

**LETTER OF UNDERSTANDING  
TRANSIT OPERATOR OVERTIME DISTRIBUTION AND SHIFT EXTENTIONS**

-between-

**REGIONAL MUNICIPALITY OF WOOD BUFFALO**

(The Employer)

-and-

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1505**

(The Union)

**WHEREAS:**

- A. The Employer and the Union are parties to a collective agreement (the "Collective Agreement")
- B. The current Collective Agreement, Appendix "A" provides process for overtime and shift extension provisions for Transit Operators, in section titled "Overtime for Operators".
- C. The Employer and the Union have identified the need to clarify and simplify the process related to overtime distribution and shift extensions for consistent application.
- D. The Employer and the Union agree that it would be advantageous to have two separate rotating lists, one for overtime distribution and one for shift extensions.

**Therefore,** the Parties agree as follows:

1. **Shift Extension:** Shift extensions are to be distributed using a separate rotating seniority list from the overtime call out list.
2. A shift extension can be dispatched to an operator as long as the operator is still on paid time. This includes shift extensions before the shift or after the shift.
3. The extension of shift time will be considered overtime if the time exceeds eight (8) hours of worked time.
4. If the operator has been off their shift, the operator does not qualify for shift extension and will be considered off.
5. You will not qualify for an extension of shift if:
  - The regular shift has ended. Operators must be within fifteen (15) minutes arrive time to reach the start of the paddle requiring the extension.
  - Operators on scheduled days off or approved days off.

**Overtime Call-Outs:**

Order of overtime callout priority (in order of seniority):

1. Operators on regular scheduled days off who have agreed to overtime on their work pick
2. Operators who have already worked that day and are currently off duty
3. Operators on regular scheduled days off who chose no overtime on their work pick

15-Hour Work Spread:

- Operators who are scheduled for more than a (eight) 8hour shift, will be able to work shift extensions as long as the overall time is not greater than (twelve) 12 hours paid time or (fifteen) 15 hour work spread.
- An operator cannot have more than (twelve) 12 hours pay over the course of (fifteen) 15 hour spread for the day.
- Scheduling of split shifts will remain in accordance with the General Terms of Appendix A of the collective agreement, which do not exceed (eight) 8 hours in the working day and do not exceed a (twelve) 12 hour spread.

This Letter of Understanding may be amended upon the agreement of the Employer and the Union in writing.

It is understood and agreed by the Parties that this Letter of Understanding, and the terms and conditions are being entered into on a without prejudice/without precedent basis.

Dated this \_\_\_\_\_ day of March 2022.

SIGNED, SEALED & DELIVERED )

in the presence of )

) REGIONAL MUNICIPALITY OF WOOD

) BUFFALO

) per:

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) For the Employer

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) CANADIAN UNION OF PUBLIC

) EMPLOYEES

) LOCAL 1505

) per:

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