

# COLLECTIVE AGREEMENT

Between



**THE TOWN OF IRRICANA**

And



**CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 37**

**January 1, 2020 to December 31, 2022**

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## **PREAMBLE**

It is the intent of the parties to this Agreement to ensure that municipal services are provided efficiently and effectively. Therefore the parties agree:

1. To maintain and improve relations between the Town and its Employees and to provide the parties to this agreement with a clear understanding of their respective rights and responsibilities;
2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions and employment;
3. To encourage efficiency in operations and ensure orderly and legal collective bargaining between the parties to this agreement; and
4. To facilitate the peaceful adjustment of any disputes and grievances and to prevent any strikes or lockouts.

## **ARTICLE 1 - INTERPRETATION AND EXTENT**

- 1.01 In the event that any word, phrase, sentence, Section or Article of this Agreement is declared invalid by any court of competent jurisdiction, only such work phrase, sentence, Section or Article, shall be affected, and this Agreement shall be otherwise unaffected and shall continue in full force and effect.
- 1.02 In all areas where the language in this Agreement refers to the male gender, such language shall also mean the female gender, and no discrimination between the sexes is intended or implied.

## **ARTICLE 2 - DEFINITIONS**

- 2.01 **Employer** shall mean the Town of Irricana.
- 2.02 **Union** shall mean the Canadian Union of Public Employees, Local 37.
- 2.03 **Union Steward** shall mean a Union Job Steward
- 2.04 **Union Representative** shall mean a Union National Representative or a Union Steward.
- 2.05 **Employee** shall mean a person assigned to a position falling within the scope of this Agreement.
- 2.06 **Permanent Employee** shall mean either a full-time or part-time Employee who is filling a permanent position and who has successfully completed the required probationary period.

- 2.07 **Full-Time Employee** shall mean an Employee who is normally required to work 37.5 hours.
- 2.08 **Part-Time Employee** shall mean an Employee who is hired to work regularly scheduled shifts but who works less than the full-time hours of work.
- 2.09 **Temporary Employee** shall mean an Employee who is filling an established temporary position for a pre-determined period of time or one who has been hired for a pre-determined task. The term of a temporary Employee shall not exceed twelve (12) months without mutual agreement of the parties.
- 2.10 **Seasonal Employee** shall mean an Employee occupying a seasonal position established by the Employer, and who is required to work on a temporary basis for no longer than six (6) months.
- 2.11 **Casual Employee** shall mean an Employee who works occasionally, usually on a call-in basis, and is not regularly scheduled.

### ARTICLE 3 - TERM OF THE AGREEMENT

- 3.01 This Agreement shall be in force and effect from January 1, **2021** up to and including December 31, **2022** and from year to year thereafter unless notice of the desire to amend the Agreement is given in writing by either party to the other with not less than sixty (60) days nor more than one hundred and twenty days (120) prior to the expiry of the Agreement.
- 3.02 Changes to this Agreement may be made by mutual agreement between the parties during the term of this Agreement, provided that such changes are properly reduced to writing, ratified and executed by authorized representatives of the parties to this Agreement.

### ARTICLE 4 - RECOGNITION

- 4.01 The Employer recognizes the Union as the sole bargaining agent for all employees within the scope of Certificate File Number 73-2006 issued by the Alberta Labour Relations Board, namely: "*All Employees*".
- 4.02 The Town of Irricana Campground Manager shall be excluded from the terms and conditions of this Agreement.
- 4.03 Persons hired on government temporary job creation programs or student training programs shall have a designated supervisor and shall be excluded from the Collective Agreement provided the term of the work does not exceed four (4) months.
- 4.04 No employee shall be required to make an agreement with the Employer which conflicts with this agreement.

- 4.05 The CAO and any out of scope supervisor may perform the functions of a bargaining unit employee for purposes of instruction, in an emergency, when bargaining unit Employees are not available to perform the work or provided the act of performing the work does not reduce the hours of work or pay of any permanent Employee.

## **ARTICLE 5 - UNION SECURITY**

- 5.01 The Employer shall by the 15<sup>th</sup> day of each month remit to the Union the dues deducted for the preceding month and a written statement of the name of the employee for whom the deduction was made and the amount of each deduction.
- 5.02 ~~The yearly dues paid by an Employee shall be recorded on his T-4 slip issued by the Employer.~~
- 5.03 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.
- 5.04 The Employer shall provide the Union annually with the names, addresses and phone numbers of all Union members.

## **ARTICLE 6 - MANAGEMENT RIGHTS**

- 6.01 Subject to the provisions of this Agreement, the Union acknowledges that it is the exclusive function of the Employer to manage its operations and direct the working force, including but not limited to the following:
- (a) The right to maintain order, discipline and efficiency, formulate and enforce rules and regulations, policies and practices to be observed by employees; the right to change and abolish rules and practices as the Employer sees fit; the right to discipline, suspend, discharge employees for just cause.
  - (b) The right to direct, select, hire, transfer, assign to jobs and shifts, promote, demote, classify, lay off, and recall employees subject to the provisions of this Agreement.
  - (c) The sole and exclusive right and jurisdiction over all operations, buildings, machinery, equipment and employees shall be vested in the Employer, the right to schedule operations and number of shifts, the right to determine methods, job content and quality and quantity standards, the right to use improved methods, machinery and equipment; the right to decide on the number of employees needed by the Employer at any time, the number of hours and days to be worked and starting and quitting times.
- 6.02 Notwithstanding the foregoing, the Employer retains all rights not expressly limited by the terms of this Agreement.

## **ARTICLE 7 - NON-DISCRIMINATION**

- 7.01 Neither the Employer nor the Union will discriminate in any manner against an Employee based on a prohibited ground of discrimination recognized by the *Alberta Human Rights, Citizenship and Multiculturalism Act* or based on membership or non-membership in the Union.
- 7.02 The Employer agrees to implement a Respectful Workplace Policy, to be contained in the Town's Policy Manual, which shall apply to all Town Employees. The Employer also agrees to include the subject of a Respectful Workplace in staff and management training sessions.

## **ARTICLE 8 - UNION ACTIVITY ON EMPLOYER PREMISES**

- 8.01 Except as expressly permitted by this Collective Agreement, there shall be no Union activities on Employer time or on Employer property without the prior permission of the Chief Administrative Officer ("C.A.O") or their designate.
- 8.02 The Employer will provide a bulletin board for the posting of Union notices. All Union notices shall be first approved for posting by the CAO, such approval shall not be unreasonably withheld.

## **ARTICLE 9 - UNION REPRESENTATION**

- 9.01 The Employer will recognize the Union elected or appointed Union Stewards provided they are employees of the Employer who have completed their probationary period and who have acquired seniority under this Collective Agreement. The Union shall notify the Employer in writing of the names of the Union Stewards. The number of Union Stewards shall be limited to two (2).
- 9.02 Union Stewards shall suffer no loss of regular pay when processing grievances under Steps 1 and 2 of the Grievance Procedure. The Union acknowledges that the Union Stewards have their regular work to perform as employees of the Employer and it is therefore agreed that they shall not leave their work to process a grievance or undertake any other union business during working hours without prior consent of their supervisor. Such permission shall not be unreasonably withheld.
- 9.03 The Union will notify the Employer in writing of those Union Officer(s) authorized to conduct business of the Union and enter into Agreements on its behalf.
- 9.04 Collective Bargaining Leave

No more than two (2) Employees shall attend collective bargaining sessions as scheduled between the Employer and the Union, for the purpose of negotiating collective agreements between the Parties. The Union shall pay the wages of the Employees while attending collective bargaining sessions.

## **ARTICLE 10 - NO STRIKES AND LOCKOUTS**

- 10.01 The Union agrees that it will not cause, authorize, sanction or permit employees to cause or take part in any strike during the term of this Agreement.
- 10.02 The Employer agrees that it will not cause or sanction a lockout during the term of this Agreement.

## **ARTICLE 11 - DISCHARGE, SUSPENSIONS AND DISCIPLINE**

### 11.01 Disciplinary Action

Whenever an Employee is disciplined and the discipline is intended to be a matter of Management Records the employee shall have the right to have a Union Representative present at the meeting when the discipline is given.

- 11.02 The employee shall be given, in writing, the facts upon which the Employer is basing its disciplinary action, whether it is a verbal warning, written warning, suspension, or discharge.

### 11.03 Discharge Procedure

An Employee who has completed his/her probationary period may be dismissed, but only for just cause and only upon authority of the Chief Administrative Officer. A Department Head may suspend an Employee but shall immediately report such action to the Chief Administrative Officer. When an employee is discharged or suspended, he/she may be given an opportunity to be heard in the presence of a Union representative. Such Employee and the Union shall be advised within two business days in writing by the Chief Administrative Officer of the reason for discharge or suspension.

## **ARTICLE 12 - GRIEVANCE PROCEDURE**

- 12.01 A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of this Agreement. The Union or the Employer may file a policy grievance. A policy grievance involves a dispute involving a question of general application or interpretation of this Agreement or where the Union or Employer grieve the actions or omissions of the other.
- 12.02 An Employee may have the assistance of his Shop Steward and/or a Union Representative at any time during the Grievance and Arbitration Procedure.
- 12.03 For the purpose of this Article, the time limits shall be working days Monday to Friday, exclusive of General Holidays.

- 12.04 By mutual agreement between the parties, the time limits specified in this Article may be extended at any Step. Extension requests by either party shall not be unreasonably denied.
- 12.05 Should the Employee or the Union fail to comply with any of the time limits specified in this Article, the grievance will be considered to be abandoned.
- 12.06 Should the Employer fail to comply with any time limits specified in this Article, the grievance shall automatically move to the next Step on the day following the expiry of the particular time limit.
- 12.07 Policy grievances shall commence at Step 2.
- 12.08 Grievance Steps:

#### Step 1

An Employee, with or without the assistance of the Shop Steward and/or a Union Representative shall first seek to settle the dispute in discussion with the CAO or their designate within seven (7) working days from the date of the incident giving rise to the grievance.

#### Step 2

Failing settlement at Step 1, the Employee and the Shop Steward and/or Union Representative shall within five (5) working days of the Step 1 meeting, submit the grievance in writing to Town Council through the CAO.

The written grievance shall contain the following information:

1. A summary of circumstances giving rise to the grievance,
2. The provision(s) of the Agreement considered, and
3. The particulars of the remedy sought.

The Town Council or their designate shall reply to the Union in writing within ten (10) working days of receiving the grievance.

#### Step 3

Failing satisfactory settlement at Step 2, the grievance may be referred to Arbitration pursuant to Alberta Labour Relations Code within fifteen (15) working days of receipt of the Step 2 decision.

Written notice of a grievance to arbitration shall include the name, address and business phone number of the referring parties' appointed member of the arbitration board. The recipient of the notice shall, within seven (7) calendar days, advise the other party of the name, address and business phone number of its appointed member of the arbitration board. The two appointees shall, within seven (7) calendar days of the appointment of the second of them appoint a third person who shall be the



Chairman. If the appointees fail to agree upon a Chairman within the time limit (or such longer period of time as may be mutually agreed) then the Director of Mediation Services may be requested by either party to appoint a qualified person to act as a Chairman.

The Arbitration Board shall not make any decision inconsistent with the provisions of this Agreement or make any decision which would alter, modify, amend, add to, or subtract from any part of this Agreement.

Each party shall bear the expenses of their appointee to the board. The expenses of the Chair shall be shared equally by the parties.

~~A grievance may, upon agreement of both parties, be submitted to a single Arbitrator.~~

#### Option - Mediation Process

A grievance may, upon agreement of both parties be submitted to Mediation for possible resolution before accessing the Arbitration process as explained in Step three (3) of the Grievance Procedure. However, if Mediation is not agreed to by both parties, or if mediation fails to settle the dispute, the grievance shall proceed to arbitration. Should the dispute proceed to Mediation, the parties shall share equally the costs of the Mediator.

### **ARTICLE 13 - HOURS OF WORK AND OVERTIME**

- 13.01 This Article defines the normal hours of work and provides the basis for calculating overtime. It will not be construed as a guarantee of hours of work per week, or of days of work per week. The Employer reserves the right to establish the start and end time of shifts for Employees within the bargaining unit. The employer shall give a minimum of 48 hour notice before any change of shift, unless mutually agreed upon by the employee and employer.
- 13.02 The regular hours of work for Full-time Employees will be 7.5 hours per day and 37.5 hours per week, Monday through Friday. These hours will be exclusive of an unpaid meal break of 30 minutes and include two (2) 15 minute paid rest breaks.
- 13.03 Times for 7.5 hour Shifts to commence and end will normally be:
- (a) Inside Workers:
    - 8:30 a.m. to 4:30 p.m.
  - (b) Outside Workers:
    - 7:00 a.m. to 3:00 p.m.
    - 7:30 a.m. to 3:30 p.m.
    - 8:30 a.m. to 4:30 p.m.

- 13.04 Except in the case of fire, flood, sewer problems, water problems, storms and such other emergency work, notice of change to the Employee's hours and days of work will be posted (1) week in advance of any change.
- 13.05 Where an Employee is required to work hours in excess of his regular hours of work, all such excess hours of work will be considered overtime and he will be paid at one and one half (1½) times his regular hourly rate.
- 13.06 An Employee working overtime may take time off in lieu of wages at one and a half times the overtime hours worked (i.e. one (1) hour of overtime worked equals one and a half hours (1½) off with pay at his regular hourly rate), where mutually agreed upon before hand between the Employer and the Employee. It is understood and agreed that such time off will accumulate to a maximum of thirty-seven and one half (37½) hours at any one time. Once thirty-seven and one half (37½) hours accumulate, any additional overtime will be paid out. Time off in lieu will be taken by the Employee at a time(s) mutually agreed upon between the Employee and the Employer.
- 13.07 All overtime must be authorized by the CAO with at least 24 hours notice of overtime.
- 13.08 Employees will record their daily hours worked on time sheets provided by the Employer and will submit them to their Supervisor at times specified by the Employer.

#### ARTICLE 14 - TOWN HOLIDAYS

14.01 The following will be observed as General 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

Should one of the general holidays fall on either a Saturday or Sunday, the following Monday shall be observed as the holiday. However, if Christmas Day falls on either a Saturday or Sunday and is observed on the Monday, Boxing Day shall be observed on the Tuesday.

- 14.02 Eligible employees will be paid for the regular number of hours which would have normally been worked by them on the general holiday, at the employee's regular straight time rate of pay.
- 14.03 An employee required to work on any of the above designated general holidays shall receive **two times (2x)** their regular straight time rate for work performed on the general holiday.

14.04 An employee is not entitled to General Holiday pay:

- (a) if the employee has not been employed for thirty (30) days during the preceding twelve (12) months, or;
- (b) if the employee does not work on a general holiday when scheduled to do so unless absent because of a certified medical illness or other reason acceptable to the Employer, or;
- (c) if the employee is absent from their regular employment without the consent of the Employer for all or part of their last regular working day preceding or their first regular working day following the general holiday, or;
- (d) if the employee is on layoff status, maternity leave, paternity leave, or adoption leave, Workers' Compensation or on sick leave on the date of the general holiday.

14.05 If a general holiday falls within the annual vacation of an employee, the employer shall, if the holiday is one to which the employee would have been entitled if not on vacation, give the employee;

- (a) a holiday on what would have been the first day back, or by agreement, on another day; or
- (b) general holiday pay of a sum that is at least equal to the average daily wage of the employee.

14.06 When Christmas Eve **or New Year's Eve** falls on a weekday (i.e. Monday to Friday) the Employer shall provide permanent Employees with a half day off, with pay, except in the case of fire, flood, sewer problems, storms and such other emergency work.

## ARTICLE 15 - VACATIONS

15.01 Employees are entitled to vacation with pay calculated at thirty-seven and half (37.5) hours per week at the employee's regular rate of pay, after they have completed each year of continuous employment as follows:

Years of Continuous Employment	Vacation Time	% of Earnings
1 – 3 years	2 weeks	4% of regular pay
4 – 7 years	3 weeks	6% of regular pay
8- 10 years	4 weeks	8% of regular pay
11 years plus	5 weeks	10% of regular pay

15.02 The Employer shall grant vacation to Employees in accordance of Article 15.01. The Employee shall provide a minimum two (2) business days notice prior to commencing vacation.

15.03 Where an Employee is terminated, he shall receive as applicable 4%, 6%, 8% or 10% of his regular earnings in lieu of vacation pay.

## **ARTICLE 16 - WAGES & PAYMENT**

16.01 The Employer shall pay during the life of this Agreement, the Schedule of Wages as set forth in Schedule "A".

16.02 All Employees shall be paid on a bi-weekly basis. Employees' wages shall be paid in accordance with Schedule "A" of this agreement.

16.03 On each pay day the Employee shall receive an itemized statement of their pay including hours worked, hourly rate, premiums, and deductions.

16.04 Once a month an Employee will receive a statement of their accrued vacation and banked overtime.

## **ARTICLE 17 - CALL OUT & STAND BY PAY**

17.01 All Outside Workers will be subject to call out. An Employee who is called out and required to work outside of his regular hours of work will be paid a minimum of two (2) hours at overtime rates and overtime in accordance with Article 13 thereafter. Calls within two (2) hours of each other will be considered one (1) call out.

17.02 When an Employee is on Standby Service with the Employer, he will be compensated as follows:

Monday to Friday inclusive one and one half (1½) hours basic rate.

Saturday, Sunday and Statutory Holidays (2) hours basic rate.

Employees on standby will be readily available and in a fit condition to return to duty immediately upon request.

17.03 Standby service will be done on a voluntary basis by Outside Workers. Where insufficient Employees volunteer, the Employer reserves the right to assign standby. A list of Employees who agree to work Standby service will be established by January 31<sup>st</sup> of each year. The list will be operated on a rotational basis and will ensure that there is one (1) employee available for Standby service at all times. Receiving or placing any phone calls, including calling out Employees as required, which potentially or actually, result in a call out will not attract call out pay or any other pay in addition to Standby pay.

**ARTICLE 18 - BENEFITS**

18.01 Providing a Permanent Full time or Part time employee successfully completes the probationary period, meets the qualifying periods of employment for coverage for full time and part time employment and meets any other requirements for participation as determined by the Insurer, the Employer agrees to pay the percentage of the premiums for the following insurance coverage:

Employer's portion of Premiums, **January 1, 2021:**

(a) Basic Group Life: **90%**

One (1) times the employee's annual earnings, as determined by the insurer, rounded upwards to the next highest \$1000.00 if not already an even thousand. The coverage amount will be adjusted as the salary changes. The minimum amount is \$10,000 and the maximum is \$250,000.

(b) Accidental Death and Dismemberment: **90%**

The principal amount of insurance will match the employee's Basic Group Life coverage amount. Details of coverage, including a schedule of losses shall be determined by the insurer.

(c) Extended Health Care: **90%**

Coverage at 100% reimbursement for reasonable and customary eligible expenses as determined by the insurer.

(d) Vision Care: **100%**

The Vision Care plan provides a flat \$400 Vision Care benefit at time periods as determined by the insurer.

(e) Dental Care: **90%**

Basic and Diagnostic	100% reimbursement
Dentures	100% reimbursement
Major Restorative	80% reimbursement

The benefit calendar year maximum is \$1,500 per insured employee for all coverage combined and for each eligible dependent. Employees who are eligible for dental care after July 1<sup>st</sup> of any year will be limited to \$750 per insured person.

- (f) Long Term Disability 90%
- |                          |  |
|--------------------------|--|
| Elimination Period       | 120 days   |
| Own Occupation Period:   | Two (2) Years  |
| Monthly Benefit:         | 66 2/3% of monthly pre-disability earnings           |
| Maximum Benefit Period:  | To age 65, recovery or death, whichever occurs first |
| Maximum Monthly Benefit: | \$4,500  |
| Benefit Tax Status:      | Taxable  |
- (g) Short Term Disability 90%
- |                         |   |        |
|-------------------------|---|--------|
| Elimination Period:     | Hospitalization                           | Nil    |
|                         | Accident                                  | Nil    |
|                         | Illness                                   | 7 days |
| Weekly Benefit:         | 66 2/3% of weekly pre-disability earnings |        |
| Maximum Benefit Period  | 17 weeks                                  |        |
| Maximum Weekly Benefit: | \$750.00                                  |        |
| Benefit Tax Status:     | Taxable                                   |        |
- (h) Employee Assistance Plan 100%

**\*Effective January 1, 2022, the Employer will pay 100% of benefits.**

18.02 The provisions of the insurance policies and plans shall govern with respect to eligibility and benefits provided by the insurer to the Employee. The Town's responsibility under this Article is limited to the payment of premiums to purchase the insurance coverages listed in article 18.01. The Town has no liability for the failure or refusal of the insurance carrier to honour an Employee's claim or to pay benefits and no such action on the part of the insurance carrier will constitute a breach of this Agreement by the Town. No dispute arising under or related to this Article will be subject to the grievance and arbitration procedures, except where the Town has failed to pay the premiums required to purchase the insurance coverages for the benefits listed in article 18.01. The Employer retains the right to change insurance carriers.

18.03 The Employer agrees that if it changes insurance carriers, they will notify the Union.

18.04 All permanent full time Employees are eligible to participate in a Group RRSP Plan. The Employer shall pay an amount of 6% and will match up to **10%** of the Employees gross monthly earnings, excluding any overtime, call out pay, standby pay, benefit premiums or any other premium. The RSP payment shall be deposited directly into a Group RSP in the employee's name **on every pay period**.

## **ARTICLE 19 - SICK LEAVE**

19.01 Sick leave means the period an Employee is absent from work with full pay by being sick or disabled.

- 19.02 Employees will be entitled to accrue and use Sick Leave which will include illness, hospitalization, dental and/or medical appointments, which cannot be scheduled on hours other than regular hours of work, on the following basis:
- (a) Permanent employee's will accrue a one half (½) day per month up to six (6) days per calendar year of sick leave. An employee may carry over up to three (3) days in the following year, the total may not exceed more than nine (9) days in the given year.
  - (b) For calculating sick leave for part-time Employees, the amount shall be calculated on a pro-rated basis, to a maximum of six (6) shifts.
- 19.03 Sick days will be reduced for absence due to illness or accident, except where the illness or accident is otherwise covered by Weekly Indemnity (Short Term Disability), Long Term Disability Benefits or by Workers' Compensation coverage.
- 19.04 If proof of illness is required by the Town, the Employer may require a certificate from the Employee's attending Medical Doctor. Such requirements will not be unreasonably imposed. (delete article 27 27.01)
- 19.05 All Employees reporting sick shall notify the Department Head or designate one hour prior to the commencement of their shift, unless extenuating circumstances make this impossible.
- 19.06 As at December 31<sup>st</sup> of each year of this Agreement any days that are not carried over shall be paid out at the rate in Schedule A of this agreement.
- 19.07 An Employee who has been off work for more than thirty (30) days shall inform the Employer at least two (2) weeks, (or such shorter period that may be agreed upon), in advance of the return to work date.
- 19.08 When an Employee is off work due to a disability for more than thirty (30) calendar days, and there is no established date the Employee will be able to return to work within two (2) years from the first date of disability, the Employer will post and fill the position in accordance with Article 25 with the following provisions:
- (a) In the event the Employee on disability returns to work within the period of two (2) years from the date of the posting, the Employee filling the position will be returned to his/her former position;
  - (b) In the event the Employee is unable to return to his/her position within two (2) years after the first date of disability, the Employees employment will be terminated, then the position will be posted and filled permanently in accordance with Article 25, Promotion and Staff Changes;

- (c) Notwithstanding the foregoing, if before the expiry of two (2) years after the first date of disability it is apparent to the Employer and the Union that the Employee shall not be able to return to work for medical reasons within the two (2) years, the position shall be declared vacant and posted and filled permanently in accordance with Article 25, Promotion and Staff Changes. Any Employee that was moved because of this arrangement shall be returned to his/her former position.

#### 19.09 Family Sick Leave

If no one is available to care for the unexpected needs of a spouse, common law spouse, child, or parent, an Employee may be allowed to use a maximum four (4) shifts off with pay per calendar year from accrued sick leave to care for an ill family member. Family Sick Leave does not apply for scheduled medical appointments or procedures.

### **ARTICLE 20 - PROBATIONARY EMPLOYEES**

- 20.01 During the first three (3) months of employment an employee shall be considered a probationary employee and at any time during this period his employment may be terminated, and such termination shall not be subject in any manner to the grievance or arbitration procedure.

### **ARTICLE 21 - LEAVE OF ABSENCE**

- 21.01 An employee who has been employed by the Employer for a minimum of three months may request in writing, a leave of absence without pay to a maximum of sixty (60) calendar days. Such leave of absence may be granted at the discretion of the Employer, provided that the employee has exhausted all vacation time and banked overtime earned up to the time of the leave of absence request. An Employee who does not return to work at the expiration of the leave of absence shall be considered to have voluntarily quit his employment.
- 21.02 Should the request be for a leave of absence for union business, no more than one (1) Employee shall be granted leave at the same time and no more than one (1) Employee from a department will be granted such leave. Approval of such leave will be subject to the needs of the operation and will not be unreasonably denied.
- 21.03 An Employee shall be granted one (1) day with pay to attend to the birth or adoption of their child.
- 21.04 Maternity, Parental or Adoption leave shall be provided in accordance with *Employment Standards Code*.



21.05 Personal Days - Permanent Full time and Part Time Employees shall be entitled to three (3) personal days, without loss of pay, each calendar year of this Agreement. An eligible employee requesting a personal day must provide prior written reasonable notice to the CAO.

## **ARTICLE 22 - BEREAVEMENT LEAVE**

22.01 In the event of a death in the immediate family of a permanent full-time or part-time Employee, who has successfully completed their required probationary period, the Employer shall provide the following:

- (a) Bereavement leave up to a maximum of seven (7) consecutive working days with pay upon the death of a spouse, common-law spouse, child, step child, parent or spouse's parent, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother and grandchild, niece/nephew, aunt/uncle.
- (b) One (1) working day of bereavement leave without pay to attend the funeral of a person not referred to in paragraph (a) above, with the approval of the CAO.

22.02 Bereavement leave shall not apply to a permanent full-time or part-time Employee on a leave of absence, off work on disability benefits, layoff, or off work on Workers' Compensation benefits.

## **ARTICLE 23 - JURY OR CROWN WITNESS DUTY**

23.01 The Employer will pay the Employee his normal hourly earnings for the day(s) spent serving Jury Duty provided the Employee has completed his probationary period; provides proof of Jury service; and remits to the Employer the check he received from the Court for Jury Duty.

23.02 An Employee subpoenaed by the Crown as a Witness will be paid his normal hourly earnings for time spent in Court provided the Employee has completed his probationary period and provides a copy of the Crown Subpoena to the Employer.

## **ARTICLE 24 - SENIORITY**

24.01 Seniority shall mean the length of continuous permanent service with the Employer from the Employee's date of hire within the bargaining unit. Seniority shall be calculated on completion of the probation period, retroactive to the Employee's date of hire.

24.02 Seniority shall be recognized only where specifically referenced in this Agreement.

24.03 The Employer will supply the Union a seniority list setting out the names and starting dates with the Employer once a year.

24.04 An employee shall lose their seniority and forfeit all rights and the Employer is under no obligation to rehire when:

- (a) the Employee resigns or retires,
- (b) the Employee is discharged for just cause,
- (c) the Employee overstays their authorized leave of absence,
- (d) the Employee is absent without authorized leave in excess of three (3) consecutive shifts, or
- (e) the Employee is granted and accepts severance payment under Article 26.02 of this Agreement
- (f) in this Article days shall exclude Saturday, Sunday and paid Holidays.

## **ARTICLE 25 - PROMOTION**

25.01 All full-time job vacancies within the scope of the bargaining unit shall be posted for a period of five (5) working days. Employees to be selected shall be determined on the basis of qualifications, skills and ability. Whereas between two (2) or more Employees, there exists in the opinion of the Employer equal qualifications, skill and ability, seniority shall be the deciding factor. A copy of the job posting shall be sent to the Union.

25.02 Where an Employee is promoted to a position outside of the bargaining unit, they shall be permitted to retain their seniority for a period of three (3) months from the date of the transfer.

25.03 When an Employee is temporarily assigned to fulfill the duties of a higher paid position, excluding the position of CAO, for a period of three (3) weeks or longer they shall be paid the higher wage rate under this agreement for such time(s) as they perform the duties of the position.

~~25.04 When an Employee is temporarily assigned to fulfill the duties of the C.A.O. position for a period two weeks or longer, they shall be paid a premium of \$2.00 per hour for such time(s) as they perform the duties of the position.~~

## **ARTICLE 26 - LAY OFF**

26.01 In laying off and in recalling Employees from layoff, the Employer will consider the qualifications, skill and ability of the Employees to perform the available work up to the Employer's accepted standard. Where, those factors are equal as between two or more Employees, seniority will govern.

26.02 Should there be a need to decrease the work force, Employees may be laid off. If the layoff is permanent, the Employer will pay the affected Employee(s) termination pay as follows:

Severance will be paid on the basis of two weeks of regular pay (base rate) for the first ten (10) years with the Town of Irricana service and one (1) week for each year thereafter, to the maximum of fifty-two (52) weeks of regular pay, this amount will be pro-rated for permanent part-time employees.

Upon such payment, the Employee shall have no further action, claim, complaint or grievance against the Employer for the termination of his employment. Payment does not disqualify an Employee from grieving a layoff under Article 26.02 of this Agreement.

## **ARTICLE 27 - MEDICAL CERTIFICATES**

27.01 A Physicians' statement may be required for any absence from work by an Employee verifying the reasons for the absence, whether modified duties may be performed by the Employee as well as a prognosis as to the Employee's return date.

## **ARTICLE 28 - PART TIME EMPLOYEES**

28.01 The following provisions of this Collective Agreement apply to part-time employees being:

Preamble	
Article 1	Interpretation and Extent
Article 2	Definitions
Article 3	Term of the Agreement
Article 4	Recognition
Article 5	Union Security
Article 6	Management Rights
Article 7	Non-Discrimination
Article 8	Union Activity on Employer Premises
Article 9	Union Representation
Article 10	No Strikes and Lockouts
Article 12	Grievance Procedure
Article 16	Wages & Payment
Article 17	Call Out & Stand by Pay
Article 18	Benefits
Article 19	Sick Leave
Article 20	Probationary Employees
Article 21	Leave of Absence
Article 22	Bereavement Leave
Article 23	Jury or Crown Witness Duty
Article 24	Seniority
Article 25	Promotion

Article 26	Lay Off
Article 27	Medical Certificates
Article 31	Correspondence
Article 32	Personnel Files
Article 33	Health & Safety
Schedule "A"	

- 28.02 The other provisions of this Collective Agreement do not apply to part-time employees unless specifically stated in this Article.
- 28.03 Employees hired as part-time will work less than thirty-seven and half (37.5) hours a week unless working sickness, vacation, statutory holiday or leave of absence relief. Employees hired as part-time employees will not qualify as full-time employees unless appointed full-time by the Employer.
- 28.04 A part-time employee will be paid the rate of one and one-half times (1½x) the hourly rate for all hours worked in excess of the part-time employees regularly scheduled work day of seven and a half (7.5) hours or for all hours worked in excess of thirty-seven and half (37.5) hours in a week.
- 28.05 After thirty (30) calendar days of employment, on each pay cheque part-time Employees shall be paid, in addition to their regular pay, four and five tenths percent (4.5%) of their basic rate of pay in lieu of Paid Holiday benefits.
- 28.06 A part-time employee who works on a general holiday will be paid one and one-half times (1½x) his regular rate for all hours worked.
- 28.07 When Christmas Eve falls on a weekday (i.e. Monday to Friday) the Employer shall provide permanent part-time Employees with a half day off, with pay, except in the case of fire, flood, sewer problems, storms and such other emergency work.
- 28.08 Part-time employees will be paid four percent (4%) of gross wages for vacation pay based on length of service with the Employer. After five (5) consecutive years of employment the part-time employee will be entitled to six percent (6%) of gross wages for vacation pay.

## **ARTICLE 29 - SEASONAL & CASUAL EMPLOYEES**

- 29.01 The following provisions of this Collective Agreement apply to Seasonal and Casual Employees being:

Preamble	
Article 1	Interpretation and Extent
Article 2	Definitions
Article 3	Term of the Agreement
Article 4	Recognition
Article 5	Union Security
Article 6	Management Rights

Article 7	Non Discrimination
Article 8	Union Activity on Employer Premises
Article 9	Union Representation
Article 10	No Strikes and Lockouts
Article 12	Grievance Procedure
Article 16	Wages & Payment
Article 17	Call Out & Stand By Pay
Article 27	Medical Certificates
Schedule "A"	

29.02 The other provisions of this Collective Agreement do not apply to Seasonal and Casual Employees unless specifically stated in this Article.

29.03 Seasonal and Casual Employees shall be paid at the rate of one and one-half times (1½x) the hourly rate for all hours worked in excess of his regularly scheduled work day or for all hours worked in excess of thirty-seven and half (37.5) hours per week.

29.04 A Seasonal Employee shall be entitled to general holiday pay for Town holidays specified in Article 13.01 provided he meets the requirements stipulated in Article 13.04.

29.05 A Seasonal or Casual Employee who works on a general holiday as defined in Article 13.01 shall be paid one and one half (1½x) times his regular rate for all hours worked.

29.06 A Seasonal or Casual Employee shall be paid four percent (4%) of his regular earnings for vacation pay.

29.07 The termination of a Seasonal employee's employment shall not be subject in any manner to the grievance or arbitration procedure. A Seasonal Employee may access the grievance and arbitration procedure for all other matters.

## **ARTICLE 30 - PROTECTIVE CLOTHING**

30.01 Permanent full-time outside Employees shall be issued one (1) pair of summer and winter coveralls, two (2) pairs of pants and two (2) shirts and 1 winter coat with Town marking CSA approved in their first year of employment and, issued additional pairs on an as needed basis upon return of the worn or damaged pair thereof.

**30.02 The employer shall provide Administration Staff a list of clothing items for the employee's to choose. Not to exceed \$100.00 per year.**

30.03 Permanent full-time outside Employees requiring safety footwear shall be reimbursed up to two hundred dollars (\$200.00) per year upon proof of purchase of C.S.A. approved footwear.

30.04 Employees are required to accept responsibility for equipment, clothes, etc. issued to them and will be required to pay the replacement cost of items which are determined to be lost, damaged or broken through their misuse or through negligence.

30.05 Upon termination of employment, Employees shall return all clothes purchased by the Employer that bear the name of, or depict the Employer, tools and equipment furnished or replaced by the Employer. Failing to do so will result in a deduction from the Employee's final pay for the cost of any unreturned items and this Agreement shall service as an authorization by the Employee for such deduction.

**ARTICLE 31 - CORRESPONDENCE**

31.01 Within ten (10) days of ratification of this Agreement, the Employer and the Union shall designate a person or persons and all correspondence between the parties arising out of the Agreement or incidental to it shall pass to and from such designated persons. Such notification shall be in writing and include name(s), title, address, telephone and fax number.

**ARTICLE 32- PERSONNEL FILES**

32.01 An employee may request to review their personnel file not more than twice per year upon five (5) days working notice to the CAO or their designate.

**ARTICLE 33- HEALTH AND SAFETY**

33.01 A Health and Safety Committee shall be established. The Union will appoint two (2) employees to act as members of the Health and Safety Committee. The Committee will meet quarterly with the CAO.

33.02 The Minutes of the meetings shall be posted on the Union bulletin board.

This Collective Agreement signed this 4<sup>th</sup> day of February, 2021.

Signed on Behalf of the  
Town of Irricana



Mayor



CAO

Signed on Behalf of The Canadian  
Union of Public Employees, Local #37



President



Treasurer



Recording Secretary

**SCHEDULE "A"**

EMPLOYMENT POSITION	Jan 1/21 1.63%	Jan 1/21 1.63%	Jan 1/22*	Jan 1/22*
	Start Rate	Job Rate	Start Rate	Job Rate
<b>Administrative Person 5</b>	<b>\$45.00</b>	<b>\$48.00</b>		
Administrative Person 4	\$34.42	\$36.23		
Administrative Person 3	\$32.00	\$33.69		
Administrative Person 2	\$29.03	\$30.55		
Administrative Person 1	\$25.01	\$26.33		
Maintenance Person 4	\$36.10	\$37.37		
Maintenance Person 3	\$28.73	\$30.25		
Maintenance Person 2	\$26.49	\$27.89		
Maintenance Person 1	\$24.32	\$26.21		

1. The Start Rate applies to all newly hired Employees, who will move to the job rate on successful completion of the probation period.

**\*The January 1, 2022 wage increase will be based on the average consumer price index from January 1, 2021 to December 31, 2021.**

**LETTER OF UNDERSTANDING #1**

**BETWEEN**

**THE TOWN OF IRRICANA**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 37**

**RE: Vacation Schedule**

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The parties agree to meet in a timely manner to fashion a method for scheduling vacations. The method will consider the needs of both the Employees and the Employer, as well as consider the current practice. The parties acknowledge the Employer's right to schedule vacations and the Employer will make reasonable efforts to start vacations at the time or times desired by Employees.

Signed on Behalf of the  
Town of Irricana


Signed on Behalf of The Canadian  
Union of Public Employees, Local #37


  
\_\_\_\_\_  
Mayor

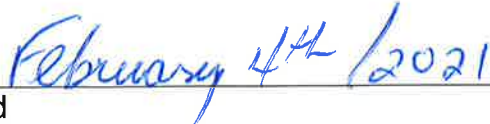
  
\_\_\_\_\_  
President

  
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CAO

  
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Treasurer

  
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Recording Secretary

  
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Dated

  
\_\_\_\_\_  
Dated



**LETTER OF UNDERSTANDING #2**

**BETWEEN**

**THE TOWN OF IRRICANA**

**AND**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 37**

**RE: Contracting Out**

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Attached to and forming part of this Collective Agreement.

No present Employee covered by this Collective Agreement shall lose his employment as a result of contracting out services that are currently provided in house during the life of this Collective Agreement.

Signed on Behalf of the  
Town of Irricana

Signed on Behalf of The Canadian  
Union of Public Employees, Local #37

  
\_\_\_\_\_  
Mayor


  
\_\_\_\_\_  
CAO

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Dated

  
\_\_\_\_\_  
Dated

## AIDES TO APPLICATION OF AGREEMENT

## **TOWN OF IRRICANA JOB DESCRIPTION**

### **POSITION: COMMUNITY SERVICES AND ECONOMIC DEVELOPMENT OFFICER ADMINISTRATIVE PERSON 4**

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Under the general direction of the CAO, the position of the Community Services Coordinator is responsible for the management and maintenance of the Town of Irricana's recreational and FCSS programs, allocation of funds and accountability processes. They will assist in the planning, organization, development, publicity, and evaluation of recreational and FCSS programs for participants of all ages. The Community Services Coordinator will also perform supervisory, administrative and professional duties in the operation of the recreational facilities. The Community Services Coordinator will enforce established Town policies and provide guidance for employees. She/he recommends goals and objectives for the Department operation and provides actionable insight into the completion of requirements. He/she must also communicate effectively with the public, Council, and staff.

### **ESSENTIAL FUNCTIONS – Community Services Coordinator**

#### **Recreation Functions**

- Plan recreation program/event schedules that meet the needs and interests of the demographics.
- Oversee facility operations including halls, kitchens, meeting facilities and recreation facilities.
- Identify, establish and oversee the Town's safety program to ensure compliance with mandated safety regulations.
- Identify and communicate safety risks and hazards to users and employees and devise corrective measures.
- Follow unit emergency response procedures and respond to emergencies related to accidents, injuries, or threats to control the facility.
- Ensure the safety of facility visitors and the public at large during the performance of work by following established hazard notification procedures, and cordoning of work areas.
- Ensure that all federal, provincial and municipal laws, policies and procedures related to parks and recreational services are adhered to.
- Maintain ongoing communication with public and partners (phone/email/fax).
- Assist with annual budgeting processes.
- Manage revenues and expenses in accordance with budget and board policies.
- Apply for operating and project grants.
- Solicit donations and conduct fundraising opportunities as required.
- Budget for programs and events (i.e. registration fee, supplies, instructor fee, promotion, facility rental, etc.).
- Conduct community / employee needs assessments and other forms of data collection periodically to determine recreation needs/gaps/trends, etc.

### **Community Service Functions**

- Coordinate the FCSS Program to ensure compliance with the FCSS Regulation to maximize provincial funding, including applying for the annual FCSS Grant and completing reporting satisfactory to the auditor and the province.
- Works with community groups and Community Services Board to ensure that the goals and objectives of the FCSS programming clearly respond to community needs.
- Facilitate development of Outcome Measures Evaluation for all internal FCSS programs and for all community organizations funded by FCSS.
- Supervise, mentor and encourage all staff to ensure maximum productivity in all areas.
- Promote a holistic approach to community well-being and nurture a comprehensive community support system by utilizing existing services, developing new programs, supporting new partnerships, and facilitating volunteer participation.
- Promote an increased awareness of social issues, attend community meetings, maintain and distribute current information about available community resources.
- Develop, maintain, coordinate and implement an effective community volunteer program.

### **Economic Development Officer Duties**

- Enhance collaborative economic development and partnership efforts key businesses, tourism, communities and other strategic partners within Calgary regional Partnership.
- Strengthen region by focusing on “inside out” or bottom up community and economic development.
- Promote buy local/shop local “Shop smart & shop local.”
- Point of contact for all recreation services, businesses, organizations and investors.
- Prepare grants for FCSS; EDTC and other projects in collaboration with the CAO.
- The CEDO will collaborate with FCSS and Economic Development Advisory Committee (EDTC) to provide achievable and sustainable recommendations on community services and economic development and to find revenue sources that would sustain the employment of the CEDO.

### **Administrative Functions**

- Have knowledge of municipal legislation and relevant statutes.
- Performs duties of deputy Returning Officer as required.
- Serves as the Manager of Disaster Social Services.
- Performs other duties as required.

## **Qualifications**

- Minimum high school education. Post secondary education is an asset.
- Municipal Government experience is an asset.
- Current CPR and First Aid is an asset.
- Experience working with youth and volunteers.
- Good communication and public relation skills.
- Experience with spreadsheets and word processing using Microsoft Office software.
- Strong leadership qualities, interpersonal and organization skills.
- Positive role modeling behaviour, lots of energy, enthusiasm and creativity, with a great sense of humour.
- Ability to work independently and as part of a team.

## TOWN OF IRRICANA JOB DESCRIPTION

### POSITION: FINANCE AND HUMAN RESOURCES MANAGER ADMINISTRATIVE PERSON 4

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The Finance and HR Manager is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. Finance and HR Manager must comply with the Financial Administration Act, Generally Accepted Accounting Principles and municipal financial by-laws, policies and procedures. Finance and HR Manager is also responsible for carrying out responsibilities in some or all of the functional areas: recruitment and retention, orientation, training and development, performance management, employee and Union relations, employee communication, and compensation.

#### ESSENTIAL FUNCTIONS – Financial Duties

##### Administrative Functions

- Collaborate with the executive team to develop cost budgets for all operational aspects of the organization; manage project budgets, forecasts, and long-term strategic plans.
- Report on a regular basis the Town's status against, and ability to meet, its strategic and operational objectives.
- Collect and analyze cost data versus budget for ascertaining financial performance and risk assessment.
- Develop accounting policies and procedures relevant to accounting, budgeting, forecasting, and project tracking.
- Work with CAO to report and record all BMTG, AMIP, MSI and MSI grant reporting SFE's.

##### Accounts Payable Functions

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Data enter invoices for payment
- Process backup reports after data entry
- Manage the weekly cheque run
- Record all cheques
- Prepare vendor cheques for mailing
- Prepare manual cheques as and when required
- Maintain listing of accounts receivable and payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Print and distribute monthly financial reports

### **Bank Reconciliation Function**

- Preparation of various month end entries; makes calculations and enters them into general ledger accounts.
- Reviews various monthly and quarterly reports to Council for accuracy and completeness.
- Have knowledge of municipal legislation and relevant statutes.
- Management of current and long range department budgeting.
- Performs other duties as required.
- Works with the Town's external auditors on the annual audit activities.
- Provides financial end of year assistance as needed.

## **ESSENTIAL FUNCTIONS – Human Resources**

### **Payroll Functions**

- Planning and setting project goals.
- Establish and maintain confidential casual employee files
- Process provincial and federal government forms
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Verify coding and obtain signatures
- Batch pay sheets for data entry
- Data enter of payroll information
- Log in and distribute pay cheques
- Prepare and remit source deductions and payroll tax

### **Administrative Duties**

- Works with CAO to develop organizational programs and policies.
- Ensures that the respectful workplace policy is up to date and executed through training and staff development.
- Writes and revises job descriptions
- Coordinates and assists the CAO with performance management process
- Leads and Promotes employee recognition program
- Assists CAO and supervisors with employee relation issues
- Ensures that the Union Collective agreement is understood and followed by employees and management
- Maintains accurate and confidential employee files and records
- Assists CAO with the recruitment process to ensure timely and quality candidate hiring
- Provides recommendations and coordinates training programs for all staff each year to ensure they are consistently building the capacity of all employees
- Completes safety accident/ incident paperwork including appropriate Workers Compensation forms and then follows up with employees who are away for injury, sick leave or other leaves.

## **Qualifications**

- Post Secondary degree in Accounting or Business Administration.
- Completion of CGA or acceptable equivalent of post secondary education and experience preferred.
- 1 – 3 years experience in accounting or finance.
- Knowledge of relevant legislation governing the financial operations of municipal government.
- Thorough knowledge of accounting concepts and financial reporting with an ability to grasp and develop new concepts and processes.
- Experience in maintaining Tangible Capital Asset records an asset.
- Strong analytical skills to identify business processes, technical issues and to evaluate the solution options.
- Excellent computer skills and experience supporting financial software.
- Proficient user of MS Office Professional Suite, with focus on advanced Excel skills.



## TOWN OF IRRICANA JOB DESCRIPTION

### **POSITION: ADMINISTRATIVE & TAX AND UTILITIES CLERK ADMINISTRATIVE PERSON 3**

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Under the general direction of the CAO, the Administrative & Tax and Utilities Clerk is responsible for producing the Council agenda and minutes as well as being responsible for providing financial, administrative and clerical services. This may include ensuring that fees, billings and charges due to the Municipality are prepared, mailed and accounted for, in accordance with Municipal regulations and Provincial Statutes. This position also assists in the reconciliation of sub-ledgers with the general ledger and provides reception to customers. The Tax and Utilities Clerk will be responsible for processing all tax related transactions and respond to tax related inquiries as well as maintaining the record keeping systems and processing financial transactions associated with municipal utilities and services. This position will be responsible for collecting tax and utility payments, issuing receipts, recording all transactions, and conducting investigations into delinquent accounts.

### **ESSENTIAL FUNCTIONS – Administrative Clerk**

#### **Legislative Services Functions**

- Process Council agenda package
- Disseminate agenda through electronic means
- Post agenda information to Town's website and records management software
- Record and transcribe Council meeting minutes
- Prepare and cleanup Council Chambers
- Post Council meeting minutes to website and records management software
- May be requested to attend unscheduled meetings for the purpose of recording and transcribing minutes
- Scan and process records as per policies and procedures
- Assist with the destruction of Town records

#### **Accounts Receivable Functions**

- Create invoices and requisitions for goods and services.
- Process backup reports after data entry.
- Prepares and maintains files and a wide variety of reports relating to accounts receivable matters.
- Maintain updated vendor files and file numbers.
- Print and distribute monthly financial reports.
- Receives and processes utility payments on a daily basis, arranging for bank deposits.
- Receives payments due to the Municipality through the mail or over the counter, issuing receipts and posting into the computer.
- Posts above-noted payments to Municipal software, ensuring that entries are correct and in balance.
- Maintains liaison with auditors, preparing year-end information and answering questions to aid in audit.
- Maintains liaison with bank and ratepayers.

- Prepares and monitors all other miscellaneous Accounts Receivable billings as directed by the Finance Manager.
- Monitors outstanding vendor accounts receivable.

### **Administrative Functions**

- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization
- Process outgoing/incoming mail.
- Responsible for ordering office supplies, letterhead and business cards for Town office.
- Perform other duties as assigned and within the scope of this position.
- Prepare travel and accommodation for staff and Council.
- Ensure the confidentiality and security of all files.
- Administers distribution of Animal and Business Licenses.
- Maintains numeric control of tags distributed.
- Type forms, letters, reports, and memos as necessary.
- Organize, maintain, and coordinate office records and files in their proper locations.

## **ESSENTIAL FUNCTIONS – Tax and Utility Clerk**

### **Municipal Tax Functions**

- Collect and process all municipal property tax related transactions.
- Provide tax certificates.
- Respond to inquiries regarding taxes.
- Provide tax related advice and information as well as general counter duties as required.
- Balance and prepare bank deposits.
- Perform bookkeeping work, including posting data or keeping other municipal records.
- Monthly reconciliation ledger's to bank transactions, including balancing of debit and other payments.
- Verify accuracy of billing data and revise any errors.
- Contact residents to obtain or relay account information.
- Maintain office management procedures, records management, filing systems, office correspondence, etc.
- Extensive knowledge of the overall operations of the Town of Irricana.
- Develop and maintain the process for reporting and forecasting tax provisions.
- Review quarterly and annual financial statements related to the Tax Provision and Income Taxes.
- Ensure collection of tax payments are on time.

### **Utility Account Functions**

- Ensure monthly water meter readings are taken on time.
- Check and enter water meter readings on computer.
- Run utility billings, check invoices and mail.
- Prepare month end reports.
- Send out disconnect notices for delinquent accounts.
- Advises appropriate Departments of abnormal consumption and any additional water related concerns.

### **Qualifications**

- Minimum high school education. Diploma from a recognized community college in business administration or accounting (2 years).
- Municipal Government experience is an asset.
- At least one year experience in accounting work, preferably in the municipal field.
- Superior word processing skills.
- Knowledge of computer systems and operations.
- An equivalent combination of education and experience.
- Good communication and public relation skills.
- Ability to work independently and as part of a team.

## TOWN OF IRRICANA JOB DESCRIPTION

### **POSITION: PUBLIC WORKS SUPERVISOR MAINTENANCE PERSON 4**

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Under the general direction of the CAO the Public Works Supervisor is directly responsible for the assignment and coordination and/or execution of activities within Public Works Department to ensure a productive workforce that supports the Town. Oversee planning and preparation of work orders for work to be performed by the respective Maintenance departments to ensure the Town is maintained in a safe, reliable, and efficient manner.

### **ESSENTIAL FUNCTIONS – Public Works Supervisor**

#### **Leadership Functions**

- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions.
- Compile operational records, such as time and production records, inventory data, repair and maintenance statistics, and test results.
- Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Participate in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures.
- Meet with vendors, suppliers and contractors to discuss resources, quotes, services and monitor quality control.
- To liaise with Provincial departments and municipal committees when required.
- Coordinate, supervise and/or train any casual, temporary, part time, or full time employee hired for an operations department position.

#### **Water and Waste Water Collection & Treatment**

- Operation and maintenance of the water distribution, waste water collection and treatment and solid waste management by:
- Complying with all policies, rules and regulations of the municipality and the Federal & Provincial Governments.
- Operation and maintenance of water distribution system, regular checking of reservoir, pump stations which include keeping written documentation regarding pumping capacities, daily water usage, and regular maintenance.
- Operation and maintenance of the sewer collection and disposal system such as the lagoon and storm sewers. Keeping written documentation regarding sewer maintenance.
- Monitor and assist with construction of municipal services undertaken by contract, including installation of water and sewer lines and mains, fire hydrants, street and sidewalks.
- Water meter installation and repair, along with bi-monthly water meter readings.

- Inspections of new water/sewer connections to the Town's mains.
- Collect waste from camping area, recreational facilities, and other Town owned waste containers.

### **Parks/Natural Spaces and Recreation Areas:**

- Oversee the maintenance of all trees and vegetation.
- To make recommendation on the development of any new park development in the Town.
- To repair and/or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.

### **Public Property**

- Maintain in good repair all buildings and facilities for which the Town is responsible.

### **Street, Sidewalk and Alley Maintenance**

- Maintain sidewalks, curbs, gutters, pedestrian walkways, and asphalt pavement.
- Grade all gravel roads and alleys on a regular basis. Gravel and repair these roads as required.
- Repair and replace signs.
- Report any problems with street lights to proper utility authority.
- Remove snow accumulations in accordance with Town policy.

### **Equipment**

- Have vehicles and equipment in a state of readiness at all times.
- Service vehicles and equipment regularly and provide preventative maintenance and repair using outside mechanics where necessary.
- Maintain service records on all vehicles, equipment and tools.
- Maintain a current inventory of all vehicles, equipment and tools.
- Operation of all public works equipment and various small tools.

### **Disaster Services**

- Provide assistance to the Director of Emergency Management Agency in the performance of Disaster Services.

### **Administrative Functions**

- Rotates on standby with other department staff for evening and weekend on-call, and may be required to work outside the regular hours of work.
- Check daily with CAO and Administration Office regarding complaints, problems, or order of Town Council.
- When necessary attends regular and special meetings of Council as requested.
- Staying current on legislation and its impact on the Town's operations.
- Performs other duties as required.

### **Qualifications**

- Minimum High School education, a degree in technical field is a plus but not required
- Minimum of 8 years maintenance or related-industry experience of which 4 years are in supervision and planning

- Level 1 Water Distribution
- Level 1 Waste Water Collection and Treatment Certificates.
- Requires experience in mechanical and maintenance work, welding ticket preferred
- Valid Class 5 Operator's License with air ticket.
- First Aide Certificate.
- General knowledge of water and sewer line construction.
- General knowledge of building construction and maintenance.
- Ability to operate heavy equipment and power tools
- General knowledge or road and sidewalk construction.
- General knowledge of trees, plants, and growing conditions
- Requires a broad knowledge of controls and mechanisms.
- Excellent problem solving, decision making and planning skills
- Excellent computer skills with Microsoft Office Suite
- The ability to work in a team environment, which includes being self-motivated, accepting responsibilities, completing assigned action items, and participating in a proactive manner in all team events.
- Excellent interpersonal and communication skills required

## TOWN OF IRRICANA JOB DESCRIPTION

### POSITION: MAINTENANCE 3

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Under the general direction of the Public Works Supervisor, Maintenance 3 is responsible to assist the PW Supervisor in the operations of the Town of Irricana public works department and to act in the place of the supervisor during any absences. This includes the operation and maintenance of ALL public works programs, streets, sidewalks, water and sewer operations and service, maintenance and upkeep of all Town owned property, buildings, vehicles and equipment as well as supervision of subordinate staff. This position will include a flexible work schedule, weekends and occasional week nights, within the 37.5 hour work week and may include additional hours as per the collective agreement.

### ESSENTIAL FUNCTIONS

#### **Water and Waste Water Collection & Treatment**

Operation and maintenance of the water treatment, distribution, waste water collection and treatment and solid waste management by:

- Complying with all policies, rules and regulation of the Municipality and the Federal and Provincial Governments.
- Operation and maintenance of water distribution system, regular checking of reservoir, pump stations which include keeping written documentation regarding pumping capacities, daily water usage, and regular maintenance.
- Operation and maintenance of the sewer collection and disposal system such as the lagoon and storm sewers. Bi-Annual yearly flushing of sewer lines, more often if required. Keeping written documentation regarding sewer maintenance.
- Monitor and assist with construction of municipal services undertaken by contract, including installation of water and sewer lines and mains, fire hydrants, streets and sidewalks.
- Water meter installation and repair, along with bi-monthly water meter readings.
- Inspections of new water/sewer connections to the Town's mains.
- Collect waste from camping area, recreational facilities, and other Town owned waste containers.

#### **Parks/Natural Space and Recreation Areas**

- To maintain all trees and vegetation in a safe and healthy state
- To provide for the coordinated development of trees, shrubs and plants in the Town.
- To make recommendation on the development of any new park development in the Town.
- To liaise with Provincial departments and municipal committees when required.
- To repair and /or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.

#### **Public Property**

- Maintain in good repair all building and facilities for which the Town is responsible.

#### **Street, Sidewalk and Alley Maintenance**

- Provide assistance to the Supervisor in the performance of Disaster Services.

### **Disaster Services**

- Maintain sidewalks, curbs, gutters, pedestrian walkways, and asphalt pavement.
- Grade all gravel roads and alleys on a regular basis. Gravel and repair these roads as required.
- Repair and replace signs.
- Report any problems with street lights to proper utility authority.
- Remove snow accumulations in accordance with Town policy.

### **Supervisory and administrative functions**

- When directed by the Supervisor, coordinate, supervise and/or train any casual, temporary, part time, or full time employee hired for an operations department.
- Rotates on standby with other department staff for evening and weekend on-call, and may be required to work outside the regular hours of work.
- Assist in assigning work and ensuring its timely completion by Public Works Staff.
- Check daily with CAO and Administration Office regarding complaints, problems or order of Town Council. Assist in monitoring contractor performance.
- Identify need for and make recommendations for vehicles, equipment, tools and supplies.
- Assist in development of inspection and work reports.
- When necessary, attend regular and special meetings of council as requested.
- When, necessary, organizes and attends Public Works Advisory Committee meetings.
- Stays current on legislation and its impact on the Town's operations.
- Performs other duties as required.

### **Qualifications**

- Minimum High School education or GED certificate.
- Level I Water Distribution and Waste Water Collection Certificates (Waste Water Treatment).
- Valid Class 5 Operator's License with air ticket. First Aid Certificate.
- General knowledge of water and sewer line construction.
- General knowledge of building and construction maintenance.
- Ability to operate heavy equipment.
- Ability to establish and maintain good public relations.
- General knowledge of road and sidewalk construction.
- General knowledge of trees, plants, and growing conditions.



## TOWN OF IRRICANA JOB DESCRIPTION

### **POSITION: MAINTENANCE 2**

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Under the direction of the Public Works Supervisor or in his/her absence, the Maintenance 2 or CAO, Maintenance 2 is responsible for performing duties related to the general repair and maintenance of Town owned facilities and equipment including street, sidewalks, water and sewer systems, cemetery, recreation areas and parks/natural spaces.

### **ESSENTIAL FUNCTIONS**

#### **Parks/Natural Space and Recreation Areas**

- To maintain all trees and vegetation in a safe and healthy state.
- To provide for the coordinated development of trees, shrubs and plants in the Town.
- To repair and/or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.
- Maintain tree farm and ensure sustainability of Town trees.

#### **Water and Sewer Services**

- To assist the Lead and/or Maintenance 1 whenever necessary, in the operation and/or repair of all equipment.
- To read/document water meters/usage.

#### **Street and Alley Maintenance**

- To assist the Lead and/or Maintenance 1, whenever necessary, in maintenance and/or repair of the roads, streets and alleys.

#### **Public Property**

- To assist the Lead and/or Maintenance 1, whenever necessary, in the performance of any operation regarding public property.

#### **Equipment**

- To assist the Lead and/or Maintenance 1, whenever necessary, with the maintenance and/or repair of all equipment.

#### **Disaster Services**

- Provide assistance to the Lead and/or Maintenance 1 in the performance of Disaster Services.

#### **Administrative functions**

- Participate in and help insure safe work practices are followed.
- Rotates on standby with other department staff for evening and weekend on-call, and may be required to work shifts outside the regular hours of work.
- Assist in development of inspection and work reports
- Fill out and make reports as required.
- Performs other duties as may be required.

**Qualifications**

- Minimum High School education or GED certificate
- Valid Class 5 driver's license with air ticket
- First Aide Certificate
- General knowledge of trees, plants and growing conditions
- General knowledge of construction practices.
- Ability to operate all types of power tools.
- Ability to establish and maintain good public relations
- Ability to operate heavy equipment

## TOWN OF IRRICANA JOB DESCRIPTION

### POSITION: FACILITIES OPERATOR MAINTENANCE 2

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Under the direction of the CAO, and under the general review of the Public Works Supervisor, the Facilities Operator/Maintenance 2 is responsible for the efficient and safe operation of the Town of Irricana Public facilities. This involves the cleanliness and maintenance of all Town owned facilities which include the, Community Hall, Recreation Centre, Town Office, Fire Hall, Public Works Building and other facilities as required. This position works closely with Public works staff as well as office administrative staff to help ensure the smooth operations of the facilities. This position will include a flexible work schedule, weekends and occasional week nights, within the 37.5 hour work week and may include additional hours as per the collective agreement. This position has a focus on building maintenance but may be required at times to assist Public Works with any projects delegated by the PW Supervisor.

### ESSENTIAL FUNCTIONS

#### Building Maintenance

- Completion of regular scheduled tasks for work activities, based on work priorities as assigned.
- Comply with all policies, regulations of the Municipality and Provincial/Federal Acts.
- Ensure that workplace hazards are identified and submitted to CAO immediately.
- Compile data, maintain building code materials (I.E location maps), repair and maintenance statistics, reports as required.
- Monitor, assist and review of construction of facility repairs and services undertaken by contractor.
- Review facilities after user groups to ensure cleanup, as per agreed upon contracts.
- Ensure proper collection and removal of waste and recycling.
- Repair and or replace signage, as required.
- Ensure that snow accumulation is removed from around buildings as required by Town policies.
- Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
- Inspect and monitor work areas, examine tools and equipment, and provide safety recommendations to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Participate in budget preparation, coordinating purchasing and documentation, and recommend expenditures.
- Meet with facility users to discuss resources, services and monitor quality control.
- Assist with training any casual, temporary employee hired that may be required to support with facility operations.

### **Building Cleanliness/Janitorial**

- Washing floors as required.
- Vacuuming stage, carpets and floors as required.
- Cleaning and restock washrooms as required.
- Washing walls and windows as required.
- Dusting as required, including window dressings.
- Cleaning of kitchens and coffee rooms, as required.
- Ensure tables and chairs are stacked in proper manner.
- Ensure users have safe access to required cleaning materials.

### **Disaster Services**

- Provide assistance to the Director of Emergency Management Agency in the performance of Disaster Services.

### **Administrative functions**

- May be required on standby duties for evening and weekend on-call, and may be required to work outside the regular hours of work.
- Check daily with CAO and Administration Office regarding complaints, problems, or order of Town Council.
- When necessary attends regular staff meetings.
- Performs other duties as required.

### **Parks/Natural Space and Recreation Areas**

- To maintain all trees and vegetation in a safe and healthy state.
- To provide for the coordinated development of trees, shrubs and plants in the Town.
- To repair and/or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.
- Maintain tree farm and ensure sustainability of Town trees.

### **Water and Sewer Services**

- To assist the Supervisor and/or Maintenance 1 whenever necessary, in the operation and/or repair of all equipment.
- To read/document water meters/usage.

### **Street and Alley Maintenance**

- To assist the Supervisor and/or Maintenance 1, whenever necessary, in maintenance and/or repair of the roads, streets and alleys.

### **Public Property**

- To assist the Supervisor and/or Maintenance 1, whenever necessary, in the performance of any operation regarding public property.

### **Equipment**

- To assist the Supervisor and/or Maintenance 1, whenever necessary, with the maintenance and/or repair of all equipment

## **Qualifications**

- Minimum High School education or GED certificate
- Valid Class 5 Operator's License.
- First Aid and CPR Certificate.
- WHMIS certified.
- Good physical condition and able to lift and carry items and perform manual labour, as required.
- Ability to work independently and to accomplish tasks and assignments.
- General knowledge of facilities bookings.
- General knowledge of building construction and maintenance.
- Ability to operate power tools and related equipment.
- Ability to establish and maintain good public relations.
- General knowledge of HVAC systems.

## TOWN OF IRRICANA JOB DESCRIPTION

### POSITION: MAINTENANCE 1

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Under the general direction of the Town Foreman, Maintenance 1 is responsible to assist the Town Foreman in the operations of the Town of Irricana public Works Department and to act in the place of the supervisor during any absences. This includes the operation and maintenance of ALL public works programs, streets, sidewalks, water and sewer operations and service, maintenance and upkeep of all Town owned property, buildings, vehicles and equipment as well as supervision of subordinate staff. This is a part time position, with hours based on the individual employees agreed upon schedule.

### ESSENTIAL FUNCTIONS

#### **Parks/Natural Space and Recreation Areas**

- To maintain all trees and vegetation in a safe and healthy state.
- To provide for the coordinated development of trees, shrubs and plants in the Town.
- To repair and/or maintain all equipment, buildings, and structures in a clean, safe and attractive manner.
- Maintain tree farm and ensure sustainability of Town trees.

#### **Water and Sewer Services**

- To assist the Lead and/or Maintenance 1 whenever necessary, in the operation and/or repair of all equipment.
- To read/document water meters/usage.

#### **Street and Alley Maintenance**

- To assist the Lead and/or Maintenance 1, whenever necessary, in maintenance and/or repair of the roads, streets and alleys.

#### **Public Property**

- To assist the Lead and/or Maintenance 1, whenever necessary, in the performance of any operation regarding public property.

#### **Equipment**

- To assist the Lead and/or Maintenance 1, whenever necessary, with the maintenance and/or repair of all equipment.

#### **Disaster Services**

- Provide assistance to the Lead and/or Maintenance 1 in the performance of Disaster Services.

**Administrative functions**

- Participate in and help insure safe work practices are followed.
- Rotates on standby with other department staff for evening and weekend on-call, and may be required to work shifts outside the regular hours of work.
- Assist in development of inspection and work reports
- Fill out and make reports as required.
- Performs other duties as may be required.

**Qualifications**

- Valid Class 5 driver's license
- First Aide Certificate
- General knowledge of trees, plants and growing conditions
- General knowledge of construction practices.
- Ability to operate all types of power tools.
- Ability to establish and maintain good public relations
- Ability to operate heavy equipment

