

Drainage Transition to EPCOR Update

August 24, 2017



This newsletter is the primary source for updates on the transition. Look for it every Thursday.

Key Messages in this Edition

- Your final pay at the City needs to be entered by 3 p.m. on September 5.
- Please send your contacts an email informing them of your new email address and that it can be used starting September 5.
- Welcome events are set for the morning of Tuesday, September 5 at 5 locations. All employees should plan to attend.
- Carry both your City ID and your EPCOR ID next week, as site security access will transition throughout the week.

Final Pay, CPC, Expense Submissions

Please enter all time for your last pay period at the City by September 5 at 3 p.m. This is for all time up to and including August 31. Remember, if an overnight shift or call-out begins before midnight on August 31, then all time for that shift is to be entered on the last pay period with the City. Supervisors must approve time by 3 p.m. on Wednesday, September 6. Your final pay stub will be mailed to your home by the City.

Drainage employees with a Corporate Procurement Card must code their transactions for August 21-31, 2017 by Tuesday, September 5 so they can be allocated correctly for the Drainage financial close. Physical receipts must also be approved and submitted to the CPC team by this date.

Employees must have all expense reimbursement requests for the period up to and including August 31, 2017 completed by the end of the day on Friday, September 1, 2017. Supervisors are to ensure all claims are approved and submitted to City Accounts Payable by Tuesday, September 5 at noon.

Employees with any remaining mileage to be claimed for the period up to and including August 31, 2017 must have the mileage claim entered in PeopleSoft by Tuesday, September 5. Supervisors must approve all claims by Wednesday, September 6.

Inform Your Contacts of Your New Email

A technical issue has arisen that will prevent the City from placing an Auto-Reply on your edmonton.ca email once conversion happens on September 4. As a result, anyone sending emails to your edmonton.ca email after September 4 will receive a response saying their email is "undeliverable." There is no ability to keep the edmonton.ca email active, nor can emails be forwarded to your new EPCOR email.

To assist you, attached to this newsletter is the full list of new EPCOR email addresses. You should find your email address in this list and inform all your contacts of your new email. Remember to stress that they should only use the new email starting September 5.

Site Access Cutover to EPCOR Next Week

As mentioned at the Town Halls, security access to sites will begin moving to EPCOR systems next week. The current schedule is:

- August 28 – Century Place
- August 29/30 – Kennedale
- Aug 31 – Edmiston
- Sep 1 – Poundmaker Yard/Transfer Station
- Sep 2/3 – Coronation

The conversion takes place one scanner at a time, so employees should carry both their City ID and their EPCOR ID all week. If one ID does not work, use the other. Please remember to physically separate the cards when scanning. If both ID cards in contact with each other, the security system reads both and denies access.

For Century Place employees, your EPCOR ID will be used for 5th floor access only once converted. You will need to retain and use your City ID for after hours access to the building.

Highlights from Town Halls

There was great attendance at last week's Town Halls. For those who were unable to attend, the employee packages from the session will be delivered to your worksite over the next few days. To facilitate this process, please make sure you have signed your EPCOR policy statements.

The Town Halls highlighted some of the activity going on both before and after September 1. Some of the key points include:

- Parking at Kennedale, Coronation and Eastgate is now "scramble parking" (first come, first served). EPCOR will reimburse any assigned parking charges from your final City pay in September.
- Any employee whose normal EDO falls on September 1 will need to make alternate arrangements with their manager to take it on another Friday or Monday prior to August 31. If an employee still wishes to take off September 1, it can be taken as a vacation day, banked time, or a banked EDO (if you have any).
- System training will begin in September, with a focus on Microsoft Office and Oracle eBusiness.
- There will be safety training in September for all Drainage employees, with a focus on EPCOR incident reporting process, Alcohol and Drug Standard, Life Saving Rules and other EPCOR-specific safety processes.

Union Update on CUPE 30 Classification Reviews

In the Memorandum of Agreement ratified by CUPE 30 members on July 14, 2017, EPCOR and the Union agreed that there were a number of positions that did not appropriately fit into EPCOR's collective agreement. EPCOR and the Union agreed to classify these positions at a later date. The language in the Memorandum states:

“The parties agree to place the employees in the position listed in Appendix II at the wage rate from the City of Edmonton. The parties agree to classification and classification development for these roles on or before December 31, 2017. Any resulting changes to the wage rate will be effective on September 1, 2017.”

The positions that were placed in Appendix II of the Memorandum of Agreement are:

- Boom Truck Operator
- Boom Truck Operator Apprentice
- Equipment and Safety Instructor
- Training and Safety Instructor
- Mobile Crane Operator
- Mobile Crane Operator Apprentice
- OH&S Field Coordinator
- Sewer Substructure Inspector
- Tunnel Boring Machine Tech

Discussion regarding these classifications has been ongoing between EPCOR and the Union since ratification. Representatives of Management and HR will be working with the incumbent employees and the Union to confirm the appropriate classification and wage rate following the transfer date.

The transition of Drainage to EPCOR is a huge undertaking and there are a number of critical activities (e.g. ensuring employees can enter time, are paid correctly, receive training and orientation, etc.) that will occur in the first 90 days after transfer. In some cases, these activities will draw on the same resources that are required to complete any job evaluation activities, which impacts the time it will take to complete the classification work.

Since the completion of the Memorandum, there have been some classification concerns identified by EPCOR and the Union for review. Both parties are discussing these issues and are hoping to resolve them in a timely matter.

Reminder: Any changes to wage rates will be effective September 1, 2017 and employees will be entitled to back pay to the date of Transfer.

Union Update on CSU 52 Classification Reviews

In the Memorandum of Agreement signed between EPCOR and CSU 52 on July 7, 2017, EPCOR and the Union agreed to complete a position review using Hay Classification for the Engineering Technologist II positions in Drainage after the date of transfer. The plan going forward to complete this position review will be guided by the language in the Memorandum which states:

“The Company and the Union agree to commence a position review and Hay Classification for the Engineering Technologist II positions in Drainage after the date of transfer. The effective date of any changes to classification and wage will be September 1, 2017.”

EPCOR will work to complete these classification reviews following the transfer date. As part of this process, representatives of Management and HR will work with the incumbent employees and the Union to confirm the appropriate classification and wage rate.

Reminder: Any changes to wage rates will be effective September 1, 2017 and employees will be entitled to back pay to the date of Transfer.

Welcome Events on September 5

To welcome Drainage employees to EPCOR, there will be welcome events on the morning of Tuesday, September 5 at:

- Kennedale 6:30 to 8:30 a.m. – 12810 58 St NW
- Eastgate 6:30 to 8:30 a.m. – 9504 49 St NW
- Edmiston 6:30 to 8:30 a.m. – 18028 114 Ave NW
- Coronation 6:30 to 8:30 a.m. – 14323 115 Ave NW
- EPCOR Tower 7:30 to 9:00 a.m. – 20th Floor, 10423 101 St NW

This event is for all Drainage employees to attend to meet other EPCOR employees, receive a welcome gift, and receive another package of information for your Readiness Binders. We will also be collecting City of Edmonton employee ID cards. Light refreshments will be served. More details will be shared next week.

Please note the downtown event changed from Century Place, which was announced at the Town Halls, to EPCOR Tower. Employees at EPCOR Technologies (St. Albert Trail) and CFRN/Poundmaker will attend the event at Edmiston.

Benefits Enrollment (Sep 1 – Oct 1)

Benefits enrollment will be available to all permanent Drainage employees during the month of September. It is expected that all employees who have computer access will enroll online (either at an EPCOR networked computer or at home using Citrix). If assistance is required to complete online enrollment, please contact EPCOR Benefits Support at 780-412-8888 (toll-free 1-877-412-2888) or via email at benefits@epcor.com. More information will be shared next week on accessing Oracle eBusiness to begin your enrollment.

For employees who do not have access to EPCOR networked computers or Citrix, there will be Benefit Enrollment clinics from September 6 – 15 in the Kennedale Training Room. Next week, these employees be identified by supervisors and scheduled (if needed) to attend a clinic.

Benefits Information Sessions

Benefit Information Sessions are underway and there has been extremely positive feedback and strong attendance at the first four sessions. Employees and their guests have been able to gather more detailed information with regards to plan details, learn about factors to consider when determining their enrollment choices, and have their questions answered.

Three more sessions are still available for you and a guest to attend:

- Tuesday, August 29: 6:30 – 8:00 p.m.
- Thursday, August 31: 6:30 – 8:00 p.m.
- Wednesday, Sept 6: 6:30 – 8:00 p.m.

All sessions will be held at:

EPCOR Transportation and Meter Services (TAMS)
Atrium/Cafeteria Area
13410 St. Albert Trail
Edmonton

To sign up, you can visit epcorbenefits.eventbrite.ca. Select the desired date, then click “Register.” Fill in your name and email address. Remember to get two tickets if you are bringing a spouse or partner.

Banked Time Conversion

Banked time balances will be transferred over to EPCOR as dollars and will continue to be tracked in the same way as at the City. For example: Joe has 15 banked hours; he makes \$40/hour and his banked amount is \$600. If he gets an increase to \$50/hr when moving to EPCOR, that does not change banked amount transferred across – it is still \$600 (but now equates to 12 hours).

Leadership Profile: Frank Fechner

Frank Fechner has worked for the City of Edmonton for 23 years, most of which have been in Drainage Operations. He started out as an inspector and is now the Acting Director of Drainage Operations. At EPCOR, he will look after the operations of the wastewater collection system, including pump stations, pipes, and storm water management facilities, to ensure they work smoothly.

Frank has a Bachelor of Science in Mechanical Engineering from the University of Alberta and additional training in wastewater collection, project management, safety and change management. He is also a member of the Association of Professional Engineers and Geoscientists of Alberta, the North American Society for Trenchless Technology, SAVE International, and the Alberta Water & Wastewater Operators Association.

Renewed commitment

With Drainage Services joining a new organization, it is the perfect time for a renewed commitment to manage the wastewater collection system.

“This is a great time to review the services we provide and how we deliver them,” said Frank. “We can look at the whole operation and see if there are opportunities for improvement. Let’s be excited about the future of Drainage Services with EPCOR.”

Working as a team

Frank doesn’t just have one favourite memory from his time with the City; he has several. Many of them were during storm season, when the Drainage Operations team was called upon to deal with the chaos Mother Nature could cause.

“Big storms would move in and test the capacity of our systems.” remembers Frank. “Our team always responded quickly, pulled together and got the systems up and running again. I was always proud of that.”

He knows that this great teamwork will continue as Drainage transitions to EPCOR.

Enjoying all seasons

In his down time, Frank is active throughout the year, no matter the weather. In the warmer months you’ll find him biking, hiking, camping and coaching soccer, while skiing and hockey are great activities in the winter.

More information and responses to your questions

You can find all information related to the EPCOR transfer at onecity.edmonton.ca/EPCOR. If you have more questions about the project, review these [frequently asked questions](#). If you can't find the answer to your question, email drainage.transition@edmonton.ca.