

LETTER OF UNDERSTANDING

BETWEEN

The City of Edmonton
("The City")

AND

Civic Service Union 52
("The Union")

RE: Amended Hours of Work and Compressed Hours of Work Options (36.9)

This Letter of Understanding does not apply to Edmonton Police Service employees.

The City and the Union agree to:

- Amend the Hours of Work provisions, adding a new 73.8 biweekly / 36.9 weekly hours schedule; and
- Amend Addendum #1 - Compressed Hours of Work provisions

within the collective agreement.

Amendments to Hours of Work Provisions

A new 73.8 bi-weekly / 36.9 weekly hours per week option will be added to the collective agreement effective upon the date this Letter of Understanding (LoU) is signed.

Implementation of the new hours of work schedule (36.9 hours per week) will occur over time on a schedule determined by the City and shared with the Union.

Unless otherwise provided in this LoU, all provisions in the collective agreement continue to apply.

Clause 6.01.15 will be amended:

- To include the following statement after the title of the article: "Where changes are required to biweekly Hours of Work or Compressed hours of Work arrangements, the party initiating the change will provide as much notice as reasonably possible, but not less than number of days of notice outlined in 6.01.15.01, 6.01.15.02, and 6.01.15.03."; and
- To include the same required period of notice to change an Employee's hours of work schedule to or from 36.9 hours.

Article 6.02.04 will be amended to state that hourly rates for overtime calculation for 36.9 hour positions will be based upon the 36.9 hour salary schedule.

Article 6.04.03 will be amended to state that for 36.9 hour positions, the hourly rates will be based upon the 36.9 hour salary schedule.

Article 6.05.02 will be amended to state that for 36.9 hour positions pay for work on statutory holidays will be based upon the hourly rate in the 36.9 hour salary schedule.

Article 7.01.02 will be amended to reflect that the 40 hour wage rate will also apply to Part-time employees working in areas with any combination of different hours of work options (33.75, 36.9, 40).

In Addendum #1 - Compressed Hours of Work Program, articles 6.01.15 and 8.01.08 do not apply to employees on a 12 day or 19 day Compressed Hours of Work arrangement (no requirement to work the first full pay period).

New Salary Schedule (36.9)

A new Salary Plan will be generated by the City's payroll system and created within Appendix I: Schedule of Wages for the 36.9 hour per week option. Pay for each job classification will be calculated for purposes of implementation, as follows:

- 36.9 hour annual salary: will be established as the midpoint between the 33.75 hour annual salary and 40.0 hour annual salary by calculating a wage adjustment of 6% of the annual salary assigned from the 33.75 schedule of wages
- Once the 36.9 hour annual salary is established, the biweekly and hour rates for the 36.9 hour wage schedule will be calculated as follows:
 - 36.9 biweekly pay: divide 36.9 annual salary by 26.1
 - 36.9 hourly rates: divide 36.9 bi-weekly pay by 73.8

Compressed Hours of Work Options (33.75 / 36.9 / 40.0)

Full-time employees occupying positions with hours of work established at 33.75 hours per week / 6.75 hours per day shall continue to be eligible to participate in a 25 day/year compressed hours of work program. This LoU serves as notice of the City's intent to eventually move all employees on a 33.75 hour weekly schedule to either 36.9 or 40.0 hours weekly.

Addendum #1 is amended to include two new Compressed Hours of Work options for full-time employees occupying positions with hours of work established at 36.9 hours per week or 40 hours per week. Participants may be eligible for either 19 or 12 Earned Days Off (EDO), based on operational requirements. Employee preference of EDO Option (per the table below) shall be considered.

Employees who move from 33.75 to 36.9 hours will be allowed to maintain one of the two EDO options below, provided they were on the EDO program before the change to 36.9 hours. Where continuation of an EDO option is not feasible, the City will notify the Union of the business rationale and meet to consider alternatives before a final decision is made.

A breakdown of the number of EDOs for each hours of work option and the required number of hours worked per shift while on or off the revised EDO program, is outlined below:

Regular Hours of Work	*Normal Daily Shift length without EDOs (exclusive of lunch break)	Number of Earned Days Off (EDOs)	*Normal Daily Shift length with EDOs (exclusive of lunch break)
80 hours bi-weekly / 40 weekly	8.0 (8 hrs, 0 mins)	(New) Option 2: 19	8.66 (8 hrs, 40 mins)
	8.0 (8 hrs, 0 mins)	(New) Option 3: 12	8.41 (8 hrs, 25 mins)
(New) 73.8 hours bi-weekly / 36.9 weekly	7.38 (7 hrs, 23 mins)	Option 1: 19	8.0 (8 hrs, 0 mins)
	7.38 (7 hrs, 23 mins)	Option 2: 12	7.75 (7 hrs, 45 mins)

Through the 40 Hour Work Week initiative, some positions will move from 33.75 hours per week to 40 and some will move from 33.75 to 36.9.

The City confirms that there are no plans for movement of employees who are moved to the 36.9 hour work week, to then be moved to the 40 hour work week in large numbers. Additionally, should any future *large employee group changes to hours of work be required, the City will notify the Union of the business rationale and meet to consider alternatives before a final decision is made.

Normal individual employee or small team or work unit changes resulting from business requirements, and seasonal hours adjustments, may however continue in accordance with the collective agreement

* “large employee group” means the majority (more than half) of employees or entire Departments, Branches or Sections of employees. Exceptions to this are subject to mutual agreement of the Union and the City.

General

Where there is a difference between the terms of this LoU and the collective agreement, this LoU shall apply.

For Civic Service Union 52

For the City of Edmonton

Date

Date