

# LETTER OF UNDERSTANDING

between

THE CITY OF EDMONTON  
A Municipal Corporation (hereinafter called the "City")

Of The First Part

- and -

CIVIC SERVICE UNION 52  
(hereinafter called the "Union")

Of The Second Part

## TRANSFER OF DRAINAGE SERVICES - EMPLOYEE WINDOW OF RETURN

The Council decision to transfer the City of Edmonton Drainage Services and its employees to EPCOR will be effective September 1, 2017.

The parties agree to provide affected employees with a Window of Return. The Window of Return period commences on September 1, 2017 and ends at 23:59 hrs on February 28, 2018. Unless otherwise stated, all points below are limited to this Window of Return period.

1. Permanent employees of the City who have transferred to EPCOR as part of the Drainage Services transfer shall have the opportunity to apply on City job postings, including those limited to internal applicants.

Such employees shall exercise seniority rights accrued up to September 1, 2017 for the purpose of promotion, in accordance with Article 10 of the City of Edmonton-CSU 52 collective agreement

2. Provisional and temporary employees of the City who have transferred to EPCOR as part of the Drainage Services transfer shall have the opportunity to apply on City job postings, including those limited to internal applicants.

Such employees shall exercise seniority rights accrued up to September 1, 2017 for the purpose of promotion, in accordance with Article 10 of the City of Edmonton-CSU 52 collective agreement.

3. Drainage employees:
  - who transfer to EPCOR on or after September 1, 2017, but prior to February 28, 2018 and
  - who are interested in a City job posting

must apply through the normal recruitment process. The affected employees are responsible for attaching a cover letter to their resume to identify themselves as former Drainage Services employees with the right to be considered with the employee status and seniority rights they possessed on August 31, 2017, over the Window of Return period (sample attached). In addition, Drainage Services employees who have transferred from the City of Edmonton to EPCOR are responsible for identifying themselves as former employees using their payroll number when applying through the Taleo system.

4. If successful on a posted City of Edmonton job opportunity, the employee will transfer their:
  - CSU 52 bargaining unit seniority;
  - any unused City-earned vacation and overtime banks (accrued up to August 31, 2017); and
  - any Income Replacement bank entitlements

back to the City of Edmonton, upon their recommencement date in the City position. Group benefits coverage shall be at the same level as the employee enjoyed at August 31, 2017, and there will be no waiting period for coverage upon the employee's transfer back to the City of Edmonton.

5. If successful on a posted City of Edmonton job opportunity, the employee will serve a probationary period in the City of Edmonton position in accordance with the applicable provisions in the CSU 52/City of Edmonton collective agreement. If the employee is unsuccessful in their probationary period, their employment with the City will be terminated.
6. Eligible employees who apply on a posted City of Edmonton job opportunity who are not selected for the position, shall not have access to the Dispute Resolution / Grievance Process.
7. Eligible employees are restricted to one move under the Window of Return. That is, if an employee successfully transfers back to a City of Edmonton position during this period, that terminates their rights under this Letter of Understanding.

Letter of Understanding - Drainage Services Transfer to EPCOR- Window of Return

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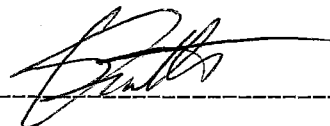
8. For employees transferring to EPCOR, this Letter of Understanding, shall terminate on February 28, 2018 (23:59 hours).

Where an employee whose application has been submitted for a City posting prior to the February 28, 2018 deadline, their rights shall continue until the end of the posting process.

SIGNED this 25th day of August, 2017.

CIVIC SERVICE UNION 52

CITY OF EDMONTON



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Joe Childs, Director Labour Relations

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Russell Smith, Senior Negotiator

NOTICE TO RECRUITMENT  
EPCOR TRANSFER EMPLOYEE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Payroll No. (when employed with the City of Edmonton): \_\_\_\_\_

Union affiliation when employed with the City: \_\_\_\_\_

Attached is my application on a City of Edmonton Job Opportunity. Please refer to the Letter of Understanding signed between the Union and the City of Edmonton, titled "Transfer of Drainage Services - Employee Window of Return" with respect to this application. The Letter of Understanding is in place for all City of Edmonton applications submitted by transferring employees during the period from September 1, 2017 to February 28, 2018 (23:59 hrs).