

## LETTER OF UNDERSTANDING

between

THE CITY OF EDMONTON  
A Municipal Corporation (hereinafter called the "City")

Of The First Part

- and -

CUPE Local 30  
(hereinafter called the "Union")

Of The Second Part

### TRANSFER OF DRAINAGE SERVICES – EMPLOYEE WINDOW OF RETURN

The Council decision to transfer the City of Edmonton Drainage Services and its employees to EPCOR will be effective September 1, 2017.

The parties agree to provide affected employees with a Window of Return. The Window of Return period commences on September 1, 2017 and ends at 16:30 hrs on February 28, 2018.

1. During the Window of Return period, the parties agree to permit permanent Drainage Services employees who have transferred from the City of Edmonton to EPCOR, to apply on City of Edmonton job opportunities, including those limited to internal employees. Permanent employees shall exercise seniority rights accrued up to September 1, 2017 for

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the purpose of promotion, in accordance with Article 10 of the CUPE collective agreement, on job competitions they apply on over the Window of Return period.

2. During the Window of Return period, the parties agree to permit provisional and temporary Drainage Services employees who have transferred from the City of Edmonton to EPCOR to apply on City of Edmonton job opportunities, including those limited to internal employees. Provisional employees shall exercise their seniority rights accrued up to September 1, 2017 in accordance with the CUPE collective agreement, on job competitions they apply on over the Window of Return period.
3. Drainage employees:
  - who transfer to EPCOR on or after September 1, 2017, but prior to February 28, 2018 and
  - who are interested in a posted City of Edmonton job opportunity during the 6 month Window of Return period identified in section 1,must apply through the normal recruitment process. The affected employees are responsible for attaching a cover letter to their resume to identify themselves as former Drainage Services employees with the right to be considered with the employee status and seniority rights they possessed on August 31, 2017, over the Window of Return period (sample attached). In addition, Drainage Services employees who have transferred from the City of Edmonton to EPCOR are responsible for identifying themselves as former employees using their payroll number when applying through the Taleo system.
4. During the Window of Return period (September 1, 2017 to February 28, 2018), Drainage Services employees who have transferred from the City of Edmonton to EPCOR will be able to apply on any City of Edmonton job opportunities (promotions, laterals and demotions), including those opportunities that are limited to internal employees.
5. If successful on a posted City of Edmonton job opportunity, the employee will transfer their:
  - CUPE bargaining unit seniority;

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- any unused City-earned vacation and overtime banks (accrued up to August 31, 2017); and
  - any Income Replacement bank entitlements,
- back to the City of Edmonton, upon their commencement date in the City position. Group benefits coverage shall be at the same level as the employee enjoyed at August 31, 2017, and there will be no waiting period for coverage upon the employee's transfer back to the City of Edmonton.
6. If successful on a posted City of Edmonton job opportunity, the employee will serve a probationary period in the City of Edmonton position in accordance with the applicable provisions in the CUPE/City of Edmonton collective agreement. If the employee is unsuccessful in their probationary period, their employment with the City will be terminated.
  7. Eligible employees are restricted to one move under the Window of Return. That is, if an employee successfully transfers back to a City of Edmonton position during the Window of Return period, that employee's rights under this Letter of Understanding to apply on job opportunities ends on the commencement date in the City position.
  8. All rights under this Letter of Understanding for employees transferring to EPCOR on September 1, 2017 terminate on February 28, 2018 (16:30 hrs), except that the terms and conditions as outlined in this Letter shall continue to apply to employees whose application has been received on a City posting prior to the February 28, 2018 deadline, until the job posting competition is concluded.

SIGNED this 8<sup>th</sup> day of August, 2017.

**CUPE LOCAL 30**

Lloyd Harder, Business Agent

Richard Colwell, Business Agent

Witnessed By

Yvonne Bootsman/ Wade Naicken

**CITY OF EDMONTON**

Mark Beliveau, Senior Negotiator

**NOTICE TO RECRUITMENT  
EPCOR TRANSFER EMPLOYEE**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Payroll No. (when employed with the City of Edmonton): \_\_\_\_\_

Union affiliation when employed with the City: \_\_\_\_\_

Attached is my application on a City of Edmonton Job Opportunity. Please refer to the Letter of Understanding signed between CUPE Local 30 and the City of Edmonton, titled "Transfer of Drainage Services – Employee Window of Return" with respect to this application. The Letter of Understanding is in place for all City of Edmonton applications submitted by transferring employees during the period from September 1, 2017 to February 28, 2018 (16:30 hrs).