

Letter of Understanding
Between

The City of Winnipeg
Community Services Department
Library Services Division

And

The Canadian Union of Public Employees Local 500

**Re: Library Services Division
Library Staff Job Selection Canvas
Permanent LSA ½ Job Selection Process
Part-time Employee Job Selection Process**

The parties agree to the following:

1. This process does not include the Business Office, Support Services, Virtual Services, part-time Librarians or the WELL Coordinator.
2. All FT LSA ½ employees and PT LSA 3, LSA ½ and Shelves (with the exception of those listed in #1) will bid on a position based on the classification seniority they hold. Those who bid on positions within their home branch or section at MILL will be given first priority.
3. All positions, with the exception of those in the Business Office, Support Services Virtual Services, part-time Librarians or the WELL Coordinator, will be available for selection through this process on the following basis. All packages will be posted for a minimum of two weeks prior to the selection process:
 - a) Staff will select available packages within their classification. Job selection packages will be open for a seven-day period.
 - b) Management will review, slot and award packages within 10 days ~~after~~ of the selection period ~~ends~~. ending.
 - c) All remaining vacancies in all classifications will be posted as per article 12 of the collective agreement .
 - d) All new canvass packages and or positions awarded via bulletin will be communicated to employees two weeks prior to the start of the new hour packages [date can be entered, but while this still in discussion date is yet to be determined].
4. Job Selection Canvas Forms received after the deadline will be placed at the bottom of the selection process and deemed least senior applicant.

5. Employees who do not choose a position through the above process will be slotted in to a remaining position within their classification or a lower classification should their classification not be available.
6. Any staff currently on Long Term Disability, when they are available to return, will be slotted into a position for which they are qualified for or will be supernumerary to the system until a position is available.
7. Any staff currently on Maternity or Parental Leave or other short-term leaves will follow the same process as other staff. They will be provided with a listing of all positions in their classification to review and determine their order of preference.
8. Part-time packages will not be amended. Employees selecting packages must be able to work the hours of the package listed.
9. Staff will not be able to go back to previous positions as their previous positions will no longer exist.

AGREED THIS ____ DAY OF _____, 2022

For The City of Winnipeg
Employees

For The Canadian Union of Public

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