

LETTER OF UNDERSTANDING

BETWEEN

THE CITY OF REGINA

AND

CITY OUTSIDE WORKERS' UNION, CUPE LOCAL 21

**RE: Facilities Operations – Hours of Work for City Hall Building Operators
– twelve (12) hour shift**

Nothing contained within this Letter of Understanding will be construed as altering the existing rights and/or obligation of either party under the provisions of the Collective Agreement except as specified.

1. Hours of Work

Employees would work twelve (12) hour shifts on the following basis:

- (a) In every 28 day cycle, every employee is required to work thirteen (13) shifts of twelve (12) hours followed by one (1) shift of 4 hours (3 p.m. to 7 p.m. Wednesday).
- (b) Twelve (12) hour shifts would be on the basis of 7 a.m. to 7 p.m.; 7 p.m. to 7 a.m.

A casual employee can work up to twelve (12) hours in a shift and up to one hundred and sixty (160) hours in the 28 day cycle.

2. Overtime

Overtime is payable, when an employee works in excess of the scheduled twelve (12) hour shift or in excess of one hundred and sixty (160) hours in the 28 day cycle period, at the applicable overtime rate for all hours so worked.

A permanent employee who is required to work on their day off shall be paid at the rate of double time for each hour or part of an hour worked.

A casual employee who works in excess of the thresholds shall be paid at the rate of one and one half (1½) times their hourly rate of pay for each hour or part of an hour worked.

3. **Statutory Holidays**

Permanent Employees

A permanent employee required to work on a statutory holiday, shall be paid in addition to their regular salary for that day, at a rate of two (2) times the regular rate of pay for each hour or part of an hour required to work on the statutory holiday.

If a statutory holiday falls on a permanent employee's scheduled day of work and he is not required to work, he will be paid his regular wage for that day.

If a statutory holiday falls on a permanent employee's day off, he will receive eight (8) hours pay at straight time for the statutory holiday. The one hundred and sixty (160) hours in the 28 day cycle will be reduced by eight (8) hours.

Casual Employees

A casual employee required to work on a statutory holiday shall be paid statutory holiday pay as per Labour Standards and one and one half (1 ½) times the regular rate of pay for each hour or part of an hour required to work on the statutory holiday.

If a casual employee is not required to work on a statutory holiday, he will receive statutory holiday pay in accordance with Labour Standards.

4. **Term of Agreement**

This Letter of Understanding replaces Schedule E and will become effective May 1, 2007 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 30th day of April, 2007.



On behalf of the City of Regina



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