

## ***CITY/COTAPSA Framework Agreement***

Between

City of Toronto (The City)

&

The City of Toronto Administrative, Professional, Supervisory Association  
Incorporated (COTAPSA)

### **1. Overview**

This protocol is intended to clarify the working relationship between the City and COTAPSA in order to support and enable ongoing collaboration, issue resolution, and information sharing between the City and COTAPSA.

For the purposes of this protocol, COTAPSA will represent non-union and management employees at the City of Toronto, who are members of COTAPSA. The City, through its Human Resources Division, represents the interests of the Employer related to corporate employee-related programs, policies and practices of the City. The City recognizes the right of non-union and management employees to join COTAPSA and COTAPSA's right to represent those employees who choose to do so.

By adopting this protocol, both parties agree to strive for effective regular communication and issue resolution, and a shared goal of promoting the highest standard of public service.

### **2. Guiding Principles**

The parties commit to acting with integrity and respect.

The City and COTAPSA also jointly affirm that public service employees are entitled to a respectful and safe workplace. The work environment must be one that we collectively strive to make free from harassment, discrimination, violence and disrespectful behavior as outlined in the City's Human Rights and Anti-Discrimination/Harassment Policy. A respectful workplace includes a safe and healthy work environment, as defined by the Occupational Health and Safety Act, and the Workplace Safety and Insurance Act and any other relevant City policies and provincial legislation and/or policy.

Every employee has access to this complaints resolution process. Every non-union employee has a right to representation, except those who are excluded.

### **3. City/COTAPSA Staff Relations Committee**

The City/COTAPSA Staff Relations Committee will be the primary forum for the parties to discuss and resolve issues of joint interest. Individual employee situations will not be tabled or discussed through this forum.

The parties will meet bi-monthly. The City, through the Executive Director, Human Resources will propose dates at the end of each calendar year for the following year, and dates will be set through mutual agreement.

The parties will strive to alternate hosting the meeting in their respective work locations. Through mutual agreement the parties may cancel a meeting, or schedule additional meetings on general or specific topics as appropriate.

COTAPSA will be represented on the Committee by:

- The Association President or designate
- The Association Executive Director
- The Senior Human Resources Consultant (SHRC)
- An Officer of the COTAPSA Board

The City will be represented on the Committee by the City's Human Resources Senior Management Team:

- Executive Director
- Director of Strategic Recruitment, Compensation & Employment Services
- Director of Employee and Labour Relations
- Director of Organizational Development, Learning & Workforce Planning
- Director of Occupational Health & Safety
- Director of HR Systems & Management Services

The Executive Director of Human Resources and the Executive Director of COTAPSA will strive to meet or connect the week prior to each City/COTAPSA Staff Relations Committee meeting to confirm agenda.

### **4. Communication**

In the spirit of consultation and input, the City will continue to consult fully and openly with COTAPSA as agreed in 1998 on new or proposed programs, policies or practices (or changes to those that are established) that may affect and relate to terms and conditions of employment of non-union and management employees in a reasonable and timely manner.

While these decisions will generally be made within the scope or purview of Human Resources, the City will make best efforts to provide advance notice of information being released by a division/cluster that may impact COTAPSA members, as appropriate.

The City recognizes the right of COTAPSA to communicate with and advocate for non-union and management City employees.

## 5. COTAPSA Member Employment Issue Resolution

The City commits to working with COTAPSA on individual COTAPSA member employment issues, as appropriate. While these items will not be tabled at the City/COTAPSA Staff Relations Committee, it is important to reflect how individual issues will be addressed.

The City and COTAPSA will each designate a primary contact who will work together to address issues as they arise. These individuals will be the first level contacts, and will represent each organization. Both the City and COTAPSA agree to work through the designated contacts, to support consistency, tracking of issues, and timely follow up for any outstanding issues on either side. The City's designated primary contact will be copied when the COTAPSA designated primary contact consults with other City divisions (e.g. Director of Pension, Payroll and Employee Benefits).

The designated primary contacts are:

- For COTAPSA, the Senior Human Resources Consultant (SHRC)
- For the City, the Director of Strategic Recruitment, Compensation & Employment Programs

City/COTAPSA commit to the following timelines:

- If the SHRC is unavailable the COTAPSA Executive Director will act as designate. If the Director of Strategic Recruitment, Compensation & Employment Programs is unavailable, a designate is to be assigned as the City primary contact during that period. The established timeframe remains in affect
- City to provide written acknowledgement of receipt of a COTAPSA member issue request from SHRC within 24-48 hours.
- City to respond within 15 days to initial COTAPSA questions or issues
- Definitive date to be established to deal with 'larger/unusual' cases, where possible
- COTAPSA provided time to review with the member the City response (*reasonable turnaround time 7 days*)
- COTAPSA to then follow up with questions/requests for City consideration (*within 24-48 hours*)
- Follow up response to be received from City within a week, which may resolve the issue or indicate further work needs to be undertaken

COTAPSA's SHRC and the City's Director of Strategic Recruitment, Compensation and Employment Services will hold bi-monthly meetings to discuss 'outstanding cases' that are raised by COTAPSA on behalf of one of their members. The COTAPSA SHRC to supply to the Director a list of outstanding issues/concerns/questions a week in advance of the meeting. Dates of these meetings will be set through mutual agreement.

At least once per year, the Staff Relations Committee will review the types of individual issues raised (at an aggregate level) to increase understanding and awareness of trends, if any.

## 6. COTAPSA Membership

The City acknowledges that all non-union and management employees (with the exception of the City Manager, Deputy City Managers/CFO, Executive Director/Directors of Human Resources) are eligible to join COTAPSA as a member. Membership is voluntary and at the sole discretion of the employee and governed by the association's Bylaws. The City will not seek directly or indirectly to dissuade any eligible employee from joining COTAPSA or from holding office within the Association. The City and COTAPSA agree that there should be no reprisal experienced by any employee choosing membership or non-membership in COTAPSA, or for seeking or holding office on the COTAPSA Board.

The City will communicate, through Deputy City Managers, the commitment of the City to support those City employees who sit on the COTAPSA Board/Executive to attend Board, Executive or Committee meetings during work hours as required, without reprisal, and subject to operational needs as determined by the employee's Manager. COTAPSA agrees to alert the City, through the City/COTAPSA Staff Relations Committee, to any issues relating to these matters.

The City will provide COTAPSA membership information within materials presented to new employees at their orientation.

### Non-Union Staff Lists

The City will provide to COTAPSA non-union and management staff lists twice annually, including:

- Employee number
- Employee name
- Employee email address
- Employee group
- Cluster, division
- Position title

This protocol to be reviewed by the Staff Relations Committee every three (3) years, or as required through mutual agreement.

**Date:** November XX, 2017

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For the City of Toronto  
City Manager

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For COTAPSA  
President