W-017-04 (Exp 2025)

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Collective Agreement

Between The

Woodstock Police Association, Local 1386, United Brotherhood of Carpenters and Joiners of America

&

The Town of Woodstock

Start Date: 01 January 2021
Expiry Date: 31 December 2025

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THIS AGREEMENT made in triplicate on the 22nd day of June, 2021

BETWEEN The Town of Woodstock, hereinafter called the Employer, and the Woodstock Police Association, Local 1386, United Brotherhood of Carpenters and Joiners of America, hereinafter called the Association.

PREAMBLE:

WHEREAS it is the intention and purpose of the parties of this Agreement to maintain the existing harmonious relations and settled conditions of employment between the Employer, the employees, and the Association and to improve the quality of service to the public and to promote the well-being and the increased productivity of its employees to the end that the citizens will be well and efficiently served; accordingly, the parties hereto set forth certain terms and conditions of employment relating to pay, hours of work and other related terms and conditions of employment affecting employees covered by this Agreement.

NOW, THEREFORE, the parties agree as follows:

SECTION 1: APPLICATION of AGREEMENT	
Article 1	**Application of Agreement:** **1.01** - This Agreement applies to all Town of Woodstock employees employed as police officers with the Woodstock Police Force including 4th, 3rd, 2nd, and 1st Constable classifications and shall also include, senior constables, and ranking positions outlined in the Woodstock Police Force's Organizational Chart (e. g. constable classifications, corporal and sergeant). It shall not apply to police management holding the rank of inspector or above, unless expressly set-out in specific articles within this Collective Agreement related to management responsibilities.

SECTION 2: DEFINITIONS

Article 2	Definitions:

2.01 – ACRC: Means the Atlantic Canada Regional Council of Carpenters, Millwrights and Allied Workers.

2.02 – Agreement: Means specific reference to this Collective Agreement in part, or in its entirety.

2.03 – Association: Means the Woodstock Police Association, Local 1386, United Brotherhood of Carpenters and Joiners of America.

2.04 – Calendar Day: Means a period of 24 hours. Calendar days are inclusive of every day of the week (Monday through Sunday).

2.05 – Calendar Week: Means a period of 168 hours. Calendar weeks are inclusive of every day of the month (Monday through Sunday and shall include holidays for the purposes of this definition).

2.06 – Civic Authority: Means a police board, or in the absence of a police board, a "Council" as defined and outlined in the *New Brunswick Police Act*.

2.07 – Clothing Committee: Means a committee consisting of representatives of the Association and the Chief of Police or his/her designate.

2.08 – Coach Officer (Field Trainer): Means any employee selected to oversee training/orientation of a newly hired employee, or cadet/trainee accepted to the WPF for on-the-job training purposes. Associated CO training shall be encouraged and provided where available, but shall not be mandatory in order for the employee to fulfill associated

duties as detailed above.

2.09 – Contract Employment: Please see Article 32.

2.10 - Community Resource Officer (CRO): Refers to an officer assigned to the dayshift system as captured in the WPF Organizational Chart. Duties/Responsibilities are assigned as per WPF job description (policy).

2.11 - Crime Reduction Officer (CRU): Refers to an officer assigned to the dayshift system as captured in the WPF Organizational Chart. Duties/responsibilities are assigned as per WPF job description (policy).

2.12 - Dayshift System: Means an eight (8) hour shift (Monday to Friday) that is worked by any employee not assigned to the "Platoon Structure" (e.g. Crime Reduction Officer, Community Resource Officer, sergeant OPS, sergeant Admin).

2.13 – "Designate" Reference: For purposes of clarification, wherever or whenever the Chief of Police, Civic Authority, City Administrator, and Human Resources representative are referred to by title in this Agreement, the same shall be deemed to apply to their designate(s) in that context.

2.14 – Developmental Opportunity: Means any opportunity that may reasonably guide an employee to additional growth, developmental, and or supervisory associated duties and responsibilities.

2.15 – Duty Officer: Means a designated supervisor who is scheduled to be on-call to assist any employee with related public safety issues. If necessary, the Duty Officer shall attend any scene as requested.

2.16 - Employee: Means an employee of the Woodstock Police Force appointed as a police officer pursuant to the

New Brunswick Police Act. The employee shall uphold all articles outlined in this Agreement.

2.17 - **Employer:** Means the Town of Woodstock Civic Authority (A board, or in the absence of a board, a Council) as outlined in the *New Brunswick Police Act*. The Employer shall uphold all articles outlined in this agreement.

2.18 - **Employer-Employee Relations Committee:** Shall convene specific to issues cited with the existing Collective Agreement (e.g. Collective Agreement negotiations). The Employer side shall consist of the Chief of Police, Chief Administrative Officer, and a Town of Woodstock Human Resources representative. The Association side shall consist of three (3) Association representatives of their choosing. It shall be understood that this committee cannot negotiate, amend the Collective Agreement in any way unless by mutual agreement (e.g. Collective Agreement interpretation).

2.19 – Family (Extended): Means an employee's mother & father-in-law, sister & brother-in-law, son & daughter-in-law, grandparent(s), and grandparent(s)-in-law.

2.20 – Family (Immediate): Means an employee's spouse, common-law partner, mother, father, grandparents, grandchildren, step-mother/father/daughter/son, guardian, child, sister, brother.

2.21 – Floater Hours: Means those hours worked in excess of 40 hours per week as part of a platoon 12-hour shift system (2 days and 2 nights – e.g. 48 hours are worked with 8 hours of those 48 hours being classified as floaters hours). Accumulated floater hours shall be taken in time off only.

2.22 – Hiring Process (WPF): Means a transparent, fair, unbiased process intended to hire the right person for the relevant employment opportunity.

2.23 – Hiring Committee (WPF): Means a committee consisting of the Chief of Police, a Town of Woodstock Human Resources representative, and a maximum of three (3) additional Woodstock Police employees as selected by the Chief of Police through developmental opportunity. The committee shall design, oversee, implement and recommend new hires for employment with the WPF to the Town of Woodstock Civic Authority.

2.24 – Light Duty/Duties Assignment (Operational & Non-Operational): Please see Article 49.04.

2.25 – McNeil "Officer Misconduct": This refers to the 2009 SCC case law requiring police agencies to disclose officer misconduct information in any charge file for which the officer(s) was involved (referred to in Article 14.02).

2.26 – Minimum Staffing: Please refer to Articles 8.09 and 38 of this Collective Agreement.

2.27 Non-Commissioned Officer (NCO): Means any officer holding rank that is not a management position within the Woodstock Police Force Organization Chart (e.g. corporal and sergeant).

2.28 – Notwithstanding: Means in spite of, despite, and/or without regard to.

2.29 - Performance Observation: Means any documented observation as submitted by any employee toward another employee that serves to recognize good work, positive growth, and/or competency development through example. Performance observations shall be maintained by supervisors and included as part of the employee's six (6) and twelve (12) month annual evaluations.

2.30 - **Platoon System:** Means a twelve (12) hour shift/cycle (2 days 06:30 AM to 06:30 PM, followed by 2 nights – 06:30 PM to 06:30 AM with four (4) consecutive days off preceding and following the aforementioned four (4) working days.

2.31 – **Probationary Period:** Means a period of twelve (12) months active employment, commencing on the employee's date of hire in either a full-time or part-time, or capacity (12-month probationary period pertains to a newly promoted NCO as well). Please see Article 31.

2.32 - **Professional Development:** Means any seminar, conference, distant learning, in-service training or course designed to educate, develop and enhance the knowledge base, competencies, and ability of a police officer related to his/her duties/responsibilities as a police officer.

2.33 – **Promotion:** Means achievement to a senior rank through a fair, transparent, and unbiased "promotional" process. A promotion does not include, or constitute, advances from 4th to 1st constable classifications (please see Article 50).

2.34 – **Rank:** Follows any progressive promotional process to the classification of Constable, Corporal, Sergeant and/or any other NCO rank as identified in the Woodstock Police Force Organizational Chart.

2.35 – **Regular Employee:** Refers to any full-time police officer.

2.36 – **Routine Order:** Means a less formalized written notice/communication/direction (e.g. may introduce a training opportunity or day-to-day operation) that is dispersed force-wide to all WPF staff. Each routine order shall be identified beginning with the year in which it was

authored and distributed, followed by numerical order in which the routine order was created. Each routine order shall be captured and maintained on the WPF server for reference and signed by the Chief of Police.

2.37 – Safety Committee: Means a committee consisting of one (1) Town of Woodstock representative (Chief of Police (or designate), and one (1) Association representative. These representatives shall meet once during each calendar month, or additionally as required. This committee may also meet with other Town of Woodstock department safety representatives if mutually agreed upon to do so.

2.38 – Senior Constable: Means a 1st class constable who has completed associated criteria to advance to the post and whom shall receive the difference in salary between that of a first (1st) class constable and corporal (or as provided for within Article 22 and Appendix "A" of this Agreement).

2.39 - Sick Day Accrual: An accrued sick day shall be defined as 12 hours per month for a total of 144 hours per annum, regardless if an employee is positioned on the "platoon" or "dayshift" systems and shall be prorated annually pending date of hire.

2.40 - Sick Day Usage: Means a day where an employee, due to health/wellness reasons cannot reasonably or safely attend work. **Important:** Each sick day used shall equal 12 hours if the employee is positioned on the "platoon system," **or** 8 hours if the employee is positioned on the "dayshift systems."

2.41 - Solo Duties: As detailed in Article 31.06.

2.42 – Special Event: Means any event that may require police resources for traffic coordination and/or public safety oversight with the approval of the Chief of Police. It shall be

understood that officers working a regularly scheduled shift may be directed to assist with special event duties where and when available to do so (e.g. Remembrance Day Parade traffic, or Peaceful Protest traffic).

2.43 – Special Event (Extra Duty): Means any event that requests (not reasonably tied to public safety) police attendance for precautionary security presence only. This shall be considered an Extra-Duty posting where assigned officers shall be paid at time and one-half (1.5) of their hourly wage for each Extra Duty hour performed. Special Event – Extra Duty requires authorization from the Chief of Police provided the request has been submitted in accordance with Town of Woodstock policy and procedure. The Chief of Police reserves the right to deny/limit special event police presence pending operational resource availability and priority deployment.

2.44 – Standing Order: Means a more formalized written communication that may introduce a policy, or significant change in WPF operations/administration, that is dispersed force-wide to all WPF staff. Each Standing order shall be numbered beginning with the year in which it was authored and distributed, followed by numerical order in which the routine order was created. Each Standing order shall be captured and maintained on the WPF server for reference

2.45 - Temporary Transfer: As detailed in Article 49.

2.46 – Transfer: As detailed in Article 48.

2.47 - Travel Time: With reference to and as detailed in Article 25. Travel time shall include any hours which an employee is required/approved to travel for general operations, training, and/or course purposes. Travel time shall be compensated at straight time (hour for hour) at time off only.

	2.48 – <u>Weekend</u>: Shall be defined as commencing at midnight on Friday and concluding at 6:00 AM on Monday. **2.49 – <u>Work (working) Days</u>:** Where this Collective Agreement references time limits as a number of work days or working days, it shall not include Saturdays, Sundays, or Statutory Holidays.
SECTION 3: RECOGNITION and NEGOTIATIONS	
Article 3	**Recognition and Negotiations:** **3.01** - The Employer recognizes the Association as the exclusive bargaining agent for all employees to whom this Agreement is applicable. **3.02** - No employee shall be required or permitted to make any written or verbal agreement with the Employer, or its representative(s), which may conflict with the terms of this Collective Agreement. **3.03** – The Town of Woodstock agrees that permission, on notification to the Chief of Police, shall be granted to selected employee representative(s) of the Association to take temporary leave of their employment in order to carry on negotiations with the Town of Woodstock, or its representatives, and/or with respect to any grievance. **3.04** - Association representatives shall suffer no loss of pay for commitment cited in Article 3.03 of this Agreement. In addition, the Association shall have the right, at any time, to have the assistance of a servicing representative from the ACRC when dealing with labour relations matters, or negotiations with the Town of Woodstock. Any cost associated to the aforementioned representative(s) shall be the responsibility of the Association.
Article 4	**Maintenance of Membership:** **4.01** – It is understood that all Town of Woodstock police

	employees shall join the Association as a condition of employment and maintain their membership in good standing as assessed by the Association.
Article 5	**Check-Off (Association Dues):** **5.01** - The Town of Woodstock shall deduct monthly dues from all police employees covered by this Agreement, as well as a supplemental Association fee. The amount, and any changes related to the dues, shall be communicated in writing annually by the Association, or as required. **5.02 –** The monthly dues so deducted from the employees' wages shall be payable to the Association and sent to the ACRC comptroller. The supplemental Association fee so deducted from the employees' wages shall be payable to the Association and sent to the Association Treasurer. **5.03 –** The Town of Woodstock shall forward to the ACRC, a complete list of police employees for whom deductions have been made. The list, submitted annually, shall include the employees; ✓ Name ✓ Address ✓ Telephone Number ✓ Classification/Rank **5.04 –** It shall be the responsibility of the Association to notify the Town of Woodstock regarding any changes in dues and Association membership.
Article 6	**Town of Woodstock & New Police Employees:** **6.01** – The Town of Woodstock Human Resource representative agrees to acquaint new police employees with the Collective Agreement within four (4) weeks of their official date of hiring.

	6.02 – The Town of Woodstock Human Resource representative and an Association representative shall ensure articles contained within this Collective Agreement are effectively communicated to, and understood by, new and existing police employees.
Article 7	**Employer-Employee Relations Committee:** **7.01** – A Committee, made up of representatives from the Employer and the Association, shall meet at the request of either party related to the administration of this Agreement. **7.02** – The Committee may discuss matters of interpretation of the Collective Agreement and any other issue(s) of respective or mutual concern on an ongoing and as needed basis. **7.03** – The Committee does not have the authority or ability to add to, or modify the Collective Agreement, unless by mutual consent and by way of letter of intent. **7.04** – It shall be understood that notwithstanding the above, the Chief of Police and Association representative (e.g. president) maintain the ability and opportunity to discuss/resolve day-to-day issues provided that associated outcomes in no way violates this Agreement.
Article 8	**Safety:** **8.01** – The Employer and the Association shall work collaboratively and continuously toward the safety of all Woodstock Police Force employees. **8.02** – A Safety Committee shall be established consisting of one (1) Town of Woodstock representative (Chief of Police (or designate), and one (1) Association representative. These representatives shall meet once during each calendar

month, or additionally as required. This committee may also meet with other Town of Woodstock department safety representatives, if mutually agreed upon to do so, and may be counted as the monthly meeting requirement.

8.03 – Any safety issued raised by any party, shall be communicated as soon as practicable through their respective representative to be placed on the agenda for the next meeting. Any safety issue requiring immediate attention shall be brought to the Chief of Police where an ad hoc meeting of the safety committee shall be convened.

8.04 – Minutes of all safety committee meetings shall be recorded and maintained. Copies of the minutes shall be communicated to all parties, by their respective representatives, within 14 days.

8.05 – It shall be the responsibility of the Chief of Police to communicate (via routine/standing order) associated safety policies, procedures, and standards to members of the Woodstock Police Force. It shall also be the responsibility of the Chief of Police to ensure associated training is provided in a timely manner.

8.06 – It shall be the responsibility of all employees of the Woodstock Police Force to read, acknowledge, and carry out communicated safety policies, procedures, and standards. It shall also be the responsibility of the employee to ensure provided training is undertaken and successfully completed in a timely manner.

8.07 – All employees, working in any capacity deemed unsafe, shall use any and all available equipment as recommended and approved by the safety committee.

8.08 – Any regular day off hours contributed to the safety committee by the Association representative shall be

	reimbursed at hour for hour (straight time) time off only. **8.09** – In accordance with Article 38 of this Agreement, there shall be a minimum of two (2) regular employees and one (1) duty officer on-call at all times.
Article 9	**Management Rights: Chief of Police** **9.01** – The Town of Woodstock and the Association agree that the Chief of Police has the right to manage, hire, promote, demote, lay off, discharge, suspend, and discipline police employees as and when required in accordance with the *New Brunswick Police Act*. **9.02** – The Town of Woodstock and the Association agree that the Chief of Police has the interest and the right to secure and issue training and related opportunities intended to promote the growth, development, wellness, and safety of police employees in accordance with this Agreement and the *New Brunswick Police Act*. **9.03** - The Town of Woodstock, the Association, and the Chief of Police acknowledge that the Chief of Police shall lead and oversee operations of the police force in accordance with the *New Brunswick Police Act*. It shall be understood that any future revision/amendment to the *New Brunswick Police Act*, related to the above and prior to the expiry of the Agreement, shall replace the above in part, or in its entirety, as the legislation provides and directs.
Article 10	**Discrimination:** **10.01** – There shall be no discrimination, as prohibited by statute, by any party, group, or individual related to the articles negotiated, observed, and upheld within this Collective Agreement.

SECTION 4: GRIEVANCE, ARBITRATION, LIABILITY, & LEGAL

Article 11 Grievance Procedure:

11.01 – This procedure is intended to resolve disputes in a timely manner and may be used by any employee, in good standing with the Association, who feels the Employer (or designate) has violated any provision of this Agreement, and/or associated policies, procedures, statutes, rules and regulations inherent within the Woodstock Police Force and the Town of Woodstock.

Note: Any grievance related to a loss of employment, or loss of pay, may proceed immediately to STEP 2.

11.02 – STEP 1:
Within ten (10) working days after the alleged grievance has risen, or when the employee became aware of the grievance, the employee may present his/her grievance in writing to the Chief of Police, or designate.

If the employee does not receive a satisfactory response within ten (10) working days of submitting the written grievance to the Chief of Police, then the employee or his/her representative, may proceed to STEP 2.

11.03 – STEP 2:
Within ten (10) working days from the expiration of the ten (10) day period referred to in STEP 1, the employee may present his/her grievance in writing at the second level of the process.

This shall be done through written correspondence to the Town of Woodstock Chief Administrative Officer (CAO). If the employee does not receive a satisfactory response/settlement within ten (10) workings days from the time the grievance received by the CAO, the employee may proceed to STEP 3 of the process.

11.04 – STEP 3:
Within ten (10) working days of the from the expiration of the ten (10) day period referred to in STEP 2, the employee may proceed with his/her grievance to the third level of this process in writing to the Civic Authority (Council/Board).

Any settlement, options, or replies proposed by the Chief of Police at STEP 1, or the CAO at STEP 2, shall accompany the written correspondence from the employee when presented to the Civic Authority.

The Civic Authority shall reply to the grievance, in writing, to the employee within ten (10) working days from the date the written correspondence (grievance) was received at the third level.

Should the employee not receive a satisfactory response from the Civic Authority within the stated time frame outlined in STEP 3, the Association may proceed to arbitration on behalf of the employee as provided in this Agreement, or by subsection 2 of the New Brunswick *Industrial Relations Act*, within twenty (20) working days of the date on which he/she should have received a reply from the Civic Authority.

11.05 – Employee Representation at Hearing: In any case where the employee presents his/her grievance in person, or in any case in which a hearing is held on a grievance at any level of the process, the employee may be accompanied by a representative/agent of the Association.

11.06 – Viable Days for Proceedings: It shall be understood and adhered to that any proceeding is to take place on a work day (Monday to Friday) and shall not take place on a Saturday or Sunday, or any recognized holiday.

NOTE: If mutually agreed upon, the parties may extend the time limits in any STEPS outlined in this grievance procedure.

	11.07 – Any unresolved dispute between the Employer and the Association may proceed to a mutually agreed upon third party for resolution and/or arbitration provided intent to proceed in this manner is communicated (via documentation) within twenty (20) working days following the conclusion of STEP 3 discussion(s). **11.08** – Layoff (staff reduction and recall to service): In the event an employee grieves that his/her layoff violates this Collective Agreement, his/her grievance may be initiated at STEP 3 of the procedure within ten (10) working days after the alleged grievance has arisen. **11.09** – Loss of Pay/Employment: Any grievance related to a loss of pay shall be initiated at STEP 2 of the grievance procedure.
Article 12	**Arbitration, Liability, and Legal Expenses:** **12.01** – Provision of Section 55(2) of the *Industrial Relations Act* applies to differences between parties over the interpretation, application, administration, and alleged violation(s) of articles contained within this Collective Agreement. Accordingly, where any difference arises between the Employer and the Association, or the Employer and the police employee concerning the interpretation, application, administration, and alleged violation(s) of articles contained within this Collective Agreement, the difference may be settled by following the arbitration procedure as set out in Section 55(2) of the *Industrial Relations Act*. **12.02** – In any case, including disciplinary matters, loss of remuneration, benefit(s), or privilege, the Arbitrator shall be recognized as having the authority and power to settle and direct the outcome of the matter brought before arbitration.

12.03 - The outcome/decision of the Arbitrator shall be binding, accepted, and duly implemented within a reasonable time frame and supported by all parties involved.

12.04 – An Arbitrator shall not have jurisdiction over any matter that is within the scope of complaint procedures in the *New Brunswick Police Act*.

12.05 – An Arbitrator's decision shall not vary, alter, or amend any provision of this Agreement.

12.06 – Associated costs specific to the arbitration proceeding(s), not the issue being arbitrated, shall be shared equally by the Association and Employer. Costs associated to the issue shall be directed by the arbitration findings and conclusion.

12.07 – Liability: The Employer agrees to maintain liability insurance for employees to cover liability arising from acts committed by employees specific to their course of duties and responsibilities as a police officer.

12.08 – Legal Issues: The Employer agrees to pay/reimburse associated legal costs to any employee prosecuted for violation under any federal or provincial statute, while in the execution of their duties and responsibilities as a police officer, where the employee is subsequently found to be "not guilty," or in any case where said charge(s) is withdrawn or dismissed via the Crown and/or the judicial process.

12.09 – Legal Issues (Disciplinary): Where the Chief of Police concludes, following an investigation of an employee conducted in accordance with the *New Brunswick Police Act*, that no disciplinary action should be taken and the New Brunswick Police Commission is not satisfied with that decision and holds a hearing into the matter, then the Employer agrees

	to pay for associated legal expenses incurred by the employee during representation before the Commission.
SECTION 5: SENIORITY, RESIGNATION & LAYOFF	
Article 13	**Seniority, Resignation & Layoff:** **13.01** – Seniority of an employee shall begin on the first date worked with the Woodstock Police Force. **13.02** – Loss of seniority shall occur specific to the following; • Dismissal for cause • Employee leaves service voluntarily (unless hired back within 2 months of departure as per article 13.03). • Failing return to work after having been notified (via written correspondence) by the Chief of Police that employment is available. • The Chief of Police reserves the right to decide on a loss of seniority pending written correspondence and satisfactory explanation from the employee detailing explanation for the return to work failure, provided the documentation is received within 10 working days to the Chief of Police. **13.03** – An employee who leaves service voluntarily, but who may be hired back after 2 months of their departure date, forfeits his/her previous seniority status to begin again on the first date of return to work. If hired back within 2 months of their departure, the employee shall retain their seniority status. **13.04** – An updated seniority list shall be posted (within WPF building) in January of each year that communicates the seniority status of each employee. The list shall be the responsibility of the Town of Woodstock Human Resources coordinator, or designate, and submitted to the Chief of Police for approval and posting. In addition to seniority status, the list shall include;

- Officer's Name
- Date of Hire
- Vacation Eligibility
- Sick Leave Credits Awarded and Used Per annum
- Sick Leave Credits – Accumulated Balance Since Hire

13.05 – Any discrepancy observed by an employee shall be communicated in writing to the Chief of Police within thirty (30) working days from the date the list was posted. If disagreement persists about the discrepancy, the employee may proceed directly to STEP 2 of the grievance process.

13.06 – No employee shall be permitted to resign his/her office, or to withdraw from their duties as a police officer unless approved by the Chief of Police. Any resignation shall be communicated via written correspondence within thirty (30) calendar days of departure unless exigent circumstances are apparent and demonstrate the need for an immediate departure.

13.07 – Should any employee covered by this Agreement request to revert to his/her previous classification, such employee shall be reverted to his/her former classification and seniority status.

13.08 - The Chief of Police shall provide thirty (30) calendar's day notice to any employee impacted by layoff, or in the absence of this notice, the Chief may elect to provide two (2) pay periods in salary, if it is determined that the layoff must occur immediately. This shall not apply to matters of dismissal due to disciplinary reasons.

SECTION 6: DISCIPLINE, SUSPENSION, & DISCHARGE

Article 14 Discipline, Suspension & Discharge

14.01 – Disciplinary matters shall be in accordance with provisions outlined within the *New Brunswick Police Act* and/or applicable and relevant legislative/legal decisions(s).

14.02 – It is understood that the Chief of Police, or designate, shall expunge any and all letters of reprimand or disciplinary action from the employee's file (both hardcopy and electronic) in accordance with time limits imposed by the *New Brunswick Police Act* and WPF "McNeil" Policy. In addition, any written reprimand, developmental observations, or developmental plans issued as part of day-to-day operations shall be expunged from the employee's file (hardcopy and electronic file) within two (2) years of being issued.

14.03 – Upon written request to the Chief of Police, an employee shall be given access to their personal file(s) and permitted to review any document provided it is conducted within the presence of a neutral and agreed upon third party.

SECTION 7: HOURS OF WORK & OPERATION

Article 15 Hours of Work and Operation

15.01 – A regular work week shall average forty (40) hours per week totalling two thousand and eighty (2080) hours per year, with the shift systems established to meet the needs of the community in consultation with the Employer-Employee Relations Committee. Employees are entitled to consecutive days off and not required to work split shifts.

15.02 - The Town of Woodstock Police Force provides its citizens and visitors with 24/7 public safety coverage and response. In doing so, the WPF shall employ the following shift scheduling systems of operation;

	1. **Platoon System:** Means a shift of 12 hours toward a cycle that encompasses 2 days (6:30 AM to 6:30 PM), followed by 2 nights (6:30 PM to 6:30 AM), and 4 subsequent days off 2. **Dayshift System:** Means a shift of 8 hours, each Monday through Friday, employed by any officer not assigned to the "Platoon System." Hours for dayshift may vary with the approval of the Chief of Police, or due to operational necessity, but may reasonably be scheduled as 08:30 Am to 4:30 PM **15.02** – Changes to the aforementioned Platoon and Dayshift systems shall not be permitted, unless through mutual consent of the Chief of Police and the Association. **15.03** – With respect to Article 15.02 and only in the event of a public safety emergency, the Chief of Police may temporarily reschedule an employee's shift or alter the system(s). Any such rescheduling or alteration shall return to normal once the emergency is contained and/or has passed. **15.04** – The Chief of Police may re-schedule an employee's shift in the event of a staffing issue or resource(s) shortage, however employees' shifts shall not be rescheduled for the purposes of special events, court attendance, and/or traffic control. The Chief of Police shall provide as much notice as practicable of a rescheduled shift impacting the employee.
Article 16	**Overtime:** **16.01** - Overtime is mandatory time worked in excess of a regular shift. Overtime is not to be confused with Book Time, which is voluntary time worked in excess of a regular shift. **16.02** – Overtime shall be approved by the Supervisor, or his/her designate, and shall be compensated at the rate of

time and one-half (1.5) pay, or time and one-half (1.5) in time off.

16.03 - All employees shall be paid at the rate of time and one-half for all hours worked in excess of eight (8) hours a day, or an average of 40 hours per week. Employees shall have the option to take time of in lieu at the rate of time and one-half (1.5) in lieu, or in pay. Time off shall be scheduled at a mutually agreed upon time.

16.04 – Employees who choose to take earned overtime as time off in lieu of pay, may proceed with the following options;

a) Accumulate up to ninety-six (96) hours in banked time.
b) If an employee accumulates in excess of ninety-six (96) hours banked time, the employer shall automatically pay the employee any overage beyond the ninety-six (96) hours.
c) If an employee uses banked time off hours, they may replenish their bank, via additionally earned hours, up to a maximum of ninety-six (96) hours.
d) An employee, at any time of the year, may request that some or all of their banked balance, be paid out on their next pay.
e) An employee who has in excess of forty-eight (48) hours in their bank, prior to the last pay period date in November of each year, shall automatically be paid out the balance of hours exceeding forty-eight (48) hours.
f) Any overtime worked following the last pay period in November and until December 31st of each year, shall automatically be paid out.

16.05 – It shall be understood that during the shifts that are impacted by daylight savings time, there shall be no overtime paid for the extra hour worked, nor will any deduction be made for the shorter work day.

16.06 – An employee may carry over a maximum of forty-eight (48) hours in their bank into the next calendar year. It

shall be understood that these hours must an employee's bank that have not been used by 30 April shall automatically be paid out during the first pay period in May. These hours shall not count against the ninety-six (96) hours permitted in the bank for that year.

be used by 30 April of the subsequent year. Any hours in

16.07 – When an employee is unable to fulfill his/her shift due to illness, then another employee shall be called in, when and where available, to replace the member.

16.08 – Overtime Assignment: Overtime shall be offered to an employee in order of seniority (most senior to least senior as indicated on the list) excluding those officers listed as being on vacation unless the call list to those, not on vacation, was exhausted.

Assignment of overtime, shall be offered successively to each member, not on vacation, down through the seniority list. Regardless if a member accepts or declines the overtime, the next senior employee listed shall serve as the first point of contact when the next overtime assignment becomes available, and so on and so forth.

16.09 – Overtime Seniority List: Separate and distinct from the "Seniority List" outlined in Article 13.04, a second "Overtime Seniority List" shall be posted at the onset of each quarter that asks and communicates which officers, for the next approaching quarter, are interested in overtime. Overtime shall then be assigned from this list in accordance with Article 16.07.

Important: This Article serves to fairly provide an opportunity for overtime to all employees, while promoting wellness.

16.10 – Officers shall complete and submit their overtime information immediately following the conclusion of the overtime incurred. Failure to submit overtime documentation within 12 calendar days shall see the pay option forfeited and to be captured as time-off only.

Article 17	**Book Time:** **17.01** – Book time is voluntary time worked in excess of a regular shift. Book time is not to be confused with overtime, which is mandatory time worked in excess of a regular shift. **17.02** - Book time shall be approved by the Supervisor (or his/her designate) prior to being worked by the employee and may be used to complete files or other work assignments not considered overtime and not ordered by the Supervisor. **17.03** - Book time shall not be paid, but shall be compensated at straight time off (hour for hour). Book time must be taken in the year in which it was earned. If this time cannot be taken due to unforeseen circumstances, an application to carry forward this time can be submitted to the Chief of Police for approval with the understanding that it shall be taken by the 30th of April of the subsequent year or risk forfeiture of the time in its entirety.
Article 18	**Call Out:** **18.01** – Call out occurs after a member has reported off duty and before the member is next scheduled to report for duty. **18.02** - Work starting two (2) hours or less prior to the commencement of the employee's normal shift does not constitute a call out. In this circumstance, officers shall receive overtime for the hour(s) worked prior to the start of their regularly scheduled shift. **18.03** - Employees shall be paid at the rate of time and one-half (1.5) for actual hours worked on the initial call out, provided that the employee is entitled to be paid for a minimum of four (4) hours at time and one-half (1.5) for call out.

	18.04 – Should a second call out occur, within the four (4) hour period of the commencement of the initial call out, the employee shall be compensated for one (1) hour of call out at time and a half (1.5) and pay for time worked for those hours outside of the four (4) hour period paid in the initial call out. **18.05** - If however, the second call out occurs outside of the four (4) hour period from the commencement of the initial call, then the pay provision under Article 18.03 shall apply. **18.06** - It is understood and agreed that the employee may elect pay or time off under this article, both of which are to be at the rate of time and one-half (1.5), with the scheduling of time off to be through mutual agreement. Banked hours shall fall under provision outlined in Articles 16.03 and 16.05 of this Agreement.
Article 19	**On Call:** **19.01** – Specific to event or situational oversight supervision and liability, an employee designated by the Employer to be "on call," shall be immediately available for the following purposes; • To provide guidance and/or direction as required • The authorization, if need be, of specialized services • To determine if additional supervisory attendance is required at scene and if so, to attend the scene as a result thereof and further compensated in accordance with Article 18 of this Agreement. **19.02** – On Call shall be part of the police annual budget submission and scheduled and assigned to supervisors by and with the approval of the Chief of Police. **19.03** – It shall be understood, that the allotted budget for on-call compensation may stay as is, or may see an

	incremental increase annually through budget approval, but shall not see the compensation budgetary allotment reduced at any time. **19.04** - Compensation shall be in pay only, notwithstanding Article 19.06 of this Agreement. Pay out shall be calculated for any "on-call" hours performed in accordance with article 19.02 and, if necessary, prorated to reflect the hours of on-call worked. **19.05** - Pay out for "on-call" shall occur in the first pay period of December of each year. **19.06 –** Time off: Any supervisor who accumulates more than 1200 hrs of total "on-call" hours, shall receive 40 hours (straight time) time off to be taken at the approval of the Chief of Police and in the year in which it was earned. The Chief of Police may approve a carry-over of these hours, or a portion thereof, through written request by the affected officer, but the time shall be used by the 30th of April of the subsequent year, or risk forfeit of the balance remaining.
Article 20	**Floater Hours** **20.01** - Any Employee receiving floater hours, via the Platoon System, shall take the hours in time off at straight time. Any employee not able to use floater hours in the year in which they were earned, may provide written request to carry-over a maximum of 40 hours, to be used by the end of March of the subsequent year, with the Approval of the Chief of Police.
Article 21	**Court Attendance** **21.01** - All employees who are required to appear on any cases in which they may be involved, shall do so at a time and date set down on the court list, unless notified differently by the Chief of Police or his/her designate at least twelve (12) hours in advance of the time the case is scheduled to

be heard, if the case is scheduled to be heard in the morning; or four (4) hours in advance of the time the case is to be heard, if it is to be heard in the afternoon. All reasonable effort will be made to contact witnesses as soon as possible regarding any changes in the planned court attendance.

21.02 - Employees shall be paid at the rate of time and one-half (1.5) for off-duty court appearances, with proof of service of summons, subpoena or court appearance notice, provided that the employee is entitled to be paid for a minimum of four (4) hours at time and one-half (1.5).

21.03 - Employees required to be called out, or to appear in court, while on vacation shall be paid at the rate of time and one-half (1.5) for the hours actually worked, provided that the employee shall not receive less than eight *(8)* hours pay at time and one-half (1.5) for each court appearance or call-out. It is understood and agreed that the employee may elect pay or time off under this article, both of which are to be at the rate of time and one-half (1.5).

21.04 - For the purpose of this article, members working a four-day rotational cycle (Platoon System), when applying for vacation periods, will have four consecutive days off prior to the cycle and four consecutive days off following the cycle, as protected days to be treated the same as vacation under this Article. Application for this vacation period must be to the courts before the 31st of January of each year.

21.05 - Employees working their midnight shifts, when possible, should not be called for court between and/or after the twelve-hour shift. If such rescheduling cannot be helped, an employee called for court between and/or after the twelve hour midnight shifts shall be permitted to go home at one a.m. (1:00) if the court case is in the morning, and four

a.m. (4:00), if it is in the afternoon, provided the employee is paid two hours for the afternoon court case.

Note: Article 21.05 shall be adhered to unless platoon staffing, as a result of the departure, reduces the number of officers below minimum staffing (as defined in Article 2). In these cases, the officer shall remain on shift and attend court as per Articles 21.01 and 21.02.

21.06 - In order to qualify for minimum eight (8) hours pay at time and one-half (1.5) in any case where an employee is on vacation and is being called back to work, the onus is on the employee to identify to the person calling that the employee is on vacation.

SECTION 8: WAGES, LONG SERVICE, & SHIFT DIFFERENTIAL

Article 22 Wages & Remuneration

22.02 – Total wage package of **14%** as divided below over duration of 5-year Agreement. Pay salary classifications are found at **Appendix "A"** (Pages 60 & 61) of this document.

2021	2022	2023	2024	2025
2%	3%	3%	3%	3%

22.02 – Pay days for employees of the Woodstock Police Force shall be every second Thursday.

22.03 – Salaries shall be paid in accordance with the rates as set forth in Article 22 of this Agreement.

22.04 – Advancement in classification and duration within each classification shall be as per Articles 31 and 33 of this Agreement.

Article 23 Long-Service

23.01 - In recognition of the principle that a long-service employee is of increased value to the employer through his/her experience, the Employer agrees to long-service pay. This service pay shall be paid in the first pay period in December of each year as follows;

Years of Service with WPF	Compensation
0 to 4 years	$0
5 years to 9 years	$225
10 to 15 years continuous service	$250
16 to 20 years continuous service	$300
21 and over continuous service	$350

Article 24 Shift Differential

24.01 – The Employer agrees, in addition to regular salary, to pay employees an additional $3.60 for each shift worked between the hours of midnight and 07:00 AM.

SECTION 9: MEAL ALLOWANCE, INCIDENTALS, & TRAVEL

Article 25 Meal Allowance, Incidentals, & Travel

25.01 – Employees working four (4) or more hours preceding their regular shift, or four (4) or more hours following their regular shift, shall receive a meal allowance of $25.00.

25.02- Training/Courses: Employees taking part in day training, at or near, the Town of Woodstock Limits, shall receive a lunch allowance only in the event lunch is not provided by the training facilitator or designate.

25.03 – Meal Allowance/Incidental/Mileage Compensation:

- Breakfast→ $9.00
- Lunch→ $12.00

- Dinner → $25.00
- Per Diem – Incidental - Daily Rate → $10.00
- Mileage (if personal vehicle used) → 0.45 cents/km

25.04 - When an employee is out of the Town of Woodstock on general operations, training, and/or business, the employee shall receive meal allowance(s), incidental(s), and mileage (if personal vehicle used) as outlined in Article 25.03 of this agreement as follows;

Breakfast/Lunch/Dinner: Any travel/training/business day that begins prior to 6:00 AM and extends past 6:00 PM (this includes departure/arrival times).

Breakfast/Lunch: Any travel/training/business day that begins prior to 6:00 AM and does not extend past 6:00 PM (this includes departure time).

Lunch/Dinner: Any travel/training/business day that begins after 9:00 AM and extends past 6:00 PM (this includes time arrived).

Breakfast Only: Any travel/training/business day that begins prior to 6:00 AM and does not extend past 12:30 PM (this includes departure time).

Lunch Only: Any travel/training/business day that begins after 9:00 AM and does not extend past 6:00 PM.

Dinner Only: Any travel/training/business day that begins after, or enters into, 6:00 PM (this includes time arrived).

25.05 - Overnight/Accommodations: Travel, training, business requiring overnight accommodations shall be made and paid for by the employee with said accommodations approved by the training coordinator, or his/her designate. The employee shall be reimbursed for said accommodations and associated travel/training/business expenses upon their return

25.06 - When involved in travel, training, business of the Employer outside the Town and outside the hours of 8:30 AM to 5:00 PM, the per diem (incidental) rate will be ten dollars ($10.00) in addition to meals, accommodations, and traveling expenses, for each full day of travel incurred.

Note: Any request for travel advance shall be arranged by the employee with the Town of Woodstock in accordance with Town policy and procedure.

25.07 – In most circumstances and if available, a WPF unmarked unit, or Town vehicle, may be used for travel, training, business purposes with the approval of the Chief of Police, or his/her designate. If, however this option is unavailable, then the employee may use their personal vehicle and shall be compensated mileage as set out in Article 25.03 of this Agreement.

25.08 - Travel time shall be any hours which an employee is required to travel for training/course purposes before 8:30 AM and past 4:30 PM and shall be compensated at straight time, time off in accordance with Article 27.02 of this Agreement.

Example: A course at the Atlantic Police Academy in PEI begins Monday at 8:30 AM and ends Thursday at 4:30 PM. The employee elects to leave Sunday at 6:00 PM and arrives home at 8:30 PM Thursday. The employee shall submit;

1. Accommodation costs for Sunday through Wednesday nights (4 nights).
2. A "Dinner Only" submission for Sunday.
3. Full meal allowance (breakfast, lunch, dinner) for Monday through to Thursday.
4. If a personal vehicle was used, round trip kilometers from the employee's residence to the Academy and back shall be submitted and compensated under article 25.03 of this agreement.
5. Incidental (per diem) compensation for Monday through Thursday (4 x $10 = $40) compensation in accordance with article 25.03 of this agreement.
6. Any associated costs (i.e. Confederation Bridge,

	parking, or related with receipt/invoice provided). 7. Travel time at straight time, time off, for 4 hrs on Sunday and 4 hours travelling home on Thursday beyond the end of day (total 8 hours travel time).
SECTION 10: TRAINING, SELECTION & TRAINING TIME	
Article 26	**Training and Course Selection** **26.01** – The Employer shall provide, within budgetary means, job-related professional development and in doing so, shall promote an environment of continuous learning dedicated to building associated competencies inherent in the duties and responsibilities performed by WPF police officers. **26.02** – WPF police officers shall be trained in the core courses identified under the New Brunswick Police Standards. **26.03** - Selection for associated training shall be objectively determined based on immediate and/or long-term individual and organizational needs that may be supported with reference to strategic planning objectives, annual individual performance, and growth & development plans/information. **26.04** – Where two or more candidates qualify equally for training/course consideration, seniority shall be the deciding factor in the selection.
Article 27	**Training Time** **27.01** – The training of employees is essential toward the professional development and safety of police officers. Employees engaged in mandatory training, during their regular time off, shall be compensated at time and one-half (1.5) time off only. Employees engaged in voluntary training, during their regular time off, shall be compensated at straight time (hour for hour) time off only.

27.02 - Accumulated training time shall be used in the year in which it was earned, however employees may carry forward forty-eight (48) hours into the subsequent year provided that the time is used by the 30th of April with the approval of the Chief of Police.

27.03 – Courses/Training requiring "on-line" hours (not in conflict with Article 27.04), outside of an employee's regularly scheduled shift, shall be compensated in accordance with Articles 27.01 and 27.02 of this Agreement (i.e. APA Source training).

27.04 – Distance Learning: It shall be understood that no time compensation shall be awarded for university or accredited related distant learning courses/training.

27.05 – Employees if and when acting as instructors on their regular day off, shall be compensated time and one-half (1.5) time off only for those hours instructing.

27.06 – Employees attending approved training shall be granted time off under the following circumstances;

1. Where training occurs Monday to Friday inclusively, the employee shall receive the weekends off prior to and following said training.
2. Where training occurs Monday to Thursday inclusively, the employee shall receive that weekend off prior to the training taking place.
3. Where training occurs Tuesday to Friday inclusively, the employee shall receive that weekend off following said training.
4. Any employee working a nightshift, preceding attendance of a day of training/course, shall be permitted to leave at midnight and shall not work a nightshift on the day training was attended.

	27.07 - For the purposes of this article, a "weekend" commences at midnight on Friday and concludes at 6:00 AM on Monday.
SECTION 11: VACATION & HOLIDAYS	
Article 28	**Vacation Time** **28.01** – Vacation time shall be taken in time off only and shall be used in the year in which it was earned. If, due to unavoidable circumstance(s), the employee cannot use their accrued vacation in the year in which it was earned, then the employee may request a carry-over a maximum of forty-eight (48) hours for approval by the Chief of Police permitted that the carry-over is used by the end of February in the subsequent year. Any vacation hours not used by this time shall be paid out in the first pay period in March. **28.02** – Vacation time for employees shall be as follows; • Less than one (1) year WPF service = shall be prorated in the year in which the employee was hired (based on a maximum of 80 hours (10 days of 2 weeks) vacation per year with pay). • More than one (1) year and less than two (2) years of WPF continuous service = 80 hours (10 days or 2 weeks) vacation per year with pay. • More than two (2) years of WPF continuous service = 120 hours (15 days or 3 weeks) vacation per year with pay. • More than seven (7) years of WPF continuous service = 160 hours (20 days or 4 weeks) vacation per year with pay. • More than ten (10) years of WPF continuous service =

200 hours (25 days or 5 weeks) vacation per year with pay.

28.03 – Any regular employee hired with a minimum of 3 years completed and continuous service with another law enforcement entity, shall receive one-hundred and twenty (120) hours vacation in their first year of service with the Woodstock police force (prorated). Article 28.02 shall apply thereafter.

28.04 – Employees, while on vacation, shall be paid his/her rate of pay respective of their classification.

28.05 – A vacation list shall be posted within WPF headquarters no later than the 31st of January of the year in which it impacts. The list, in order of employee seniority, shall indicate the name of the employee, years of service (by year(s) and day(s), and the vacation available (inclusive of prorated calculations) to each employee. The vacation list, and posting of same, shall be the responsibility of the Town of Woodstock Human Resource representative, or his/her designate.

28.06 – Vacation time shall be selected on the basis, and in the order of, seniority within the respective platoon and dayshift systems and/or teams, provided that no two (2) team members shall be off on vacation at the same time.

28.07 – Although seniority will govern in vacation selection, members shall only select one (1) week of vacation in the first pass. After each officer has selected their first week, officers may select some, or all, of their remaining weeks by seniority. Any vacation slots remaining after the first two (2) passes, may be selected on a first come, first served basis.

28.08 – It shall be understood that sick leave taken, in any year, shall not impact the accumulation of vacation time

	earned as detailed in this Article.
Article 29	**Holidays** **29.01** – All employees covered by this Collective Agreement recognize the following holidays in accordance with Government of New Brunswick and amendments thereto; • New Year's Day (First day in January) • Family Day (Third Monday in February) • Good Friday (The Friday before Easter) • Easter Monday (The Monday after Easter) • Victoria Day (First Monday before May 25th) • Canada Day (July 1st) • New Brunswick Day (First Monday in August) • Labour Day (First Monday in September) • Thanksgiving (Second Monday in October) • Remembrance Day (November 11th) • Christmas Day (December 25th) • Boxing Day (December 26th) **29.02** – Compensation for Statutory Holidays shall be as follows **Platoon System:** Employees working a statutory holiday shall receive 1.5 days' vacation or 1.5 days' pay, in addition to regular pay for that holiday. When a holiday falls on an employee's regular day off, vacation period, sick day, he/she shall receive 1 days' pay at the regular rate, or a day off in lieu of the statutory holiday to be arranged by mutual agreement. • If agreement cannot be reached, the employee shall be paid in accordance with Article 29.03. This shall not apply to legal holidays if an employee is receiving Workers' Compensation benefits on the legal holiday.

- If an employee who actually reports for work leaves work because of sickness, they are subject to payment for actual hours worked, at time and one-half (1.5), with the balance of his/her shift subject to straight time.

- The employee replacing the sick officer is subject to payment for actual hours worked, at time and one-half (1.5) with the balance, subtracted from eight (8) hours, subject to straight time.

Dayshift System: All Statutory Holidays shall be taken, in time off, as they fall. No additional compensation shall be incurred.

29.03 – Employees taking pay in lieu of days off shall receive such pay in a lump sum once yearly to be paid by separate cheque on the first pay period in December of each year.

29.04 – New Employees: In order to be eligible for pay for any one of the holidays, an employee must have performed at least sixty (60) days in the preceding year, and must have worked on the regular working day immediately preceding the holiday and have worked on the regular working day immediately following the holiday.

SECTION 12: POLICE CLASSIFICATIONS & ACTING PAY

Article 30 Police Organizational Chart

30.01 – The Chief of Police shall present and make available to the Civic Authority and all employees, as part of the WPF strategic planning, an annual organizational chart that reflects the following;

- Resource compliment and assignment
- Sections/Teams within the WPF
- Reporting structure
- Admin compliment
- Auxiliary police compliment

	30.02 – Any changes to the Organizational Chart shall be prior approved by the Civic Authority and communicated to employees by the Chief of Police, within ten (10) working days prior to the change taking effect.
Article 31	**Probationary Status and Solo Duties** **31.01** – The Chief of Police reserves the right to hire any employee within the constable classifications (4th, 3rd, 2nd or 1st) in consideration of a candidate's previous policing experience. **31.02** – Regardless of hiring classification, a probationary period for any newly hired employee shall consist of not less than twelve (12) months active employment, commencing on the employee's first date of work. **31.03** – Any newly hired employee shall receive an orientation package from the Town of Woodstock Human Resources representative as well as a copy of the current WPF Collective Agreement. **31.04** - As it relates to a newly hired position and regardless of assigned classification, the Chief of Police may dismiss the employee at any time during the 12-month probationary time frame, and may make available any documentation to the employee, and/or his/her representative, citing rationale for the dismissal (e.g. Budget, developmental, disciplinary...etc.), but shall not dismiss a probationary employee for reasons that are based on discrimination, or bad faith. **31.05** - Shifts with Coach Officer means that during the probationary period, the employee shall spend a minimum of 24 shifts with a Coach (Training) Officer. This period may be reduced to 16 shifts pending previous policing experience and only with the approval of the Chief of Police

	in consultation with the IC NCO of the platoon, Sergeant OPS, and Coach Officer. Performance assessments shall be conducted throughout the probationary period. **31.06** – Solo Duties: Solo duties pertains to any newly hired employee who, having completed a minimum of 24 shifts (platoon system), may be released to perform his/her duties without direct supervision. Any release to solo duties shall be through written recommendation from the Coach Officer, IC/NCO Platoon and Sergeant OPS with final approval from and issued by the Chief of Police via Routine Order.
Article 32	**Contract Employment** **32.01 –** It shall be understood that the use of short-term contracts may be used for the purpose of summer (May 1st to September 30th) student and/or police employment intended to increase visibility in our community through partnership with and oversight from with the WPF's Community Resource Officer (CRO). Contract(s) shall be at the discretion and approval of the Chief of Police, budget permitting. **32.02** – Contract(s) shall not replace or augment existing operational/administrative resources and their respective duties and responsibilities detailed in the WPF the organizational chart. **32.03** - This article does not apply to Atlantic Police Academy "cadets" or similar law enforcement training institutions who request on-the-job training with the WPF, that may take place at the discretion and with the approval of the Chief of Police.
Article 33	**Constable Status: (4th/3rd/2nd/1st Class)** **33.01 – 4th Class:** Means any employee hired at the 4th class constable entry level with wages as outlined in Article 22 of

	this agreement. It shall be understood that all 4th class employees shall be assigned to the platoon system for a minimum period of three years, unless otherwise approved by the Chief of Police. Newly hired employees (4th class or otherwise) shall complete a probationary period of not less than twelve (12) months. Completion of probationary status shall be made in concert with and recommended by the supervisor, coach officer (if applicable), and sergeant OPS, with final approval from the Chief of Police. **33.02 – 3rd Class:** Notwithstanding Article 31.01 of this Agreement, upon successful completion of the twelve (12) month probationary period and with the approval of the Chief of Police, a 4th class constable shall advance to the level of 3rd class constable commensurate with wages outlined in Article 22 of this agreement. **33.03 – 2nd Class:** Notwithstanding Article 31.02 of this Agreement, upon completion of twelve (12) months as a 3rd class constable, a 3rd class constable shall advance to the level of 2nd class constable commensurate with wages outlined in Article 22 of this agreement. **33.04 – 1st Class:** Notwithstanding Article 31.03 of this Agreement, upon completion of twelve (12) months as a 2nd class constable, a 2nd class constable shall advance to the level of 1st class constable commensurate with wages outlined in Article 22 of this agreement.
Article 34	**Senior Constable Status** **34.01** – Advancement to the status of senior constable shall not be promotional based. Instead, any 1st class constable having a minimum of five (5) years continuous service with the Woodstock Police Force (or a minimum 3 years completed with another police force and 3 years

	completed with WPF) may make application, in writing, to the Chief of Police for advancement to the level of senior constable provided that; • The employee demonstrates continuous growth and development of police related competencies as evaluated in their respective annual performance accounts. • The employee has completed associated and recognized "coach officer" or "field trainer" training. • The employee remains available, as and when required, to "coach" a new hire, or cadet officer from the Atlantic Police Academy or other recognized justice institute. **34.02** – Compensation for the status of senior constable shall be commensurate with wages outlined in Article 22 of this agreement.
Article 35	**Non-Commissioned Officer (Supervisor Status)** **35.01** – Non-Commissioned Officers, within the WPF, shall include and be contained to the ranks of corporal and sergeant. Any changes or amendment to the NCO designation shall be made through the Collective Agreement or my mutual agreement by the Association and the Chief of Police via a letter of intent. **35.02**- Employee classification of a corporal or a sergeant shall be through the promotional process as outlined in Article 50 of this Agreement. **35.03** – It shall be understood that any planned absence of a senior ranking position (i.e. vacation, other leave, illness...etc.) may be filled by a subordinate rank, with the approval of the Chief of Police in consideration of a "developmental opportunity." In these circumstances, Article 36 shall apply.

	35.04 – If an employee of the bargaining unit replaces the Chief of Police, or Deputy Chief of Police, then that employee shall receive a rate of pay which is at least ten percent (10%) higher than that employee's regular rate of pay in any circumstance where the replacement time exceeds 5 subsequent days in duration.
Article 36	**Acting Pay** **36.01** – Acting pay shall be issued to any employee filling a senior ranking position for a period of four (4) or more consecutive calendar days related to the platoon system and five (5) or more consecutive calendar days for the dayshift system, provided that the employee has been assigned to the acting position by the Chief of Police as communicated through a routine order. **36.02** – Any employee receiving acting pay shall be required to perform duties consistent with the senior position they are filling.
Article 37	**Auxiliary Police Status** **37.01** – The hiring of auxiliary police officers shall be at the discretion of the Chief of Police (as per Article 9 of this Agreement), in consultation with the WPF Auxiliary Co-Coordinator. **37.02** – Auxiliary police officers shall be utilized in accordance with the *New Brunswick Police Act* and associated standards. **37.03** – It shall be understood that the presence of an auxiliary officer and/or officers shall be in no way counted toward the minimum staffing compliment as outlined in Article 38 of this agreement.

	37.04 – At no time shall an auxiliary officer and/or officers be operational without, and in the presence of, an assigned police employee. **37.05** – Auxiliary police officers shall not be used to augment regular employee resources, duties, and/or associated responsibilities performed by an employee.
Article 38	**Minimum Staffing** **38.01** - For the purposes of this Agreement and as it relates to officer safety, minimum staffing means two (2) officers, at any given time, shall be present and dedicated to "platoon system" duties and responsibilities. If, for whatever reason, the minimum staffing falls below two (2) officers, then every attempt to replace and/or hire for the vacancy/vacancies shall be made by the supervisor and/or officer in charge. **38.02** – It shall be understood that a duty officer shall be present or available via "on-call" at all times as part of the minimum staffing requirement. **38.03** – Additional staffing may be hired, at any time, by a supervisor/senior constable/officer in charge if in the event he/she believes it is in the best interest of public/officer safety to do so. In any such instance, notification to the on-call duty-officer shall be made informing him/her of the action and why it was taken. **38.04** - It shall be understood that management personnel (e.g. Chief of Police) will not count toward the minimum staffing compliment.

SECTION 13: CLOTHING and EQUIPMENT

Article 39 Clothing and Equipment

39.01 – The Chief of Police, in consultation with the Association and within annual budgetary allocation, shall provide to all employees clothing & equipment commensurate with, but not necessarily limited to;

- Employee (officer) safety gear (i.e. body armour)
- Use of Force requirement(s)
- Proper identification of police employees
- Covert capacity
- Technology
- Communications (i.e. radio systems)
- Systems (e.g. servers, records management)
- Incident record (e.g. body worn cameras)
- Investigative capacity
- Vehicles (marked and unmarked)
- Adequacy of a police force (*New Brunswick Police Act*)
- Policing Standards and associated requirement(s)
- Lockers and storage space for each employee
- High court and special event apparel (tunics)
- Seasonal uniform needs and requirement
- Inclement weather outerwear/gear
- Footwear - boots
- Socks (to a maximum 4 pairs per year)
- Other as determined by Clothing Committee

39.02 – All and any changes/recommendations/purchases related to clothing and equipment shall be addressed to the Clothing Committee prior to being approved by the Chief of Police, or his/her designate.

39.03 – Employees may only wear/utilize WPF Clothing Committee approved clothing and equipment and/or as

	approved by the Chief of Police. **39.04** – Approved and assigned equipment shall be used/worn by all employees as directed by the Chief of Police and supported, if necessary, through policy (routine and standing order). **39.05** – Plain Clothes Allowance: Any police employee assigned to a plain clothes unit (i.e. CRU, CRO, Sergeant OPS, and Sergeant Administration) shall receive a max of $500 per annum (inclusive of taxes) through receipt submission to the WPF budget coordinator. No allowance will be issued without a receipt. **39.06** – Any employee temporarily transferred/assigned by the Chief of Police (or designate) to a plain clothes unit, or related plain clothes function, for more than 30 working days (continuous service), shall be issued up to $250 in clothing allowance (inclusive of taxes) through submitted receipt(s). If the employee is assigned for longer than 90 working days, an additional $250 (inclusive of taxes) shall be allocated (total $500 – inclusive of taxes) through submitted receipt(s). **39.07 - Important:** No clothing allowance/amount shall be issued without proof of purchase (receipt).
SECTION 14: LEAVE of ABSENCE	
Article 40	**Leave of Absence** **40.01** – Written request for a leave of absence, personal or otherwise, by an employee, without pay/benefits, may be submitted to and considered by the Chief of Police. It shall be understood that if approved, the leave of absence shall not exceed 90 continuous calendar days in total in any given year and shall not adversely impact the WPF's ability to provide public safety service(s).

Article 41	Association Business-Leave
	41.01 – Leave of absence, related to Association business, shall be granted by the Chief of Police provided said leave does not adversely impact operational requirement, minimum staffing, and/or officer safety concerns. **41.02** – Association business Leave shall consist of 1 WPF representative to attend one, or more, of the following events; • The UBCJA 5-Year General Convention • UBCJA Local 1386, or ACRC training (max of 4 days per annum) • UBCJA Local 1386 meetings (max 2 per annum) • Where an officer is elected to the UBCJA Local 1386 Executive Board, such officer to attend the meeting of the UBCJA Local 1386 Executive Board • Attendance at NB Police Association meetings (two days per annum) • Additional as approved by the Chief of Police **41.03** – It shall be understood that ACRC shall reimburse the Employer for wages paid to any employee engaged in Article 41.02 leave.
Article 42	Bereavement-Leave & Funeral Expenses
	42.01 – In the event of a death in the "immediate family" of an employee, said employee shall be entitled to 48 hours (4 shifts) bereavement leave (with pay) if positioned on the "Platoon System" and 40 hours (5 shifts) if positioned on the "Dayshift System." Selection/scheduling of bereavement days shall be as needed and communicated by the employee. **42.02** - In the event of a death in the "extended family" of an employee, said employee shall be entitled to 36 hours (3 shifts)

	bereavement leave (with pay) if positioned on the "Platoon System" and 24 hours (3 shifts) if positioned on the "Dayshift System." Selection/scheduling of bereavement days shall be as needed and as communicated by the employee. **42.03** – In the event of a death in the family, not outlined in Sections 42.01 and 42.02 of this Agreement, the employee may be entitled to 12 hours (1 shift) if on the "Platoon System" and 8 hours (1 shift) if on the "Dayshift System." Selection/scheduling of the bereavement day shall be as needed and as communicated by the employee. **42.04** – Leave outlined in Sections 42.01, 42.02, and 42.03 may be extended, at the discretion of the Chief of Police, if need for the extension is determined to be exigent in nature. **42.05** – The Employer agrees to pay the funeral expense, to a maximum of ten-thousand ($10,000), for any employee killed during the performance of his/her duties as a police officer, on the condition that the amount is paid directly to the funeral service provider and shall be further supported by itemized invoice. **42.06** - The aforementioned Article 42.05 shall include any officer who later dies from injuries and/or wounds suffered in the performance of his/her duties as a police officer.
Article 43	**Educational-Leave and Support** **43.01** – No leave, with pay, shall be approved for educational purposes. However, regular employees may earn book time hours (time for time at time off only) to a maximum of 40 hours per annum), with the approval of the Chief of Police, for post-secondary education learning (i.e. University/College or equivalent – includes on-line courses and does not have to be police related).

	43.02 - Financial assistance toward post-secondary education, with the approval of the Chief of Police and budget permitting, may be provided to a maximum of $300 per employee/annum upon successful completion of the course (e.g. University/College or equivalent – includes on-line courses and does not have to be police related but tied to the aforementioned). **43.03** – The Chief of Police shall support, within budget availability, police related on-line training (e.g. CPKN or similar on-line police related training) mandatory courses on a case-by-case basis in support of employee growth and development.
Article 44	**Family Responsibility-Leave** **44.01** – Each employee shall be entitled to family responsibility leave of twelve (12) hours leave with pay, per calendar year, if positioned with the "platoon system," or eight (8) hours with pay, per calendar year, if positioned with the "dayshift system" for family responsibility leave. **44.02** – Each employee may take additional family responsibility leave of up to twenty-four (24) hours each calendar year, which hours if used, shall be deducted from the employee's sick leave bank.
Article 45	**Maternity/Paternity/Parental-Leave** **45.01** – Maternity/Paternity/Parental/Adoption Leave shall be governed and exercised in accordance with Federal and Provincial Legislation. **45.02** – To qualify for adoption, maternity, paternity, or parental leave, employees must have completed their probationary period and where possible, have notified the Chief of Police at least three (3) months prior to the expected delivery date.

	45.03 - In addition to the Statutory Provisions of the *Employment Insurance Act, up* to twenty-four (24) weeks of sick leave may be used for Maternity Leave in advance of the eligibility of the Employment Insurance (EI) Maternity Leave benefit, or light duties (or a combination of both at the discretion of the Chief of Police), provided the employee returns to work for a minimum period of one (1) year following the EI benefit period (Parental Leave). If, however the employee fails to return to work, said employee shall pay back the sick pay benefit received. If said employee returns to work for a period of time, but resigns/quits prior to the completion of the one (1) year, said employee shall pay back the percentage owing on a prorated basis (i.e. the employee works six months and quits, they pay back one-half of what sick time they used). If sick leave is borrowed from the sick bank, a prorated percentage shall be returned to the sick bank. **45.04** – An employee on Maternity/Paternity/Parental Leave shall accrue/surrender benefits as follows; • Associated leave shall be considered as pensionable service if the employee pays premium at normal contribution rate (basic salary). • Group Life and health benefits shall continue provided employee contributes payment at normal share. • Sick leave shall not accumulate • Vacation shall not accumulate • Seniority shall not be impacted or affected • No supplemental employment benefit "top-up" • Shall receive no provision for reduced "light duties" except as, and unless otherwise, approved by the Chief of Police.
Article 46	**Sick-Leave** **46.01** – Sick leave shall be available to, and used by, any

employee who cannot and should not attend work due to an illness or other medical issue that may reasonably prevent the employee from being able to safely perform his/her duties and/or, due to the employee's presence, risks the health and safety of other employees.

46.02 – Any employee absent due to illness, shall notify the Chief of Police, or his/her designate, with as much notice as is practicable prior to the start of the shift for which the employee will be absent from.

46.03 – Any employee who is absent from work, due to illness, for a period of three consecutive (3) days or more, shall submit proof of illness from medical practitioner to the Chief of Police (or his/her designate) within one calendar week of the absence from work. Associated cost for the medical note/document shall be at the expense of the employee.

46.04 – Notwithstanding section 46.03, a medical certificate may be required by the Employer for any illness exceeding two (2) consecutive days where a sick leave pattern may reasonably exist. A medical certificate, provided by a doctor, shall be sufficient and where possible shall indicate the nature of the illness and the expected duration of absence from work.

In addition, an "Attending Physicians Statement" shall be provided upon request, after an absence of greater than two (2) weeks; and as a return to work clearance after a serious illness or injury. In such circumstances, the Employer shall pay reasonable and customary costs for having such statement/document provided.

46.05 – The Employer reserves the right to investigate any reported illness of an employee that includes any use of sick leave for purposes for which it was not intended as indicated in section 46.01 of this Article.

46.06 – For the purposes of this article with relation to section 46.07, an accrued sick day equates to 12 hours per month, regardless if the employee is positioned on the "platoon" or "dayshift" systems.

Conversely, a taken/used sick day shall count as one (1) day that is equal to 12 hours if the employee is positioned on the "platoon system" or one (1) day that is equal to 8 hours if the employee is positioned on the "dayshift system."

46.07 – Sick leave credits shall be accrued by regular members at the rate of 12 hours per month (total of 144 hours per annum) and shall not exceed1600 hours in banked sick time.

46.08 – Each regular member shall contribute sixty (60) hours per annum from his/her accumulated sick leave for the purposes of establishing an Association sick leave bank.

46.09 – It shall be understood that no regular employee shall accrue more than 1600 hours in his/her personal sick leave account at any given time as per section 46.07 of this Article. It shall be also understood that any additional time accrued by the employee above 1600 hours shall be immediately credited to the Association sick leave bank for future use in accordance with Articles 46.11 and 46.12 of this Agreement.

46.10 – The Town of Woodstock Human Resources representative shall post an annual account of the Association sick leave bank, no later than the end of January of each year, indicating the balance for each employee.

46.11 – Application to access the Association sick leave bank may be made by any regular employee who suffered a major illness and/or injury which is not compensatory under the *Workers Compensation Act*, and shall be subject to the

	approval of the Association Executive upon the production of relevant medical documentation and/or certificates. **46.12** – No allotment, from the Association sick leave bank, shall be approved unless and until the employee concerned has exhausted his/her entire annual and accrued sick leave allotment in addition to all of his/her annual vacation. **46.13** – The Employer may elect to engage the services of an independent medical authority in any matter where information provided by an employee and/or his/her personal physician is deemed reasonably insufficient or bears additional detail related to an employee's employment/accommodation status. It shall be further understood that the Employer shall cover any and all costs associated with this expense.
Article 47	**Injured While on Duty** **47.01** – The Employer shall pay such amount as will be owing to the Town or Employer from Workplace Health & Safety, and Compensation of NB for any employee injured on the job. **47.02** – The absence of an employee who is receiving compensation benefits under the *Workers Compensation Act* shall not be charged against the employee's sick leave credits or vacation credits. **47.03** – The employee's benefit plans (excluding LTD) will be maintained in effect by the Employer during this period that the employee is in receipt of benefits from WCB. **47.04** – Regardless of injury and status, any member injured on duty will maintain and continue to accumulate seniority.

Article 48	**Transfer** **48.01**- Any employee transfer shall fall within the police organizational chart, as outlined in Article 30 of this Agreement. **48.02** – Any transfer shall be communicated through "routine order" and shall provide not less than thirty (30) calendar days' notice to the employee prior to being transferred. The employee however, may elect to waive the thirty (30) day period and complete the transfer sooner if agreeable to do so.
Article 49	**Temporary Transfer** **49.01** – Means a short-term transfer period that, due to organizational and/or public safety needs, may require an employee being temporarily assigned to alternate duties as directed by and with the approval of the Chief of Police, or his/her designate. **49.02** – Any employee required to temporarily fill a position for which a higher rate of wages than that of the employee's regular rate of pay in accordance with and as directed by Article 36 of this Agreement. **49.03** – An operational temporary transfer shall not exceed six (6) calendar months in duration, however may be extended for an additional two (2) months with the joint approval of the Association and the Chief of Police. Such transfers shall be communicated via routine order with as much notice as is practicable. **49.04** – A limited operational "Light duty" assignment may be administered at the discretion of the Chief of Police. Associated duties are likely to be in response of, and related to, matters of employee injury/care/safety; the benefit of

which may enable an employee to attend work in a capacity that might otherwise prevent them from working if expected to perform their regular assigned duties (e.g. An employee assigned to platoon suffers an ankle sprain and cannot reasonably respond to calls, but may be able to complete administrative work in the office).

Similarly, a non-operational "light duty" assignment may include a term accommodation where an employee has been professionally diagnosed (with supporting documentation submitted to Human Resources) as having associated health and wellness issues in cooperation with and by mutual agreement of the Chief of Police, the Association, and Town of Woodstock Human Resource representative(s).

49.05 – Minor injuries that may require a short-term "light duty" temporary transfer (i.e. sprained ankle) shall be at the discretion and approval of the Chief of Police. In such circumstances, a professional diagnosis/documentation shall not be required if the light duty temporary transfer is not expected to exceed fourteen (14) calendar days in duration. For injuries exceeding this duration, professional diagnosis/documentation shall be required and provided by the employee at his/her cost.

49.06 – Any senior ranking position left vacant for a period exceeding eight (8) months shall be filled via promotional process in accordance with Article 50 with the approval of the Chief of Police provided it aligns with the WPF Organization Chart.

49.07 - This section shall not conflict, augment, or replace issues reasonably associated with long-term disability.

SECTION 15: PROMOTIONAL & HIRING PROCESS

Article 50 Promotional Process

50.01 – Any non-commissioned officer (NCO) vacancy and/or promotion, as captured within the WPF Organizational Chart, shall be recommended through the Chief of Police and ratified by the Civic Authority (Council) at the first available meeting of Council in session.

50.02 – In accordance with Section 50.01, the Chief of Police, in partnership with the Town of Woodstock Human Resource representative, shall provide two (2) months written notice to the Association and Civic Authority (Council) before commencement of any promotional process.

50.03 – Eligibility of the employee to enter a promotion process shall include any Full-time member having completed forty-eight (48) months of service with the Woodstock Police Force, regardless of previous policing service with another law enforcement entity.

50.04 – It shall be understood that any newly promoted employee shall serve one (1) year probation in his/her role before being confirmed by the Chief of Police in that role.

50.05 - It shall be understood that any newly promoted employee, unable to complete his/her one (1) probationary status, shall revert to their former status and position without loss of seniority, after which other applicants responding to and taking part in the original promotional process shall be considered.

50.06 – In accordance with Section 50.05, the Chief of Police shall provide written rationalization as to why the employee is not being confirmed in their new role. Rationalization may include one of the below noted, or a combination thereof.

	• Performance (Documented Observations) • Disciplinary Issue(s) (i.e. *Police Act*) • Competency Challenge (Documented Observations) **50.07** – The steps and scoring in any promotional process shall be pre-determined by a committee consisting of the Chief of Police, Town of Woodstock Human Resources representative, and one (1) member of the Association. Steps may include, but may not be limited to; • A written exam • A research paper(s) • An interview • A team building exercise **50.08** – The committee shall promote and demonstrate transparency and fairness in any promotional process. Steps toward demonstrating this shall be pre-determined and agreed upon by the committee prior to any process moving forward. Examples of this may include; **50.09** – To further promote and demonstrate transparency, all documents, notes and outcome shall be recorded and maintained by the Town of Woodstock Human Resource representative for a period of not less than two (2) years following completion of any given process. Said documentation shall be made available to any candidate involved in the process, at their request, to review in the presence of the HR representative within the aforementioned two (2) year period.
Article 51	**Hiring Process** **51.01** - In accordance with Article 9 of this Agreement, the Chief of Police shall be responsible for the hiring of new employees to the Woodstock Police Force.

51.02 - As previously defined in Article 2 of this Agreement, a hiring committee shall consist of the Chief of Police (or designate), a Town of Woodstock Human Resources representative, and a maximum of three (3) additional Woodstock Police employees.

51.03 – Documents, completed by candidates for hire, shall be recorded and maintained by the Town of Woodstock Human Resource representative for a period of not less than two (2) years following completion of any given hiring process. Said documentation shall be made available to any candidate involved in the hiring process, at their request, to review in the presence of the HR representative within the aforementioned two (2) year period.

51.04 – Once the outcome and subsequent recommendation(s) about hiring are determined by the committee, the Chief of Police, in accordance with the *New Brunswick Police Act*, shall submit the name(s) of the candidate(s) to be hired to the Civic Authority (Council) for approval and appointment at the first available meeting of Council in session. The Civic Authority may defer their authorization to "appoint" police officers to the Chief of Police as per the *New Brunswick Police Act*.

SECTION 16: INSURANCE, RETIREMENT, PENSION, RESIDENCY

Article 52 Group Life Insurance

52.01 – The Town of Woodstock shall cover all regular employees with group life insurance in the amount of one (1) times the annual salary of the respective employee, double indemnity, 100% of the premiums to be paid by the Employer.

52.02 – The employee shall pay 100% of the Long-Term Disability premiums.

	52.03 – The Town of Woodstock shall provide a Health Care Plan (medical and dental) for all regular employees. Associated premiums shall be paid mutually by the Town of Woodstock and the employee on a 50/50 cost sharing basis.
Article 53	**Retirement** **53.01** – Any regular employee may retire at the age of sixty-five (65) years of age. **53.02** – Regular employees may retire at age sixty (60) without loss of accrued pension benefits only if they have completed thirty (30) years of service, or any subsequent age provided the employee's age and service total a factor of eighty (80). **53.03** – When an employee having service of five (5) years or more retires due to disability, death or age, or is laid off, the Employer shall pay such an employee or his/her estate a retirement allowance equal to two (2) days' pay for each full year of service but not exceeding fifty (50) days' pay at the employee's rate of pay; or the remainder of his/her accrued sick leave, whichever is greater. After twenty (20) years of service, the employee shall be paid the above retirement allowance if he/she retires for any reason whatsoever.
Article 54	**Retirement Pension Plan** **54.01** – The Town of Woodstock pension plan as established in February 1975 and revised and restated January 1992 and again in January 1997, shall provide benefits to eligible employees in accordance with the specific terms and provisions set out in the master plan. The master plan shall be maintained and kept on file in the municipal Town office with one (1) copy distributed, upon request, to each employee.

Article 55	Residency
	55.01 – Employees covered in this Agreement shall not be required to live within the Town of Woodstock municipal boundaries unless they elect to do so.

Section 17: GENERAL & EXTREME EMERGENCY

Article 56	General Emergency
	56.01 – During a state of general emergency, any employee joining any branch of the branches of the armed forces, shall on application, be granted a leave of absence and upon his/her return shall maintain their seniority rights and be entitled to any general pay increases and maintain his/her right to take part in any promotional process (if eligible to do so), provided he/she returns to work within three (3) months of the date of discharge from the above noted armed military branch, unless classified as having been wounded.
Article 57	**Extreme Emergency**
	57.01 – All employees covered by this Agreement, if called, shall respond to duty if and when an extreme emergency arises. Extreme emergencies shall be any situation whereby the Town of Woodstock Mayor, in his opinion, declares a town emergency, or in the event of a provincial, and/or national emergency.

SECTION 18: DURATION of AGREEMENT

Article 58	Duration of Agreement
	58.01 – This agreement shall commence on 1 January 2021 and conclude on 31 December 2025. **58.02** – This agreement supersedes all previous agreements and shall endure and be binding not only upon the parties hereto mentioned, but also their respective successors.

	58.03 – This agreement shall be binding between all parties from January 1st, 2021 to December 31st, 2025 and thereafter shall continue in force from year to year unless notice in writing is provided sixty (60) calendar days prior to December 31st, 2025, by either the Association or the Employer, or by mutual agreement, indicating notice to negotiate a new Collective Agreement, or to amend the existing (via letter of intent) Agreement. **58.04** - Upon receipt of such notice, the process of discontinuing this agreement and opening negotiations toward a new Agreement shall commence within sixty (60) calendar days following said notice.

IN WITNESS WHEREOF the parties have signed this 22nd day of June, in the year 2021 at the Town of Woodstock, New Brunswick.

SIGNED, SEALED, AND DELIVERED in the presence of:

Witness as to the signatures of
the Woodstock Police Association

Seth Cahill – President
Woodstock Police Association
Association

Representative
Woodstock Police Association
Association

Witness as to the signatures of
the Town of Woodstock

Mayor Arthur Slipp
Town of Woodstock

Ken Anthony
Woodstock Chief Administrative Officer

Gary Forward
Woodstock Chief of Police

Appendix "A"

WPF Classifications and Associated Wage Scale

2021	2022	2023	2024	2025
2%	3%	3%	3%	3%

2020 WPF Salary – Base Comparison		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$59,176.00	$28.45
3rd Class Constable	$61,900.80	$29.76
2nd Class Constable	$63,086.40	$30.33
1st Class Constable	$83,782.40	$40.28
Senior Constable	$84,926.40	$40.83
Corporal	$86,777.60	$41.72
Sergeant	$89,814.40	$43.18

2021 – 2% Increase		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$60,361.60	$29.02
3rd Class Constable	$63,148.80	$30.36
2nd Class Constable	$64,355.20	$30.94
1st Class Constable	$85,467.20	$41.09
Senior Constable	$86,632.00	$41.65
Corporal	$88,504.00	$42.55
Sergeant	$91,603.20	$44.04

2022 – 3% Increase		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$62,171.20	$29.89
3rd Class Constable	$65,041.60	$31.27
2nd Class Constable	$66,268.80	$31.86
1st Class Constable	$88,025.60	$42.32
Senior Constable	$89,232.00	$42.90

Corporal	$91,166.40	$43.83
Sergeant	$94,348.80	$45.36

2023 – 3% Increase		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$64,043.20	$30.79
3rd Class Constable	$66,976.00	$32.20
2nd Class Constable	$68,266.93	$32.82
1st Class Constable	$90,667.20	$43.59
Senior Constable	$91,894.40	$44.18
Corporal	$93,912.00	$45.15
Sergeant	$97,198.40	$46.73

2024 – 3% Increase		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$65,956.80	$31.71
3rd Class Constable	$68,993.60	$33.17
2nd Class Constable	$70,324.80	$33.81
1st Class Constable	$93,392.00	$44.90
Senior Constable	$94,660.80	$45.51
Corporal	$96,720.00	$46.50
Sergeant	$100,110.40	$48.13

2025 – 3% Increase		
Classification	**Yearly**	**Hourly**
Probationary 0-12 Months	$67,932.80	$32.66
3rd Class Constable	$71,073.60	$34.17
2nd Class Constable	$72,425.60	$34.82
1st Class Constable	$96,200.00	$46.25
Senior Constable	$97,510.40	$46.88
Corporal	$99,632.00	$47.90
Sergeant	$103,105.60	$49.57