

MEMORANDUM OF AGREEMENT

Between

THE OTTAWA PUBLIC LIBRARY

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES – LIBRARY GROUP

Re: Hours of Work for Part-Time Employees and Full-Time Employees Working Less Than 35 Hours per Week

Whereas the parties recognize that many continuous part-time employees and full-time employees working less than 35 hours seek additional hours and/or full-time work, and

Whereas the Union raised concerns that the start and end times of shorter shifts can make it difficult for part-time employees and full-time employees working less than 35 hours to pick up additional hours, and

Whereas the parties seek to improve branch schedules to address these concerns,

Therefore, the parties agree to the following:

1. Within sixty (60) days of ratification of this collective agreement the OPL will review vacancies, with a view to bolstering the core hours and extending the length of shifts for continuous part-time employees and full-time employees working less than thirty-five hours per week where operationally feasible.
2. The intent of reviewing vacancies where operationally feasible is to:
 - a) Increase the core hours of part-time employees and full-time employees working less than 35 hours per week.
 - b) Extend the length of shifts available to part-time employees and full-time employees working less than 35 hours per week.
 - c) Convert part-time positions into full-time positions.
3. The process to do this will include the following:
 - a) On a branch-by-branch basis, Managers in consultation with Supervisors shall review all vacant positions in all classifications, with a view to distributing the available hours where operationally feasible in accordance with the statements above. Where operationally feasible, core hours will be increased by utilizing the hours of positions that are not currently being held by an incumbent.

- b) As positions become vacant, and prior to the position being posted, the hours and schedule associated with the position will be reviewed. Where operationally feasible, these hours will be added to the core hours of existing part-time and full-time employees working less than thirty-five hours per week.
- c) No shifts will be longer than seven (7) hours. No employee's core schedule will result in an overtime situation or violate the hours of work provisions of the collective agreement.
- d) No employee will lose core hours through this process unless they agree to the reduction of hours in their schedule.
- e) Hours will be offered in order of seniority to employees within the required job classification as much as is practicable and operationally feasible.
- f) By mutual agreement of both employees, employees in the same job classification and at the same branch who work multiple short shifts shall be allowed to permanently switch with another employee working a short shift in order to extend the length of the shifts worked provided both employees meet the qualifications of the job. Such a switch cannot result in an overtime situation, shall be within the budget envelope, will be operationally feasible, and must be approved by the branch manager. Approval will not be unreasonably denied.
- g) The OPL will also review the start and end times of shifts at library branches and, where feasible, allow for staggering start and end times of shifts at library branches, particularly library branches in the same cluster to allow employees working short shifts to travel to other branches (e.g., 9 or 9:30am start at some branches to allow travel to a branch with a shift starting at 1:30pm).

Signed in Ottawa, on _____, 2017

For CUPE 503, Library Group

For the Ottawa Public Library