

COLLECTIVE AGREEMENT 101



This document is intended to give Members a quick overview of key sections of the Collective Agreement. For complete details, Members still need to refer to the Collective Agreement.

APRIL 1, 2021 TO MARCH 31, 2026



SENIORITY

ARTICLE 13 – PERM ARTICLE 12 (AMENDED) – NON-PERM

- **Seniority:** Length of service of an employee
- Employees on probation until seniority acquired

	Permanent	Non-Permanent
Seniority Acquired	6 months worked Back dates to date of hire	1,040 hours worked in 24 month period 2,080 paid hours = 1 year seniority
Factors Into	• Promotions/Applying to Internal Job Postings • Transfers • Layoffs • Recall • Vacation Selection • Acting Leading Hand Appointments	• Promotions/Applying to Internal Job Postings • Transfers • Layoffs • Recall • Vacation Selection • Access to the Grievance Process • Order in which Employees are Sent Home Due to Lack of Work



PERM WAGES

APPENDIX A – PERM

- Refer to Appendix A for breakdown of wages by classification & year
- Wage increases are negotiated as part of bargaining a new Collective Agreement.
 - The current Collective Agreement was bargained during the COVID pandemic when the Zoo was closed and prior to inflation increasing significantly

	All Permanent	Trades – Special Adjustment
April 1, 2021	1.0%	3% – Auto Mechanic, Electrician, Plumber, HVACR 1% – Auto Body Repair, General Carpenter, Maintenance Person, Painter, Ride Mechanic, Welder
April 1, 2022	1.0%	
April 1, 2023	1.0%	
April 1, 2024	1.5%	1.5% – Auto Mechanic, Electrician, Plumber, HVACR 0.5% – Auto Body Repair, General Carpenter, Maintenance Person, Painter, Ride Mechanic, Welder
October 1, 2024	0.25%	
April 1, 2025	1.75%	
One-Time Guest Experience Bonus <i>*must be employed on April 1, 2025</i>	Lump-sum payment equivalent to 0.25% of hours worked (excluding overtime) if Zoo exceeds 2024 budgeted attendance (paid guests only) by 145,000	



PERM GRADES & CLASSIFICATIONS

ARTICLE 26 – PERM

4 Grades	• Custodian • Gardener • Keeper • Nutrition Assistant
3 Grades	• Accounting Associate • Partnerships and Events Associate • Strategic Communications Coordinator
2 Grades	• Auto Mechanic • Electrician • Exhibit Design Technician • General Carpenter • Graphics Designer • Guest Relations Clerk • HVACR Technician • Maintenance Person • Materials Collection • Painter • Plumber • Retail & Membership Sales Clerk • Wildlife Health Technician
Single Grade	• All remaining job classifications

- On rare occasions, Grade 1 employees in any classification may be required to work in another area



NON-PERM WAGES & CLASSIFICATIONS

APPENDIX: DEFINITION OF CATEGORIES & WAGES – NON-PERM

Temporary	- Hired to replace a permanent employee who is ill or injured, on a leave of absence, or assigned to a special project Contract Length: Defined in job posting # of Hours: 40 per week unless otherwise indicated in job posting Wage Rate: 90% of the permanent rate; progress through starting, 3 month, and 6 month rates
Grant	- Hired to work on a specific project that is covered by grant funding Contract Length: Period of grant funding or maximum 6 months Wage Rate: Indicated on job posting
Casual	- Hired to work on a specific project Contract Length: Maximum 6 months Wage Rate: Indicated on job posting
Part-time	- Positions that support the Zoo's operational requirements during quieter times of the year Contract Length: Defined by Management # of Hours: Maximum 24 hours per week Wage Rate: Refer to Wages in Collective Agreement - Employee continues to receive part-time wage rate if part-time position switches directly to seasonal
Seasonal	- Positions that support the Zoo's operational requirements during a busier time of the year Contract Length: - March 1st to Thanksgiving Day: Strategic Communications & Guest Experience Division and Transit & Fleet - April 1st to Labour Day: All other areas # of Hours: Maximum 40 hours per week; not guaranteed Wage Rate: 2025: \$17.20 per hour; increasing to \$17.60 on 2025-10-01 <i>Ontario's minimum wage has increased above the wage rates defined in Collective Agreement</i> - Group Leader Premium: \$1.85 per hour



EVALUATIONS & PROMOTIONS

ARTICLE 27 & 29 – PERM

ARTICLE 26 – NON-PERM

Evaluations

Permanent	Non-Permanent
• Annual evaluation around anniversary date • Reviewed with Supervisor • 24 hrs to review & add comments (if necessary) before signing	• Reviewed with Supervisor • Seasonal: 1 month after hire & end of assignment • Part-time, Grant, Casual: 3 months and 1 year or end of assignment, whichever comes first • Temporary: 3 months , 6 months, and 1 year or end of assignment, whichever comes first

Promotions – Permanent

- **Promotion Criteria:** Not automatic – requires minimum score of 65% on evaluation & written exam
 - Annual evaluation and written exam each count for 50%
 - Exam to be written within 6 months of eligibility
- **Qualification Years** = actual time worked

4 Grades	• Grade 1 to 2: 2 years from Grade 1 start date • Grade 2 to 3: 2 years from Grade 2 start date (4 years total) • Grade 3 to 4: 3 years from Grade 3 start date (7 years total)*
3 Grades	• Grade 1 to 2: 2 years from Grade 1 start date • Grade 2 to 3: 3 years from Grade 2 start date (5 years total)*
2 Grades	• Grade 1 to 2: 3 years from Grade 1 start date*

- ***Lead Hand/Highest Grade:** Requires a vacancy and job competition
 - Performance, interview and exam results, experience, & seniority considered



PERM SHIFTS & HOURS

ARTICLES 14, 15, 16 & APPENDIX E – PERM

Work Week		5 days; 8 hour shifts <i>Utilities – See Appendix E for 12 hour shifts</i>
Overtime or Lieu		- Hours worked in excess of regularly scheduled hours per day (8) or week (40) - Paid as Overtime or banked as Lieu at 1 ½ times – must indicate choice at time of working extra hours
Day Shift		Starts between 6:00 am & 10:59 am
Late Shift		Starts between 11:00 am & 5:59 am
Shift End Times	Year Round	11:30 pm – Strategic Communications & Guest Experience Division, Outreach & Discovery Unit, & Wildlife Conservancy
	March 1st to October 31st	10:00 pm – All areas except above
	November 1st to last day of February	8:00 pm – All areas except above
Shift Turnaround		11 hours between end of 1 st shift & start of 2 nd shift
Weekends		1 weekend off in every 3
Days Off		Should be consecutive Employees can choose to work 10 straight days to get 4 consecutive days off
Meal Period		Unpaid 30 minutes <i>*Cannot work more than 5 hours without 30 minute break</i>
Break		Paid 10 minute break per 4 hours worked
Schedule		4 week schedule available minimum 4 weeks prior 48 hr notice of any change – Eligible for overtime if less notice given



NON-PERM SHIFTS & HOURS

ARTICLES 13, 14, 15 & LETTER OF AGREEMENT – NON-PERM

Hours of Work	• Temporary: Work the hours that apply to the permanent position • Part-time: Max 24 hours; Determined by Management • Grant/Casual/Seasonal: Hours determined by Management
Overtime	• Hours worked in excess of regularly scheduled hours per day (8) or week (40) • Paid as Overtime – 1 ½ times regular wage rate
Shift Turnaround	11 hours between end of 1 st shift & start of 2 nd shift
Days Off	When possible, should be consecutive Employees can choose to work 10 straight days to get 4 consecutive days off
Meal Period	Unpaid 30 minutes (overnight programs = paid) <i>*Cannot work more than 5 hours without 30 minute break</i>
Break	Paid 10 minute break per 4 hours worked
Lack of Work – Part-time, Seasonal, Casual	3 hours paid if employee sent home due to lack of work

Overnight Programs: Bush Camp Guides & any non-permanent employee working an overnight program

	Pay Rate
3:00 pm to 11:00 pm (or first 8 hours of shift)	Regular
11:00 pm to 12:00 am (or # of hours worked after first 8 hours of shift and midnight)	Overtime
12:00 am to 7:00 am	Regular
7:00 am to End of Shift	Overtime
2nd Shift on Same Calendar Day	Overtime



PERM ALLOWANCES & SHIFT PREMIUMS

ARTICLES 15, 23, & 25 – PERM

Overtime	1.5x regular pay rate
Late Shift	\$1.40 per hour
Weekend	\$1.40 per hour
Weekend Late Shift	\$1.47 per hour
Shift Turnaround – 2 nd shift begins less than 11 hours after end of 1 st shift	Overtime for hours worked between start of 2 nd shift & 11 hour turnaround
Recalled after End of Shift	Minimum 4 hours pay
Standby	Minimum 4 hours pay
Heavy Equipment (Backhoe, manure handling tractor, cherry picker, vac-all truck, 3-ton & over dump truck, garbage packer truck)	\$1.30 per hour
Chainsaw	\$1.30 per hour
Pesticide Spraying	\$1.30 per hour
Farrier/Blacksmith Services	\$1.30 per hour
Live Animal Transport – CVOR Vehicle	\$1.30 per hour
Safety Boots	\$140 per contract year
Mileage - Paid at the rate established by the CRA	2024 - \$0.70/km
<i>The Union strongly recommends members do not drive their personal vehicles for work purposes as your insurance is unlikely to cover an accident</i>	



NON-PERM ALLOWANCES & SHIFT PREMIUMS

ARTICLES 13, 14, 22, & 24 – NON-PERM

- **Temporary:** Eligible for all Permanent premiums/allowances (see Article 22 for safety boot criteria)
- **Seasonal, Part-time, Grant, & Casual:** Eligible for overtime, shift turnaround, shift recall, safety boots (see Article 22 for criteria) & mileage

Safety Boots	\$140 per 1,040 hours
Mileage - Paid at the rate established by the CRA	2024 - \$0.70/km
<i>The Union strongly recommends members do not drive their personal vehicles for work purposes as your insurance is unlikely to cover an accident</i>	

Refer to Perm Allowances & Shift Premiums for overview (p. 10) or the Collective Agreement for complete details



ACTING LEAD HAND

ARTICLE 25 & APPENDIX F – PERM

Lead Hand	The person in the highest grade in 17 classifications – refer to 25.06a (i) for list
Acting Lead Hand	• Appointed when the Lead Hand & Supervisor are absent for more than 1 hour • At least 2 employees must be working • Employee with the highest grade and seniority appointed Acting Lead Hand if eligibility factors are relatively equal • If no employee eligible, responsibility designated to another Supervisor
Eligibility	• Passed probation • Qualified to do all area routines • Deemed a competent person under the Occupational Health & Safety Act • Have demonstrated leadership skills, proven good judgement, organizational skills, and ability to work with minimum supervision • Grade 1 Keepers not eligible if working in an area with dangerous or venomous animals • Keepers new to an area must complete appropriate training & checklists • If returning from extended leave of absence, must be re-oriented to area and complete any new health and safety training
Responsibilities	• Acting Lead Hands must complete the assigned duties and responsibilities of the Lead Hand, along with their own if they are different • A copy of the Lead Hand job description should be provided by the Supervisor and responsibilities and expectations reviewed
Premium	• Paid by the hour at the rate of the Lead Hand for entire duration of appointment • If appointed while on overtime, Acting Lead Hand premium + overtime paid



PERM VACATION

ARTICLE 21 – PERM

- **Vacation Pay:** Paid at employee's regular wage rate
- **Vacation Entitlement:**
 - Renews annually on January 1st, but accrues on employee's anniversary date and is based on chart below

Years of Service as of Anniversary Date	# of Weeks of Vacation with Pay
< 1	1 week granted after probation Week 2 & 3 granted on anniversary date (1 year)
1 or more	3 weeks
2 or more	4 weeks
9 or more	5 weeks
16 or more	6 weeks
18 or more	1 additional day per year to a maximum of 7 weeks

- Employee receives additional week/day of vacation as of anniversary date
 - **Example:** An employee will reach 9 years of service on October 1st. The employee will receive 4 weeks of vacation on January 1st and the 5th week of vacation of October 1st.
 - Employees can view this in ADP → My Time Off → Change the 'Balance as of' Date
- **Vacation Carryover:** Vacation is to be taken within 12 months, but employee can request in writing before Nov 1st to carry over vacation



PERM VACATION

ARTICLE 21 – PERM

- **Vacation Selection:**

- Vacation selected based on seniority within each Branch/Unit
- **June 1st to Labour Day:**
 - Initial selection for dates within this period is limited to a set number of weeks based on the chart below
 - Additional time can be requested based on seniority once the 1st round of vacation requests are approved
- **Labour Day to May 31st:** No restrictions on initial selection

Vacation Entitlement	# of Weeks That Can Initially Be Selected Between June 1st & Labour Day
7 weeks	4 weeks
6 weeks	3 weeks
5 weeks	2 weeks
4 weeks	2 weeks
3 weeks	1 week

- **January to March:** Requests can be submitted prior to October 1st for approval as of November 1st
- **Timeline**
 - Selection begins 1st week of January
 - Requests submitted by February 1st
 - Requests approved/denied by March 1st



NON-PERM VACATION

ARTICLE 20 – NON-PERM

- **Temporary, Part-time, Grant, & Casual – Vacation Time & Pay**
 - May request vacation time if eligible; requests approved based on seniority
 - HR informs employee annually what their vacation entitlement is
 - Vacation year is unique to each employee - based on their starting/anniversary/service date (not a calendar year)

Total Hours Worked as of Anniversary Date	Maximum # of Paid Vacation Hours	Employee's Paid Vacation Hours
< 4,160	80	$\# \text{ of paid hours in past year} \times 80 / 2,080$
4,160 to 6,240 hours	120	$\# \text{ of paid hours in past year} \times 120 / 2,080$
6,240+	160	$\# \text{ of paid hours in past year} \times 160 / 2,080$

- If employee has less than the maximum paid vacation hours, they can take the additional hours as unpaid vacation
- **Pay Rate:** Vacation time paid at the regular rate the employee is earning when they take the vacation
 - **Example:** An employee accrued vacation time while in a part-time position. The employee then switched to a temporary position that paid at a higher wage rate and took 1 week of vacation. This vacation would be paid at the higher temporary wage rate.
- **Transferring to a Permanent Position:**
 - Any remaining non-permanent paid vacation entitlement will be added to the employee's permanent entitlement
 - Paid at permanent wage rate



NON-PERM VACATION

ARTICLE 20 – NON-PERM

- **Seasonal – Vacation Pay**
 - Cannot request vacation time
 - Vacation Pay options:
 1. Receive each pay period
 2. Receive as a lump sum payment at end of assignment

Total Hours Worked as of Anniversary Date	Percentage of Wages
< 4,160 hours worked	4%
4,160 to 6,240 hours worked	6%
6,240+ hours worked	8%



PAID HOLIDAYS

ARTICLE 22 – PERM

ARTICLE 21 – NON-PERM

	Permanent	Non-Permanent
New Year's Day	✓	✓
Family Day	✓	✓
Good Friday	✓	✓
Easter Monday	✓	✓
Victoria Day	✓	✓
Canada Day	✓	✓
Civic Holiday	✓	✓
Labour Day	✓	✓
National Day for Truth & Reconciliation	✓	✓
Thanksgiving Day	✓	✓
Remembrance Day	✓	✗
Christmas Day	✓	✓
Boxing Day	✓	✓
Float Day	2 per contract year (must be used by March 31 st annually)	✗
Work the Holiday	Hours worked paid at time and a half (1 ½) + holiday pay paid at regular wage rate per the Employment Standards Act (Permanent – Holiday pay can be banked as Lieu time)	
Day Off	Holiday pay paid at regular wage rate per the Employment Standards Act (calculation based on 4 weeks prior to holiday)	

- You must work your scheduled shifts before and after the holiday to qualify for holiday pay unless you have a reasonable reason for absence
- **Permanent:** Can request to have one of New Year's Day, Christmas Day, or Boxing Day off



PERM ILLNESS OR INJURY

ARTICLES 18A, 18B, & 19 – PERM

	Illness or Injury Plan (IIP)	Leave for Illness or Injury Plan (LIP)
Article	18A	18B
Eligibility	All new employees after 6 months	Only for employees grandfathered into LIP
# of Days	100% Pay – 20 days per year 75% Pay – 110 days per year	Accumulate 1 ½ days for each full month of uninterrupted service; days are banked
Family Leave	8 days if 75+ IIP Days 6 days if <75 IIP Days	8 days if 75+ LIP Days 6 days if <75 LIP Days
Top-Up Credits	• Unused 100% IIP Days carry over to following year as Top-Up Credits • 1 unused IIP day = 2 Top-up Credits • Max 30 Top-up Credits	N/A
Refresh	January 1 st – Except if absent due to illness or injury (must work 2 continuous weeks)	N/A
Occurrences	1 st , 2 nd , 3 rd Occurrence – Paid from 1 st day of absence 4 th & Subsequent Occurrences – Paid from 2 nd day of absence	
Medical Certificate	• Required if: • Absent 3+ consecutive working days • Absent 24+ consecutive working days & each subsequent 24 consecutive working days • May be required if: • Employee has 3+ occurrences of single or multiple day absences due to illness or injury in a calendar year • Cost reimbursed (maximum \$50) if employee not on Attendance Management Program	
Long-term Disability	Eligible if absent for 6+ months	



NON-PERM ILLNESS OR INJURY

ARTICLES 17 & 18 – NON-PERM

	Temporary, Grant, Casual	Part-Time	Seasonal
Eligibility	2,080 hours worked	2,080 hours worked	Not eligible for paid time off for illness or injury
# of Days	8 days	8 days	
Accumulation Rate	½ day for each full month of uninterrupted service	½ day for every 170 hours worked	
	Will continue to accumulate if employee transfers to Seasonal position		
Medical Certificate	- Required if: - Absent 3+ consecutive working days - May be required if: - Employee has 3+ occurrences of single or multiple day absences due to illness or injury in a calendar year - Cost reimbursed (maximum \$50) if employee not on Attendance Management Program		

- HR informs employee annually what their Leave-for-Illness or Injury allowance is
- **Transferring to a Permanent Position:**
 - Accumulated Leave-for-Illness or Injury allowance will be transferred to employee's permanent Illness or Injury Plan



LEAVES OF ABSENCE

ARTICLE 17 – PERM

ARTICLE 16 – NON-PERM

	Permanent	Non-Permanent
Personal Leave	✓	✓
Citizenship Leave	✓	✗
Bereavement Leave	✓	Temp/Grant/Casual/ Part-time
Court Day	✓	Temp/Part-time
Pregnancy/Parental/ Adoption Leave	✓	✓ No top-up pay
Employee Exchange Program	✓	✗
Education Leave	✓	✗
Union Leave	✓	✓
Emergency Leave	✓	✓

Bereavement Leave

	Permanent	Temp/Grant/ Casual	Part-time
Parent, Spouse, Child, Sibling	5 days	2 days	1 day
Parent-in-law, Child-in-law, Sibling-in-law, Grandparent, Great Grandparent, Grandchild, Great grandchild	3 days		
Aunt, Uncle, Niece, Nephew	1 day		



LEAVES OF ABSENCE

ARTICLE 17 – PERM

ARTICLE 16 – NON-PERM

Pregnancy/Parental/Adoption Leave

Permanent:

	# of Weeks	Top-up Amount
Pregnancy Leave Top-up	15 weeks	Difference between 65% of normal weekly earnings & weekly EI benefit/other earnings
Parental Leave Top-up	15 weeks	Difference between 65% of normal weekly earnings & weekly EI benefit/other earnings based on 52 week leave
Extended Parental Leave Top-up (61/63 weeks)	15 weeks	Difference between 65% of normal weekly earnings & weekly EI benefit/other earnings – Value based on 52 week leave

- **Length of Leave:** Maximum 18 months
- **Seniority:** Continues to accrue during leave
- **Benefits:** Continue to receive all benefits provided in Collective Agreement, including vacation, provided employee continues to make any financial contribution they're responsible for
- **Adoption Leave:** Classified as a Parental Leave

Non-Permanent:

- Pregnancy/Parental/Adoption Leaves without pay will be granted in accordance with the Employment Standards Act
- **Seniority:** Continues to accrue during leave



PERM BENEFITS

ARTICLE 20 – PERM

Eligibility	After 6 months of employment Can purchase coverage during 1 st 6 months
Claims Timeline	Claims must be submitted within 12 months of date of service/fee
Major Medical Coverage	No Annual Deductible
Prescription Drugs	Generic drugs covered Non-generic covered under specific circumstances
Dispensing Fee Cap	\$9 per prescription \$25 per compound drug prescription
Paramedical <i>*Annual prescription required for massage</i>	Licensed Chiropractor, Chiropodist, Osteopath, Podiatrist, Physiotherapist, Naturopath, Homeopath, & Registered Massage Therapist \$750 per practitioner per calendar year per person to max \$1,500 combined; Can designate entire \$1,500 to 1 practitioner
Psychologist Services	Registered Psychologist, Psychotherapist, & Masters of Social Work Practitioner \$1,000 per person per calendar year
Optical	1 eye exam per year \$450 every 2 years for eyeglasses/contact lenses or laser eye surgery (\$900 coverage if borrowed from next benefit period)
Dental	No Annual Deductible Basic Services – 9 month recall Supplementary Basic Services (periodontic/endontic) Dentures with Major Restorative – 60% coverage up to max \$3,000 per person Single crown restoration (caps) inlays, onlays, composite & tooth-coloured filling restoration, fixed bridgework
Orthodontic	Lifetime Maximum Coverage - \$3,000 at 50% payment



PERM BENEFITS

ARTICLE 20 – PERM

Orthopaedic Devices <i>*Prescription Required</i>	1 pair per person every 2 years 18 years of age & under – 3 pairs per year
Hearing Aids	\$700 per year per family
Group Life Insurance	1x annual salary + option for 2x
Hospital Care	Semi-private
Private Duty Nursing	\$25,000 per person per 3 years
Long-term Disability	75% of salary Maximum \$3,000 per month Eligibility – After 6 months of continuous absence due to illness or injury Receive medical & dental coverage and semi-private hospital care for 5 years

- Benefit Plan Book with full details of coverage is available through the online Green Shield Canada portal



NON-PERM BENEFITS

ARTICLE 19 – NON-PERM

Eligibility	Seasonal – Not eligible Temporary, Part-time, Grant, Casual – Completed 2,080 paid hours in Temporary, Part-time, Grant, or Casual position; Remain eligible if they transfer to Seasonal
Cost	Premiums pro-rated based on number of paid hours per month Employee responsible for paying the difference – will pay more when fewer hours worked in a month
Claims Timeline	Claims must be submitted within 12 months of date of service/fee
Major Medical Coverage	Same as Permanent coverage, including prescription drugs, paramedical, psychologist, optical, hearing, orthotics/orthopedic footwear, and private duty nursing
Dental	No coverage

- Benefit Plan Book with full details of coverage is available through the online Green Shield Canada portal



‘THE 152 CLAUSE’

APPENDIX D – PERM

- Management must maintain a workforce of at least 152 permanent employees for the duration of the Collective Agreement
 - Not necessarily the 152 employees with the highest seniority
- If this clause were enacted, Management is responsible for determining operational requirements in each area by classification – Seniority within each classification would then be used to determine the 152 employees



COMPLAINT & GRIEVANCE PROCEDURE

ARTICLE 9 – PERM

ARTICLE 8 – NON-PERM

		Response Timeline
Initial Complaint	Employee informs Supervisor of complaint within 20 working days (verbally/written)	5 working days
Unsatisfactory Response	If complaint not resolved with Supervisor, complaint becomes a grievance and must be presented to Management within 10 working days of receiving Supervisor's answer	
Grievance – Step 1	- Complaint formalized as a written grievance, dated and signed by the employee - Union submits grievance to Management	10 working days
Grievance – Step 2	- If Management's written response is unsatisfactory, a meeting will be held - Grievor, Union Rep, CUPE National Rep, Grievor's Supervisor, CEO or their designate (HR) - Complaint/grievance affecting a majority of members or a specific Branch can be submitted at Step 2 within 10 working days - Unjust suspension or discharge submitted at Step 2 within 10 working days - Policy grievances submitted at Step 2 within 20 working days	- Meeting within 10 working days - Written decision within 10 working days of the meeting
Arbitration	If written decision is unsatisfactory, Union can request arbitration (or mediation) within 10 working days	



DISCIPLINE

ARTICLES 9 & 11 – PERM

ARTICLES 8 & 10 – NON-PERM

	Permanent	Non-Permanent
Disciplinary Action/Notice	Disciplinary action must be given within 10 working days of Management becoming aware of the incident, unless the employee is absent from work	
Union Representation	Employee is entitled to have a Union Rep present during any disciplinary meeting	
Discipline Record	• Stays on work record for 1 year from date of incident • May stay on record longer if recurrence or other discipline issued during 1 year period	• Stays on work record for 2,080 hours of work from date of incident • May stay on record longer if recurrence or other discipline issued during 1 year period