

# LETTER OF UNDERSTANDING

Between

**THE CITY OF EDMONTON**  
("The City")

and

**CIVIC SERVICE UNION 52**  
("The Union")

## The Enterprise Systems Transformation Program (ESTP)

### **Project Description:**

The Enterprise Systems Transformation Program (ESTP) is a corporate-wide Project to bring together departmental operations and transactions into standardized corporate practices, procedures and automation. A significant component of this Project is the review of existing software applications, business practices and operations, and the change management functions that need to occur for successful implementation.

The Enterprise Systems Transformation Program will undertake three broad areas of work, as detailed below:

- **Transforming the City's Core Enterprise Resource Planning (ERP) Functions:**  
The Enterprise Systems Transformation Program will select and implement an enterprise solution that spans the City's core functions such as Finance, Human Resources, and Supply Chain Management, while standardizing processes based on technology and industry standards.
- **Transforming the City's Enterprise Asset Management Functions:**  
As core functions move towards a single enterprise solution, there will be an opportunity to review and rationalize the City's Asset Management technology landscape utilizing the selected solution. The ESTP will undertake a detailed assessment to identify these rationalization opportunities.
- **Transforming the City's Workflow Management:**  
There is a need to rationalize the processes and technologies in business functions that utilize POSSE as an enterprise delivery and workflow management system to streamline processes and lower the costs of managing the platform. The Enterprise Systems Transformation Program will provide a detailed assessment and identify rationalization opportunities for the City's POSSE platform.

Key skills are required from the launch of the Project to the final acceptance, testing and implementation. In recognition of the unique requirements to fill temporary positions for a pre-determined time period beyond one year, the parties agree to the following:

### DEFINITIONS:

**Project Position:** The ESTP is a Project which is a temporary endeavour/singular undertaking, with a defined beginning and end date, and a specific set of interrelated duties undertaken to meet unique goals, objectives and deliverables. The ESTP Project is anticipated to be completed by **January 31, 2024**.

**External Candidate:** An individual who is not a current employee with the City; or is a temporary City employee working in a position within CSU 52 jurisdiction or outside of CSU 52 jurisdiction.

**Permanent Employee:** An Employee within the CSU 52 jurisdiction who has permanent status.

AGREEMENT:

- This LoU has a fixed end date of **January 31, 2024**.
- Except as specified in this LoU, all Articles and Clauses in the Collective Agreement will continue to apply.
- Postings for the ESTP Project will indicate the term, including the end date of the positions, and that benefits apply, in accordance with this LoU. Permanent Employees within the CSU 52 jurisdiction who apply for postings or are seconded under the ESTP Project shall be allowed to revert within the first three months (if placed through promotion only) or at the end of the project to their previous permanent position or a comparable one at the rate of pay on the step of the pay range applicable to their home position had they remained in their home position. This will apply regardless of whether the Project Position is a promotion, lateral or demotion for the employee.
- External candidates hired into Project Positions will not have entitlement to layoff provisions (Article 11) and will be terminated at the end of the Project. Employees hired into such positions are entitled to benefits and increments as per permanent employees. (All benefits, excluding disability benefits would not be payable beyond the end date of the Project Position.)
- The City will not laterally transfer any employees who were hired into the Project positions from outside the organization or are temporary employees who were transferred or promoted into any permanent position within or outside the Project.
- Employees working in a Project Position may apply to posted positions outside of the Project if they choose to do so.
- Should an external candidate be successful on a permanent position prior to the end of their term position, their time working in the Project Position will be recognized for seniority purposes, as long as there is no break in service between the Project Position and their commencement in the permanent position, in accordance with Article 3.24.
- Since it is agreed the position for a permanent employee working in a Project Position will be held for them, a domino back-filling situation may arise.
- Therefore, vacancies created by a permanent employee accepting a Project Position will be treated the same as the original vacancy and will be subject to the provisions detailed in this Letter of Understanding.
- Where a domino back-fill situation occurs, the Union will be advised of the complete impact of the recruitment into all positions.
- Separation of employment for any reason or appointments to other positions outside of the Project may necessitate posting of positions for less than the full duration of the Project. Under no circumstances will such subsequently posted Project positions extend beyond the end date of this agreement unless mutually agreed.
- On a quarterly basis, the Union will receive a listing of all positions attached to this project specifying employee name and number, current classification, classification of home position and start date. The City will also provide a list of contract positions, including the company name on a quarterly basis.

October 29, 2020

October 28, 2020

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Date

\_\_\_\_\_  
Date

  
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For Civic Service Union 52

  
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For the City of Edmonton