

# MEMORANDUM OF AGREEMENT

Between

THE OTTAWA PUBLIC LIBRARY

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES – LIBRARY GROUP

## **Re: Page Opportunity Process**

The Parties agree that the following will govern the internal process for Page positions within the Ottawa Public Library.

- a. The Employer and the Union agree to an expedited process to fill Page positions when the Employer has determined that a vacancy will be staffed. Employees who are interested in participating in the process will apply for Page positions using the OPL Page Opportunity Wiki.
- b. Electronic applications will be retained by the Employer for audit and integrity purposes.
- c. In order to fill a Page vacancy, the Employer shall review applicants' updated seniority points and/or total hours worked and determine the most senior employee. It is understood that offers for the vacant position(s) will be made in order of seniority first to permanent eligible employee(s) and then in order of hours worked to casual/temporary employee(s) who have expressed an interest in accepting the position.
- d. The Employer shall email eligible employees who have applied through the OPL Page Opportunity Wiki. Employees shall have seven (7) calendar days in which to provide their response. A non-response from an eligible Page shall indicate non-interest in the position(s) offered.
- e. Employees on probation are not eligible for the Page Opportunity Process during the first six calendar months of their probationary period.
- f. Notwithstanding Article 11.3, full-time employees shall be placed on a trial period for three (3) months. Part-time employees shall be placed on a trial period for two hundred and ten (210) hours. Should the employee find the work suitable and should the Employer find the employee suitable and capable of performing the work of the position, after the trial period the Employer shall confirm the employee in the position. However, should the employee find the work unsuitable or be incapable of performing the work of the position, the employee shall be returned to his/her former position and salary rate.

- g. A list of successful candidates under this memorandum of agreement will be posted on Ozone at the earliest possible date following the required IT configuration.

Signed in Ottawa, on \_\_\_\_\_, 2017

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For CUPE 503, Library Group

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For the Ottawa Public Library