

**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE CITY OF REGINA**

**AND**

**REGINA CIVIC MEMBERS' UNION, CUPE LOCAL 21**

**RE: APPRENTICESHIP PROGRAM – FLEET MAINTENANCE**

---

The City of Regina, Fleet Maintenance and the Union recognize the value of training to both the apprentice and the organization.

The following terms and conditions shall be applicable to Apprenticeship Program in Fleet Maintenance, which covers both Heavy and Light Fleet. Nothing in this Letter of Understanding shall be construed to altering the existing rights and/or obligations of either party under the provisions of the Collective Bargaining Agreement except as specified.

1. All individuals wishing to be considered for Apprenticeship in Fleet Maintenance will be required to first secure employment in a Tradesperson 1 position in Fleet Maintenance. The selection process for a Tradesperson 1 position will consist of the following:
  - a. The applicant must meet the minimum educational requirements
  - b. The Applicant must successfully pass ACCUPLACER® Testing as administered by Saskatchewan Polytechnic (cost will be the sole responsibility of the applicant and is not reimbursable), if applicable.
  - c. The most qualified applicant who possesses the necessary qualifications shall be selected.
2. The Tradesperson 1 positions are designed only for employees who wish to progress to the apprenticeship program.
3. The hours accrued during the Tradesperson 1 position shall not be included towards the probationary period for the apprenticeship position.
4. Employees in the Tradesperson 1 permanent position shall serve a probationary period of twelve (12) months in which to demonstrate their capability to perform the duties of the position. If an employee does not prove themselves capable of performing the duties of the position, they shall revert to their home position (if applicable) without prejudice.
  - a. By mutual agreement between the Manager, Fleet Maintenance and the Union, the probationary period may be extended or reduced.
5. Once an apprenticeship opportunity arises, it will first be offered to the most senior Tradesperson 1 employee. If all the Tradesperson 1 employees decline the apprenticeship opportunity, the Manager, Fleet Maintenance shall appoint one of the candidates from the applicant pool based on overall suitability for the position.
6. A successful candidate selected for the apprenticeship program shall be required to achieve and maintain minimum standards to continue through the program. This includes:

- a. Obtaining a final passing grade at each level (1 through 4) of the trade certification training program.
  - b. Obtaining a passing grade at the Journeyman Trade exam with a maximum of two rewrites after completing the mandatory upgrading training.
  - c. Demonstrating technical trade competency throughout the program.
7. The Apprenticeship Board has the sole discretion in determining removal from the apprenticeship program using the criteria above and considering all extenuating circumstances. The Manager, Fleet Maintenance shall consult and advise Local 21 prior to removing an apprentice from the program.
  8. In the event an employee is removed from the apprenticeship program, the employee will be placed on temporary layoff and have twelve (12) months to apply for another position within the organization. Failure to secure alternative employment within that timeframe will result in permanent layoff.
  9. Removal or resignation from the apprenticeship program shall require repayment of all wage subsidies, tuition fees, or other material costs paid by the City of Regina during the apprenticeship training period. Employees shall be required to either:
    - a. Pay the entire outstanding amount upon removal or resignation.
    - b. Make payment arrangements whereas all funds are repaid within a maximum of 2 years from resignation or removal.
  10. Employees who successfully complete the apprenticeship program and are appointed to a permanent Journeyman position shall be required to continue their employment for up to 2 years as a return in service commitment. The committed timeframe will be established as six (6) months return in service for each time the employee receives the supplemental unemployment benefits (SUB) program and/or tuition subsidy. In any event, the minimum in-service commitment will be one (1) year and the maximum will be two (2) years per apprenticeship program.
  11. A successful candidate selected to the apprenticeship program may not challenge an exam without the prior written approval of the Manager, Fleet Maintenance.

This Letter of Understanding becomes effective immediately upon signature of both parties and shall remain in full force and effect.

Signed this 4 day of February 2026.

  
 \_\_\_\_\_  
 On behalf of the City of Regina

Cortnie Jacobson  
 \_\_\_\_\_  
 Printed Name

  
 \_\_\_\_\_  
 On behalf of Regina Civic Members' Union,  
 CUPE LOCAL 21

TYLER HUTCHINSON  
 \_\_\_\_\_  
 Printed Name