

BUILDING SERVICES DIVISIONAL COMPONENT

SUPPLEMENTARY AGREEMENT

BETWEEN

**CITY OF WINNIPEG
PUBLIC WORKS DEPARTMENT**

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 500**

DECEMBER 2006

ARTICLE 1 – DIVISIONAL HOURS OF WORK

- 1.01 The current shifts for clerical staff assigned to provide administrative support to the Building Services Division are listed below:

Monday through Friday:
 08:00 to 16:00
 08:30 to 16:30

- 1.02 For the purpose of establishing a shift rotation pattern effective May 1, 2001, the employees assigned to Central Control within the classifications of Building Servicer will be organized into six (6) working groups. Each group will work a rotating shift cycle that will repeat every six (6) weeks and that will cause an employee to work a total of 2,080 hours annually.

Within this rotating shift cycle there will be three (3) types of shifts. Relief shifts will be eight (8) hours in duration, extending from 08:00 to 16:00. Day shifts will be twelve (12) hours in duration, extending from 08:00 to 20:00. Night shifts will be twelve (12) hours in duration, extending from 20:00 to 08:00. Each group will work the following shifts during this six (6) week period:

Five (5) relief shifts, followed by five (5) days off;
 Four (4) day shifts, followed by three (3) days off;
 Four (4) night shifts, followed by two (2) days off;
 Three (3) relief shifts, followed by two (2) days off;
 Three (3) day shifts, followed by one (1) relief shift, followed by three (3) days off;
 Three (3) night shifts, followed by four (4) days off;
 The cycle is then repeated.

The filling of positions, designed to provide temporary relief for the above noted shift rotation pattern, shall be at the discretion of management.

The accumulation and deduction of annual vacation, statutory holidays, sick leave, paid leaves of absence and other time credits will be recorded on an hourly basis and be accumulated and deducted on an hour-for-hour basis. For the purpose of this provision, one (1) day shall constitute eight (8) hours.

ARTICLE 2 – CONSOLIDATION OF CLASSIFICATIONS

- 2.01 In order to facilitate the transition to the revised organizational structure and classification system, the following seniority equivalencies will be established for initial slotting and subsequent promotion purposes only:

From Classifications**To Classifications**

Building Servicer 4, Building Servicer
3 and Maintenance 2

= Building Servicer 3

Maintenance 1*, Building Servicer 2
(4th Class), Utility "D", Building
Servicer 2 (5th Class) and Arena
Attendant 2

= Building Servicer 2

* Designated incumbents in the Maintenance 1 classification shall advance to
Building Servicer 3 classification upon attaining the required qualifications

Building Servicer 1 (5th Class), Utility
"C", Trades Helper, Building
Servicer 1, Utility "B", Janitor 1

= Building Servicer 1

Utility "A"

= Labourer 2

2.02

In order to facilitate the transition to the revised organizational structure and
classification system, the following salary slottings shall be used to place
employees into the appropriate salary step within the revised classifications:

From Classifications**To Classifications**

Building Servicer 4, Building
Servicer 3 and Maintenance 2

= Building Servicer 3 – Top Rate

Maintenance 1

= Incumbent Only – At Present Rate

Building Servicer 2 (4th Class)

= Building Servicer 2 – Top Rate

Utility "D"

= Building Servicer 2 – Top Rate

Building Servicer 2 (5th Class)

= Building Servicer 2 – Base Rate Only

Arena Attendant 2 (5th Class
Refrigeration – During Arena
Season Only)

= Building Servicer 2 – Base Rate Only

Building Servicer 1 (5th Class)

= Building Servicer 1 – Top Rate

Utility "C"

= Building Servicer 1 – Top Rate

Trades Helper

= Building Servicer 1 – Top Rate

Building Servicer 1, Janitor 1 and
Utility "B" = Building Servicer 1 – Base Rate Only

2.03 Upon ratification of this Supplementary Agreement the following classifications will be incorporated into the new Building Servicer classification series as detailed above:

Utility "B", "C" and "D"
Arena Attendant
Trades Helper
Maintenance 1
Maintenance 2

2.04 All future vacancies at the former Utility "A" level will be filled at the student Labourer/Labourer 1/Labourer 2 level, or equivalent, where required.

2.05 Upon ratification of this Supplementary Agreement the following classifications will be eliminated from the Building Services Division when no longer occupied by an incumbent:

Foreman 3 – Pools
Foreman 3 – Maintenance
Washroom Attendant

2.06 To address short-term training and development requirements one (1) position of Building Servicer 1 – top rate (formerly a Utility "C" 5th class) will be designated as a development opportunity. When deemed appropriate to staff this position, access would be determined by classification seniority within the Building Servicer classification series.

ARTICLE 3 – LINES OF PROGRESSION / ENTRY LEVEL CLASSIFICATIONS

- 3.01 The Building Servicer 1 shall be considered as the entry level classification in the Building Servicer classification series.
- 3.02 The Pool Engineer 1 classification shall be considered as the entry level classification into the Pool Engineer classification series.
- 3.03 The Locker Room Attendant 1 classification shall be considered as the entry level classification into the Locker Room Attendant classification series.
- 3.04 Service in the Locker Room Attendant 1/2 classification shall be considered as entry level seniority for appointment into the Officer Cleaner classification.

- 3.05 The lines of progression to permanent positions, within specified classifications in the Building Services Division, are detailed in the attached schematic(s).

ARTICLE 4 – SPARE LISTS

- 4.01 Pursuant to the provisions of Article 7.01 of the Public Works Department Supplementary Agreement, spare lists shall be established and maintained in order to meet the operational requirements of the Building Services Division. These spare lists will be established for the following classifications:

Building Servicer 2 – Arenas

ARTICLE 5 – ALLOCATION OF SPARE SHIFTS IN ARENA

- 5.01 Vacancies on the Building Servicer 2 – Arenas Spare List shall be filled by issuing a city-wide bulletin with first consideration being given to employees covered under the Public Works Department Supplementary Agreement.
- 5.02 All full-time shifts that are forty (40) hours per week and are scheduled for the full duration of the arena season will be offered, in seniority order when they become available, to those employees presently on the Building Servicer 2 – Arenas Spare List and must be accepted at that time. All other shifts shall be filled for the duration of that shift and shall be offered in seniority order.
- If a permanent or temporary position becomes vacant for any reason after employees have chosen their shifts for the season it will be filled in accordance with Article 7.06(a)(iv) of the Public Works Supplementary Agreement. In the event that the above vacancy is temporary the employee that fills the original vacancy will move back to the Arena that they choose in the first round of picking shifts and the employee filling that shift will go back onto the spare list.**
- 5.03 Employees still employed in their seasonal position at the commencement of the arena season will be allowed to assume their seniority ranking on the Building Servicer 2 – Arenas Spare List for the purpose of selecting shifts that are not for the duration of the arena season upon lay-off from their seasonal position.
- 5.04 Employees called for a spare assignment of forty (40) hours per week duration and still working in their seasonal position will be permitted, if they so desire, to work in the arenas and, if necessary, bump back into their former function if the arena requirement ends and their seasonal work has not yet ended.

- 5.05 Employees will remain on the spare list until he/she applies in writing to the Superintendent of Arenas requesting to be removed from the list or leaves the employ of the Public Works Department.
- 5.06 **Employees on the Spare List will be offered forty (40) hour shifts in one block by either piecing together a number of opportunities from different Arenas or by offering work at one arena. Employees will be canvassed, in seniority order, to determine if an employee wants to work the forty (40) hours. If after canvassing all employees and no one takes the forty (40) hours the Employer will break up the time by canvassing, in seniority order, employees on the Spare List to determine who would like to work which shift(s).**
- 5.07 Spare Building Servicer 2 – Arenas will have the opportunity at the beginning of the arena season to identify those times when they are not available for accepting spare hours. An employee will not be called for spare shifts that fall during those periods of time. Employees will be allowed to amend their availability restrictions under special circumstances by applying in writing to the Superintendent of Arenas.
- 5.08 An employee, after refusing a reasonable offer of spare work on three (3) occasions in one (1) season for reasons other than illness, scheduled vacation or compassionate grounds deemed justifiable by the department, will revert to the bottom of the spare list until such time as the forty (40) hour shifts that are for the duration of the arena season are assigned the following season. Reasonable offer, in this instance, provides a minimum of eight (8) hours' notice prior to the commencement of the shift.

**PUBLIC WORKS DEPARTMENT
BUILDING SERVICES DIVISION
LINE OF PROGRESSION
DECEMBER 2006**

