

LETTER OF UNDERSTANDING
BETWEEN
THE CITY OF REGINA
AND
CIVIC EMPLOYEES UNION CUPE LOCAL 21

Re: Averaging Hours of Work

- Community Consultants
- Neighbourhood Centre Programmers
- Program Specialists
- Neil Balkwill Civic Arts Centre Administrator

Notwithstanding Article 16 of the collective bargaining agreement, the following hours of work arrangement shall apply to the above classifications. Any reference to "week" shall mean the regular working days for the position, Monday through Friday.


- a) The hours of work of employees in the above classifications shall be averaged on the basis of eight and one-half hours (8 1/2) times the number of normal working days in any given week and shall be unregulated within any working day or series of working days. Employees shall be paid based on eight and one-half (8 1/2) hours per day.
- b) The number of hours to be worked in each week shall be reduced by eight and one-half (8 1/2) times the number of designated days off which fall in that week.
- c) Notwithstanding (a) and (b) above, for an employee who commences initial employment or moved into one of the above classes and who commenced on a day other than the first day of the week, or an employee who terminated on a day other than the last day of the week, the number of hours to be worked at straight time during the week shall be determined on basis of eight and one-half (8 1/2) hours times the number of normal working days in the past week less eight and one-half (8 1/2) hours for each designated holiday(s) and designated day off which fall in the week.
- d) In accordance with Article 16.1.2.1., employees shall be entitled to a designated day off every three (3) weeks, such day to be determined by mutually agreement between the employee and the Director of the Department.
- e) For the purposes of pay calculation, approved vacation and sick leave with pay or any other approved leave with pay shall be included as actual hours worked in the averaging period as set out in (a) subject to the following:

- i. In no event shall the number of hours included as actual hours worked exceed a maximum of eight and one-half (8 1/2) hours per day.
 - ii. In the event that an employee has actually worked a part day, the maximum number of hours which will be included as actual hours worked shall not exceed the number of hours required to bring about a combined (hours actually worked plus approved leave with pay) maximum of eight and one-half (8 1/2) hours per day.
 - iii. The foregoing shall have no application if the employee was not scheduled to work on any such day.
- f) Leave without pay shall not be included as hours actually worked in the averaging period as set out in (a).


This Letter of Understanding becomes effective upon date of signing by the parties, and will remain in force and effect until either party serves the other with thirty calendar days written notice to terminate the provisions as contained herein.

Upon signing, this Letter of Understanding will replace L21-LOU-0000-33 – Averaged Hours of Work.

Signed this 8th date of May, 2019 at Regina, Saskatchewan



On behalf of the City of Regina



On behalf of the Regina Outside City
Workers, CUPE Local 21