**

**GENERAL:**

1. **EPCOR Water Prairies Inc.** acknowledges it is the successor employer to the City of Regina with respect to the employees of the Wastewater Treatment Plant and the CUPE Local 21-City of Regina collective agreement in accordance with s. 6-18 of *The Saskatchewan Employment Act*, and agrees it is a party to and bound by any order or agreement pertaining to these employees for purposes of collective bargaining or Part VI of *The Saskatchewan Employment Act* including but not limited to the certification order and the collective agreement.
2. For the remaining term of the collective agreement, and subject to s. 6 39(1) of *The Saskatchewan Employment Act* and until a new collective agreement is negotiated between CUPE Local 21 and **EPCOR Water Prairies Inc.**, **EPCOR Water Prairies Inc.** agrees that it is the employer for the purposes of the collective agreement, and will recognize and deal exclusively with CUPE Local 21 as required by Article 3 of the collective agreement, and that it agrees to address any work-related disputes that may arise under the current collective agreement in accordance with Article 8 of the collective agreement.
3. All existing CUPE Local 21 member employees at the Regina Wastewater Treatment Plant who are part of the transfer to **EPCOR Water Prairies Inc.** shall move to the terms and conditions contained within the current 2013 – 2015 Collective Bargaining Agreement (CBA) between CUPE Local 21 and **EPCOR Water Prairies Inc.** plus any and all Memorandums of Agreement and / or Letters of Understanding that may be agreed to between the respective parties as a result of the transfer.
4. The definitions of titles, organizations and employment status referenced in the current 2013 - 2015 CUPE Local 21 Collective Agreement with the City of Regina will change as follows:
  - “Branch” will become Wastewater Treatment Plant / Operations.
  - “City” will become “**EPCOR Water Prairies Inc.**”
  - “City Manager” will become “Director, HR Operations”
  - “Council” will not apply
  - “Director of Human Resources” will become “Senior Manager, Human Resources”
  - “Director of the Department” will become “Senior Manager, Waste Water Treatment Plant / Operations”
  - “Permanent Employee”: employees who have successfully completed the required probationary period of a permanent position and who has continued in the employ of the Company or who has otherwise become permanent in accordance with the terms and conditions of the Collective Agreement.
  - “Casual or Temporary Employee”: employees who can work full time or part time hours, and occupy temporary positions on a seasonal or part-time ongoing basis. Therefore they do not have permanent status or permanent benefits.
  - “Temporary Positions”: a position that is established for a seasonal business need for a pre-determined period of time or established on an on-going part-time basis.
5. Following the date of transfer; the Company and the Union agree to meet to review and discuss the current 2013 – 2015 Collective Bargaining Agreement (CBA) between CUPE Local 21 and **EPCOR Water Prairies Inc.** on an Article by Article basis. The review would ensure that all definitions are consistent with the EWPI Wastewater Treatment Operations. If any further clarity or changes are required they will be made at that time. If any issues or concerns arise for either party before this meeting about the CBA, the parties agree to contact each other and identify the issue or concern and attempt to resolve it at the time or address it at the meeting(s) to review the CBA.

**EPCOR WATER PRAIRIES INC. PAY DATES:**

6. The parties agree that the existing City of Regina Tuesday and Wednesday pay dates will change to **EPCOR** payroll cut-off and pay dates as discussed between the parties and as outlined in the attached 2015 EPCOR Payroll calendar. As per Article 18, A. 2.); all employees will be paid by EPCOR by direct deposit.

**CITY OF REGINA EXISTING VACATION AND OVERTIME BANKS:**

7. The employees' time banks (including all vacation and overtime) will be transferred from the City of Regina to **EPCOR Water Prairies Inc.** with the employees.
8. Vacation and overtime banks will be subject to banked time provisions contained within the current 2013 – 2015 Collective Bargaining Agreement (CBA) between CUPE Local 21 and **EPCOR Water Prairies Inc.** at Articles 6 and 17.

**CUPE 21 COLLECTION OF UNION DUES - ARTICLE 3 C. AND G.:**

The Company and the Union have discussed Article 3 and have agreed to the following:

9. With respect to Article 3(G) New Employees – the parties agreed that the shop steward or union representative at the WWTP will distribute the information package prepared by CUPE 21 and the other items listed in (G) to any new employee in the Union. In addition, the WWTP shop steward or union representative will also collect the one-time union initiation fee, referenced in Article 3(C)1, from new Union employee(s) and provide that fee to the Treasurer of the Union.
10. The dues remittance document sent from the Company to the Union, by email on a bi-weekly basis, will include the following: the employee name, status (permanent); hourly rate of pay; classification or position title; number of hours worked; dues deduction amount for each employee and the employees' seniority date.
11. The Company's Talent Sourcing staff in Human Resources will provide the notice to the Union regarding any new hires as outlined in Article 3(B)2.

**SENIORITY:**

12. CUPE 21 member employees at the Regina Wastewater Treatment Plant transferring to EPCOR will have their years of service (accumulated seniority at the time of transfer) recognized.
13. Following the date of transfer the Union will work on the "seniority ranking" for the WWTP and provide this ranking information to the Company.

**EPCOR PRE-EMPLOYMENT SECURITY CLEARANCE, PRE-ASSIGNMENT MEDICALS AND PRE-EMPLOYMENT ALCOHOL AND DRUG TESTING FOR SAFETY SENSITIVE POSITIONS:**

14. CUPE 21 member employees at the Regina Wastewater Treatment Plant who are transferring to EPCOR will not be required to complete EPCOR's pre-employment security clearance and pre-assignment medicals prior to January 01<sup>st</sup>, 2015 (date of transfer). These transferring CUPE 21 employees will also not be required to have pre-employment alcohol and drug testing if they occupy a position that is deemed safety sensitive by EPCOR.

15. It is understood, that following the date of transfer, all new employees hired by EPCOR into CUPE 21 positions (including returning temporary or casual employees) will be subject to all EPCOR policies or procedures including the pre-employment security clearance, pre-assignment medical and pre-employment alcohol and drug testing for all safety sensitive positions.

#### **PERSONNEL FILES:**

16. All information related to the business transaction of the transfer will be provided to EPCOR by the City of Regina no later than two (2) business days following January 01<sup>st</sup>, 2015 (date of transfer). EPCOR will provide a consent form to transferring Union employees as part of their EPCOR initiation package to allow the City to release all other relevant information contained within the employee's City of Regina personnel file including but not limited to: medical limitations / health screening test results / restrictions / prognosis and performance management documentation. Should a member employee not provide the consent, the Parties agree to further discuss the situation.

#### **EMPLOYEE JOB CLASSIFICATIONS / RATES OF PAY, TITLES AND WAGE GRID:**

17. Until such time as a new Collective Bargaining Agreement between the parties is negotiated, EPCOR will recognize the Employee Classifications and Rates of Pay outlined in Article 18 and the job titles and wage grid outlined in the Salary Schedules in the current CUPE 21 Collective Bargaining Agreement. Transferring CUPE 21 employees' titles and wages will remain the same as what is outlined in the existing Collective Bargaining Agreement.
18. It is understood between the parties, that effective January 01<sup>st</sup>, 2015 all employee wage increments will be based on the employee's anniversary date that they were appointed to the position.
19. The Company will also recognize the existing Letter of Understanding regarding "Salary Schedule Review and Market Supplement Program" dated April, 2007.

#### **HOURS OF WORK:**

20. The hours of work for CUPE 21 member employees at the Regina Wastewater Treatment Plant transferring to **EPCOR Water Prairies Inc.** effective January 01<sup>st</sup>, 2015 (date of transfer) will be as outlined in the existing CUPE 21 Collective Agreement and all applicable Letters of Understanding.
21. Any changes in hours of work will be discussed and agreed to between the parties.
22. It is understood between the parties that full – time permanent employees in CUPE 21 at the WWTP will have base / normal hours of work as follows:- eight (8) hours per day; forty (40) hours per week; eighty (80) hours per bi-weekly pay period and two thousand and eighty (2080) hours per year. These hours of work may be altered through Letters of Understanding.

#### **EMPLOYEES CURRENTLY ON LTD/STD OR WCB:**

23. All CUPE 21 member employees at the Regina Wastewater Treatment Plant currently on LTD/STD or WCB will remain with the City of Regina until they are ready to return to full time / full duties at EPCOR. This is consistent with the Letter of Understanding – Re: **Wastewater Treatment Plant Staff – Alan Bodnarchuk and Randy Krueger** – signed February 14<sup>th</sup>, 2014. [L21-LOU#2014-01]

**EMPLOYEE BENEFITS; SHORT TERM DISABILITY; LONG TERM DISABILITY AND OTHER VARIOUS LEAVES**

24. The Company and the Union agree that the Employee Benefits including Short - Term Disability and Long - Term Disability; Bereavement Leave; Leave for Employee and Family Related Responsibilities and Leave for Medical and Dental Appointments will be effective January 01<sup>st</sup>, 2015 as outlined in the Letter of Understanding #01-EWPI-CUPE21 – “Employee Benefits and Various Leaves” signed by the parties on November 27<sup>th</sup>, 2014.

**EPCOR – ANNUAL VACATION LEAVE :**

25. Article 6(1) of the current CBA will be replaced with the following language :

Annual Vacation Leave will be advanced to permanent and probationary employees in full on the first (1st.) of January each year and such employees will be allowed to schedule this leave, subject to the terms of the Collective Agreement.

A newly hired employee will be entitled to a pro-rata ratio of their annual vacation leave entitlement as of their date of hire, compared to the number of calendar days in the year, in accordance with the chart below.

26. Article 6(2) of the current CBA will be replaced with the following language :

A full-time permanent or probationary employee will be entitled to annual vacation leave on the following basis:

On or after the:	Annual Entitlement	Maximum Annual Entitlement
1 <sup>st</sup> Vacation Anniversary Up to 7 Years	15 days X the average daily hours of work	120 hours
Start of Year 8 to end of Year 15	20 days X the average daily hours of work	160 hours
Start of Year 16 to end of Year 23	25 days X the average daily hours of work	200 hours
Start of Year 24 and thereafter	30 days X the average daily hours of work	240 hours

- An employee's First Vacation Anniversary will be the January 1<sup>st</sup> that follows the employee's hire date. Thereafter, subsequent vacation anniversaries will be on January 1<sup>st</sup> each year.
- One hundred and twenty (120) working hours on or after their first (1st.) Vacation Anniversary.
- Vacation pay for full-time permanent or probationary employees will be at the regular rate of pay for the class of the position which the employee is permanently appointed to.

- When a full time temporary employee is appointed to the permanent staff, the employee's length of service for vacation leave entitlement purposes will be established by adding together the total number of pay periods employed with the Company as a full time temporary employee and dividing by twenty six (26). The result thus obtained will constitute the years of service and these, added to subsequent continuous years of service, will constitute the years of continuous service for vacation entitlement purposes as provided in this Agreement. However, the months employed as a temporary employee which occur prior to a break in employment of twelve (12) continuous months will not be used in ascertaining years of service for vacation leave purposes. In addition, the employee's Vacation Anniversary Date will be adjusted consistent with the chart above.

27. Article 6(4) of the current CBA will be replaced with the following :

An employee, who terminates during a calendar year, will be entitled to a pro-rata ratio of their Annual Vacation Leave compared to the number of calendar days in the year.

If, on the date of termination, the employee has used more than their pro-rata ratio of vacation leave for that point in time in the calendar year, the employee will reimburse the Company for any used portion of the annual vacation leave in excess of the employee's pro-rata ratio of vacation leave entitlement.

If, on the date of termination, the employee has not used their pro-rata ratio of vacation leave for that point in time in the calendar year, the Company will pay the employee for their unused pro-rata ratio of vacation leave entitlement.

The pay out or reimbursement of vacation credits will be based on the employee's regular rate of pay for the class of the position to which the employee is permanently appointed to or serving a trial term thereof.

In the case of death, payment of unused vacation will be made to the employee's estate.

28. Article 6(5) of the current CBA will be replaced with the following language:

If a recognized statutory holiday occurs within an employee's vacation, that day will be coded as a Statutory Holiday at eight (8) hours.

In addition, a permanent or probationary employee on annual vacation will be eligible for bereavement leave in accordance with the applicable bereavement leave provisions set out in the Letter of Understanding - #01-EWPI-CUPE 21 – Re: Employee Benefits and Various Leaves – signed November 27<sup>th</sup>, 2014.

29. Article 6(7) of the current CBA will be replaced with the following language:

Subject to Company Policy, an employee may be permitted to carry-over vacation to the next vacation year (up to ten (10) days or up to eighty (80) hours), except that if a permanent employee is unable to take the vacation to which they are entitled in any vacation year because of sickness and / or accident, they will carry over their current whole entitlement to the following vacation year or succeeding vacation years.

#### **MATERNITY / PARENTAL LEAVE:**

30. Following the date of transition, the Company and the Union agree to review and discuss this item. Specifically, current language in the CBA; EPCOR Maternity / Parental Leave language and look at Saskatchewan provincial legislation regarding maternity / parental leave, then the parties will determine what language should be adopted by the parties.

**PENSION:**

31. The Pension Plan for Union members shall remain as outlined in Article 15 (E) Pension Plan – “that adopted by the Council of the City of Regina under Bylaw No. 3125 and amendments thereto.”

**OUT OF TOWN WORK:**

**32. OUT OF TOWN WORK EXPENSES:**

In the spirit of partnership and in order to foster the growth of new business opportunities for **EPCOR Water Prairies Inc. (EWPI)**, it is mutually agreed and understood by the parties that the following terms and conditions will apply to Out of Town Work situations where expenses are involved:

1. Employees required to work and /or travel out of town for a duration up to and greater than one (1) day and one (1) night, who have been authorized and assigned their own EPCOR Purchasing (“P”) Card will be required to use their the Company “P” Card for all travel, accommodation, meals and other business related expenses. In the rare instance that a vendor does not accept the Company “P” Card as a method of payment, the employee will pay for the business expense and submit a business expense claim in accordance with the EPCOR Policy.
2. Employees required to work and/or travel out of town for greater than one (1) day and one (1) night who have not been authorized and assigned the use of a Company “P” Card for business expenses will have the option to:
  - a) Be reimbursed for all travel, accommodation and meal expenses as per the Company Policy; OR
  - b) Choose to be paid a daily living allowance (per diem) of one hundred and seventy-five dollars (\$175.00) to cover expenses related to daily meals (seventy dollars - \$70.00) and accommodation (one hundred and five dollars - \$105.00). Such allowance would be advanced to employees prior to their out of town work assignment. It should be noted that this per diem amount is inclusive of any applicable Provincial Sales Tax (P.S.T.).

It should also be noted that the Company may have billing arrangements for employees' out of town accommodations. In these instances, employees would be eligible for a per diem related only to daily meal expenses (seventy dollars - \$70.00 per day).
  - c) Employees who have not been authorized and assigned a Company “P” Card must choose either option 2. (a) or 2. (b) prior to the Out of Town Work occurring.
  - d) Employees who have not been authorized and assigned a Company “P” Card who are working or travelling out of town for Company business with an employee who is assigned a Company “P” Card will have some or all of their travel, accommodations, meals and business expenses paid for by the permanent employee with the Company “P” Card as directed by their Supervisor or Foreman. If their travel, accommodation and meal expenses are paid for on a permanent employee's Company “P” Card then the employee will not be eligible for the options outlined in 2. a) and 2. b) above.
3. Employees who are required to work and travel out of town for less than one (1) day and one (1) night and who have not been authorized and assigned a Company “P” Card, will be reimbursed for all travel, accommodation and meal expenses as per the Company Policy.
4. In the rare instance where employees have chosen option 2(b) and they incur legitimate accommodation and meal expenses in excess of the one hundred and seventy-five dollars (\$175.00) per diem; employees will submit bills / receipts to their management supervisor for review and authorization.

5. Employees who are required to utilize their personal vehicle to travel to and from their Out of Town Work location and for any other business purposes will be reimbursed for their travel based on the Company Policy.
6. The Company will pay other legitimate out of town expenses such as material, equipment, supplies, and hosting. Employees who have been authorized and assigned a Company "P" Card will pay for these types of expenses with their EPCOR "P" Card, subject to the guidelines and limitations of the Company "P" Card policy and manual. For employees who have not been authorized and assigned a Company "P" Card or where payment with their "P" Card is not appropriate, payment for these expenses will be made via the Company purchasing policy (purchase orders), petty cash / expense claim reimbursement with appropriate receipts, or a cash float to the employee in charge of the out of town project.
7. Should there be any discrepancies or issues with respect to the implementation of these provisions the parties agree to meet to review and resolve these items.
8. All out of town business travel and expense claims made by employees will be submitted, processed and authorized consistent with the existing Company "P" Card policy and / or all other applicable Company financial policies. Additionally, if an employee is given an advance by the Company for out of town business travel or expenses, it is expected that the employee will submit a Company expense claim as soon as possible following the out of town work. Any monies owing to the Company will be repaid to the Company by the employee in a timely manner. If an employee fails to file an expense claim or repay advance money owing to the Company, the Company will recover the outstanding advance and / or monies owing through payroll deduction(s). The Company will only do this after consulting with the employee and giving them a reasonable deadline to file the expense claim or repay the money.

**33. OUT OF TOWN TRAVEL TIME:**

1. Out of town travel may occur for scheduled work, unscheduled urgent or emergency work, required job skill training - directed by the Company or career development opportunities – requested by the employee.
2. Employees required to travel out of town, will travel during their regularly scheduled hours where possible or as discussed and agreed to in an out of town work plan.
3. Employees required to travel outside normal hours of work for scheduled out of town work assignments or required job skill training will be paid a travel pay premium of one-half (½) hour's pay at their regular rate of pay, for each hour spent travelling, in addition to the regular rate of pay. This travel pay premium is not bankable and will be paid to the employee in the next pay period following the out of town travel.
4. Employees required to travel out of town for unscheduled urgent or emergency work will have their travel time paid at overtime as outlined in Article 17.
5. Employees requesting out of town career development opportunities, that are supported and paid for by the Company, will travel during regularly scheduled hours where possible. If this is not possible then they will travel on their own time. Employees travelling in these circumstances will not be eligible for the travel pay premium or overtime for any travel time.
6. The Company will recognize drivers and passengers of Company vehicles as being subject to this Letter of Understanding.



**SASKACHEWAN - WATER and WASTEWATER - OPERATOR CERTIFICATION PROGRAM:**

34. Effective January 01<sup>st</sup>, 2015, with prior approval from one of the WWTP Management staff, the Company will recognize permanent employees in the Operator position acquiring certification in this program, the Company will pay a lump sum of money for acquiring each level of certification as follows:

<u>Level</u>	<u>Lump Sum Dollars</u>
Level I	\$300
Level II	\$400
Level III	\$500
Level IV	\$600

The lump sum will be payable immediately after the employee produces evidence of successful completion of each level of certification. It is understood that the employee will maintain this certification level as long as they hold the position the certification is required for. It is further understood, that the employee will not be sanctioned by the Company if they cannot maintain the certification due to circumstances beyond their control.

Lump sum payments will be made according to the level of certification acquired and one lump sum payment will only be payable upon attaining the level of certification as long as the certification is required while the employee works for the Company.

The Company and the Union jointly recognize the need to improve the understanding, communication and record keeping with respect to attaining and renewing levels of certification. The parties will work jointly during the term of this Collective Agreement to make improvements in all of these areas plus clarify the roles and responsibilities for the employee and the Company.

**35. SAFETY BOOT SUBSIDY**

The following language will replace the language in the current Letter of Understanding between the City of Regina and CUPE 21 titled, "Boot Allowance Reimbursement Policy " dated 2013 :

Where the conditions of employment demand or require the use of winter and / or summer C.S.A. approved safety boots or shoes, the Company will provide employees with a subsidy to a maximum of one hundred dollars (\$100.00) every calendar year for the purchase of winter boots and / or an additional maximum of one hundred dollars (\$100.00) every calendar year for the purchase of summer safety boots.

The Safety Boot Subsidy includes the following:

- The purchase price of the boots.
- One hundred percent (100%) of the cost of boot liners or insoles.
- One hundred percent (100%) of the cost of boot resoling or repairs.

Eligibility for the Safety Boot Subsidy is on the following basis:

- Operational requirements must justify all safety boot purchases. Boot repairs and subsequent purchases must be justified by fair wear and tear and/or just cause.
- A new employee who is required to purchase Safety Boots prior to commencing their employment with EPCOR can submit their original receipt from their Safety Boot purchase to their management supervisor. After the new employee has completed thirty (30) days of continuous employment with the Company they will be eligible to receive reimbursement as outlined in this above.
- An original receipt detailing the safety boot purchase or repair must be provided for reimbursement.

It is understood that the Management Supervisor is responsible to review and approve all requests for Safety Boot Subsidy, liners / insoles and boot repairs.

## **PREMIUM PAY AND ALLOWANCES**

### **36. Special Training Premium – Article 20**

The parties reviewed Article 20 and discussed how and when this Special Training Premium applies. It is understood that an employee must formally instruct and / or train other employees to receive this premium and the Manager must assign or direct the employee to perform the training or instructing work.

### **37. Standby – Article 19.H.**

The parties reviewed and discussed Article 19 (H) – Standby and agreed to the following:

The parties agreed that in order to determine the Standby premium that we would use the language at Article 19(H)(2) and not the Letter of Understanding – Re: **Standby Pay – Sewage Treatment Plant** – signed December 23<sup>rd</sup>, 1998.

Therefore, the 2015 premium amount for Standby will be ten percent (10%) of Grade / Class – 1B Step 1 = \$21.68 (2015 rate) which would = \$2.17 per hour (rounded up).

**LETTERS OF UNDERSTANDING FROM CURRENT COLLECTIVE BARGAINING AGREEMENT WHICH WILL FORM PART OF SUCCESSOR AGREEMENT :**

The Company and the Union have reviewed the existing Letters of Understanding between the City of Regina and CUPE Local 21 and confirm that the parties will recognize the following signed and existing Letters of Understanding on a go forward basis following the January 01<sup>st</sup>, 2015 transfer date:

38. Letter of Understanding - #01-EWPI-CUPE 21 – Re: **Employee Benefits and Various Leaves** – signed November 27<sup>th</sup>, 2014.
39. Letter of Understanding – Re: **Boot Allowance Reimbursement Policy** – signed in 2013.
40. Letter of Understanding – Re: **Salary Schedule Review and Market Supplement Program** – signed April 27<sup>th</sup>, 2007.
41. Letter of Understanding – Re: **Contract Work** – signed in 2013.
42. Letter of Understanding – Re: **Worker's Compensation Supplement** – signed in 2013.
43. Letter of Understanding – Re: **Wastewater Treatment Plant Staff – Alan Bodnarchuk and Randy Krueger** – signed February 14<sup>th</sup>, 2014. [L21-LOU#2014-01]
44. Letter of Understanding – Re: **McCarthy Boulevard Pumping Station (MBPS), Sewer and Drainage Operations** – signed March 03<sup>rd</sup>, 2014. [L21-LOU#2014-05]
45. Letter of Understanding – Re: **Wastewater Treatment Plant Permanent Staff Transfer** - signed March 21<sup>st</sup>, 2014. [L21-LOU#2014-06]
46. Letter of Understanding – Re: **WWTP Union Dues- Transition Period (June 01, 2014 to December 31, 2015)** – signed March 21<sup>st</sup>, 2014. [L21-LOU#2014-07]
47. Letter of Understanding – Re: **Water and Sewer Services – Certification Incentive Program** – signed March 14<sup>th</sup>, 2011. [L21-LOU#2011-03]
48. Letter of Understanding – Re: **Standby Pay – Sewage Treatment Plant** – signed December 23<sup>rd</sup>, 1998.
49. Letter of Understanding – Re: **Engineering and Works – Wastewater Treatment Plant – Hours of Work for Wastewater Operator II and III Employees Who Are On Shift – (12 hour Shifts)** signed February 02<sup>nd</sup>, 2014.
50. Letter of Understanding – Re: **Schedule D: Relief Operators – Sewage Treatment Plant** – signed June 28<sup>th</sup>, 2000.
51. Letter of Understanding – Re: **Temporary Layoff and Permanent Staff Reduction** – signed in 2013.
52. Letter of Understanding – Re: **Hours of Work (9 Hour Work Day) – Sewage Treatment Plant Section** – signed September 1<sup>st</sup>, 1993.
53. Letter of Understanding – Re: **Job Sharing** – signed June 11<sup>th</sup>, 1993.

# 2015 PAYROLL CALENDAR

PROVIDING MORE

## December 2014

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
	1	2	3	4	5	6	
7	8	9	10	11	12	13	26
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	1
28	29	30	31				

Last PP In 2014  
First PP In 2015

LEGEND	
PP Pay Period Number	TEAM A SCHEDULED DAYS OFF 2nd FRIDAY of each month
Pay Period Ending	TEAM B SCHEDULED DAYS OFF 4th FRIDAY of each month (Exception: Dec 24th Instead of Christmas Day)
Pay Day	Note: Statutory Holidays in the collective agreement will take precedence over this calendar
Statutory & EPCOR Declared Holiday - all provinces	TIME CARD SUBMISSION/APPROVAL DEADLINE <b>MONDAY PRIOR TO PAYDAY</b> 10:00 a.m. - submission 12:00 (noon) - 1st level approver 2:00 p.m. - 2nd level approver 4:00 p.m. - 1st level approver (final)
Family Day Statutory Holiday BC - Feb 9th AB & SK - Feb 16th	
Day in Lieu of Statutory Holiday - all provinces	
Employee Savings Plan (quarterly contribution deadline) (processed pay day after deadline)	

## January 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
				1	2	3	
4	5	6	7	8	9	10	2
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	3
25	26	27	28	29	30	31	

## February 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
1	2	3	4	5	6	7	4
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	

## March 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
1	2	3	4	5	6	7	6
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	7
22	23	24	25	26	27	28	
29	30	31					

## April 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
			1	2	3	4	8
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	9
19	20	21	22	23	24	25	
26	27	28	29	30			

## May 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
					1	2	10
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	11
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	12
31							

## June 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
	1	2	3	4	5	6	
7	8	9	10	11	12	13	13
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	14
28	29	30					

## July 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
			1	2	3	4	
5	6	7	8	9	10	11	15
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	16
26	27	28	29	30	31		

## August 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
						1	
2	3	4	5	6	7	8	17
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	18
23	24	25	26	27	28	29	
30	31						

## September 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
		1	2	3	4	5	19
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	20
20	21	22	23	24	25	26	
27	28	29	30				

## October 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
				1	2	3	21
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	22
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	23

## November 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	24
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	25
29	30						

## December 2015

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	PP
		1	2	3	4	5	
6	7	8	9	10	11	12	26
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	27
27	28	29	30	31			

Last PP In 2015