

Attachment 1 – Confidential Information
released to the public on May 6, 2016

Ratification of Memorandum of Settlement between Toronto Public Library Board and Toronto Public Library Workers Union, Local 4948 CUPE (2016-2019)

Summary of the Memorandum of Settlement

The Library's bargaining team was successful in negotiating an agreement with the Toronto Public Library Workers Union, Local 4948 CUPE, on the following matters:

A: ISSUES WITH A MONETARY IMPACT

1. Term of the Agreement

- The parties have negotiated a four (4) year term for the collective agreement, January 1, 2016 – December 31, 2019.

2. Wage Settlement

- The settlement provides for wage increases in the four years of:

➤ January 1, 2016	1.25%
➤ January 1, 2017	1.25%
➤ January 1, 2018	1.25%
➤ January 1, 2019	1.25%
➤ Lump Sum Payment: January 1, 2019	0.25% Lump Sum payment

An employee must be in the employ of the Board on January 1, 2019 in order to receive the lump sum payment. The lump sum payment does not form part of the employee's base wage and is not pensionable.

3. Illness or Injury Plan (IIP)

- The IIP was introduced in the 2009-2011 collective agreement. It replaced the existing 'sick leave accrual plan'. It is the benefit in place for an ill or injured employee before she is eligible for Long Term Disability (LTD) benefits;
- In the current IIP, a permanent full-time employee with more than 10 years' service is entitled to the maximum benefit under the IIP of 130 days at 100% pay.

Full-time employees with less than ten (10) years' service have a prorated number of days at 100%. The entire benefit is prorated for eligible part-time employees;

- Effective January 1, 2017, the new benefit is the same for all full-time eligible employees, regardless of the number of years of service; and the new provisions will be prorated for eligible part-time employees;
- The new maximum benefit under the IIP is eighteen (18) days at 100% pay and 112 days at 75% pay;
- There is no carry-over from year-to-year of unused IIP time;
- There is no penalty to employees based on the number of occurrences in the use of IIP;
- Effective January 1, 2017, there is a change in the eligibility criteria for part-time employees that will move some part-time employees from the grand-parented sick leave accrual plan to the IIP. Management anticipates efficiencies from this change and also will monitor for cost savings.

4. Other Benefits

- The criteria to have non-generic drugs covered is changed. Non-generic drugs will be covered:
 - if there is no generic substitution; or
 - if generic drugs are the same cost to the Board, or more expensive; or
 - upon the insurer's approval of an application completed by the employee's physician confirming that the generic drugs is not medically effective, or not medically tolerated, such approval shall not be unreasonably denied;
- Orthotic devices will be provided on the basis of one (1) pair per person for persons nineteen (19) years of age or older every two (2) benefit years provided that they are prescribed by a medical doctor. The current provision for persons nineteen (19) years of age or older is one pair per person per benefit year provided that they are prescribed by a medical doctor;
- Orthopaedic devices will be provided on the basis of one (1) pair per person every two (2) benefit years provided that they are prescribed by an orthopaedic surgeon or podiatrist as being medically necessary for everyday use, and the diagnosis is by way of a biomechanical examination. The current provision for persons nineteen (19) years of age or older is one (1) pair per person every benefit year provided that they are prescribed by an orthopaedic surgeon or podiatrist as being medically necessary for everyday use, and the diagnosis is by way of a biomechanical examination;
- The cap in the Long Term Disability (LTD) benefit was lowered by \$100 to \$4,500 a month; and the cap was extended to include all employees eligible for Long Term Disability benefits. Employees currently in receipt of LTD benefits will be grand-parented under the existing cap. LTD provides seventy-five (75) percent of the employee's basic salary received when she last worked, inclusive of any benefits paid under any pension plan.
- Other benefits remain unchanged.

5. Other Monetary Items

- The tuition reimbursement budget is increased in 2016 as follows:

➤ 2016	\$3,000 (from \$24,500 to \$27,500)
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The funding for the increase in the tuition reimbursement budget is a reallocation within the existing training budget;

- The Board has committed \$30,000 in 2016 for spending on health and safety information programs during the term of the collective agreement;
- The Board has committed up to \$2,500 annually for speakers at a staff and public program to promote public awareness about issues of workplace violence.

B. ISSUES WITH A NON-MONETARY IMPACT

6. Job Security, Layoff and Recall

- The Job Security provision is unchanged: there is protection from layoff for an employee with 11 years' seniority or more;
- Under the Library's provision, approximately 59% of employees do not have job security protection.

7. Service Enhancements & Efficiencies

- The Board will conduct during the term of the collective agreement a pilot project for overnight delivery of library materials. The pilot project will test and evaluate the efficiencies, savings and service enhancements that result from a delivery schedule that begins at 10:00 p.m. and concludes at 6:00 a.m. The current delivery schedule is between the hours of 6:00 a.m. to 2:30 p.m.;
- The parties agreed to the use of volunteers in the 'Cyber Seniors' program, a digital literacy program for seniors. This agreement resolves an outstanding grievance;
- During the term of collective agreement, the Board will introduce 'internships' for staff in the areas of innovation projects and collection development;
- The Board gave notice that during the term of the collective agreement, a program will be implemented and evaluated where the public can have 'card-access' to some branches beyond the current hours the branches are open with staff;
- Electronic pay stubs and T4 Statements will be introduced;
- The parties agreed to a small expansion of the 'call – no return to work' provision, which allows an employee to be contacted during off hours at home and resolve an operational problem from home without having to return to work;

- The parties agree to a new procedure for investigating complaints of harassment, including sexual harassment, that allows the complainant and/or the employee facing the complaint to be moved to another location during the investigation;
- The parties agreed to the use of low-cost (\$15.00) alarm devices which provide security to staff working in isolated areas of a branch;
- The parties agreed to a reduction in the number of meetings of the Labour-Management Committee;
- Administrative efficiencies were achieved in the scheduling of vacation and vacation following pregnancy/parental leave.

8. Part-time employment

- All public service part-time positions currently less than seventeen and one-half (17.5) hours will be moved to seventeen and one-half (17.5) hours by the end of November 2017. Exception will be made in the case where external funding does not support the creation of a part-time position at the level of seventeen and one-half (17.5) level. Exceptions also will be made for some positions in Distributions Services and for employees who work in after-hours programs;
- The standardization of the part-time jobs at seventeen and one-half (17.5) hours will be achieved within the existing budget and establishment of positions and use vacancies;
- Twenty-three (23) full-time jobs will be posted and filled by the end of 2017. The full-time jobs will be created within the Library's existing budget and establishment of positions; and/or there will be new positions added as a result of the operating budget process.