

LETTER OF UNDERSTANDING

BETWEEN

THE CITY OF REGINA

AND

CIVIC EMPLOYEES UNION CUPE LOCAL 21

RE: Casual Spareboard Employees – Facility Operators – Caretakers (Support Services)

The City of Regina and The Civic Employees Union Local #21 agree that the following terms and conditions shall be applicable for casual employees who perform relief duties for Caretakers or Facility Operators employed in the Support Services Department.

Nothing in this Letter of Understanding shall be construed as altering the existing rights and/or obligations of either party under the provisions of the collective bargaining agreement except as specified:

1.0 A. Hours of Work

When required, casual employees will work the shift in place at the facility for which the relief is (i.e. 8 hour, 10 hour, 12 hour) and be paid for all hours worked at straight time.

B. Overtime

Casual employees shall receive overtime for time and one half (1 ½) when the hours worked exceeds the employees' regularly scheduled hours (i.e. 10 hour, 12 hour shift), or when the employee has worked more than 40 hours in a normal work week (Sunday – Saturday). There will be no banking of overtime for time-in-lieu.

2.0 Working on a Statutory Holiday

When an employee is required to work on a holiday, the employee will be paid in addition to their regular wage, overtime at one and one half (1.5x) times regular pay for each hour or part of an hour required to work.

3.0 Statutory Holiday Falls in a Non-Scheduled Work Day

If a casual spareboard employee is not required to work on a statutory holiday and the holiday is a non-scheduled work day, the employee will be paid in accordance with Labour Standards.


The work week is reduced to thirty-two (32) hours. Overtime will be paid if an employee works in excess of thirty-two (32) hours in that week.


4.0 General Terms and Conditions

- A. Available shifts will be assigned in accordance of seniority. Human Resources will provide an updated seniority list bi-weekly.
- B. There is no standby pay for employees on the Spareboard list. Spareboard Employees must be willing to report to work on very short notice (emergencies may not allow for much lead-time).
- C. All Spareboard employees shall provide their contact numbers (i.e. cell phones, pagers, etc.) to the Manager of Facility Operations prior to November 1, 1998.
- D. All shift assignments will be in accordance with provisions provided for in Labour Standards. (i.e.) 8-Hour Rest Rule.
- E. When required, a Spareboard Operator may assume the shift of a permanent Operator for long term absences. When a casual Spareboard employee is assigned to a regular shift, the provisions of this Letter shall not apply. Local 21 will be notified accordingly with the particulars of such assignment.

This Letter of Understanding becomes effective upon date of signing by the parties and will remain in force and in effect until either party serves the other with thirty (30) calendar days written notice to terminate the provisions as contained herein.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed this 17TH Day of DECEMBER, 1998 at Regina Saskatchewan.


On behalf of the City of Regina


On behalf of the Civic Employees' Union
of Public Employees - Local #21