

**Letter of Understanding
Between
The City of Winnipeg
And
The Canadian Union of Public Employees (Local 500)
And
The Joint Education, Training and Staff Development Committee**

Re: Candidate Selection Process for Career Development Placements

WHEREAS the City and the Union jointly affirm that it is to the mutual benefit of the employer and the employee to support and promote educational, training, and developmental opportunities for the workforce:

AND WHEREAS the City's primary responsibility is to provide employees with meaningful opportunities to develop those skills and to provide assistance in achieving those skills:

AND WHEREAS the primary responsibility of employees is to determine their personal developmental objectives, take advantage of the opportunities offered, and make the necessary commitment to achieving those objectives:

AND WHEREAS the parties acknowledge the desire to promote and maintain positive relations in all aspects of Union and Employer affairs;

AND WHEREAS the LOU RE: Education, Training and Staff Development requires the Joint Committee to consider the inclusion of the following priority issues:


- Human Resource Planning
- Replacement/Succession Planning
- Employee developmental initiatives/opportunities, including, but not limited to, job shadowing, internships/trainee programs, and apprenticeships
- Employee Wellness

AND WHEREAS the Joint Committee will ensure that funds are allocated to support salary and benefit costs of positions created for developmental opportunities.

AND WHEREAS the Joint Committee, in consultation with department heads, managers and supervisors, will develop a process for identifying and approving developmental initiatives/opportunities.

AND WHEREAS the Joint Committee will develop a process and criteria for the selection of candidates for developmental initiatives/opportunities.

The parties agree each with the other as follows:

1. Developmental opportunities shall be referred to as Career Development Placement(s).
2. The Career Development Placement candidate selection process is applicable solely for placements funded and administered by the Joint Education, Training and Staff Development Fund.
3. Relevant provisions of the Collective Agreement between CUPE and the City of Winnipeg will not be affected E.g. this Letter of Understanding does not affect Article 12.
4. Positions funded by the Joint Education, Training and Staff Development Fund and posted as career development placements, will only be available to City of Winnipeg employees who are members of the CUPE Local 500 Bargaining Unit.
5. Departments will submit their proposals for funding of a Career Development Placements through the process identified by the Joint Education, Training and Staff Development Committee. Proposals must include a work plan, commitment to provide ongoing feedback and a final performance evaluation.
6. Departments will identify the skill and educational requirements necessary for each respective Career Development Placement proposal. It is understood that the requirements will specify skill and education, and not work experience.
-  Career Placement Opportunities will vary in duration. Where placements are planned to be greater than six months, the vacancy created shall be backfilled by the department.
8. All Career Development Placements will be posted using the citywide bulletin process. All applicants will be asked to provide a resume with the application.
9. Bargaining Unit Seniority will be used to rank candidates submitting applications for Career Development Placements.
10. Departments will use an interview process to in the selection of candidates to fill Career Development Placements.
11. Successful candidates must meet the requirements posted.
12. All Career Development Placements will be filled as temporary reassignments.
13. Successful candidates will not accrue seniority in the Department in which they are completing a Career Development Placement. All seniority will be retained in the employees' home department.

14. Successful candidates will be given the guarantee that they may return to their former position in their home department.
15. The rate of pay for any Career Development Placement will be the candidates' current classification rate of pay. If the candidate would have earned higher wages e.g. wage adjustment due to a pay upgrade in their home position, an average of those wages will be paid at the completion of the Career Development Placement.
16. The rate of pay does not include car allowance, overtime, or standby pay, unless these are identified requirements of the Career Development Placement.