

LETTER OF UNDERSTANDING

L21 – LOU#0000-45

BETWEEN THE

CITY OF REGINA

AND

CIVIC EMPLOYEES' UNION, LOCAL #21

Re: Work Experience Placements

The City of Regina and CUPE Local #21 recognize the benefit of providing work placement opportunities. It is understood that the objectives of work placements differ depending on the group or agency co-ordinating the placement. However, in general a placement will provide opportunity for: participants to explore a job area in which they are interested; development of specific job skills and personal management skills; and career enhancement through occupational experience, knowledge and networking.

The parties agree to the following:

1. The maximum duration of a work experience placement is 450 hours.
2. The work experience placement participant shall be supervised at all times by a designated 'mentor'. If the designated person is on vacation or any other leave, the participant shall also be off work. An alternate 'mentor' may be provided.
3. The work experience placement participant cannot be an employee of the City of Regina in the same Division during the period of the work placement experience. However, with mutual agreement between CUPE Local 21 and the Human Resources Department, the work placement can occur in the same Department as the participant is employed.
4. The work experience placement will not:
 - result in the layoff of any casual or permanent employee;
 - alter recall provisions as outlined in Schedule B(6);
 - affect the hiring practices of permanent or casual employees.
5. All employees who work in the division/area will be informed of the purpose and duration of the placement.

6. Local 21 shall be notified via email at least 7 working days in advance of any placement occurring. An officer designated by Local 21 will be copied on the email. The notification will include the following:
- the name of the participant
 - the person and an alternate who will supervise the participant, and their telephone number
 - the duration of the placement
 - the department and division where the participant will be placed
 - the sponsoring institution, a contact person, and telephone number
 - the purpose of the placement
7. Upon mutual agreement between the parties, the above provisions may be varied on a case by case basis.

This Letter of Understanding becomes effective upon date of signing by the parties and will remain in force and effect until either party serves the other with thirty (30) calendar days written notice to terminate the provisions contained herein.

 May 5/02
Date

 R. Rodwin
On Behalf of the City of Regina

 [Signature]
On Behalf of the Civic Employees Union
Local #21