

LETTER OF UNDERSTANDING

BETWEEN

THE CITY OF REGINA

AND

REGINA CIVIC MEMBERS' UNION, CUPE LOCAL 21

RE: APPRENTICESHIP PROGRAM – SEWER AND DRAINAGE OPERATIONS

The City of Regina, Sewer and Drainage Operations, and the Union recognize the value of training to both the apprentice and the organization.

The following terms and conditions shall be applicable to the Apprenticeship Program for Sewer and Drainage Operations, which include Industrial Mechanic, Electrical, and Instrumentation positions. 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 Sewer and Drainage Operations shall be required to first secure employment in an Assistant Operator or Operator position in Sewer and Drainage Operations.
2. The Assistant Operator and Operator positions are designed only for employees who want to advance to the apprenticeship program or a Lead Operator position.
3. The hours accrued during the Assistant Operator and Operator positions shall not be included towards the probationary period for apprenticeship.
4. Once an apprenticeship opportunity arises, it will be offered to employees based on the following criteria:
 - a. Applicants shall meet the minimum 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. Where the qualifications of two (2) or more applicants are relatively equal, seniority, in accordance with Article 9 and B4, shall be the governing factor.
5. If no Assistant Operator or Operator meet the above requirements for an apprenticeship opportunity, the Manager, Sewer and Drainage Operations shall offer based on overall suitability for the position.
6. When a dual ticket (both Electrician and Instrumentation) apprenticeship position is required, it shall first be offered to existing Journeyman Electrician or Instrumentation Journeyman based on the criteria in point 4.
7. 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.
8. 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, Sewer and Drainage Operations shall consult and advise Local 21 prior to removing an apprentice from the program.
9. 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.
10. 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.
11. 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.
12. A successful candidate selected to the apprenticeship program may not challenge an exam without the prior written approval of the Manager, Sewer and Drainage Operations.

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

Signed this 14 day of June 2026.



On behalf of the City of Regina

Loni Beaudin

Printed Name



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



Printed Name