

**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE CITY OF REGINA**

**AND**

**REGINA OUTSIDE CITY WORKERS', LOCAL 21**

**Re: Hours of Work (9-Hour Shift)  
Corporate Services Department, Facilities & Energy Management Division,  
Facilities Development Section**

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The City of Regina and CUPE Local #21 agree that the following Terms and Conditions shall be applicable to the following employees of the Facilities Development Section in the Corporate Services Department, Facilities & Energy Management Division:

Carpentry Unit  
Plumbing, Electrical & Gas Unit  
Refrigeration & Air Conditioning Unit  
Paint Shop  
Trades Coordinators  
Project Coordinator  
Maintenance Coordinator

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. a) Hours of Work

Notwithstanding Article 16 (A) of the collective agreement, the daily hours of work, represented by 9-hour shifts, shall be as follows:

(i) Summer Hours (April 1 – September 30)

7:00 a.m. to 4:30 p.m. with a one-half hour unpaid lunch break, Monday through Thursday. Fridays, the hours of work shall be between 7:00 a.m. and 3:30 p.m., with a one-half hour unpaid lunch break. A 5/4 work week shall be applicable to these employees. Employees will alternate Fridays off.

(ii) Winter Hours (October 1 – March 31)

7:30 a.m. to 5:00 p.m. with a one-half hour unpaid lunch break, Monday through Thursday. Fridays, the hours of work shall be between 7:30 a.m. and 4:00 p.m., with a one-half hour unpaid lunch break. A 5/4 work week shall be applicable to these employees. Employees will alternate Fridays off.

b) Overtime

All regular 9 hour work days, will be paid at straight time as well as the regular 8 hour work day. Any hours worked beyond a regular 9 hour day or beyond a regular 8 hour day, or beyond forty-four (44) hours in a 5 day work week, or beyond thirty-six (36) hours in a 4 day work week, will be paid at overtime rates in accordance with the appropriate provisions of the collective bargaining agreement; i.e. double (2X) the regular hourly wage if a permanent employee and one and one-half times (1½X) the regular hourly wage if a casual employee.

c) Statutory Holidays

When an employee in this division is required to work on a holiday, he/she will be paid, in addition to his/her regular wage or salary for that day, in accordance with the appropriate provisions of the collective bargaining agreement, which is two (2) times regular rate of pay for each hour or part of an hour required to work if a permanent employee, or one and one-half (1½) times regular rate of pay for each hour or part of an hour required to work if a casual employee.

d) Where Holiday Falls on a Regular Work Day

If the employee is not required to work on a holiday, and the holiday falls on a regular 9 hour work day Monday to Thursday, he/she will be paid for 9 hours Monday to Thursday and the work week will be reduced to 35 hours on the five day week, and 27 hours on the four day week. If the holiday falls on the regular Friday 8 hour work day, he/she will be paid 8 hours and the work week will be reduced to 36 hours. Overtime shall be paid if the employee works in excess of the described work week hours.

e) Where Holiday Falls on Days Off

When a holiday is observed on Friday, Saturday, or Sunday, the following Monday, and if required, the adjacent Tuesday, shall be deemed to be a holiday in lieu thereof, and shall receive full pay for the day taken in lieu.

f) Sick Leave

Notwithstanding Article 5 (10), of the collective agreement, the following shall be applicable regarding sick leave, accumulation and usage.

- One (1) day sick leave usage
  - 9.0 hours Monday to Thursday
  - 8.0 hours Friday

g) Vacation Leave

Notwithstanding Article 6 (12), of the collective agreement, the following shall be applicable regarding vacation leave accumulation and usage.

- One (1) day annual vacation usage - 9.0 hours Monday to Thursday
- 8.0 hours Friday

2. Terms of Agreement

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

Signed this 21 day of October, 2003.



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On behalf of the City of Regina



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On behalf of the Regina Outside City  
Workers', Local 21