

**LETTER OF UNDERSTANDING #16**  
between

**EPCOR UTILITIES INC.**

(hereinafter referred to as the "Company")

Of the First Part

- and -

Civic Service Union 52

(Hereinafter referred to as the "Union")

Of the Second Part

**RE: Letter of Understanding – Flexible Hours of Work (c) Compressed Hours of Work Pilot**

Employees in the Survey Department (inclusive of Foreman, Technologist 1's and Technologist 2's) in Electricity Operations/ Distribution will commence a flexible hours of work schedule on a trial basis.

**Changes Proposed:**

- The new schedule involves each employee working 10 hour shifts either Monday – Thursday or Tuesday – Friday from 7:00AM-5:30PM for a total of 40 hours.
- Employees will not be allowed to switch scheduled hours, as the schedule is based on the requirement to be at work, unless the change is operationally required.
- Employees will be required to complete their work assignments prior to their off day, without incurring overtime or leaving it to be completed by someone else without prior consent.
- Where Statutory Holidays fall on an off day as per the schedule, the next available day will become the Statutory Holiday which will not incur premium pay (Stat Holiday in Lieu) and will be coded as Stat Holiday.
- Other days off (vacation, banked time etc.) will be coded as per the schedule (i.e. 10 hours for vacation day instead of 8, where applicable)
- Unpaid lunch breaks will be (30) minutes in length.

If emergent situations arise, we will make modifications to the schedule, if required, being mindful of the operational requirements of our business unit.

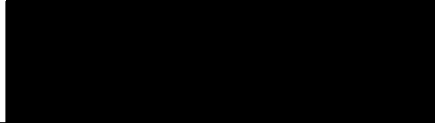
**Employees and management will meet after 5 months (March 27 – September 1, 2023) to assess if any changes are required or if the program is continued.**

**The employee's participation in the flexible work will automatically terminate if the employee moves to a different position or department.**

Flexible work hours may be terminated as per the terms of Letter of Understanding #1 in the collective agreement.

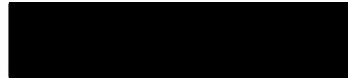
Signed this 3/ST day of March, A.D. 2023

Civic Service Union 52

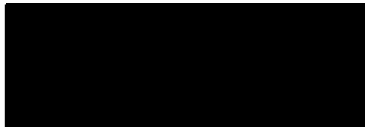


Joe Childs  
Director of Labour Relations

EPCOR Utilities Inc.



Dave Kavanagh  
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