# LETTER OF UNDERSTANDING

BETWEEN:

<div style="text-align:center">

The Corporation of the City of Vernon
(hereinafter called the Employer)

</div>

And

<div style="text-align:center">

The Vernon Civic Employees' Union, Local 626
(hereinafter called the Union)

RCMP/Police DIVISION
12 Hour Scheduling, Terms, for Watch Clerks

</div>

The City has created four Watch Clerk positions to provide administrative support to the Police Division. Each RCMP general duty watch will have a Watch Clerk assigned to the shift. Each general duty watch has duration of 12 hours, providing police services to the public on a 24 hours/7 days per week basis.

The parties agree to vary the Collective Agreement, as stated in the Articles in this LOU and Appendices "A" and "B", to provide efficient police support services in a 24-hour operation.

The parties confirm the LOU, and Appendices "A" and "B", were created within the following principles:
1. Watch Clerks work the same rotation as the General Duty Watch to which they are assigned
2. Adjustments from a 5-day week is to be accomplished with neither any additional wages or benefit cost to the employer nor any reduction in the wages or benefits to the Watch Clerks
3. During the calendar year, hours worked will be paid at straight time, except as specified in this Letter of Understanding, Overtime and Statutory Holidays
4. Leave earned will be converted to an hours-based entitlement bank using 7.7 hours (Appendix "B" provides details) for each day of entitlement (Statutory Holiday, Annual Vacation, Sick)
5. Leave taken shall be deducted from appropriate entitlement bank in hourly increments

This LOU will be effective 03 October 2008. Where a question is raised regarding the terms and conditions for the Watch Clerks the provisions of the Collective Agreement will prevail where the LOU has not addressed the issue raised.
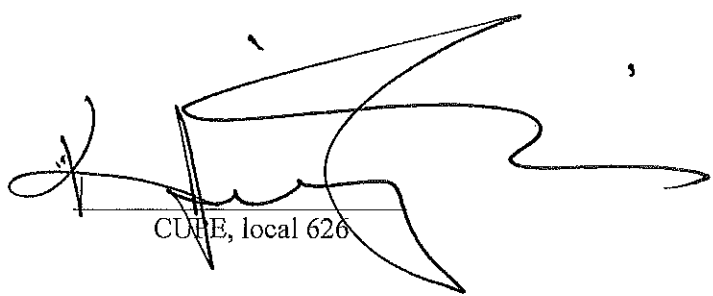
Appendix "A" provides details regarding: Work Schedule/ Hours of Work; Overtime, and "in lieu" time; Statutory/General Holidays; Annual Vacation entitlement; Sick Leave; and, Shift Premium.

Appendix "B" provides details regarding payroll calculations and issues addressed as a result of the introduction of this non standard work schedule.

When a Watch Clerk is either hired or terminates employment, entitlements will be reconciled on a prorated annual basis. On hire, Vacation bank will be prorated; statutory holiday bank will be determined by date of hire. On termination, the reconciliation will determine whether hours are owed to the City and/or employee; and, the hours will be reconciled on the last day of employment.

DATED 21 May , 2009

The Corporation of the City of Vernon        CUPE, local 626

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To this Letter of Understanding

**TERMS AND CONDITIONS of Employment**
12-Hour Scheduling for Watch Clerks, Police Division

# A. WORK SCHEDULE/HOURS OF WORK

Watch Clerks schedules shall work the same rotation as the General Duty Watch to which they are assigned. Therefore a work schedule will be based on an 8 day schedule; duration of four (4) 12-hour shifts and four (4) Days Off - - rotation as follows:

- TWO Day Shifts          Start time 6:00 AM/End time 6:00 PM
- TWO Night Shifts        Start time 6:00 PM/End time 6:00 AM
- FOUR DAYS OFF

### Hours of Work
Each shift will consist of:
- 11 hours work,
- 1-hour meal period, unpaid.

Each 8-day rotation will therefore consist of 44 hours of work.

### Changes to Work Schedules
The Employer will provide minimum 14 calendar days notice of any change to work schedules.

### Rest Periods
The shift shall include an unpaid one hour meal break, with two 15 minute rest periods, paid.

# B. SICK LEAVE PROVISIONS

As provided within the Collective Agreement, after a successful probationary period, Sick Leave shall be granted to Watch Clerks on the basis of one and one-half (1 ½) days for every month of service with the City, cumulative to a maximum of one hundred fifty (150) work days.

As per principles outlined in this LOU the value of the one and one-half (1 ½) days per month, and the cumulative maximum of one hundred fifty (150) work days will be based on 7.7 hours per day. The monthly accumulation will be 11.55 hours; to a maximum total of 1,155 hours (see Appendix "B" for details).

## C. STATUTORY HOLIDAYS

Statutory Holiday entitlement in hours remains unchanged as a result of this new work schedule. The statutory holiday entitlement is defined in the Collective Agreement (Article 15 – General Holidays) as 11 days per year. For Watch Clerks the annual entitlement hours will be 11 days at 7.7 hours per Statutory Holiday for a total of 84.7 hours per year. Those hours will be advanced on 01 January of each year. The advance will be deposited in the vacation bank. Leave time taken will be deducted in hours from the vacation bank.

Watch Clerks are required to work on all Statutory Holidays that fall on a scheduled work day. Compensation for Statutory Holidays worked is provided in the Overtime provision (Section D below), and are paid at double the normal rate of pay. Compensation will be calculated, for the entire shift, provided the shift start time falls on the date of the actual Statutory Holiday. Where the shift start time does not fall on the actual Statutory Holiday, overtime will not be calculated.

The annual statutory holiday entitlement in hours (for new Watch Clerks, prorated in first year if hired mid year) will be advanced on 01 January each year.

## D. OVERTIME, and "IN LIEU" TIME

All time worked beyond the normal scheduled work day and the normal 8-day rotation, or on a statutory holiday, at the request of the Management, shall be deemed as Overtime.

### *Overtime - normal work day*
All work in excess of eleven (11) hours per day shall be paid for at time and one-half (1-1/2) the regular hourly rate for the first hour of overtime, and double the regular hourly rate thereafter.

### *Overtime – normal 4-day rotation*
All time worked after normal 4-day rotation (of 44 hours) shall be paid at double the regular rate of pay for those hours in excess of the normal hours in any one 4-day rotation.

### *Overtime – Holidays*
Time worked on a Statutory Holiday shall be paid at double time as provided in the Statutory Holiday provision (Section C above).

### *Overtime – Early Start*
No Watch Clerk shall be sent home during a normal scheduled work day to compensate for early start overtime. An employee required to work before commencement of the normal work day shall be paid overtime rates of double time for the period up to the commencement of the normal work day. The provisions of clause 19.05, "Differential Pay" shall not apply.

Watch Clerks have the right to quit work after twelve (12) consecutive hours of work.

### *Employee's Election of Payment Method:*
Watch Clerks working overtime shall elect to be paid in accordance with the following:
- such overtime to be paid for at the appropriate overtime rate, OR
- The option to receive time off in lieu.

All lieu time accumulated must be taken not later than 12 months form the date earned; payout of lieu time outstanding more than 12 months will be made on 30 June and 31 December, respectively each year.

# E. VACATION ENTITLEMENT

As per principles outlined in this LOU, vacation entitlement for Watch Clerks shall be credited based on 7.7 hours per day (Appendix "B" provides calculation), as follows:

| An employee who completed these Years of Service..... | ......shall be entitled to a paid vacation of the following time at the end of the vacation year | | Converting DAYS to HOURS based on 7.7 hours per day |
|---|---|---|---|
| | Weeks        converted to        Days | | |
| 1 through 9 years | 3 | 15 | 115.5 Hours |
| 10 through 14 years | 4 | 20 | 154.0 Hours |
| 15 through 19 years | 5 | 25 | 192.5 Hours |
| 20 + years | add one additional day per year to a maximum of 30 days | | add 7.7 Hours for each additional day to a maximum of 30 days/231 Hours |

The annual vacation entitlement for new Watch Clerks will be prorated in first year and will be advanced 01 January in each subsequent year. These advances will be deposited into the Vacation Bank. Leave. Time taken will be in hours for each vacation day used through the calendar year.

*Operational considerations*
A maximum of one Watch Clerk will be permitted to be on annual vacation at any given time throughout the year.

# F. SHIFT PREMIUM

Watch Clerks shall receive the shift premiums as outlined in the Collective Agreement, Article 19.04. However, the shift premium for hours between 7:00 PM one day and 7:00 AM the next day will be amended as provided following:

*Saturdays and Sundays*
Watch Clerks shall receive a premium of one ($1.00) dollar per hour for scheduled Saturday and/or Sunday work. Compensation will be calculated, for the entire shift, provided the shift start time falls on the Saturday and/or Sunday. Where the shift start time does not fall on the Saturday and/or Sunday, the weekend premium will not be paid.

*Premium Shift between the hours of 6:00 PM in one day and 6:00 ARE the following day*
Watch Clerks shall receive premium of fifty ($.50) per hour for all scheduled hours worked on a premium shift between 6:00 PM in one day and 6:00 AM the following day.

No premium rates will be applied to overtime rates.

Premium rates will not be allowed to pyramid.

To this Letter of Understanding

**TERMS AND CONDITIONS of Employment**
12-Hour Scheduling for Watch Clerks, Police Division

CALCULATIONS and PAYROLL EXAMPLES regarding administration, and upholding, of the principles outlined in this LOU in support of the Collective Agreement regarding this non standard work schedule for Watch Clerks.

CALCUATION supported conversion to hour-based entitlement banks, upholding principle of Collective Agreement:

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Non standard work schedule supports an 8-day rotation as follows: D,D, N,N, O,O,O,O
In a 365 day period there are 45.625 rotations        (365 days divided by 8 days)
Each 8-day rotation consists of 44 hours of work        (4 shifts @ 11 hours)
Annual hours of Work are therefore 2,007.5 Hours        (45.625 rotations @ 44 Hours)


Standard Work schedule 5 Days per week @ 35 hours (Schedule A employees)
In a 365 day period, remove weekends, for annual work days of 261    (365 days less 104 = 261 days)
Each work day is 7-hours in duration
Annual Hours of Work is therefore 1,827 Hours        (261 days @ 7-hours)


THEREFORE equivalent daily hours for the Watch Clerks who will work a non standard schedule is calculated to be...................**7.7 HOURS** *        (2,007.5 Hours divided by 261 days)

*this therefore becomes the value of the hourly based entitlements for Watch Clerks as detailed in this LOU, and its Appendices

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## SEVEN EXAMPLES FOLLOW
## PAYROLL BASED ON BI-WEEKLY BASIS

THE CORPORATION OF
THE CITY OF VERNON

EXAMPLE 1

# HOURLY EMPLOYEE BI-WEEKLY TIME SHEET

| EMPLOYEE NO: 12345 | CLASSIFICATION: Watch Clerk | NAME: Your name | | | | PERIOD ENDING: 3-Jan-09 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION / DATE | Sun 21 | Mon 22 | Tue 23 | Wed 24 | Thur 25 | Fri 26 | Sat 27 | Sun 28 | Mon 29 | Tue 30 | Wed 31 | Thur 1 | Fri 2 | Sat 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | A0455 | 44 | 222120-010 | RCMP Support - DAYS | | 11.0 | 11.0 | | | | | | | 11.0 | 11.0 | | | |
| 010 | A0455 | 22 | 222120-010 | RCMP Support - EVENINGS | | | | 11.0 | | | | | | | | | 11.0 | |
| 011 | A0455 | | 222120-010 | RCMP Support - WEEKEND | | | | | | | | | | | | | | |
| 001 | A0455 | 11 | 222120-010 | Stat Holiday worked - DAY | | | | | 11.0 | | | | | | | | | |
| 010 | A0455 | 11 | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | 11.0 | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - (5.5 Hrs) | | | | | | | | | | | | | | |
| 015 | A0455 | 11 | 222120-010 | Stat Hol worked - OT Banked (5.5 Hrs) | | | | | 5.5 | | | | | | | 5.5 | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | | 222120-010 | VACATION TIME OFF (includes Stats) | | | | | | | | | | | | | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | | 242911-000 | Banked time taken | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | | 99 | | TOTALS | | 11.0 | 11.0 | 11.0 | 16.5 | | | | | 11.0 | 11.0 | 16.5 | 11.0 | |

CERTIFIED CORRECT

_____
EMPLOYEE

_____
SUPERVISOR

## PAY CODES

000 - REGULAR HOURS
002 - OVERTIME - 1.5x
003 - OVERTIME - 2.0x
006 - STAT HOLIDAY
007 - W.C.B. LEAVE

008 - SICK PAY
014 - O.T. BANKED - 1.5x
015 - O.T. BANKED - 2.0x
017 - BEREAVEMENT LEAVE
020 - VACATION PAY
024 - BANKED TIME TAKEN

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## EXAMPLE 1

In this Pay Period the Watch Clerk......

- Completes TWO full rotations, totaling 8 shifts
- Pay Period has three STATUTORY HOLIDAYS (Christmas, Boxing Day, New Years Day)
- WORKS TWO of the Statutory Holidays....is paid for the Hours Worked on the Statutory Holiday at straight    time (the Hours Worked are considered **Pensionable Earnings),** and
- for each of the Statutory Holidays WORKED, compensation also includes Overtime....5.5 Hours @ Double Time - - in this case the OT is banked (vs. Cash Payment) - - **OT is non-pensionable**
- the third Statutory Holiday, was not a scheduled Day of Work....no compensation for this day...
- .....remembering, all annual Statutory Holidays and Vacation Entitlement are banked at the beginning of the year, and are available as Vacation Time-Off throughout the year
- The two Statutory Holidays Worked are the Evening Shift....therefore Evening Premium is paid
- WORKS two (other) EVENING shifts....Evening Premium is paid

THE CORPORATION OF
THE CITY OF VERNON

<u>EXAMPLE 2</u>

*HOURLY EMPLOYEE BI-WEEKLY TIME SHEET*

| EMPLOYEE NO: 12345 | CLASSIFICATION: Watch Clerk | NAME: Your name | | | | | | PERIOD ENDING: 17-Jan-09 | | | | | | |

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | DAILY HOURS | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | DATE | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 001 | A0455 | 22 | 222120-010 | RCMP Support - DAYS | | | | | | | | | | | | 11.0 | 11.0 | |
| 010 | A0455 | | 222120-010 | RCMP Support - EVENINGS | | | | | | | | | | | | | | |
| 011 | A0455 | 11 | 222120-010 | RCMP Support - WEEKEND | | | | | | | | | | | | | | 11.0 |
| 001 | A0455 | | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - OT paid (5.5 Hrs) | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 Hrs) | | | | | | | | | | | | | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | 44 | 222120-010 | VACATION TIME OFF (includes Stats) | | | | 11.0 | 11.0 | 11.0 | 11.0 | | | | | | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | | 242911-000 | Banked time taken | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | | 77 | | TOTALS | | | | 11.0 | 11.0 | 11.0 | 11.0 | | | | | 11.0 | 11.0 | 11.0 |

CERTIFIED CORRECT

EMPLOYEE

SUPERVISOR

*PAY CODES*

000 - REGULAR HOURS
002 - OVERTIME - 1.5x
003 - OVERTIME - 2.0x
006 - STAT HOLIDAY
007 - W.C.B. LEAVE

008 - SICK PAY
014 - O.T. BANKED - 1.5x
015 - O.T. BANKED - 2.0x
017 - BEREAVEMENT LEAVE
020 - VACATION PAY
024 - BANKED TIME TAKEN

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**EXAMPLE 2**

In this Pay Period the Watch Clerk......

- Completes one full rotation + 3 shifts, totaling 7 Shifts
- TAKES VACATION on the first rotation of shifts....the 44 Hours is therefore applied, at straight time, against *BANKED Vacation that is time established at the beginning of the Year*....no Premium for either Evening or Weekend
- WORKS one WEEKEND shift......Weekend Premium is paid

THE CORPORATION OF
THE CITY OF VERNON

EXAMPLE 3

# HOURLY EMPLOYEE BI-WEEKLY TIME SHEET

| EMPLOYEE NO: | CLASSIFICATION: | NAME: | | PERIOD ENDING: |
|---|---|---|---|---|
| 12345 | Watch Clerk | Your name | | 31-Jan-09 |

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | Sun 18 | Mon 19 | Tue 20 | Wed 21 | Thur 22 | Fri 23 | Sat 24 | Sun 25 | Mon 26 | Tue 27 | Wed 28 | Thur 29 | Fri 30 | Sat 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | DATE | | | | | | | | | | | | | | |
| 001 | A0455 | | 222120-010 | RCMP Support - DAYS | | | | | | | | | | | | | | |
| 010 | A0455 | 11 | 222120-010 | RCMP Support - EVENINGS | | | | | | | | | 11.0 | | | | | |
| 011 | A0455 | 33 | 222120-010 | RCMP Support - WEEKEND | 11.0 | | | | | | 11.0 | | | | | | | 11.0 |
| 001 | A0455 | | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - OT paid (5.5 HRS) | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 HRS) | | | | | | | | | | | | | | |
| 008 | A0455 | 11 | 222120-010 | SICK TIME | | | | | | | | 11.0 | | | | | | |
| 020 | A0455 | | 222120-010 | VACATION TIME OFF (includes Stats) | | | | | | | | | | | | | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | 5.5 | 222120-010 | Bereavement Leave | | | | | | 5.5 | | | | | | | | |
| 024 | A0455 | 5.5 | 242911-000 | Banked time taken | | | | | | 5.5 | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | | 66 | | TOTALS | 11.0 | | | | | 11.0 | 11.0 | 11.0 | 11.0 | | | | | 11.0 |

CERTIFIED CORRECT

EMPLOYEE

SUPERVISOR

## PAY CODES

| | |
|---|---|
| 000 - REGULAR HOURS | 008 - SICK PAY |
| 002 - OVERTIME - 1.5x | 014 - O.T. BANKED - 1.5x |
| 003 - OVERTIME - 2.0x | 015 - O.T. BANKED - 2.0x |
| 006 - STAT HOLIDAY | 017 - BEREAVEMENT LEAVE |
| 007 - W.C.B. LEAVE | 020 - VACATION PAY |
| | 024 - BANKED TIME TAKEN |

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**EXAMPLE 3**

In this Pay Period the Watch Clerk.......

- completes one full rotation + 2 shifts, totaling 6 Shifts
- WORKS three WEEKEND shifts.....Weekend Premium is paid for each Weekend shift worked
- Is SICK one of the scheduled Weekend shift......compensated from Sick accrual.....Weekend premium is not paid
- WORKS one EVENING shift.....Evening Premium is paid
- ATTENDS a funeral as a Mourner on Friday, BEREAVEMENT LEAVE is taken for ½ of the day and BANKED TIME is taken for the balance of the day (employee Applied, employer Approved)

THE CORPORATION OF
THE CITY OF VERNON

<u>EXAMPLE 4</u>

## HOURLY EMPLOYEE BI-WEEKLY TIME SHEET

| EMPLOYEE NO: 12345 | CLASSIFICATION: Watch Clerk | NAME: Your name | | PERIOD ENDING: 14-Feb-09 |

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | DAILY HOURS | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | DATE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 001 | A0455 | 11 | 222120-010 | RCMP Support - DAYS | | | | | | | | | 11.0 | | | | | |
| 010 | A0455 | 33 | 222120-010 | RCMP Support - EVENINGS | | 11.0 | 11.0 | | | | | | | 11.0 | | | | |
| 011 | A0455 | 22 | 222120-010 | RCMP Support - WEEKEND | 11.0 | | | | | | | | 11.0 | | | | | |
| 001 | A0455 | | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - OT paid (5.5 HRS) | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 HRS) | | | | | | | | | | | | | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | | 222120-010 | VACATION TIME OFF (includes Stats) | | | | | | | | | | | | | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | 11 | 242911-000 | Banked time taken | | | | | | | | | | | 11.0 | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | | 77 | | TOTALS | 11.0 | 11.0 | 11.0 | | | | | | 11.0 | 11.0 | 11.0 | 11.0 | | |

CERTIFIED CORRECT

_____
EMPLOYEE

_____
SUPERVISOR

*PAY CODES*

| | |
|---|---|
| 000 - REGULAR HOURS | 008 - SICK PAY |
| 002 - OVERTIME - 1.5x | 014 - O.T. BANKED - 1.5x |
| 003 - OVERTIME - 2.0x | 015 - O.T. BANKED - 2.0x |
| 008 - STAT HOLIDAY | 017 - BEREAVEMENT LEAVE |
| 007 - W.C.B. LEAVE | 020 - VACATION PAY |
| | 024 - BANKED TIME TAKEN |

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**EXAMPLE 4**

In this Pay Period the Watch Clerk……

- Completes one full rotation + 3 shifts, totaling 7 Shifts
- WORKS three EVENING shifts…..Evening Premium is paid
- WORKS two WEEKEND shifts……Weekend Premium is paid
- TAKES one scheduled shift OFF…..compensated at straight time for this shift from accumulated OT Bank

THE CORPORATION OF
THE CITY OF VERNON

EXAMPLE 5

*HOURLY EMPLOYEE BI-WEEKLY TIME SHEET*

| EMPLOYEE NO: 12345 | CLASSIFICATION: Watch Clerk | NAME: Your name | | PERIOD ENDING: 23-May-09 |

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | DAILY HOURS | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | DATE | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 001 | A0455 | | 222120-010 | RCMP Support - DAYS | | | | | | | | | | | | | | |
| 010 | A0455 | 44 | 222120-010 | RCMP Support - EVENINGS | | 11.0 | 11.0 | | | | | | | 11.0 | 11.0 | | | |
| 011 | A0455 | 22 | 222120-010 | RCMP Support - WEEKEND | 11.0 | | | | | | | 11.0 | | | | | | |
| 001 | A0455 | 11 | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | 11.0 | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | 5.5 | 222120-010 | Stat Hol worked - OT paid (5.5 HRS) | | | | | | | | | 5.5 | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 HRS) | | | | | | | | | | | | | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | | 222120-010 | VACATION TIME OFF (includes Stats) | | | | | | | | | | | | | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | 1 | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | 1.0 | | | | |
| 015 | A0455 | 2 | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | 2.0 | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | | 242911-000 | Banked time taken | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | 85.5 | | | TOTALS | 11.0 | 11.0 | 11.0 | | | | | 11.0 | 16.5 | 14.0 | 11.0 | | | |

*PAY CODES*

| | |
|---|---|
| 000 - REGULAR HOURS | 008 - SICK PAY |
| 002 - OVERTIME - 1.5x | 014 - O.T. BANKED - 1.5x |
| 003 - OVERTIME - 2.0x | 015 - O.T. BANKED - 2.0x |
| 006 - STAT HOLIDAY | 017 - BEREAVEMENT LEAVE |
| 007 - W.C.B. LEAVE | 020 - VACATION PAY |
| | 024 - BANKED TIME TAKEN |

CERTIFIED CORRECT

EMPLOYEE

SUPERVISOR

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**EXAMPLE 5**

In this Pay Period the Watch Clerk......

- Completes one full rotation + 3 shifts, totaling 7 Shifts
- WORKS four EVENINGS shifts......Evening Premium is paid
- WORKS two WEEKEND shifts.....Weekend Premium is paid
- WORKS the Statutory Holiday (Victoria Day)....is paid for Hours Worked on the Statutory Holiday at straight time (the Hours Worked are considered **Pensionable Earnings,** and
- for the Statutory Holiday WORKED, compensation also includes Overtime.....5.5 Hours @ Double Time--in this case, the OT is Paid (vs. Banking the time) --**OT is non-pensionable**
- *Statutory Holiday worked is a Day Shift....therefore no Premium pay*
- WORKS 3 Hours Overtime on one of the evening shifts.....receives 1 hour @ Time and one-half AND 2 hours @ Double Time (Overtime in excess of normal work day) ....Overtime was banked (vs paid)

**THE CORPORATION OF THE CITY OF VERNON**

EXAMPLE 6

# HOURLY EMPLOYEE BI-WEEKLY TIME SHEET

| EMPLOYEE NO: 12345 | CLASSIFICATION: Watch Clerk | NAME: Your name | | | | | | | | | PERIOD ENDING: 12-Sep-09 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | Sun 30 | Mon 31 | Tue 1 | Wed 2 | Thur 3 | Fri 4 | Sat 5 | Sun 6 | Mon 7 | Tue 8 | Wed 9 | Thur 10 | Fri 11 | Sat 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | A0455 | 44 | 222120-010 | RCMP Support - DAYS | | | | 11.0 | 11.0 | | | | | | | 11.0 | 11.0 | |
| 010 | A0455 | 11 | 222120-010 | RCMP Support - EVENINGS | | | | | | 11.0 | | | | | | | | |
| 011 | A0455 | 22 | 222120-010 | RCMP Support - WEEKEND | | | | | | | 11.0 | | | | | | | 11.0 |
| 001 | A0455 | | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - OT paid (5.5 HRS) | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 HRS) | | | | | | | | | | | | | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | | 222120-010 | VACATION TIME OFF (includes Stats) | | | | | | | | | | | | | | |
| 002 | A0455 | 1 | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | 1.0 |
| 003 | A0455 | 7 | 222120-010 | Overtime paid @ 2.0x | | | | | | | 4.0 | | | | | | | 3.0 |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | | 242911-000 | Banked time taken | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| TOTAL | | 85 | | TOTALS | | | | 11.0 | 11.0 | 11.0 | 15.0 | | | | | 11.0 | 11.0 | 15.0 |

**PAY CODES**

| | |
|---|---|
| 000 - REGULAR HOURS | 008 - SICK PAY |
| 002 - OVERTIME - 1.5x | 014 - O.T. BANKED - 1.5x |
| 003 - OVERTIME - 2.0x | 015 - O.T. BANKED - 2.0x |
| 006 - STAT HOLIDAY | 017 - BEREAVEMENT LEAVE |
| 007 - W.C.B. LEAVE | 020 - VACATION PAY |
| | 024 - BANKED TIME TAKEN |

CERTIFIED CORRECT

_____
EMPLOYEE

_____
SUPERVISOR

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## EXAMPLE 6

In this Pay Period the Watch Clerk......

- Completes one full rotation + 3 shifts, totaling 7 Shifts
- WORKS one EVENING shift.....Evening Premium is paid
- WORKS two WEEKEND shifts....Weekend Premium is paid
- there is a Statutory Holidays (Labour Day).....it is not a scheduled Day of Work.....no compensation for this day.....
- .....remembering, all annual Statutory Holidays and Vacation Entitlement are banked at the beginning of the year, and are available as Vacation Time-Off throughout the year
- WORKS an additional 4-Hours at the end of a rotation.....receives 4-hours @ Double Time (Overtime --normal 4-day rotation)
- WORKS an additional 4-Hours on the 3rd day of the second rotation......receives 1-hour @ Time and one-half and 3-Hours @ Double Time (Overtime in excess of normal work day)

EXAMPLE 7

**THE CORPORATION OF THE CITY OF VERNON**

*HOURLY EMPLOYEE BI-WEEKLY TIME SHEET*

| EMPLOYEE NO: | CLASSIFICATION: | NAME: | | PERIOD ENDING: |
|---|---|---|---|---|
| 12345 | Watch Clerk | Your name | | 15-Aug-09 |

| PAY CODE | OCCUP NO. | TOTAL HOURS | ACCOUNT NUMBER | DESCRIPTION | DAILY HOURS | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | DATE | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 001 | A0455 | | 222120-010 | RCMP Support - DAYS | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | RCMP Support - EVENINGS | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | RCMP Support - WEEKEND | | | | | | | | | | | | | | |
| 001 | A0455 | | 222120-010 | Stat Holiday worked - DAY | | | | | | | | | | | | | | |
| 010 | A0455 | | 222120-010 | Stat Holiday worked - EVENING | | | | | | | | | | | | | | |
| 011 | A0455 | | 222120-010 | Stat Holiday worked - WEEKEND | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Stat Hol worked - OT paid (5.5 HRS) | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Stat Hol worked - OT Banked (5.5 HRS) | | | | | | | | | | | | | | |
| 008 | A0455 | | 222120-010 | SICK TIME | | | | | | | | | | | | | | |
| 020 | A0455 | 88 | 222120-010 | VACATION TIME OFF (includes Stats) | 11.0 | 11.0 | 11.0 | 11.0 | | | | | 11.0 | 11.0 | 11.0 | 11.0 | | |
| 002 | A0455 | | 222120-010 | Overtime paid @ 1.5x | | | | | | | | | | | | | | |
| 003 | A0455 | | 222120-010 | Overtime paid @ 2.0x | | | | | | | | | | | | | | |
| 014 | A0455 | | 222120-010 | Overtime banked @ 1.5x | | | | | | | | | | | | | | |
| 015 | A0455 | | 222120-010 | Overtime banked @ 2.0x | | | | | | | | | | | | | | |
| 017 | A0455 | | 222120-010 | Bereavement Leave | | | | | | | | | | | | | | |
| 024 | A0455 | | 242911-000 | Banked time taken | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| **TOTAL** | | 88 | | **TOTALS** | 11.0 | 11.0 | 11.0 | 11.0 | | | | | 11.0 | 11.0 | 11.0 | 11.0 | | |

CERTIFIED CORRECT

EMPLOYEE

SUPERVISOR

*PAY CODES*

| | |
|---|---|
| 000 - REGULAR HOURS | 008 - SICK PAY |
| 002 - OVERTIME - 1.5x | 014 - O.T. BANKED - 1.5x |
| 003 - OVERTIME - 2.0x | 015 - O.T. BANKED - 2.0x |
| 006 - STAT HOLIDAY | 017 - BEREAVEMENT LEAVE |
| 007 - W.C.B. LEAVE | 020 - VACATION PAY |
| | 024 - BANKED TIME TAKEN |

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**EXAMPLE 7**

In this Pay Period the Watch Clerk......

- Completes TWO full rotations, totaling 8 shifts
- TAKES VACATION for entire pay period ...... 88 Hours is applied, at straight time, against BANKED Vacation as established at the beginning of the Year....
- no evening WORK; no Weekend WORK.......no Premium paid
- there is a Statutory Holiday (BC Day).....it was a scheduled Day of Work, however, employee is on vacation....compensation for this day comes out of the vacation bank establised at the beginning of the year....
- .....remembering, all annual Statutory Holidays and Vacation Entitlement are banked at the beginning of the year, and are available as Vacation Time-Off throughout the year