



LETTER OF UNDERSTANDING #3/2017-20
Between
MANITOBA HYDRO
and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 998

RE: MODIFIED HOURS OF WORK – CREDIT AND RECOVERY SERVICES

This letter will set forth the understanding reached between the Canadian Union of Public Employees, Local 998 and Manitoba Hydro with respect to modified hours of work in the Credit and Recovery Services area.

1. Credit and Recovery Services' hours of operation will be:
 - 7:30 to 20:00 Monday to Friday, and
 - 08:00 to 16:00 on Saturday.

Changes to the hours of operation will require Union concurrence.

2. Credit and Recovery Services staff will either be designated as "8-hour" or "12-hour" as follows:
 - a. 8-hour staff work a schedule consistent with the 9 day work cycle and will include work on Saturdays on a rotational basis.
 - b. 12-hour staff will work 11.5 hour days plus "short days" as needed to ensure the correct number of annual hours. Employees working 12-hour shifts will be required to work either a Monday or a Friday plus two other days per week, according to a posted shift schedule. This schedule will be managed to ensure that scheduled work plus Corporation Holidays, are equivalent to the same hours worked by employees on a 9-day work cycle.

Assignment of the 12-hour designation will be done on a voluntary basis where possible. There will be no changes to an employee's designation (other than for overtime and temporary extended sick leave relief or job vacancy work requirements which cannot be covered by an employee in the same designation) without the mutual agreement of Management and the affected employee.

3. Work schedules will be designed to meet the needs of Credit and Recovery Services and will average 73.7 hours bi-weekly. A shift schedule will be posted as required.
4. Overtime rates will apply for work performed outside of the regularly scheduled hours.

5. An hourly shift premium in accordance with Article C3.5 will be paid for hours worked (excluding overtime) between 16:00 and 08:00 Monday to Friday. A shift premium will be paid for all hours worked on Saturdays (excluding overtime) to all employees. The shift premium rates will be in accordance with the collective agreement.
6. Corporation Holidays will be observed on the days designated by the Corporation (Monday to Friday) and not on the actual days of the holiday (if different) except when the Christmas and New Year's holidays occur on Saturday in which case employees otherwise scheduled to work will observe the holidays on those days.
7. For "12-hour" employees, use of sick leave, vacation and leave of absence without pay will be consistent with the number of hours scheduled on a particular day (11.5, 7.92 or 7.5).
8. Bereavement and Family Responsibility Leaves for "12-hour" employees will be on a day-for-a-day basis with the employee maintaining basic pay for the day(s).
9. All other terms and conditions of the collective agreement will apply.

The provisions of this letter are currently under review. As a result, it is only being extended until December 31, 2017. Prior to the expiry of this letter, representatives from both parties will meet to discuss the potential revision, extension, or termination of this letter.

Agreed this 30th day of August, 2017.



M. Levitt
Manager
Employee Relations Department



C. Mravinec
President
CUPE