

CITY OF WHITEHORSE

BYLAW 2016-22

A bylaw to provide for the terms and conditions of employment for management and management staff employees of the City of Whitehorse

WHEREAS section 188 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, designated municipal officers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest; and

WHEREAS the employees covered in this bylaw are excluded from bargaining collectively under the *Canada Labour Code* due to the nature of their positions; and

WHEREAS the council of the City of Whitehorse deems it proper and expedient to set out the terms and conditions of employment for this excluded group of employees;

NOW THEREFORE, the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

TITLE

1. This bylaw may be cited as the “**Management and Management Staff Bylaw**”.

APPLICATION

2. This bylaw applies to Employees who occupy positions specified in Schedules “A” and “B” attached hereto and forming part of this bylaw. Such Employees are appointed pursuant to this bylaw and shall hold office at the pleasure of council and in accordance with the terms and conditions of employment stated in this bylaw and as may be contractually agreed to between the City and the Employees.

DEFINITIONS

3. In this bylaw,

"CASUAL EMPLOYEE" means an Employee hired on an irregular and/or unscheduled basis with no guarantee of hours or duration or work.

When available work can be projected for a period longer than three months the work assignment will be changed to Temporary Employee from the original commencement date of their employment and the Employee will be entitled to all related benefits of Temporary Employees from that date forward, as described in Attachment “A” attached hereto and forming part of this bylaw;

“CITY” means the City of Whitehorse and may also be referred to as the Employer;

"CITY MANAGER" means the person appointed as Chief Administrative Officer of the municipality pursuant to section 183 of the *Municipal Act* and who exercises the authority to manage Employees identified in this bylaw;

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"CONTINUOUS SERVICE" means uninterrupted employment with the City;

"CONTINUOUS SERVICE DATE" means the date an individual is hired as a permanent Employee of the city OR where an Employee has prior service in either a casual or temporary capacity, the date that reflects continuous work with no break in employment greater than four consecutive work weeks immediately prior to becoming a permanent Employee;

"COUNCIL" means the Council of the City of Whitehorse;

"EMPLOYEE" means a person employed by the City as specified by Schedules "A" and "B" of this bylaw;

"EMPLOYER" means the City of Whitehorse;

"FULL TIME EMPLOYEE" means an Employee scheduled to work the standard hours of any position included in Schedule "A" or "B";

"INCREMENT DATE" means the anniversary date of the commencement of Continuous Service except that, where an Employee has been promoted or reclassified with a resulting salary increase, the increment date shall become the anniversary of the promotion;

"JOB SHARE EMPLOYEE" means an incumbent of a position listed on Schedules "A" or "B" to this bylaw who requests permission to split the standard hours of the position. Requests for job sharing will be initiated through the Division Director and will be granted at the discretion of the City Manager. A job share arrangement will not result in additional costs to the City;

"MANAGEMENT EMPLOYEE" means an Employee holding a position identified in Schedule "A";

"MANAGEMENT STAFF EMPLOYEE" means an Employee holding a position identified in Schedule "B";

"PART TIME EMPLOYEE" means a permanent Employee who works less than the standard daily or weekly hours of work on a continuing, scheduled basis;

"PERMANENT EMPLOYEE" means an Employee **other than a temporary or casual Employee**;

STANDARD WORK WEEK: means 35 hours per week;

"TEMPORARY EMPLOYEE" means an Employee hired for a specific task or a period not exceeding one calendar year. The term of employment will terminate at the end of the temporary period or task unless terminated earlier as stated in this bylaw **or the contract of employment with the Employee.**

INTERPRETATIONS

4. In this bylaw,
 - (1) "may" will be regarded as permissive.
 - (2) "shall" will be regarded as imperative.

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5. Whenever the singular, masculine or feminine is used in this bylaw it shall be interpreted as if the plural, feminine or masculine has been used where the context of the parties hereto so requires.

ATTENDANCE AND HOURS OF WORK

6. Salary ranges for Employee's covered by this bylaw are set out in Schedules "A" and "B".
7. Each standard work day will include a lunch break (scheduled as close to the mid-point of the work day as possible) and two 15 minute rest breaks (scheduled approximately mid-way through each half day).
8. When determined to be an operational necessity, the City Manager may require Employees to work non-standard days and hours. It is a condition of employment that all Employees covered under this bylaw will be available for unscheduled work duties.
9. The salary and other remuneration and benefits for management Employees, including the management leave entitlement, compensates management Employees for all hours worked. Management Employees will be required to work in excess of 35 hours per week as needed to fulfil the duties of their positions. Management Employees will not be entitled to additional or overtime pay of any kind for any hours in excess of 35 hours per week that are necessary to fulfil the requirements of their position.
10. Employees and the Employer by mutual agreement may introduce daily flexible work hours so long as such arrangements do not result in additional costs/premiums, and without interrupting the delivery of City services or otherwise reducing the resources necessary to meet operational requirements.
11. Management Staff Employees who are required to work outside of their standard hours of work will be paid at the prevailing rate of pay for the actual time spent at work.
12. Employees who have the approval of their direct manager and who are required to attend conferences or any training/ professional development courses required to maintain the certifications specified in the Position Description during non-standard work hours will be paid at straight time for the actual time spent at the conference or attending training/professional development courses.

SALARIES, CLASSIFICATIONS

13. Employees covered by this bylaw will be paid in accordance with the classifications and biweekly salary ranges set out in Schedules "A" or "B" which form part of this bylaw. No qualified Employee shall receive less than the minimum rate specified for the position.
14. Where an existing classification or position is modified or a new classification or position is created by the City to address operational needs, budgetary constraints or to fulfil human resources objectives, then the salary range for the position will be determined through the City's job evaluation committee.

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15. If market realities demonstrate a significant deviation from the City's pay rates as detailed in this bylaw then a temporary market adjustment can be established for the position that will be reviewed and amended each time this bylaw is renewed.
16. In extraordinary circumstances and for bone fide emergencies, Employees may be paid in excess of the established pay rate at the discretion of the City Manager.
17. Prior to receiving any pay, all Employees covered under this bylaw will take and subscribe the oath or affirmation set out in Attachment "B".
18. Pay for Employees covered under this bylaw will be direct deposited every second Wednesday. Employees will receive a statement indicating total pay and deductions for each pay period.

Overtime

19. Management Employees are not entitled to overtime pay. This section of the bylaw only applies to Management Staff Employees. Management Staff Employees are eligible for overtime accruals and pay according to this section. Part-time management staff Employees are not eligible for overtime until their extra hours of work bring their total work hours to 35 hours for the week or their daily work hours exceed 7 hours.
20. Approved hours of overtime will be paid or accrued as compensatory time at the following rates:
 - (1) Time and one-half for the first two hours outside the regular shift and double time thereafter.
 - (2) Time and one-half for the first seven hours, as applicable, worked on an Employee's first day of rest, and double time thereafter.
 - (3) Double time for all hours worked on an Employee's second day of rest or any general holiday or day observed as such under the terms of this bylaw, or if instructed by the Employer to return to work while on annual vacation.
21. Double time pay for working on a general holiday (or day observed as such) is in addition to any general holiday pay that an Employee may be entitled to under other provisions of this bylaw.
22. Unused compensatory leave accruals may be carried over into the following year. However, any carried forward accruals must be used by June 30 of the current year or they will be paid out by the Employer.
23. Management Staff Employees required to work:
 - (1) through the regular established lunch period shall be paid the applicable overtime rate for the time of the lunch period and also be given ½ hour to consume the meal before or after the regular lunch period at the regular rate of pay;

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- (2) overtime which is arranged prior to the completion of their regular shift, and scheduled to be worked prior to the commencement of their next regular shift (excluding days of rest and general holidays), shall be paid according to this section;
 - (3) on their scheduled day of rest, or on a general holiday or day observed as such, shall receive a minimum of four hours pay at the prevailing overtime rate.
24. Management Staff Employees called-out to work outside their regular shift shall be paid for a minimum of four hours at the prevailing overtime rate.
25. Management Staff Employees called-out immediately prior to their regular starting time shall be paid at time and one-half for a minimum of two hours.

Performance Evaluation

26. A performance review and evaluation of each Employee will be conducted annually.

Performance Reward

27. The Employer may grant Employees a performance award as defined in the relevant administrative directive.

Acting Pay

28. Employees who are temporarily assigned to a higher paying position/ classification shall receive an additional 5% of their salary or the minimum salary range for the new classification (whichever is higher), for all hours worked in the position. Acting pay will continue for all days worked during the full period of the assignment (including statutory holidays). Employees on an approved absence during an acting assignment will be paid at their regular rate of pay.
29. Employees requested to assume the duties of a manager, director or City Manager, or whose job descriptions outline this responsibility, will be paid at the appropriate salary range for all hours worked in the position. The Employee will receive either an increase of 10% or Step 1 of the salary range for the higher classification, whichever is greater. Under no circumstances will the Employee receive more than the maximum for the range.
30. Unionized employees assuming some or all of the duties of a manager or director forecasted for more than 6 weeks and less than one year will be governed by the terms and conditions contained within this bylaw effective upon their transfer to the management position, and will have all paid time at a rate of pay 10% over their base annual salary rate. Unionized employees assuming some or all of the duties of a manager or director forecasted for a period longer than one year will be governed by the terms and conditions contained within this bylaw.

Increment Date

31. Managers not at the top of the pay range will have their annual salary reviewed at the end of each calendar year. Merit increases will be applied on January 1st of the following year.

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32. Management Staff not at the top of the pay range will have their annual salary reviewed on their increment date. Satisfactory performance will result in the Employee moving up to the next Step up to the maximum for that Range.

Promotion

33. Upon promotion to a higher classified position, an Employee will either receive the minimum salary rate of the applicable range for the new position or a salary increase of 10%.

Reclassification

34. When an Employee's position is reclassified to a higher salary range, the Employee will be granted a 5% salary increase, not to exceed the maximum of the new range. Where the minimum of the new salary range is more than 5% above the Employee's previous salary, the Employee will receive the minimum of the new range.
35. Employees will not have a salary reduction if their position is reclassified downward. However, the Employee will not be eligible for further wage increases until such time as their salary is less than the maximum of the reclassified range.
36. When an Employee's position is reclassified but remains in the existing salary range, the Employee's salary will remain unchanged.

Retroactive Pay

37. Employees who die or retire during a period covered by a retroactive pay adjustment will receive, or their estate shall receive, any salary benefit accruing.

ILLNESS

Wage Indemnity

38. Employees claiming non-occupational illness or accident for more than **six consecutive days** must apply for Wage Indemnity. The City's benefit carrier will determine whether the Wage Indemnity Policy entitlement conditions are met. Questions as to whether an Employee has met the Wage Indemnity Policy entitlement conditions shall be a matter between the Employee and the **claims adjudicator**.
39. If the Wage Indemnity claim is approved, Employees are entitled to time off with pay for a maximum of 17 weeks from the first day of hospitalization, accident or approved illness in accordance with the following schedule:

Wage Indemnity Entitlements for Approved Claims	
Completed Continuous Employment	Maximum Benefits
First 90 days	No provision
90 days to 1 year less 1 day	4 weeks at full pay, 13 weeks at 2/3 pay
1 year to 2 years less 1 day	7 weeks at full pay, 10 weeks at 2/3 pay
2 years to 3 years less 1 day	10 weeks at full pay, 7 weeks at 2/3 pay
3 years to 4 years less 1 day	13 weeks at full pay, 4 weeks at 2/3 pay
Over 4 years	17 weeks at full pay

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40. Successive periods of disability separated by less than 30 days of continuous employment will be considered one period of disability at the discretion of the **claims adjudicator**.

Long Term Disability

41. Employees who are continuously disabled due to a non-occupational illness or accident for a period in excess of 17 weeks may be eligible to receive Long Term Disability payments. The **claims adjudicator** will determine whether an Employee is eligible to receive long-term disability payments under the provisions of the long-term disability plan. Any questions regarding an Employee's eligibility for long-term disability benefits shall be a matter between the Employee and the **claims adjudicator**. Such matters must be pursued under the terms of the long-term disability plan.
42. Long Term Disability payments shall continue until the Employee is able to return to full time employment, reaches age 65, or ceases to meet the entitlement conditions of the insurer, whichever is earlier.
43. 100% of the Long Term Disability premium will be paid by the Employee.

Schedule "A" Employees Only

44. Payments will be based upon 65% of the first **\$4,500.00** monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of **\$5,000.00** per month.

Schedule "B" Employees Only

45. Payments will be based upon 60% of the monthly earnings to a maximum benefit of **\$4,000.00** per month.

MEDICAL AND GROUP INSURANCE

46. All Employees, whether full time, part time, or casual, shall participate in the Yukon Health Care Insurance Plan unless otherwise exempted.
47. On the first of the month following 60 days of continuous employment, Employees eligible for Group Benefit Coverage will be enrolled in the following benefits :
- (1) Extended Health Care Plan;
 - (2) Group Life Insurance in an amount two times annual salary rounded to the next highest \$1,000.00 if not already a multiple thereof.
 - (3) Accidental Death and Dismemberment Insurance (24-Hour Coverage) in the same amount as for Group Life Insurance.
 - (4) Dental Plan with 100% Basic Coverage, 50% Restorative Coverage, and 50% Orthodontic Coverage.
48. Employee eligibility for the above benefits will be in accordance with the applicable policy provisions.
49. Premium costs for benefits covered in this section are shared on the basis of 90% payment by the Employer and 10% payment by the Employee.

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REGISTERED RETIREMENT SAVINGS PLAN

50. Upon the commencement date of hire, the Employee shall enrol in the Employer's Group Registered Retirement Savings Plan.
- (1) All moneys remitted on behalf of the Employee shall be immediately vested with the Employee.
 - (2) Employees cannot withdraw from the Group Registered Retirement Savings Plan until termination or retirement from their employment with the City of Whitehorse, with the exception of withdrawals for home ownership, Lifetime Learning Plan, and/or settlement from marriage break-ups.

Schedule "A" Employees Only

51. Effective January 1, **2015**, upon commencement of employment, permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 13% of which the employer contributes 8% (3.5% will be a top up and 4.5% is built into the wage) and the employee contributes 5%.
52. Effective January 1, **2017**, upon commencement of employment permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 13% of which the employer contributes 8% (5.5% as a top up and 2.5% is built into the wage) and the employee contributes 5%.
53. Effective January 1, **2018**, upon commencement of employment permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 13% of which the employer contributes 8% over salary and the employee contributes 5%.

Schedule "B" Employees Only

54. Effective January 1, **2015**, upon commencement of employment, permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 11.5% of which the employer contributes 7% (3.5% will be a top up and 3.5% is built into the wage) and the employee contributes 4.5%.
55. Effective January 1, **2017**, upon commencement of employment, permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 11.5% of which the employer contributes 7% (5.5% as a top up and 1.5% is built into the wage) and the employee contributes 4.5%.
56. Effective January 1, **2018**, upon commencement of employment, permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 11.5% of which the employer contributes 7% over salary and the employee contributes 4.5%.

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LEAVES

57. Employees have access to a number of paid leaves within this bylaw. If the Employee exhausts the number of paid days available in this bylaw to cover a leave for a purpose that is substantially similar to a leave identified within the *Yukon Employment Standards Act*, time off without pay shall be provided up to the amount of days contained in such Act.

Court Leave

58. Employees summoned to jury duty, subpoenaed as a witness, or attending court proceedings on behalf of the Employer shall be granted leave with pay. It is understood that any pay received in connection with these activities shall be remitted to the Employer.

General Holidays

59. Employees will receive 12 designated general holidays with pay annually. For each such holiday, Employees will be paid their regular earnings. Employees will receive holiday pay even if the holiday falls on a Saturday, Sunday, or on an Employee's day of rest, the next working day shall serve as the general holiday. The designated general holidays shall be:

New Year's Day	Discovery Day
Sourdough Rendezvous Friday	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any other day declared or proclaimed a holiday by the Canadian or Yukon governments or the City of Whitehorse.

60. General Holiday pay provisions will prevail where an Employee, employed for a period of six months, is off work due to any circumstances for which compensation under the *Worker's Compensation Act* is receivable.
61. When a general holiday falls within an Employee's scheduled vacation, the Employee will receive one additional day of vacation leave in lieu of each such general holiday.

Special Leave

62. Special leave provides Employees with a period of paid leave when personal circumstances such as but not limited to bereavement, medical or family appointments, moving, birth/adoption (for non-birth mother or father), and family caregiving responsibilities occur.
63. Employees are expected to use special leave with a view toward responsibly balancing their work and personal requirements. Effective the date of passage of this bylaw, all accrued leave except vacation, management leave and compensatory leave is extinguished and permanent Employees will be credited with an initial balance of special leave according to the following schedule:

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1 to 5 years continuous service 8 days

More than 5 years continuous service 12 days

64. Employees with a continuous service date of October 1, 2016 or later will receive an initial bank of 4.5 special leave days after six months of service.
65. Each month thereafter, Employees will be credited with .75 additional special leave days for each completed calendar month in which the Employee is actively performing duties and is paid for a minimum of 10 working days.
66. Special leave use is subject to the approval of the Employee's supervisor/manager who may ask the nature of the leave and the length of the leave required. The supervisor/manager may also ask for proof of the need for the leave.

Restrictions:

67. An Employee is not entitled to take special leave while the Employee is on:
 - (1) Pre-retirement vacation leave (this is the period of vacation leave often taken prior to retirement);
 - (2) Leave of absence without pay;
 - (3) Suspension; or
 - (4) Long-term disability benefits.
68. Special leave is not meant to supplement/increase weekly indemnity, vacation, maternity, paternity, adoption, or parental leave.
69. Special leave days have no accrued value other than for authorized paid time off. There is no entitlement to have unused special leave days paid out at any time, including upon termination of employment for any reason. The maximum number of days within the Employee's special leave reserve is limited to 25 days at any given time, and special leave days will not accrue above 25 days at any given time.

Injury on Duty Leave

70. Permanent Employees who are injured on the job and have their claim approved by the Yukon Workers' Health and Compensation Board (YWH&CB) shall be granted Injury on Duty Leave with pay for such reasonable period as may be determined by the YWH&CB.
71. Where such leave is granted, permanent Employees shall assign to the Employer all payment received from the Workers' Health and Compensation Board covering the period of Injury on Duty Leave. Non-permanent Employees on leave due to an approved YWH&CB claim will receive compensation directly from YWH&CB.

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Leave Without Pay

72. Under special circumstances and where operational efficiency will not be adversely affected, leave without pay may be granted to an Employee. All applications for leave without pay in excess of ten working days are subject to the City Manager's approval.
73. Except where provided otherwise by statute, an Employee who has been granted leave without pay which results in that Employee receiving less than the equivalent of two standard work weeks of pay in any calendar month is required to prepay the full cost of medical and group insurance plan premiums in order to maintain benefit coverage for the period of leave.
74. Except where provided otherwise by statute, Employees who have for any reason been granted leave without pay in excess of thirty (30) calendar days will have their increment date and Continuous Service date to be advanced by the total amount of leave taken.
75. Applications for leave without pay should be submitted at least 31 calendar days in advance of the intended commencement date of the leave if at all possible. The Employee shall receive written notification of the decision within 14 calendar days of the date of application.

Management Leave

76. In lieu of overtime, managers will receive up to two additional standard work weeks of annual leave each year, pro-rated for the number of full months of paid time completed. This will be credited to each manager on the first day of January in each year. Any manager who leaves the employ of the City will have this time pro-rated and any such leave used in advance will be repaid to the City.
77. Employees with a continuous service date of October 1, 2016 or later will not receive management leave in advance. Instead they will be credited with management leave earned at the end of each calendar year for use in the year following.

Maternity Leave

78. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request maternity leave without pay in accordance with the provisions of the *Yukon Employment Standards Act*. There shall be no duplication or overlap with the parental leave provisions of this bylaw.

Parental Leave

79. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request parental leave without pay in accordance with the provisions of the *Yukon Employment Standards Act*. There shall be no duplication or overlap with the maternity and adoption leave allowance provisions of this bylaw.

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Non-Occupational Illness or Accident Leave

80. In order to qualify for paid time off due to illness, Employees unable to report for scheduled shifts shall notify their immediate supervisor prior to the starting time of the working day or as soon after the beginning of the working day as possible.
81. On January 1 each year, Employees will be granted 10 Illness or Accident Leave days to be used for non-occupational illnesses less than six business days. The wage indemnity provisions of this bylaw shall govern absences in excess of six consecutive working shifts for all Employees.
82. Employees are required to use other accrued leaves pending a decision of qualification for Wage Indemnity. If the claim is approved, accrued leaves for the approved period will be reversed back to the Employee.
83. If it becomes apparent that a pattern of absence is developing, the Employer may require an Employee to undergo an independent medical examination or produce additional medical evidence (acceptable to the Employer) to substantiate any period of absence claimed to be illness.
84. Employees required to undergo such examination will only continue to be paid if the physician has indicated that the Employee's medical condition necessitates frequent absences.

Vacation Leave

85. Employees with a continuous service date before October 1, 2016 and who receive pay for at least ten days in a calendar month are entitled to vacation leave in accordance with the following schedule:

For Employees with a Continuous Service Date before October 1, 2016	
Years of Service	Monthly Accrual
1 year and less than 2 years	11.66 hours
2 years and less than 5 years	14.58 hours
5 years and less than 10 years	17.50 hours
10 years and less than 20 years	20.42 hours
20 years and over	23.33 hours

86. Employees hired on October 1, 2016 or later and who receive pay for at least ten days in a calendar month are entitled to vacation leave in accordance with the following schedule:

For Employees with a Continuous Service Date of October 1, 2016 or later	
Years of Service	Monthly Accrual
1 year and less than 3 years	11.66 hours
3 years and less than 10 years	14.58 hours
10 years and less than 20 years	17.50 hours
20 years and over	20.42 hours

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87. Employees may carry vacation leave credits forward for a maximum of two years. At December 31st of each year the Employer will pay Employees all unused accumulated vacation leave credits in excess of the number of days that were accumulated during the two-year period.
88. Vacation leave may not be taken until it has been earned, with the exception that an Employee who has completed at least one year of continuous service may be granted up to one week of vacation leave in advance.
89. The Employer shall make a reasonable effort to grant an Employee the period of vacation leave requested.
90. Upon termination, permanent and probationary Employees shall be paid for all unused accumulated vacation leave, such payment to be calculated by multiplying the daily rate (based on the Employee's current salary) by the number of days' leave outstanding.

ALLOWANCES

Attendance Bonus

91. Employees will earn an Attendance Bonus payment equivalent to one-third a normal day's pay per month (based on the employee's normal earnings) providing they do not miss work due to non-occupational illness or injury, wage indemnity and/or Injury on Duty Leave.
92. Attendance Bonus entitlements are accumulated over the calendar year to December 31st of each year and paid to entitled employees by January 31st of the following year.
93. The Attendance Bonus will be eliminated on December 31, 2016. Final pay-outs will occur in January 2017.

Health Spending Allowance

94. All permanent Employees will be eligible to receive a health spending allowance once each year to a maximum of \$1000.00.
95. The health spending allowance will be paid to the total amount of submitted receipts for prescription eyeglasses, contact lenses, eye exams, non-covered drugs or medical supplies or other health related spending, for the Employee or any member of the Employee's immediate family subject to approval by the City and any applicable policies or administrative directives.

Long Service Bonus

96. Permanent Employees with a continuous service date prior to October 1, 2016 are entitled to the following yearly long service bonus:

5 years and less than 10 years	2% of base salary
10 years and less than 15 years	3% of base salary
15 and more years of service	4% of base salary

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97. The long service bonus shall become payable on the anniversary of the Employee's continuous service date.
98. Employees who are entitled to a long service bonus and who terminate prior to completion of a further full year of continuous service shall be entitled to a long service bonus on a pro rata basis proportional to the completed months of service since their last long service bonus entitlement date.
99. Employees with a continuous service date on or after October 1, 2016 are not eligible for the long service bonus.

Maternity and Adoption Leave Allowance

100. An Employee with one year of continuous service prior to the birth or adoption of a child who is granted maternity or adoption leave without pay will be paid a leave allowance in accordance with the City's Supplementary Employment Insurance Benefit Plan (SEIB) (applicable to management and management staff Employees) as long as the Employee:
 - (1) Signs an agreement to return to work after the expiry of the leave (unless this date is modified with the Employer's consent) for a period of at least six months; and,
 - (2) Provides the City with proof that the Employee has been approved for and is in receipt of, employment insurance benefits pursuant to the *Employment Insurance Act*.
101. If an Employee fails to fulfil the return to work agreement for reasons other than death, lay-off, disability or medical retirement, the Employee agrees to repay the full amount received as leave allowance. Receipt of maternity or adoption leave allowance is subject to the terms of the SEIB as amended from time to time by the City.

Retirement Allowance

102. An Employee who retires from employment at the city in accordance with the relevant Administrative Directive will receive a retirement allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in respect of which severance, retirement or resignation allowance was previously granted.

Resignation Allowance

103. An Employee with a continuous service date before October 1, 2016 who has five or more years of continuous service shall on resignation receive resignation allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in which the Employee was previously granted severance, retirement or resignation allowance.
104. Employees with a continuous service date on or after October 1, 2016 shall not be eligible for a resignation allowance.

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Yukon Bonus

105. Permanent Employees with one or more years of continuous service will receive an annual Yukon Bonus travel benefit in the amount of \$2,900.00. Terminating Employees are entitled to a payment on a pro-rated basis proportional to the number of completed months of service since their last eligibility date.
106. The Yukon Bonus must be claimed by completing the appropriate application form during the 12-month period following the initial entitlement date. When completing their first application form, Employees must indicate whether or not income tax should be deducted from the Yukon Bonus. All subsequent Yukon Bonus payments will be in accordance with the Employee's original instructions, unless the Employee changes the instruction prior to the payment date. Payment date will be the first pay following the effective continuous service date.
107. Where any ruling is required with respect to the eligibility of an Employee to receive a Yukon Bonus, or with respect to the amount of the Yukon Bonus payable, the City Manager shall review the matter and the decision of the City Manager shall be final.

DISCIPLINE, SUSPENSION AND TERMINATION

108. Termination of employment for the purposes of this bylaw is also deemed to be the revocation of the appointment of the Employee (as applicable). Subject to the terms of this bylaw or any applicable legislation, the discipline, suspension and termination of employment of an Employee shall be governed by the terms of this bylaw.
109. The City may discipline an Employee for any material breach of this bylaw or any other City bylaw or resolution, any material breach of any of the City's policies, procedures, administrative directives and practices, and any other conduct deemed by the City to be inappropriate for an Employee.
110. When imposing discipline on an Employee, the City shall attempt to correct behaviour through the application of progressive discipline. However, it is within the sole discretion of the City to determine the level of discipline appropriate under each circumstance including verbal warnings, written warnings, demotions, suspensions with or without pay and termination of employment.
111. Pursuant to section 189 of the *Municipal Act*, an Employee may appeal in writing to council within five working days of a disciplinary suspension or termination with cause under this section pursuant to section 184 of the *Municipal Act*.
 - (1) After hearing the Employee and others as council deems necessary, council shall extend, reduce, or confirm the suspension, or overturn the suspension and/or reinstate the Employee.
 - (2) The City's internal procedural obligations pursuant to this provision shall be fully discharged, and the rights of the Employee fully and fairly satisfied if the Employee has been provided written notice summarizing the reasons for the suspension and the opportunity to provide written submissions to council prior to a decision being made.

Management and Management Staff Bylaw 2016-22

- (3) The City may invoke non-disciplinary leaves with or without pay pending investigation and such non-disciplinary leaves do not constitute discipline, a suspension or termination/dismissal for the purposes of this section of the Bylaw until a decision to impose discipline or termination is made and communicated to the employee. For greater clarity, there is no entitlement to appeal to Council for non-disciplinary leaves invoked by the City.
112. The employment relationship between the City and the Employee may be terminated in any of the following manners:
 - (1) By written agreement between the City and the Employee.
 - (2) By the Employee, upon providing one month's written notice of resignation to the City. The City may waive such notice in whole or in part and if it does so then the Employee shall be entitled to payment of salary in lieu of any of the remaining one month's notice.
 - (3) By the Employee retiring pursuant to the retirement allowance provision in this bylaw.
 - (4) By the City, at any time without any notice or pay in lieu of notice, for Cause. "Cause" shall include, but not be limited to:
 - (a) conduct by the Employee that brings or has the potential to bring the City or its representatives into public disrepute or ridicule;
 - (b) unauthorized disclosure of confidential information or documents received or obtained by Employee in the course of employment without the written consent of council;
 - (c) use of such confidential information or documentation for the Employee's benefit or gain;
 - (d) significant or repetitive breaches of the City's bylaws, resolutions, policies, procedures, administrative directives, or practices; and
 - (e) any conduct that would constitute just cause for termination pursuant to the common law governing employment contracts.
113. The Employee may appeal in writing to council within five working days of a termination for cause.
 - (1) The City's internal procedural obligations pursuant to this provision shall be fully discharged and the rights of the Employee fully and fairly satisfied if the Employee has been provided with a written notice summarizing the reasons for the cause and the opportunity to provide written submissions to Council.
 - (2) Council shall confirm the termination for cause, substitute the termination for cause with a termination without cause, reinstate the employee with no discipline, reinstate the employee with a warning or period of suspension, and may impose any conditions deemed appropriate.

Management and Management Staff Bylaw 2016-22

114. For Employees other than casual and temporary Employees, the employment relationship may be terminated by the City for any reason at its sole discretion, on a without cause basis, by providing the Employee three months of notice during the first two years of employment plus one additional month of notice for each completed year of employment commencing upon completion of two years of employment, up to a maximum total notice of twelve months.
- (1) The City may at its sole discretion provide notice as written working notice, payment of base salary in lieu of notice, or any equivalent combination of written notice and base salary in lieu of notice.
 - (2) The City may at its sole discretion provide the payment of base salary in lieu of notice through salary continuance instalments and make such payments conditional on the Employee taking reasonable steps to search for new employment.
 - (a) The City may at its sole discretion cease salary continuance payments upon the Employee obtaining new employment or income.
 - (3) The provision to the Employee of any payment of salary in lieu of notice greater than the minimum notice required by the *Employment Standards Act* is conditional on the Employee providing a signed release from any legal claims against the City and confidentiality agreement about the affairs of the City in a form satisfactory to the City.
115. The employment of Temporary Employees will terminate at the end of the fixed term established by the City for the Temporary Employee unless terminated earlier by the City providing the minimum notice or pay in lieu of notice required by the *Employment Standards Act* (if any).
116. Unless otherwise agreed to in writing by the City, there is no obligation to provide any amount of work to Casual Employees, continue their employment for any period of time or provide any notice of termination of employment or pay in lieu of notice, unless otherwise required by the *Employment Standards Act* and then only the minimum entitlement will be provided.
117. Where notice is required pursuant to this bylaw and any applicable laws, all of the City's obligations related to the employment of an Employee and this bylaw are fully discharged and the rights of the Employee fully and fairly satisfied upon the City providing the greater of the notice or pay in lieu of notice pursuant to this section and the minimum entitlement pursuant to the *Employment Standards Act*. All notice pursuant to this section is inclusive of the entitlements pursuant to the *Employment Standards Act*.
118. It is within the sole discretion of the City to elect to continue all or any part of the remuneration and benefits of an Employee during a period of suspension pursuant to this bylaw including any suspension that is under appeal.

Management and Management Staff Bylaw 2016-22

119. If the employment relationship is terminated in accordance with this section then all remuneration and benefits shall cease immediately upon the effective date of termination unless expressly stated otherwise in this bylaw, agreed to in writing by the City or required by the *Employment Standards Act*, and the Employee shall have no further legal claim of any kind against the City arising out of the termination of employment or arising out of this bylaw.
120. There are no procedural or appeal rights other than as expressly stated in this section of this bylaw.

GENERAL PROVISIONS

121. Employees required by the Employer to complete a driver's examination during their regular work schedule will be paid for their time at the applicable rate of pay.
122. If, in the opinion of the Employer, a medical examination of an Employee is required, the Employee will be paid for the time spent with the doctor and the cost of the examination shall be borne by the City.
123. Any Employee suffering injury while on the job must report immediately, or as soon as practicable, to the Supervisor, his replacement or the nearest medical officer.
124. Conflict of interest rules as set out in Council's Employee Code of Conduct Policy will apply to all Employees.
125. The City Manager may choose to grant to an Employee additional discretionary benefits over and above those described by this bylaw, if he or she, further to consultation with Human Resources, is satisfied that special circumstances warrant such a decision.
126. To encourage use of public transit and the Canada Games Centre, the Employer shall reimburse 50% of the cost of a pass on the city operated public transit system and fifty percent (50%) of the cost for an Employee to purchase a membership pass (single or family) for the Canada Games Centre.. For the purposes of this section, family means an Employee's spouse and children living in the Employee's residence.

BYLAW REPEAL

127. Bylaw 2012-11, including all amendments thereto, is hereby repealed.

APPLICATION AND DURATION

128. This bylaw shall be deemed to have been in full force and effect on and from January 1, 2015.
129. This bylaw is subject to amendment by Council from time to time.
130. It is intended that this bylaw will be brought forward for amendment prior to December 31, 2018.

Management and Management Staff Bylaw 2016-22

131. The following economic increases shall be effective as indicated in the salary schedules attached hereto as Schedules "A" and "B" and forming part of this bylaw:

<u>Increase Effective Date</u>	<u>Percentage</u>
January 1, 2015	1.5%
January 1, 2016	1.0%
January 1, 2017	1.0%
January 1, 2018	1.0%

FIRST READING:	August 8, 2016
AMENDMENT (Resolution 2016-16-14)	September 12, 2016
SECOND READING:	September 12, 2016
THIRD READING and ADOPTION:	September 12, 2016

ORIGINAL BYLAW SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk

Management and Management Staff Bylaw 2016-22

ATTACHMENT "A"

CASUAL, PART-TIME, AND TEMPORARY EMPLOYEES

Casual Employees

Casual Employees are excluded from all provisions of this bylaw, except as specifically provided for as follows:

General Holidays

A Casual Employee will receive statutory holidays as set out in this bylaw provided they have worked a minimum of five shifts prior to the statutory holiday.

Annual Vacation

A Casual Employee will receive vacation pay at the rate of 4% of gross earnings at each pay period consistent with the terms and conditions within the *Yukon Employment Standards Act*.

Part Time Employees

Part time Employees will be pro-rated on full-time equivalency.

Weekly Indemnity and Long Term Disability

Part-time Employees are eligible for weekly indemnity and long term disability if it applies to their Employee Status and if they meet the basic eligibility criteria of the carrier.

Temporary Employees

Temporary Employees are excluded from all provisions of this bylaw, except as specifically provided for as follows:

General Holidays

A Temporary Employee will receive statutory holidays as set out in this bylaw provided they have worked a minimum of five shifts prior to the statutory holiday.

Pay in Lieu of Benefits

A Temporary Employee will receive 12% of pay in lieu of benefits each pay period effective upon the date of passage of this bylaw.

Management and Management Staff Bylaw 2016-22

ATTACHMENT "B"

OATH OF OFFICE AND SECRECY

I, _____, solemnly and sincerely swear **or**
affirm that I will faithfully and honestly fulfil the duties that devolve upon me by
reason of my employment in the public service of the City of Whitehorse and that I
will not, without due authority in that behalf, disclose or make known any matter that
comes to my knowledge by reason of such employment.

Signature

Sworn **or affirmed** before me at the City of Whitehorse,
in the Yukon Territory, this _____ day
of _____, 20_____.

A Notary Public or Commissioner for Oaths
in and for the Yukon Territory

Management and Management Staff Bylaw 2016-22

SCHEDULE "A"

MANAGEMENT EMPLOYEES	
Associate Manager, Engineering Services	Range 17
Associate Manager, Recreation	Range 16
Deputy Fire Chief *	Range 17
Director, Community and Recreation Services	Range 19
Director, Development Services	Range 19
Director, Infrastructure and Operations	Range 19
Fire Chief **	Range 18
Manager, Business and Technology Systems	Range 17
Manager, Bylaw Services	Range 17
Manager, Engineering Services	Range 18
Manager, Environmental Sustainability	Range 16
Manager, Financial Services	Range 18
Manager, Human Resources	Range 17
Manager, Legislative Services	Range 17
Manager, Operations	Range 18
Manager, Parks and Community Dev	Range 17
Manager, Planning & Building Services	Range 18
Manager, Recreation and Facility Services	Range 18
Manager, Strategic Communications	Range 16
Manager, Transit Services	Range 17
Manager, Water and Waste Services	Range 18

* Indicates a \$7,500 annual pay premium added to salary in 2016, 2017 and 2018 in addition to the Range rate

** Indicates a \$10,000 annual pay premium added to salary in 2016, 2017 and 2018 in addition to the Range rate

Management and Management Staff Bylaw 2016-22

Schedule A – Management Employees				
Effective January 1, 2015 to December 31, 2015 [1.5% increase]				
	Range	Minimum		Maximum
Hourly	15	48.31		54.42
Annual		88,228.49		99,381.42
Hourly	16	52.94		59.64
Annual		96,674.17		108,914.63
Hourly	17	57.83		65.14
Annual		105,605.78		118,956.89
Hourly	18	63.19		71.18
Annual		115,393.51		129,994.14
Hourly	19	69.04		84.98
Annual		126,083.67		155,192.35

Management and Management Staff Bylaw 2016-22

Schedule A – Management Employees				
Effective January 1, 2016 to December 31, 2016 [1% increase]				
	Range	Minimum		Maximum
Hourly	15	48.80		54.97
Annual		89,110.77		100,375.23
Hourly	16	53.47		60.24
Annual		97,640.91		110,003.78
Hourly	17	58.41		65.79
Annual		106,661.84		120,146.46
Hourly	18	63.82		71.90
Annual		116,547.45		131,294.08
Hourly	19	69.73		85.83
Annual		127,344.51		156,744.27

Management and Management Staff Bylaw 2016-22

Schedule A – Management Employees				
Effective January 1, 2017 to December 31, 2017 [1% increase]				
	Range	Minimum		Maximum
Hourly	15	49.28		55.51
Annual		90,001.88		101,378.98
Hourly	16	54.00		60.84
Annual		98,617.32		111,103.82
Hourly	17	58.99		66.45
Annual		107,728.46		121,347.92
Hourly	18	64.46		72.62
Annual		117,712.92		132,607.02
Hourly	19	70.43		86.69
Annual		128,617.96		158,311.71

Management and Management Staff Bylaw 2016-22

Schedule A – Management Employees				
Effective January 1, 2018 to December 31, 2018 [1% increase]				
	Range	Minimum		Maximum
Hourly	15	49.78		56.07
Annual		90,901.90		102,392.77
Hourly	16	54.54		61.45
Annual		99,603.49		112,214.86
Hourly	17	59.58		67.11
Annual		108,805.74		122,561.40
Hourly	18	65.10		73.34
Annual		118,890.05		133,933.09
Hourly	19	71.14		87.56
Annual		129,904.14		159,894.83

Management and Management Staff Bylaw 2016-22

SCHEDULE "B"

MANAGEMENT STAFF EMPLOYEES	
Administrative Assistant, Corporate Services	Range 10
Clerk, Assistant City	Range 12
Coordinator, Human Resources	Range 10
Executive Assistant, Mayor and Council	Range 11
Specialist, Communications	Range 12
Specialist, Human Resources	Range 14

Management and Management Staff Bylaw 2016-22

Schedule B – Management Staff					
Effective January 1, 2015 to December 31, 2015 [1.5% increase]					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	26.36	27.90	29.46	30.99
Annual		\$48,128.83	\$50,951.77	\$53,797.85	\$56,597.67
Hourly	8	27.58	29.21	30.84	32.46
Annual		\$50,373.30	\$53,335.08	\$56,320.00	\$59,281.77
Hourly	9	28.89	30.57	32.27	33.98
Annual		\$52,756.61	\$55,834.07	\$58,934.69	\$62,058.43
Hourly	10	30.35	32.13	33.92	35.69
Annual		\$55,417.58	\$58,680.16	\$61,942.74	\$65,182.18
Hourly	11	32.07	33.95	35.82	37.72
Annual		\$58,564.46	\$61,989.01	\$65,413.56	\$68,884.40
Hourly	12	33.96	35.96	37.95	39.95
Annual		\$62,012.16	\$65,668.09	\$69,300.90	\$72,956.84
Hourly	13	36.01	38.13	40.24	42.36
Annual		\$65,760.65	\$69,624.84	\$73,489.03	\$77,353.22
Hourly	14	38.33	40.57	42.84	45.10
Annual		\$69,995.07	\$74,090.65	\$78,232.50	\$82,351.22
Hourly	15	40.95	43.35	45.75	48.16
Annual		\$74,784.81	\$79,158.05	\$83,554.44	\$87,950.82

Management and Management Staff Bylaw 2016-22

Schedule B – Management Staff					
Effective January 1, 2016 to December 31, 2016 [1% increase]					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	26.62	28.18	29.75	31.30
Annual		\$48,610.12	\$51,461.29	\$54,335.83	\$57,163.65
Hourly	8	27.86	29.50	31.15	32.79
Annual		\$50,877.03	\$53,868.43	\$56,883.20	\$59,874.59
Hourly	9	29.18	30.88	32.60	34.32
Annual		\$53,284.18	\$56,392.41	\$59,524.04	\$62,679.01
Hourly	10	30.65	32.45	34.26	36.05
Annual		\$55,971.76	\$59,266.96	\$62,562.17	\$65,834.00
Hourly	11	32.39	34.28	36.18	38.10
Annual		\$59,150.10	\$62,608.90	\$66,067.70	\$69,573.24
Hourly	12	34.30	36.32	38.33	40.35
Annual		\$62,632.28	\$66,324.77	\$69,993.91	\$73,686.41
Hourly	13	36.37	38.51	40.64	42.78
Annual		\$66,418.26	\$70,321.09	\$74,223.92	\$78,126.75
Hourly	14	38.71	40.98	43.27	45.55
Annual		\$70,695.02	\$74,831.56	\$79,014.83	\$83,174.73
Hourly	15	41.36	43.78	46.21	48.64
Annual		\$75,532.66	\$79,949.63	\$84,389.98	\$88,830.33

Management and Management Staff Bylaw 2016-22

Schedule B – Management Staff					
Effective January 1, 2017 to December 31, 2017 [1% increase]					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	26.88	28.46	30.05	31.62
Annual		\$49,096.22	\$51,975.90	\$54,879.19	\$57,735.29
Hourly	8	28.14	29.79	31.46	33.12
Annual		\$51,385.80	\$54,407.11	\$57,452.03	\$60,473.34
Hourly	9	29.47	31.19	32.92	34.67
Annual		\$53,817.02	\$56,956.33	\$60,119.28	\$63,305.80
Hourly	10	30.96	32.78	34.60	36.41
Annual		\$56,531.48	\$59,859.63	\$63,187.79	\$66,492.34
Hourly	11	32.71	34.63	36.54	38.48
Annual		\$59,741.60	\$63,234.99	\$66,728.38	\$70,268.97
Hourly	12	34.64	36.68	38.71	40.75
Annual		\$63,258.60	\$66,988.02	\$70,693.85	\$74,423.27
Hourly	13	36.73	38.89	41.05	43.21
Annual		\$67,082.44	\$71,024.30	\$74,966.16	\$78,908.02
Hourly	14	39.10	41.39	43.70	46.00
Annual		\$71,401.97	\$75,579.88	\$79,804.98	\$84,006.48
Hourly	15	41.78	44.22	46.67	49.13
Annual		\$76,287.99	\$80,749.13	\$85,233.88	\$89,718.63

Management and Management Staff Bylaw 2016-22

Schedule B – Management Staff						
Effective January 1, 2018 to December 31, 2018 [1% increase]						
	Range	Step 1	Step 2	Step 3	Step 4	
Hourly	7	27.15	28.75	30.35	31.93	
Annual		\$49,587.18	\$52,495.66	\$55,427.98	\$58,312.64	
Hourly	8	28.42	30.09	31.78	33.45	
Annual		\$51,899.66	\$54,951.18	\$58,026.55	\$61,078.07	
Hourly	9	29.76	31.50	33.25	35.01	
Annual		\$54,355.19	\$57,525.89	\$60,720.47	\$63,938.86	
Hourly	10	31.27	33.11	34.95	36.78	
Annual		\$57,096.79	\$60,458.23	\$63,819.67	\$67,157.26	
Hourly	11	33.04	34.97	36.91	38.86	
Annual		\$60,339.02	\$63,867.34	\$67,395.66	\$70,971.66	
Hourly	12	34.99	37.05	39.10	41.16	
Annual		\$63,891.19	\$67,657.90	\$71,400.79	\$75,167.50	
Hourly	13	37.10	39.28	41.46	43.64	
Annual		\$67,753.26	\$71,734.54	\$75,715.82	\$79,697.10	
Hourly	14	39.49	41.80	44.14	46.46	
Annual		\$72,115.99	\$76,335.68	\$80,603.03	\$84,846.54	
Hourly	15	42.19	44.66	47.14	49.62	
Annual		\$77,050.87	\$81,556.62	\$86,086.22	\$90,615.82	

Management and Management Staff Bylaw 2016-22

Schedule B – Casual and Temporary Employees					
Effective January 1, 2015 to December 31, 2015 [1.5% increase]					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	25.43	26.91	28.42	29.90
Annual		46,439.70	49,146.95	51,900.47	54,607.72
Hourly	8	26.62	28.19	29.75	31.33
Annual		48,614.75	51,483.98	54,330.06	57,222.40
Hourly	9	27.88	29.52	31.16	32.79
Annual		50,905.50	53,913.55	56,898.46	59,883.39
Hourly	10	29.27	30.99	32.73	34.45
Annual		53,450.78	56,597.67	59,767.69	62,914.57
Hourly	11	30.94	32.75	34.58	36.39
Annual		56,505.10	59,813.97	63,145.95	66,454.82
Hourly	12	32.77	34.71	36.62	38.57
Annual		59,837.10	63,377.35	66,871.32	70,434.71
Hourly	13	34.76	36.80	38.82	40.88
Annual		63,469.90	67,195.25	70,897.48	74,645.98
Hourly	14	36.99	39.17	41.36	43.51
Annual		67,542.34	71,522.23	75,525.25	79,458.86
Hourly	15	39.52	41.83	44.16	46.48
Annual		72,170.11	76,381.39	80,638.94	84,873.35

Management and Management Staff Bylaw 2016-22

Schedule B – Casual and Temporary Employees					
Effective January 1, 2016 to December 31, 2016 [1% increase]					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	25.68	27.18	28.70	30.20
Annual		46,904.10	49,638.42	52,419.47	55,153.80
Hourly	8	26.89	28.47	30.05	31.65
Annual		49,100.90	51,998.82	54,873.36	57,794.62
Hourly	9	28.15	29.82	31.47	33.12
Annual		51,414.56	54,452.69	57,467.44	60,482.22
Hourly	10	29.56	31.30	33.06	34.80
Annual		53,985.29	57,163.65	60,365.37	63,543.72
Hourly	11	31.25	33.08	34.92	36.75
Annual		57,070.15	60,412.11	63,777.41	67,119.37
Hourly	12	33.09	35.05	36.98	38.96
Annual		60,435.47	64,011.12	67,540.03	71,139.06
Hourly	13	35.10	37.16	39.21	41.28
Annual		64,104.60	67,867.20	71,606.45	75,392.44
Hourly	14	37.36	39.56	41.77	43.95
Annual		68,217.76	72,237.45	76,280.50	80,253.45
Hourly	15	39.92	42.24	44.60	46.94
Annual		72,891.81	77,145.20	81,445.33	85,722.08

Management and Management Staff Bylaw 2016-22

Schedule B – Casual and Temporary Employees					
Effective January 1, 2017 to December 31, 2017					
[1% increase]					
NOTE: Was 96.5% of Schedule B Permanent Management Staff Pay Grid (Reflecting 3.5% RRSP included in salary. Now 99% of Schedule B Permanent Management Staff Pay Grid (Reflecting 1% RRSP included in salary. Adjustment related to 2.5% increased Employer RRSP Contribution Top Up					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	26.62	28.18	29.75	31.30
Annual		48,605.26	51,456.14	54,330.40	57,157.94
Hourly	8	27.86	29.50	31.15	32.78
Annual		50,871.94	53,863.04	56,877.51	59,868.61
Hourly	9	29.18	30.88	32.59	34.32
Annual		53,278.85	56,386.77	59,518.09	62,672.74
Hourly	10	30.65	32.45	34.26	36.05
Annual		55,966.17	59,261.03	62,555.91	65,827.42
Hourly	11	32.39	34.28	36.17	38.09
Annual		59,144.18	62,602.64	66,061.10	69,566.28
Hourly	12	34.29	36.32	38.32	40.35
Annual		62,626.01	66,318.14	69,986.91	73,679.04
Hourly	13	36.37	38.50	40.64	42.78
Annual		66,411.62	70,314.06	74,216.50	78,118.94
Hourly	14	38.71	40.97	43.26	45.54
Annual		70,687.95	74,824.08	79,006.93	83,166.42
Hourly	15	41.36	43.78	46.21	48.64
Annual		75,525.11	79,941.64	84,381.54	88,821.44

Management and Management Staff Bylaw 2016-22

Schedule B – Casual and Temporary Employees					
Effective January 1, 2018 to December 31, 2018 [1% increase]					
NOTE: Was 99% of Schedule B Permanent Management Staff Pay Grid (Reflecting 1% RRSP included in salary. Now 100% of Schedule B Permanent Management Staff Pay Grid – No RRSP included in salary)					
	Range	Step 1	Step 2	Step 3	Step 4
Hourly	7	27.15	28.75	30.35	31.93
Annual		49,587.18	52,495.66	55,427.98	58,312.64
Hourly	8	28.42	30.09	31.78	33.45
Annual		51,899.66	54,951.18	58,026.55	61,078.07
Hourly	9	29.76	31.50	33.25	35.01
Annual		54,355.19	57,525.89	60,720.47	63,938.86
Hourly	10	31.27	33.11	34.95	36.78
Annual		57,096.79	60,458.23	63,819.67	67,157.26
Hourly	11	33.04	34.97	36.91	38.86
Annual		60,339.02	63,867.34	67,395.66	70,971.66
Hourly	12	34.99	37.05	39.10	41.16
Annual		63,891.19	67,657.90	71,400.79	75,167.50
Hourly	13	37.10	39.28	41.46	43.64
Annual		67,753.26	71,734.54	75,715.82	79,697.10
Hourly	14	39.49	41.80	44.14	46.46
Annual		72,115.99	76,335.68	80,603.03	84,846.54
Hourly	15	42.19	44.66	47.14	49.62
Annual		77,050.87	81,556.62	86,086.22	90,615.82