

COLLECTIVE AGREEMENT

BETWEEN:

THOMPSON NICOLA REGIONAL DISTRICT (TNRD)

AND:

*THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 900*

EFFECTIVE: APRIL 1, 2005 - MARCH 31, 2009

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COLLECTIVE AGREEMENT

BETWEEN: Thompson Nicola Regional District (TNRD)
(hereinafter called the "Employer")

PARTY OF THE FIRST PART

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 900
chartered by the Canadian Union of Public Employees
affiliated with the Canadian Labour Congress
(hereinafter called the "Union")

PARTY OF THE SECOND PART.

PREAMBLE

WHEREAS it is the desire of both parties to this Agreement:

To promote harmonious relations and settled conditions of
employment between the Employer and the Union;

To recognize the mutual value of joint discussion and
negotiations in all matters pertaining to working conditions,
hours of work, and scale of wages, etc."

To encourage efficiency in operation;

To promote the morale, well-being and security of all the
employees in the bargaining unit of the Union;

AND WHEREAS it is now desirable that methods of bargaining and all
matters pertaining to the working conditions of the employees be
drawn up in an Agreement.

NOW THEREFORE, the parties agree as follows:

ARTICLE 1: **RECOGNITION AND NEGOTIATIONS**

1.01 Recognition and Negotiations

The Employer or anyone authorized on its behalf recognizes the Union as the sole collective bargaining agency for its employees classified and covered by this Agreement, and hereby consents and agrees to negotiate with the Union and anyone authorized to act on behalf of the Union, in any and all matters affecting the relationship between the parties to this Agreement, looking forward to a peaceful and amicable settlement of any differences that may arise between them.

1.02 No Other Agreement

No employee shall be required or permitted to make any written or verbal agreement with the Employer or his representative which may conflict with the terms of this Collective Agreement.

ARTICLE 2: **NO DISCRIMINATION**

2.02 The Employer agrees that there shall be no discrimination exercised or practised with respect to any employee by reason of race, colour, sex, creed, national origin, political or religious affiliation, nor by reason of his membership in a labour union and the employees shall at all times and in like manner act in good faith toward the Employer.

ARTICLE 3: **EMPLOYER'S RIGHTS**

3.01 The management and operation of, and the direction and promotion of the working forces is vested in the Employer, provided however that this will not be used for purposes of discrimination against employees, nor be inconsistent with provisions of this Agreement.

3.02 The Employer shall have the right to select its employees and to discipline or discharge them for proper cause, subject to the terms and conditions of the Agreement.

ARTICLE 4: UNION SECURITY

4.01 Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within thirty (30) working days after the commencement of his employment, become a member of the Union as a condition of employment. Any person who is not in the bargaining unit for which the Union is certified shall not perform any work that is normally done by employees who are in the bargaining unit for which the Union is certified.

ARTICLE 5: CHECKOFF OF UNION DUES

5.01 The Employer agrees to the compulsory checkoff of all union dues and assessments as a condition of employment. Said dues to be paid and deducted monthly and forwarded to the union secretary with a list of those paying dues, and the amount each pays. All employees, as a condition of continued employment, shall be liable to union dues deductions whether Union members or not.

ARTICLE 6: THE EMPLOYER SHALL ACQUAINT NEW EMPLOYEES

6.01 The Employer agrees to acquaint new employees with the fact that an Agreement between the parties is in effect, and with the conditions of employment set out in Articles 4 and 5 dealing with union security and dues checkoff.

6.02 New employees shall be presented with a copy of the Agreement, a union membership card and a union dues checkoff card. The dues checkoff card to be signed and turned back to the Employer immediately. The union membership card to be signed and turned over to the union treasurer within thirty (30) working days.

ARTICLE 7: LABOUR MANAGEMENT NEGOTIATIONS

7.01 Bargaining Committee

A bargaining committee shall be appointed and consist of not more than two (2) members of the Employer as appointees of the Employer, and not more than two (2) members of the Union as appointees of the Union. The Union will advise the Employer of the Union nominees to the committee.

Meeting of Committee

In the event of either party wishing to call a meeting of the committee, the meeting shall be held at a time and place fixed by mutual agreement; however, such meeting to be held not later than ten (10) days after the request has been given unless varied by mutual consent.

7.02 Additional Representatives

Each party to this Agreement shall have the right to have the assistance of a representative when dealing or negotiating with the other party.

7.03 Function of Bargaining Committee

All matters of mutual concern pertaining to rates of pay, hours of work, working conditions, collective bargaining, etc., shall be referred to the bargaining committee for discussion and settlement.

7.04 Time Off for Meetings

Any representative of the Union on this committee, who is in the employ of the Employer shall have the privilege of attending meetings of the committee held within working hours without loss of remuneration.

7.05 Labour Management Committee

Within five (5) days of either party requesting a meeting, a committee representing both parties shall discuss any item of concern with the view of solving such a dispute.

ARTICLE 8: DEFINITION OF EMPLOYEES

8.01 Regular Employees: are those who have been assigned to a bulletined position and those who have completed two hundred and forty (240) hours of service with the Employer. (This to include full time and part-time employees.)

8.02 Relief Employees: are those who replace any regular employee and shall not be placed on the regular seniority list until they have completed two hundred and forty (240) hours of service within an eight-month period, and they shall not be known as a regular employee until assigned to a bulletined position.

- 8.03 Seasonal Employees: are those engaged for periods of less than two hundred and forty (240) hours for seasonal or specific projects unless by mutual agreement the time is extended; they shall have the same status as a relief employee with regards to the seniority list and regular employment.
- 8.04 All employees shall be eligible to all benefits provided by this Agreement as the conditions of the benefit contracts permit after having been on the payroll for thirty (30) working days.

ARTICLE 9: **SENIORITY**

9.01 Seniority List

Seniority is the length of service with the Employer and shall operate on a bargaining unit-wide basis.

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards on October 1st each year.

9.02 Seniority for New Employees

Newly hired employees shall be considered on a trial basis for a period of thirty (30) working days from the date of hiring. During the trial period, employees shall be entitled to all rights and privileges of this Agreement. After completion of the trial period, seniority shall be effective from the original date of employment.

9.03 Seniority During Absence

If an employee is absent from work because of sickness, accident, layoffs, or leave of absence approved by the Employer, he shall not lose seniority rights.

An employee shall only lose his seniority in the event:

- (a) He is discharged for just cause and is not reinstated.
- (b) He resigns.
- (c) He is absent from work in excess of five (5) working days without notifying his Employer unless such notice was not reasonably possible.

- (d) After a layoff, he fails to return to work within ten (10) calendar days after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of his current address.
- (e) He is laid off and not re-employed within twelve (12) months.

ARTICLE 10: LAYOFFS AND REHIRINGS

10.01 Layoff and Rehiring Procedure

- (a) Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their seniority provided that they are competent to do the work.
- (b) In the event a layoff appears to be for a period greater than thirty (30) working days, the employees in the bargaining unit having the most seniority shall be retained at work providing such employee(s) are reasonably competent to do the work. Employees shall be recalled in the order of their seniority provided that they are reasonably competent to do the work.
- (c) In the event of the elimination of any job in the bargaining unit, the employee(s) affected shall first exercise his seniority in his classification, then in the bargaining unit, in that order respectively.

10.02 Notice of Layoff

The Employer shall notify employees who have completed their probationary period and who are to be laid off, thirty (30) calendar days before the layoff is to be effective. If it is not possible to give such notice, or any part of it, the Employer shall pay to the employees, one full day's wages for each day of notice not given. The above will not apply when layoff is occasioned by conditions beyond the control of the Employer. If the layoff period is less than thirty (30) calendar days, notice is not required.

ARTICLE 11: PROMOTIONS AND STAFF CHANGES

11.01 Employer Shall Notify Union

Prior to filling any staff change or promotion covered by the terms of this Agreement, the Employer shall notify the Union in writing and post notice of the position on all bulletin boards for a minimum of five (5) working days in order that all members will know about such position and be able to make written application therefor. Such notice shall contain the following information: nature of position, required knowledge and education, ability and skills, shift and wage and salary rate or range. All job postings must indicate that each position is open to both male and female applicants.

11.02 Method of Making Appointments

Both parties recognize that job opportunity should increase in proportion to length of service. Therefore, in making staff changes, appointments shall be made of the applicant senior in service, and having the required qualifications. The successful applicant shall be placed on probation for a period of thirty (30) working days. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, he shall be returned to his former position without loss of seniority or salary, and any other employee promoted or transferred because of the rearrangement of position shall also be returned to his former position without loss of previous seniority and previous salary. Concession schedules shall be established so that all employees who are willing and able to work shall be given equal opportunity and every effort shall be made to ensure that the hours of work are equalized among the employees.

11.03 Union Notification

The Union shall be notified of all appointments, hirings, layoffs, rehiring and terminations of employment.

11.04 Disabled Employee's Preference

Any employee covered by this Agreement who has given good and faithful service to the Employer and who, through advancing years of disablement is unable to perform his regular duties, may be given the preference of any light work available at the salary payable at the

time for this position to which he is assigned.

ARTICLE 12: GRIEVANCE PROCEDURE

12.01 In order to provide an orderly procedure for the settling of grievances the Employer acknowledges the right of the Union to appoint, or otherwise select a grievance committee of two (2) members, whose duties shall be to process any grievance in accordance with the grievance procedure.

12.02 The Employer shall recognize shop stewards appointed or otherwise selected by the Union, whose duties shall be to investigate and to attempt to settle disputes before reaching the grievance committee.

12.03 The Union shall notify the Employer in writing of the name of each grievance committee member and shop steward before the Employer shall be required to recognize them.

12.04 In order that the work of the Employer shall not be unreasonably interrupted, the shop steward shall not leave his work without obtaining permission of his supervisor. Such permission shall not be unreasonably withheld.

12.05 The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union.

In the event that, after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this article, the grievance shall be considered to have been abandoned.

12.06 Should a dispute arise between the Employer and any employee(s) or the Union regarding interpretation, meaning, operation or application of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, or should any other dispute arise, an earnest effort shall be made to settle the dispute in the following manner:

Step 1: The aggrieved employee(s) shall submit the

grievance to the shop steward. Grievances shall be initiated with all dispatch but at all times within thirty (30) days.

Step 2: If the Union grievance committee considers the grievance to be justified, the employee(s), together with his steward, shall first seek to settle the dispute with the Thompson Nicola Regional District administrator. The TNRD administrator or his designate to give decision within five (5) working days.

Step 3: Failing agreement being reached in Step 2, application shall be made to the Employer in writing, stating the grievance concerned and a hearing shall be granted at the next meeting of the Employer following the application. Union to receive decision within ten (10) working days.

Step 4: Failing a satisfactory settlement being reached in Step 3, the Union may, on giving five (5) days notice in writing to the Board of Thompson Nicola Regional District of its intention, refer the dispute to arbitration.

12.07 When a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, Step 1 of this article may be bypassed.

12.08 Replies to written grievances shall be in writing at all stages.

12.09 Grievances settled satisfactorily within the time allowed shall date from the time that the grievance was filed.

12.10 The Employer shall supply the necessary facilities for the grievance meetings.

ARTICLE 13: ARBITRATION

13.01 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration the request shall be made in writing addressed to the other party of the Agreement. Within five (5) days thereafter each party shall name an arbitrator, to an arbitration board, and notify the

other party of the name and address of its appointee.

If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairman within five (5) days, the appointment shall be made by the Minister of Labour upon the request of either party.

13.02 Board Procedure

The Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations to it. It shall hear and determine the differences or allegation and render a decision. The decision of a majority shall be the decision of the Board.

13.03 Decisions of the Board

The decision of the Board of Arbitration shall be final and binding on all parties, but in no event shall the Board of Arbitration have the power to alter, modify, or amend this Agreement in any respect. Should the parties disagree as to the meaning of the decision, either party may apply to the chairman of the Board of Arbitration to reconvene the Board to clarify the decision.

13.04 Expenses of the Board

Each party shall pay:

- (a) fees and expenses of the arbitrator it appoints;
- (b) one-half the fees and expenses of the chairman.

13.05 Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedures may be extended by consent of the parties to this Agreement.

13.06 Witnesses

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses without pay and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or arbitrator(s) to have access to any part of the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

13.07 Notwithstanding the foregoing, the parties may mutually

agree to the use of a single arbitrator, who will be governed by the provisions of this Article. Failing to agree on a single arbitrator, the provisions of the three (3) man Board will apply.

ARTICLE 14: TERMINATION, DISCHARGE OR SUSPENSION

14.01 Discharge Procedure

- (a) An employee may be dismissed only for just cause and only upon the authority of the Employer or his agent. When an employee is discharged or suspended, he shall be given the reason in the presence of his steward. Such employee and the Union shall be advised promptly in writing by the Employer of the reason for such dismissal or suspension.

Failure on the part of the Employer to comply with the above shall mean the employee shall be reinstated immediately and made whole, and all alleged charges of any misconduct shall be dismissed.

- (b) An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 12, Grievance Procedure. Steps 1 and 2 of the grievance procedure shall be omitted in such cases.
- (c) Should it be found upon investigation that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in his former position, without loss of seniority rating, and shall be compensated for all time lost in an amount equal to his normal earnings during the pay period next preceding such discharge or suspension, or by any other arrangements as to compensation which is just and equitable in the opinion of the parties or in the opinion of the Board of Arbitration if the matter is referred to such a board. The onus of proving just cause for discharge or suspension shall be on the Employer.
- (d) The Employer shall notify an employee in writing of an expression of dissatisfaction concerning his work within ten (10) working days of the event of the complaint coming to the administrator's attention with a copy to the Union. This notice shall include particulars of the work performance which lead to such dissatisfaction. If this

procedure is not followed, such expression of dissatisfaction shall not become a part of his record for use against him at any time. This article shall be applicable to any complaint or accusation which may be detrimental to an employee's advancement or standing with the Employer, whether or not it relates to his work. The employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of his record.

The record of an employee shall not be used against him at any time after twenty-four (24) months following a suspension or disciplinary action, including letters of reprimand or any adverse reports.

(e) Access to Personnel File

Any employee shall have the right at any reasonable time to have access to and review his/her personal file and shall have the right to respond in writing to any document contained therein, such a reply becoming part of a permanent record.

ARTICLE 15: **HOURS OF WORK**

15.01 The normal work day shall consist of eight (8) scheduled hours per day. The normal work week for regular full-time employees shall be rotated as set out in Schedule "B" of this Agreement.

15.02 Except where otherwise provided in this Agreement, in the event of an employee starting work in any day and being sent home before he has completed four (4) hours, he shall be paid for four (4) hours. In the event that an employee reports for work but is sent home before commencing work, he shall be paid for two (2) hours at regular rates. This clause shall not require a part-time employee to be paid for more than he is hired for.

15.03 Break Period

All employees working more than four (4) hours on a shift shall be permitted a fifteen (15) minute rest period both in the first half and the second half of a shift.

Where possible employees shall be allowed a one-half hour lunch break. When operational requirements do not permit such a break, the work day for these employees

shall be eight (8) hours per day inclusive of a one-half hour paid meal break.

15.04 Working Schedule

The Employer agrees, in consultation with the Union, to set forth the working schedule of each department, hereinafter referred to as the "Work Schedule". The schedule shall be deemed to constitute Schedule "B" of this Agreement.

15.05 The parties hereto agree that regular full-time employees will continue to work the hours of work referred to in Article 15 during the normal operating season. However, regular full-time employees may bank any extra hours over the normal work day. Banked time will be taken at a mutually agreed time and will not result in any overtime being charged to the employer. Banked time accumulated between March 1st and February 28th, will be paid out on March 15th. The parties agree that a variance to the length of a normal workday for regular full time employees, shall be jointly applied for.

15.06 Standby

Standby duty shall be rotated or as mutually agreed, by the employees who hold Refrigeration Operators Certificate. Standby shall be required during the running season of the refrigeration plant when the public is in the building and the employee on shift does not have a Refrigeration Operator Certificate. Standby shall be paid at the rate of:

One hour per shift on a work day.

Two hours per shift on a day of rest.

When possible standby shall go to an employee who has already worked that day.

The provisions of Article 16.03 shall not apply to an employee who is on standby and who is called out for work. Such employee shall, however, be paid for all time worked outside the scheduled hours constituting his normal day at the applicable overtime rate with a minimum guarantee of two (2) hours' work or two (2) hours' pay. This guarantee shall not apply when the call-out extends into the employee's normal working hours.

ARTICLE 16: OVERTIME AND CALL-BACK TIME

16.01 All employees shall be allowed to work additional hours

beyond the length of their normal work day, if mutually agreeable between both parties. Overtime will only be paid if the employee is forced to stay or called back due to a breakdown or emergency. Overtime shall be paid for at the rate of time and one-half for the first two hours and double time thereafter.

16.02 All employees shall be allowed to work additional hours on their normal days of rest, if mutually agreeable between both parties. Overtime will only be paid if the employee must work due to a breakdown or emergency.

16.03 Minimum Call-Back Time

Every employee who is called out shall be paid for a minimum of two (2) hours overtime rates and shall be paid from the time he leaves his home to report to duty until the time he arrived back upon proceeding directly from work.

16.04 Overtime During Layoff

There shall be no extended amount of overtime worked in any operation while there are employees on layoff in the same or similar types of operations and who are qualified to perform the available work.

ARTICLE 17: HOLIDAYS

17.01 (a) The legal and recognized holidays shall be:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Queen's Birthday	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

and any other holidays as may be proclaimed by either the Federal or Provincial Government.

There shall be no reduction in the monthly pay on account of the above-mentioned holidays.

When any of the above holidays fall on a normal non-working day and no other day is declared in substitution thereof, employees shall have the option of taking a day's pay or to bank the day for use at a mutually agreed later date.

ARTICLE 18: VACATIONS

18.01 Definition of Vacation Year

- (a) The vacation year shall run from April 1 to March 31.
- (b) With respect to annual vacations and vacation pay, the following provisions will apply:

1. Three Weeks Vacation

Employees with one (1) to five (5) years of continuous service shall receive three (3) weeks vacation with pay based upon six percent (6%) of earnings or 120 hours at the hourly rate of the employee's regular job, whichever is greater.

2. Four Weeks Vacation

Employees with six (6) to nine (9) years of continuous service shall receive four (4) weeks vacation with pay based upon eight percent (8%) of earnings or 160 hours at the hourly rate of the employee's regular job, whichever is greater.

3. Additional Days of Vacation

Employees with ten (10) to twenty-one (21) years of continuous service shall receive five (5) weeks vacation with pay based upon ten percent (10%) of earnings or 200 hours at the regular rate of the employee's regular job whichever is greater.

4. Six Weeks Vacation

Employees with more than twenty-one (21) years of continuous service shall receive six (6) weeks vacation with pay based upon an amount equal to 11.54% of the employee's regular rate of pay.

18.02 Holidays During Vacation

If a statutory or declared holiday falls or is observed during an employee's vacation period, he shall be granted an additional day's vacation for such holiday in addition to his regular vacation time.

18.03 Preference in Vacation

In the event of a conflict of vacation date preference,

the choice shall be determined by seniority of service.

18.04 Vacation Pay

All employees shall receive their vacation pay on each bi-weekly pay cheque.

ARTICLE 19: SICK LEAVE PROVISIONS

19.01 Sick Leave Defined

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, disabled, or because of an accident for which compensation is not payable under the Workers' Compensation Act.

19.02 Amount of Sick Leave

Sick leave shall be granted to regular full-time employees on the basis of one and one-half days for every month of service. In cases where the time worked is less than full time, sick leave accrual shall be prorated.

Employees may accumulate unused days to a maximum of 120 days. Any employee who has more than 120 days as of March 31, 2005 shall retain those days and use them as is required.

19.03 Proof of Illness

An employee may be required to produce a certificate from a duly qualified medical practitioner for any illness, certifying that the sick employee is unable to carry out his duties due to illness. If there is a fee charged for such a certificate, the Employer shall reimburse such cost upon presentation of a paid receipt.

19.04 Sick Leave and Leave of Absence

When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to the service of the Employer upon expiration of such leave of absence, etc. he shall not receive sick leave credit for the period of such absence, but shall retain his cumulative credit, if any, existing at the time of such leave or layoff.

19.05 Sick Leave Without Pay

Sick leave without pay shall be granted to an employee who does not qualify for sick leave with pay or who is unable to return to work at the termination of the period for which sick leave with pay is granted by mutual agreement of the parties hereto.

19.06 Sick Leave Records

A record of all unused sick leave will be kept by the Employer. On October 1st of each year, each employee shall receive a record from the Employer of his accumulated sick leave credit. Any employee is to be advised on application of the amount of sick leave accrued to this credit.

19.07 Illness in the Family

In the case of illness of an immediate member of the family of an employee where no one at home, other than the employee, can provide for the needs of the ill person, the employee shall be entitled after notifying his supervisor to use a maximum of three (3) accumulated sick leave days per illness for this purpose, to a maximum of three (3) days per year. Proof of illness may be required.

ARTICLE 20: LEAVE OF ABSENCE

20.01 For Union Business

The Employer agrees that, where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry on negotiations with the Employer, or with respect to a grievance, they shall suffer no loss of pay for the time so spent.

20.02 Union Conventions

Leave of absence without pay and without loss of seniority shall be granted, upon request to the Employer, to employees elected or appointed to represent the Union at Union conventions. Such time shall not exceed a total of ten (10) working days in any one year. Two (2) weeks' notice shall be given to the Employer. Limited to one employee at a time.

20.03 Bereavement Leave

A regular full-time employee shall be granted five (5) regularly scheduled consecutive work days leave without

loss of salary or wages in the case of the death of a parent, wife, husband, brother, sister, child, grandparent, mother-in-law or father-in-law. Reasonable leave of absence shall be granted for travel and estate affairs without pay and without loss of seniority.

One-half (1/2) day shall be granted without loss of salary or wages to attend a funeral provided such regular full-time employee has the approval of his supervisor or department head.

20.04 Jury Duty

The Employer shall pay a regular full-time employee who is required to serve as a juror or subpoenaed court witness the difference between his normal earnings and the payment he receives for jury service or court witness. The regular full-time employee will present proof of service and the amount of pay received. In cases where an employee's private affairs cause a court appearance such leave shall be without pay.

20.05 Long Term Leave for Union Officers

Any employee who is elected or appointed to a position with the Union or any body with which the Union is affiliated or any employee who is elected or appointed to public office, shall be granted leave of absence without pay and without loss of seniority by the Employer for whatever time is necessary for the fulfilment of his duties.

20.06 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing.

20.07 Maternity Leave

The Employer shall grant leave of absence without pay and without loss of seniority, to a maximum of six (6) months to any regular full-time employee requesting such leave for good and sufficient cause; such request to be in writing and approved by the Employer. Maternity leave shall be granted to any regular full-time employee who becomes pregnant, and who shall:

- (a) Officially notify the Employer of her pregnancy at least three (3) months before the expected date of birth.

- (b) Proceed on maternity leave without pay at a time or times chosen by the employee during the six week period immediately preceding the expected date of birth.
- (c) An employee may be requested to go on maternity leave at any time before the dates specified in Subsection (b) where it is considered in the best interest of the Employer and not a violation of the Maternity Protection Act and all relevant sections of the Employment Insurance Act.

ARTICLE 21: PAYMENT OF WAGES AND ALLOWANCES

21.01 Pay Days

- (a) The employer shall pay wages bi-weekly in accordance with Schedule A of this Agreement. All wage payments shall be by direct deposit to a financial institution of the employee's choice.
- (b) Subsequent to a layoff recall, the employer shall adjust the first pay period of the employee to pay for actual time worked for the first week, and in addition, advance the employee an equivalent amount of pay equal to what the employee may have earned had he/she worked the regularly scheduled week.

The advance pay will be reconciled to actual hours worked prior to the next layoff. In the event the first pay period is one week, the employer shall pay the equivalent amount of a normal workweek and reconcile this advance prior to the next layoff.

21.02 Vacation Pay

At their request employees shall receive on the last office day preceding commencement of their annual vacation, any cheques which may fall due during the period of their vacation. Part time employees shall have their vacation pay included on each pay cheque.

21.03 Pay During Temporary Transfers

If an employee substitutes on any job during the absence of another employee, or performs duties of a higher classification, he shall receive the rate for the job or his regular rate, whichever is greatest.

21.04 Automobile Allowance

Employees shall not be required by the Employer to use their private automobiles to carry out their duties. However, should emergencies or special circumstances require an employee to use his automobile to carry out his duties, he shall be paid an allowance equal to the allowance set by the TNRD Board.

ARTICLE 22: JOB CLASSIFICATION AND RECLASSIFICATION

22.01 Job Description

The Employer agrees to draw up job descriptions for all classifications covered by this Agreement and for any new position that may arise over and above those presently specified, during the life of this Agreement.

Said job descriptions will be presented in writing to the Union business agent and shall become the recognized job description unless written notice is given by the Union within thirty (30) days.

22.02 Changes in Classification

When a position not covered by Schedule "A" is established, or when an existing category no longer appropriately covers a position during the life of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree as to the classification and/or rate of pay of the job in question, such dispute shall be submitted to arbitration. The new rate shall become retroactive to the time the position was first filled by an employee.

ARTICLE 23: SUPPLEMENTATION OF COMPENSATION AWARD

23.01 An employee prevented from performing his regular work with the Employer on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Compensation Act, shall receive from the Employer the difference between the amount payable by the Workers' Compensation Board and his regular salary. The amount paid shall be deducted from the accumulated sick leave of the employee. However, three (3) days of accumulated sick leave shall be retained for the employee's future

benefits upon the employee's return to work.

ARTICLE 24: SAFETY

- 24.01 The Union and the Employer shall co-operate in continuing and perfecting the safety measures now in effect.
- 24.02 The safety committee shall be established and composed to two (2) representatives appointed by the Employer, and two (2) representatives of the Union.
- 24.03 The safety committee shall hold meetings as required by the Employer or the Union and all unsafe or dangerous conditions shall be taken up and dealt with at such meetings.
- 24.04 Minutes of all safety committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union, and posted on all bulletin boards.

ARTICLE 25: BENEFITS

- 25.01 The Employer agrees to pay the full cost of premiums for the following benefits to be provided year round for regular employees:
- A. Medical insurance provided by Medical Services Plan of B.C.
 - B. Life insurance coverage amounting to twice the employee's annual salary.
 - C. Spouse life insurance of \$5,000. Dependent life insurance coverage of \$2,500.
 - D. Accidental Death and Dismemberment insurance to a maximum of \$25,000.
 - E. Dental Plan coverage through Pacific Blue Cross Health Services:
 - Plan A 100%
 - Plan B 50%
 - Plan C 50%
 - F. Extended Health Benefits coverage through Pacific Blue Cross Health Services, including vision care, and the cost of an eye examination once every two (2) years up to \$70.00. Hearing Aid coverage to \$300 every five years. The benefit package shall be an addendum to this Collective Agreement.

G. The Long Term Disability insurance coverage shall be in accordance with the terms of the agreed to plan, which shall include coverage of 66.5% to a maximum of \$3,000 per month. This Plan shall include a 120 calendar day waiting period.

25.02 Registered Retirement Savings Plan

The Employer shall provide a Registered Retirement Savings Plan (RRSP) and pay 6% of wages of regular full-time employees, based on a regular forty (40) hour work week, which shall be matched by the employee. Should the regular full-time employee not work a full forty (40) hour work week, the 6% shall be on hours worked and matched by the employee.

All enrolled employees may choose the company of their choice for the Plan, however all employees must register with the same company. The Employer's contributions may not be withdrawn until the employee resigns from the Employer.

25.03 The Employer shall provide for purchase, at the employee's expense, optional life insurance and accidental death and dismemberment insurance for spouse and dependents.

25.04 Employees working less than full time who do not qualify under the terms of the benefit contract, but who have completed two hundred and forty hours (240) of service within and eight (8) month period, shall be paid fourteen percent of gross earnings in lieu of benefits.

25.05 Municipal Pension Plan

Effective April 1, 2006 all eligible employees shall participate in the Municipal Pension Plan in accordance with the terms of the Plan.

ARTICLE 26: GENERAL CONDITIONS

26.01 Proper Accommodation

Where possible, proper accommodation shall be provided for employees to have their meals and keep their clothes.

26.02 Bulletin Boards

The Employer shall provide bulletin boards in suitable locations upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

26.03 Strike at the Employer's Premises

In the event of any other employees engaging in a legal strike and placing or maintaining pickets at the Employer's premises, then any refusal to work or failure to cross such picket line by members of this Unit shall not be considered a violation of this Agreement. However, essential services shall be maintained.

26.04 Instructional Courses

The Employer agrees to pay the full cost of any course of instruction required and approved by the employer for any employee to better qualify that employee to perform his job. Such payment shall be made upon successful completion of the course.

26.05 Tools

Employees shall not be required to provide their own tools in the performance of their duties.

26.06 Employee Insurance While on Job

The Employer will pay all costs related to an action against an employee as a result of him performing the tasks of his position with the Sportsplex. When the employee is found to be grossly negligent, this clause shall not apply.

26.07 The Employer agrees to provide T-shirts and jackets as required to all staff; however, ownership remains with the Employer and the cleaning shall be the responsibility of the employee.

ARTICLE 27: SUBCONTRACTING

27.01 No regular employee shall be laid off as a result of contracting or subcontracting.

27.02 No regular employee shall be on layoff status when contracted or subcontracted work can be done as efficiently by any employee on layoff status.

The Employer agrees that, hereafter, the concessions shall be operated by bargaining unit personnel. Volunteer work done at the Sportsplex shall be limited to past practice.

27.03 Successorship

In the event that the operation/management or a form of government of the Sportsplex changes from the current operation of the TNRD, or in the event a private company or society takes over the operation/management of the Sportsplex, all employees shall be retained.

ARTICLE 28: WORKING CONDITIONS

28.01 All working conditions which employees now receive, as employees of the Employer, shall continue to be received insofar as they are consistent with this Agreement but may be modified by mutual agreement between the Employer and the Union.

28.02 Harassment

Both parties agree that the workplace shall be free from any and all forms of harassment. Therefore, any complaint of harassment shall be dealt with through the grievance procedure in Article 12 of this Collective Agreement.

ARTICLE 29: GENERAL

29.01 Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

ARTICLE 30: TERM OF AGREEMENT

30.01 This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from and after the first day of April, 2005, and up to and including the thirty-first day of March, 2009, and thereafter unless either party to this Agreement gives notice to commence collective bargaining in accordance with the Labour Code of British Columbia Act. During the period of collective bargaining, this Agreement

shall continue in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed these presents on the _____ day of _____

SIGNED ON BEHALF OF
Thompson Nicola Regional District

SIGNED ON BEHALF OF
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 900

SIGNED ON BEHALF OF CUPE LOCAL
900

SIGNED ON BEHALF OF THE
SPORTPLEX UNIT

NATIONAL REPRESENTATIVE

SCHEDULE "A" - RATE OF PAY

Thompson Nicola Regional District

<u>CLASSIFICATION</u>	APRIL 1 2005	APRIL 1 2006	APRIL 1 2007	APRIL 2008
	2.5*/1.5%	1*/1.5**%	1*/1.5**%	*/1.5**%
Ice Maker*	24.18	24.42	24.66	24.91
Recreation Facilities* Supervisor	25.41	25.66	25.92	26.18
Recreation Facilities** Attendant #1	17.14	17.40	17.66	17.93
Recreation Facilities** Attendant #2	18.70	18.98	19.26	19.55
Recreation Facilities* Attendant #3	20.32	20.52	20.72	20.93
In Charge-Skate Patrol**	10.22	10.37	10.53	10.69
Skate Patrol**	9.83	9.97	10.12	10.27
Concession Clerk**	8.93	9.07	9.20	9.34
Student**	8.76	8.89	9.02	9.16

*Receives Benefits

** Does Not Receive Benefits

SCHEDULE "B"

WORK SCHEDULE

CONCESSION CLERKS

Shifts shall be varied as required.

Hours shall be allocated equally among present staff.

RECREATION FACILITIES ATTENDANTS

Regular full time employees shall work five (5) scheduled days on and two (2) scheduled, consecutive days off with the afternoon and day shifts rotating equally among present staff.

Should the Employer require additional hours worked, the schedule shall be amended to insure that the additional hours are allocated to present staff.

**LETTER OF UNDERSTANDING
BETWEEN
Thompson Nicola Regional District
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 900
(THE NORTH THOMPSON SPORTSPLEX)**

This Letter of Understanding is to set out provisions to provide for the payment of one statutory holiday during the period of annual layoff in June and July for the regular full-time employees who hold the positions of Recreational Facilities Supervisor and Ice Maker II.

SIGNED ON BEHALF OF THE
THOMPSON NICOLA REGIONAL DISTRICT

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 900

SIGNED ON BEHALF OF CUPE
LOCAL 900

SIGNED ON HEHALF OF THE
SPORTPLEX UNIT

NATIONAL REPRESENTATIVE

Dated _____

LETTER OF UNDERSTANDING

BETWEEN

THOMPSON NICOLA REGIONAL DISTRICT

And

CUPE LOCAL 900

RE: Article 18.01 - Vacation Accumulation

This Letter of Understanding will confirm that Sportsplex employees Robert Behan and Roger Mayer shall retain their vacation entitlement as of March 31, 2005.

This entitlement of 14.8% shall remain in place for these two employees for the duration of their employment.

SIGNED ON BEHALF OF THE
THOMPSON NICOLA REGIONAL DISTRICT

SIGNED ON BEHALF OF THE
CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 900

SIGNED ON BEHALF OF CUPE
LOCAL 900

SIGNED ON BEHALF OF THE
SPORTPLEX UNIT

NATIONAL REPRESENTATIVE

Dated _____

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - RECREATION FACILITIES ATTENDANT #1**

Summary of Responsibilities

The R.F.A. #1 will perform semi-skilled facilities maintenance and janitorial work of varied nature under general and limited supervision of the Recreation Facilities Supervisor or his designate. Work involves minor building and ground maintenance, custodial and janitorial work and general upkeep of buildings. This description is also to include all aspects of being trained as a Recreation Facilities Attendant.

Functional Responsibilities

1. Check and clean washrooms, stands and lobby.
2. Clean floors as advised.
3. Make minor building repairs
4. Shovel snow and apply sand to entrances as required.
5. Perform related work as advised.

Required Skills, Abilities and Knowledge

1. Elementary knowledge of janitorial, custodial.
2. Ability to handle and lift relatively heavy weights, etc., to a maximum level of 40 Kg (88 lbs.) when required.
3. Ability to exercise courtesy and tact in dealing with the general public.

Preferred Training, Experience, Membership, etc.

1. Equivalent to secondary school education.
2. Experience in equivalent or related work.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - RECREATION FACILITIES ATTENDANT #2**

Summary of Responsibilities

Performs facilities maintenance and janitorial work of a varied nature under the supervision of the Recreation Facilities Supervisor or his designate. Work involves curling and skating ice maintenance; minor building and grounds maintenance; custodial and janitorial work at arena and curling rink; monitoring the operation of the arena and curling rink refrigeration plants and directing and answering inquiries from the general public. The job involves seasonal indoor work for the majority of the time, characterized by frequent and considerable temperature and humidity changes; above average noise levels; occasional exposure to noxious odours and toxic chemicals; the possibility of incurring minor injury; and average exertion. The incumbent has significant responsibility for the safety of others, and must exercise ordinary care to ensure the safety of others in his/her work. In addition, the incumbent must exercise courtesy and tact in dealings with the general public. Close care and attention is required to prevent serious damage or loss to refrigeration plant and other facilities.

Functional Responsibilities

1. Monitor operation of arena refrigeration plant, checking oil level and pressure, ammonia temperature and pressure, cooling water temperature, brine temperature, shutting down equipment if required in emergencies. Should fill out compressor log book as required.
2. Resurface ice, using resurfacers, planer and edger, as required.
3. Draw lines and face-off circles and curling markings to ice at the commencement of the season and when required throughout the season.
4. Check and clean washrooms, dressing rooms, stands and lobby, replenishing supplies as required.
5. Clean floors as required.
6. Make minor building repairs.
7. Answer inquiries and complaints from the general public by telephone or in person.
8. Shovel snow from outside entrances and apply sand as required.

9. Maintain order in the behaviour of youngsters and attempt to keep vandalism to a minimum, calling police as required.
10. Advise supervisor of janitorial and operating supply needs and receive shipments of materials and supplies.
11. Connect public address system and scoreboard as required.
12. Accept payment and issue receipts.
13. Accept bookings for rental of ice.
14. Perform related work as required.

Required Skills, Abilities and Knowledge

1. A working knowledge of ice resurfacing.
2. An elementary knowledge of arena and curling refrigeration.
3. Ability to perform semi-skilled minor mechanical, electrical and building repairs.
4. Ability to handle and lift relatively heavy weights, such as sacks of calcium, ice paint, etc., to the maximum level of 40 Kg (88 lbs.).
5. Ability to exercise courtesy and tact in dealings with the general public.

Preferred Training, Experience, Membership, etc.

1. Experience in equivalent or related work.
2. Equivalent to a secondary school education.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - RECREATION FACILITIES ATTENDANT #3**

Summary of Responsibilities

Performs skilled facilities maintenance and janitorial work of a varied nature under the supervision of the Recreation Facilities Supervisor or his designate. Work involves curling and skating ice maintenance; minor building and grounds maintenance; custodial and janitorial work at arena and curling rink; monitoring the operation of the arena and curling rink refrigeration plants and directing and answering inquiries from the general public. The job involves seasonal indoor work for the majority of the time, characterized by frequent and considerable temperature and humidity changes; above average noise levels; occasional exposure to noxious odours and toxic chemicals; the possibility of incurring minor injury; and average exertion. The incumbent has significant responsibility for the safety of others, and must exercise ordinary care to ensure the safety of others in his/her work. In addition, the incumbent must exercise courtesy and tact in dealings with the general public. Close care and attention is required to prevent serious damage or loss to refrigeration plant and other facilities.

Functional Responsibilities

1. Monitor operation of arena refrigeration plant, checking oil level and pressure, ammonia temperature and pressure, cooling water temperature, brine temperature, or shutting down equipment if required. Should fill out compressor log book as required.
2. Resurface ice, using resurfer, planer and edger, as required.
3. Draw lines and face-off circles and curling markings to ice at the commencement of the season and when required throughout the season.
4. Check and clean washrooms, dressing rooms, stands and lobby, replenishing supplies as required.
5. Wash and wax floors as required.
6. Make minor building repairs (interior, exterior and grounds) replacing lamps, broken locks and hinges.
7. Answer inquiries and complaints from the general public by telephone or in person.

8. Shovel snow and apply sand at the outside entrance as required.
9. Maintain order in the behaviour of youngsters and attempt to keep vandalism to a minimum, calling police as required.
10. Advise supervisor of janitorial and operating supply needs and receive shipments of materials and supplies.
11. Connect public address system and scoreboard as required.
12. Perform related work as required.
13. Accept payment and issue receipts.
14. Accept bookings for rental of ice.
15. Pick up Zamboni fuel as required.

Required Skills, Abilities and Knowledge

1. A working knowledge of ice resurfacing.
2. Have working knowledge of arena and curling ice and refrigeration.
3. Ability to perform semi-skilled minor mechanical, electrical and building repairs.
4. Ability to handle and lift relatively heavy weights, such as sacks of calcium, ice paint, etc., to the maximum level of 40 Kg (88 lbs.).
5. Ability to exercise courtesy and tact in dealings with the general public.

Preferred Training, Experience, Memberships, etc.

1. Experience in equivalent or related work.
2. Equivalent to a secondary school education.
3. Refrigeration Safety Awareness Certificate or Provincial Ticket.
4. Ice Maker's Diploma.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - CONCESSION CLERK**

Summary of Responsibilities

Under the supervision of the Recreation Facilities Supervisor or the Ice Maker or their designate, the Concession Clerk will perform skills of a grill cook in preparation of foods for the concession for resale to the public. The Concession Clerk will operate the concession in a neat, orderly way which conforms to all Health Department rules and regulations. The Concession Clerk will serve the public in a neat and courteous manner and will be required to operate a cash register and other miscellaneous concession equipment. The Concession Clerk must have the ability to handle large amounts of money to balance cash sheets; and also have the ability to make decisions and act independently under pressure. The Concession Clerk will be responsible for cleaning of all concession appliances and equipment and also ensure that all vending machines are fully operational.

Functional Responsibilities

1. Prepare foods such as hamburgers, submarine sandwiches, fries, etc.
2. Serve food stuffs to the general public.
3. Clean the grill and appliances and other equipment during or at the end of the shift.
4. Fill all vending machines when they are low on products during weekend shifts.
5. Inform the recreation Supervisor or Ice Maker when there is a shortage of products to ensure a reorder supply.
6. Clean tables off as required during the shift.

Required Knowledge, Abilities and Skills.

1. Experience in food preparation, preferably in restaurant.
2. Experience in dealing with the public in large volume.
3. Ability to work under pressure without direct supervision.
4. Experience in operating a cash register, and the ability to handle large amounts of money and balance cash sheets at the end of every shift.

5. Previous experience in a concession or restaurant would be beneficial.
6. Must possess a valid Food Safe Certificate.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - IN CHARGE SKATE PATROL**

Under the supervision of the Recreation Facilities Supervisor or the Ice Maker, the In Charge Skate Patrol employee will perform general supervision of the Skate Patrol staff and the public during public ice skating.

The In Charge Skate Patrol employee will report all major incidents and fill out incident reports to either the Recreation Facilities Supervisor or the Ice Maker.

The In Charge Skate Patrol employee must exercise ordinary care to ensure the safety of others on and off the ice. In addition, the In Charge Skate patrol employee must exercise courtesy and tact in dealing with the general public.

Functional Responsibilities

1. Ensure all patrons have paid their fees.
2. To patrol the ice surface during public skating to ensure that all aspects of safety and supervision are maintained.
3. To remove persons from the ice after proper warning to that person has been given. If the offence is sufficient, to consult with the Recreation Facilities Supervisor or Ice Maker on duty and fill out an incident report for further action by the maintenance supervisor.
4. Will play appropriate music during skating sessions.
5. Other related duties as required.

Required Skills, Ability, Knowledge

1. Ability to work with the public.
2. Self-starter.
3. Ability to exercise courtesy and tact in dealing with the general public.
4. Supply own skates and outer wear.

Preferred Training and Experience

1. At least 16 years of age.
2. General skating ability.
3. Ability to sharpen skates.

NORTH THOMPSON SPORTSPLEX

JOB DESCRIPTION - SKATE PATROL

Summary of Responsibilities

The incumbent will perform general supervision of the public during public ice skating.

The incumbent must exercise ordinary care to ensure the safety of others on and off the ice. In addition, the incumbent must exercise courtesy and tact in dealings with the general public.

The incumbent must be able to work under general supervision of the In Charge Skate Patrol, and will report all major incidents to the In Charge Skate Patrol.

Functional Responsibilities

1. Ensure all patrons have paid their fees.
2. To patrol the ice surface during public skating to ensure that all aspects of safety and supervision are maintained.
3. To remove persons from the ice after proper warning to that person has been given. If the offence is sufficient, to consult with the In Charge Skate Patrol on duty and fill out an incident report for further action by the maintenance supervisor.
4. Will play appropriate music during skating sessions.
5. Other related duties as required.

Required Skills, Ability, Knowledge

1. Ability to work with the public.
2. Self-starter.
3. Ability to exercise courtesy and tact in dealing with the general public.
4. Supply own skates and outer wear.

Preferred Training and Experience

1. At least 16 years of age.
2. General skating ability.
3. Ability to sharpen skates.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - ICE MAKER**

Summary of Responsibilities

Under the supervision of the Recreation Facilities Supervisor, the Ice Maker has responsibility for the four main areas - the installation and maintenance of the arena ice, the refrigeration compressors, the cleanliness of the building and the concession.

The ice maker is responsible for setting of the ice making schedule and maintaining an ice maintenance schedule during the season and giving direction to the other employees.

As the person directly responsible for the daily operation of the refrigeration compressors he is responsible for the daily checking of all refrigeration controls and filling in the compressor log book.

He is responsible for setting and maintaining an arena custodial schedule.

Responsible for ordering concession stock and overseeing the concession operations.

Functional Responsibilities

- All duties of a Recreation Facilities Attendant #3.
- Plan the ice making schedule.
- Maintain an ice maintenance schedule.
- Extra shaving, edging, flooding and ice tapping as required.
- Ordering and purchasing supplies for ice maintenance.
- Ordering and purchasing supplies for the ice resurfacer.
- Working with the mechanic to carry out a preventative maintenance schedule on the ice resurfacer.
- Daily safety checks on the refrigeration equipment.
- Monitoring the brine, ammonia and oil levels.
- Cleaning of the brine and oil filters and draining oil from the chiller, adding ammonia as required.
- Maintain a preventative maintenance schedule with the refrigeration mechanic.
- The selection, distribution and efficient utilization of janitorial supplies and equipment in accordance with the established purchasing procedures.
- Maintain up to date W.H.M.I.S. guidelines.
- Train new employees in custodial and ice maintenance, Zamboni operation, refrigeration monitoring and safety procedures.
- Deliver and pickup propane bottles for the ice resurfacer using his own vehicle.
- Maintain an up to date propane ticket.

- Building repairs and maintenance and painting.
- Assist in the duties of the Recreation Facilities Supervisor in his/her absence.
- Other related duties as required.

This employee must assist the Recreation Facilities Supervisor with many day to day items including renting and rescheduling ice times, renting hockey equipment, accepting payment, and dealing with the public.

Required Knowledge Abilities and Skills

- Knowledge of all areas of Arena Operations.
- Advanced knowledge of skating and curling ice and refrigeration conditions.
- Ability to supervise and train staff.
- Ability to exercise courtesy, diplomacy and tact when dealing with the public.
- Ability to perform a wide variety of building repairs.

Preferred Training, Experience, Memberships, Etc.

- Experience in equivalent or related work.
- Ice Making Diploma.
- Provincial Refrigeration Operators Certificate
- Propane Ticket.
- Training in W.H.M.I.S. guidelines.

NORTH THOMPSON SPORTSPLEX**JOB DESCRIPTION - RECREATION FACILITIES SUPERVISOR**

Summary of Responsibilities

Reporting directly to the TNRD Chief Administrative Officer or his designate, the Recreation Facilities Supervisor is responsible for every aspect of the building and accepts responsibility for all events there. He is responsible for the day-to-day operations of the Sportsplex.

Functional Responsibilities

1. All duties of the Ice Maker.
2. Evaluates staff performance and prepares work schedules, time sheets and overtime for the approval and adjudication of the Wells Grey Country Services Co-ordinator (WGCSC).
3. All billing of regular user groups and casual renters.
4. Accept payments and make bank deposits.
5. Oversee petty cash.
6. Organize and code accounts payable for WGCSC.
7. Collect accounts receivable including overdue and N.S.F. cheques
8. Assist with the yearly budget preparation and the five year capital plan..
9. Ensure that expenditures are consistent with the budget.
10. Event Advertising and the weekly Sportsplex columns in the local papers.
11. Prepare and organize all ice rentals, billing and rental agreements for users for WGCSC to approve.
12. Handle complaints and inquiries from the public.
13. Organize user group meetings each year in conjunction with the WGCSC.
14. Assist with planning of building improvements dealing with the architects, engineers and inspectors to make recommendations to the WGCSC.

15. Plan and carry out yearly building maintenance program.
16. Organize equipment rental program.
17. Assist in conjunction with the Ice Maker on the ice making schedule.
18. Assist in conjunction with the Ice Maker on the custodial schedule.
19. Assist in conjunction with the Ice Maker with refrigeration work ensuring the safety of public and staff and sent into WGCSC for approval.
20. Train new employees in regard to proper operating of the building and ensuring the safety of public and staff.
21. Prepares purchase orders and orders all building supplies which are sent into WGCSC for approval.
22. Monitor all Tradesmen working the building.
23. Communicate with Government Inspectors and comply with requirements.
24. Develop and update safety procedures for all staff and distribute safety procedure manuals to all staff and WGCSC.
25. Other related duties as required.

Required Knowledge Abilities and Skills

1. Complete knowledge of all areas of Arena Operations.
2. Ability to supervise and train staff.
3. Advanced knowledge of skating and curling ice and refrigeration conditions.
4. Ability to plan day to day activities and long term projects and programs.
5. Ability to understand all financial aspects of the Sportsplex.
6. Ability to exercise courtesy, diplomacy and tact when dealing with the public.
7. Ability to perform skilled building maintenance, construction and mechanical repairs.

Preferred Training, Experience, Membership, Etc.

1. Experience in equivalent or related work.
2. Ice Making Diploma.
3. Refrigeration Operators Certificate.
4. Propane Ticket.
5. Training in W.H.M.I.S. guidelines.
6. Computer literate.