

**Collective Agreement
Between
Nisga'a Valley Health Board
And
Hospital Employees' Union
April 1, 2005 to March 31, 2008**

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Collective Agreement

BETWEEN:

NISGA'A VALLEY HEALTH AUTHORITY

AND:

HOSPITAL EMPLOYEES' UNION

Article 1

1.01 The Union is a trade union certified to represent certain employees of the Board;

- (a) The parties hereto, with the desire and intention of making the relationship harmonious **and** to promote the morale, well-being and security **of** all employees, have concluded to make provision herein for the orderly and expeditious consideration and settlement of all matters of collective bargaining and of mutual interest, including wages, hours of work, working conditions and the adjustment of grievances, with respect to the employees of the Board for whom the Union has **been** certified as the bargaining agent;
- (b) The parties recognize that the employer is the Nisga'a Valley Health Board and, **as** such, the parties **agree** to recognize and give effect of **the** traditional **Nisga'a** responsibility of caring for the healing and wellness of the **Nisga'a** elders and other members of the **Nisga'a** community.

IN ACCORDANCE with the above, the parties agree **as** follows:

Recognition of Objective

- (c) The Board and the Union acknowledge and recognize the following mutual objectives: ~~The~~ enduring interests of the Nisga'a Lisims Government is to protect and enhance **the** cultural heritage of the Nisga'a Nation in programs and services dealing with health and wellness and the guiding principle for the provision of health care to the Nisga'a people and other residents of the Nass Valley by the Board and its employees **as** set out in the Constitution of the Board which is attached as Schedule "1". Such Constitution shall not form part **of** this Collective Agreement.

Future Legislation

- (d) In the event that any future legislation by the Provincial or the Federal Government renders null and void or materially alters any provisions of this Agreement, the following shall apply:

- (i) The remaining provisions of the Collective Agreement shall remain in full force and effect for the term of the Collective Agreement.
- (ii) The Board and the Union shall, **as soon as** possible, negotiate mutually agreeable provisions to be substituted for the provisions so rendered null and void or materially altered.
- (iii) If a mutual agreement cannot be achieved **as** provided in (b) above, either **party** may submit the matter to arbitration pursuant to Article 9 of the Collective Agreement.

1.02 No Discrimination

The parties subscribe to the principles of the *Canadian Human Rights Act*.

The parties agree that there shall be no discrimination in the employment of any person or the continuance of employment of any person under the terms and conditions of **this** Agreement by reason of race, national or ethnic **origin**, colour, religion, age, sex, **sexual** orientation, **marital** status, **family status**, disability, or conviction of **an** offence for which a pardon has been granted, provided **this** provision shall not apply with respect to any refusal, limitation, specification, or preference based on *a bona fide* occupational requirement.

1.03 No Harassment

- (a) The Board and the Union recognize the right of employees to work in **an** environment **free from** harassment. The Parties agree to foster and promote such an environment.
- (b) The Parties agree that substantiated cases of harassment including **sexual** harassment may be cause for discipline, up to and including dismissal.
- (c) Harassment is defined **as** deliberate actions, that ought reasonably to be known **as** unwelcome by the recipient and which serve no legitimate work related purpose, toward an individual or individuals by the employees, or the Boar, on any of the prohibited ground of discrimination under the *Canadian Human Rights Act*.
- (d) Protection against harassment extends to incidents occurring at or away from the work place, during or outside work hours, and includes incidents related to client, patient or visitor contact providing such acts are committed within the course of the employment relationship.

1.04 Sexual Harassment

(a) The Union and the Board recognize the right of employees to work in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in **the** workplace.

(b) Sexual harassment includes but is not limited to:

- (1) a person in authority asking an employee for sexual favours in return for being hired or receiving promotions or other employment benefits;
- (2) sexual advances **with** actual or implied work related consequences;
- (3) unwelcome **remarks**, questions, jokes or innuendo of a sexual nature, including sexual comments or sexual invitations;
- (4) verbal abuse, intimidation, or *threats* of a sexual nature;
- (5) leering, staring or **making** sexual gestures;
- (6) display of pornographic or other sexual materials;
- (7) offensive pictures, graffiti, cartoons, or sayings;
- (8) unwanted physical contact such **as** touching, patting, pinching, hugging:

(c) **This** definition of sexual harassment is not meant to inhibit interactions or relationships based on mutual consent or normal social contact between employees.

1.05 Procedure for Filing Complaints

- (a) An employee who wishes to pursue a concern arising **from** an alleged harassment may register a complaint with the Board designate or through the Union to **the** Board designate.
- (b) All persons involved in a complaint under these provisions shall hold in strictest confidence all information of which they become aware; however, it is recognized that various representatives of the Board **and** the Union will be made aware of **all** or part of the proceedings on a need to know basis. Except **as** required by the Collective Agreement or law, the parties agree that disclosure of information related to the complaint may be cause for discipline, up to and including dismissal.
- (c) The Board designate shall investigate the allegations within thirty (3) days, **and** shall notify the Union and the person who the complaint is against of the results of the investigation.

- (d) The Board or its representatives involved in the investigation shall make every effort to resolve the complaint. If the complaint is between two or more bargaining unit employees the Union will assist the Board or its investigating representatives in attempting to resolve the matter, if possible.
- (e) Both the complainant and the person who the complaint *is* against shall be entitled to Union representation if they are members of the bargaining unit.

1.06 Complaints Investigation

By mutual agreement between the employee, the **Board** and the Union, a complaint of harassment under the Human **Rights** Act of Canada may be referred to a Complaints Investigator agreed to by the parties.

When a complaint is received the Complaint Investigator shall:

- (1) investigate ~~the~~ complaint;
- (2) determine the nature of the complaint; and
- (3) make written recommendations to resolve the complaint

Should a complaint not be resolved through the complaints investigation, it may be referred to arbitration pursuant to Article 9 of this Agreement.

1.07 No Discrimination for Union Activity

The Board and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee for reason of membership or activity in the Union.

1.08 Hiring Preference.

When **hiring** new employees for full-time, part-time or casual work, the Board may give preference to members of the Nisga'a Nation.

Article 2 – RECOGNITION OF THE UNION

2.01 Sole Bargaining Agency

The Board recognizes the Union **as** the sole bargaining agency on behalf of the employees described in the certification issued by the Canada Labour Relations Board. The Union is the bargaining agent with respect to wages, hours of work, terms and conditions of employment during the life of this Agreement.

No employee covered by this Agreement shall be required or permitted to make written or **oral** agreement with the Board or its representative which may conflict with the terms of this Agreement.

2.02 Union Shop

Employees covered by the Union's Certificate of Bargaining Authority who were employed by the Board and were not members of the Union prior to July 5, 1996 shall have the option of:

- (1) applying for membership in the Union which membership they shall maintain, or
- (2) not applying for membership in the Union, but as a condition of continuing employment shall authorize the deduction from their pay cheques of an amount equal to Union Dues and Assessments, and shall be deemed to have made an irrevocable assignment under **this Article 2.02.**

All other employees who are covered by the Union's Certificate of Bargaining Authority shall ~~maintain~~ membership in the ~~Union~~ as a condition of continuing employment. Newly hired employees shall become members of the Union by the first day of the third bi-weekly pay period after their initial date of **employment in the bargaining unit.**

2.03 Check Off and Union Dues

- (1) The Board shall, **as** a condition of employment, deduct from the wages or *salary* of each employee in the bargaining **unit**, whether or not the employee is a member of the Union, the amount of the **regular** dues payable to the Union by a member of the Union.
- (2) The Board shall deduct from any employee who is a member of the Union any assessments levied in accordance with the Union Constitution and/or Bylaws and owing by the employee to the Union.
- (3) Deductions shall be made for each pay period and membership dues or payments in lieu thereof shall be considered **as** owing in ~~the~~ period for which they are so deducted.
- (4) All deductions shall be remitted to the Union not later than fifteen (15) days following the end of the month in which the deduction was made and the Board shall also provide the following information for each employee:

- Employee surname and first name
- Job classification
- Sex
- Gross pay
- Dues amount deducted

(5) The above information may be supplied on a computer disk or ~~tape~~ provided that the Union's computer system is compatible with the Board's and the Board ~~has~~ the capability. Where the information is not provided on a disk or tape, it will be provided on hard copy.

(6) Before the Board is obliged to deduct any amount under 2.02(a) ~~and~~ (b) above, the Union must advise the Board in writing of the amount of deductions. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Board from the Union. In all cases, the Union shall provide the Board with a reasonable notice period to implement any change.

(7) At the same time the Income ~~Tax~~ (T-4) slips are made available, the Board, without charge, shall indicate on the T-4 slip the total amount of the Union dues paid by the employee for the previous year (the year for which the T-4 slip was provided).

(8) **As** a condition of continued employment, an employee shall complete an authorization ~~form~~ supplied by the Union providing for the deduction from an employee's wages or ~~salary~~ the amount of the regular dues payable to ~~the~~ Union by a member of the Union.

(9) **Any** change to the amount deducted, including assessments, shall coincide with ~~the~~ beginning of the Board's payroll period.

(10) Where the dues authorization form consists of multiple copies, the Board will provide the Union with the required copies of the completed and signed authorization form for dues check-off for all new employees.

(11) Twice every calendar year the Employer shall provide to either the Secretary Treasurer of the Local or the Secretary Business Manager of the Union, a list of all employees in the bargaining unit, their job titles, and addresses and their telephone numbers known to the Employer. Implementation shall be six months following the signing of the collective agreement.

2.04 Orientation

(1) The shop steward shall be advised of the date, time and place of Board orientation sessions for new employees and the name of such employees in

order that a union – designated representative shall be given an opportunity ~~talk~~ to the new employees.

- (2) Orientation sessions for new employees shall be held at the Board's place of business within the first ~~thirty~~ (30) calendar days of employment any day between Monday and Friday at a time designated by the Board between the hours of 0830 ~~and 1700~~. There shall be no deduction of wages or fringe benefits because of time spent by the Union representative during these sessions.
- (3) New employees shall receive regular wages while attending at these sessions but regular wages shall be limited to and shall not include any overtime for such employees or the attending shop steward(s) even in ~~cases~~ in which the session is scheduled outside of the scheduled work day of the employees.

2.05 Recognition and Rights of Stewards

- (1) The Board recognizes the Union's right to select Stewards to represent employees on the basis of one (1) Steward for each health centre located at New Aiyansh, Laxgalts'ap, Gigolx and Gitwinksihkw.
- (2) The Union agrees to provide the Board with ~~a~~ list of the employees designated ~~as~~ Stewards and alternates. The Board will provide the Union with the names and position ~~of~~ its designated representatives for dealing with Stewards.
- (3) A Steward, or his/her alternative where the Steward is absent, shall obtain the permission of his/her immediate supervisor before leaving his/her work to perform his/her duties as ~~a~~ Steward. Leave for this purpose shall be without loss of pay. Such permission shall not be unreasonably withheld. A Steward on leave to perform such duties shall remain in the village where the Steward works. On resuming his/her normal duties, the Steward shall notify his/her supervisor.

Stewards may be granted leave without pay not exceeding two (2) days, three (3) days for Kincolith to represent a member of the Union in any health centre referred to in 2.05(a) above. Such leave will not be unreasonably withheld.

- (4) The duties of a Steward shall include:
 - (a) investigation of complaints;
 - (b) investigation of grievances and assisting any employee who the Steward represents in presenting a grievance in accordance with the grievance procedure;
 - (c) supervision of ballot boxes and other related functions during ratification votes;

(d) attending meetings at the request of the Board.

2.05 Bulletin Boards

The Board will provide a bulletin board space for Union use, at suitable locations accessible to employees, agreed to by the Board and the Union. Information relating to Union affairs and social events may be posted on a bulletin board.

Article 3 – DEFINITIONS

3.01 “Board” means the Nisg’a’a Valley Health Board,

“Union” means the Hospital Employees’ Union.

“Regular Full-Time Employee” is an employee who works full-time on a regularly scheduled basis. Regular full-time employees accumulate seniority and are entitled to all benefits pursuant to the terms and conditions of this Agreement.

“Reg & Part-Time Employee” is an employee who works less than full-time, on a regularly scheduled basis. Regular part-time employees accumulate seniority on an hourly basis and are entitled to the benefits of this Agreement, on a prorated basis and except where otherwise specified:

“Casual Employee” is an employee who is not regularly scheduled to work other than during periods when such employee relieves a regular full-time or regular part-time employee or is employed for temporary workload situations, or specific projects. Casual employees accumulate seniority and are entitled to benefits, pursuant to the provisions in Article 51 (Casuals) of this Agreement:

“Employee Status” the status of all employees covered by this Agreement shall be defined under one of the preceding three definitions. If a dispute arises over the proper allocation of employee status, such dispute shall be resolved through the Grievance Procedure.

“Common-Law Spouse” is, for the purpose of the following Articles a person with whom the employee has been living for at least one (1) year, and who is publicly represented as the spouse of the employee.

Article 30 – Compassionate Leave

Article 38.02 – Medical

Article 38.03 – Extended Health

Article 38.04 – Dental

“Health Centre” means the James Samuel Gosnell Memorial Health Centre at New Aiyansh.

“Satellite Centre” means the Satellite Centres located at Laxgalts’ap, Gigolx, Gitwinksihlkw.

“Meeting” means two (2) or more employees gathered together for a pre-arranged purpose of discussing a matter or matters including grievances or at the option of the Board’s management representative, a telephone conference call to discuss such matter or matters including grievances.

3.02 In this Agreement, words importing the feminine gender shall include the masculine gender except where the context of the Article does not permit such inclusions.

Article 4 – MANAGEMENT RIGHTS

4.01 Management Rights

The management of the Board’s business, and the direction of the working forces including the hiring, firing, promotion and demotion of employees is vested exclusively in the Board, except as may be otherwise specifically provided in this Agreement.

The Union agrees that all employees shall be governed by all rules as adopted by the Board and published to employees on bulleting or notice boards, or by general distribution, provided such rules are not in conflict with this Agreement:

Article 5 – UNUSUAL JOB REQUIREMENTS OF SHORT DURATION

5.01 The nature of health care is such that at times it may be necessary for an employee to perform work not normally required in his/her job for the safety, health or comfort of a client or resident. It is understood that an employee shall not be expected to perform a task for which he/she is not adequately trained.

Article 6 – PICKET LINES

6.01 Refusal to cross or work behind a legal picket line shall not constitute cause for discipline or dismissal. An employee who refuses to cross or work behind a legal picket line shall be considered to be absent without pay.

Article 7 – UNION/MANAGEMENT COMMITTEES

7.01 Union Bargaining Committee

The Union Bargaining Committee shall consist of not more than four **(4)** members of the Bargaining Unit and the Secretary-Business Manager or his/her representative. The Union shall advise the Board of the Union members on the Committee.

7.02 Union/Management Committee

- (1) The Parties agree to establish a Union/Management Committee comprised of two (2) Union Representatives and two (2) Representatives of the Board, unless otherwise agreed between the Union and the Board. There shall be an equal number of Union and Board Representatives.
- (2) The Committee shall meet in person or by telephone conference call, at the call of **either** party, at a mutually agreeable time and place but not more than twice in any year. Employees shall not suffer any loss of pay for time spent attending meetings of the Committee.
- (3) A Board Representative and a Union Representative shall alternate in presiding over the meetings.
- (4) The Committee shall not have jurisdiction over **any** collective bargaining matter including the administration of this Agreement. The Committee shall not have the power to bind either the Union, its members or the Board to any decisions reached in its discussions unless such decision is subsequently ratified by both parties.

Article 8 – GRIEVANCE PROCEDURE

8.01 Right to Grieve Disciplinary Action

- (1) Disciplinary action grievable by the employee shall include:
 - (a) written censures;
 - (b) letters of reprimand; or
 - (c) adverse reports
- (2) An employee shall be given a copy of any such document placed on the employee's file, which **might** be the basis of disciplinary action. Should **an** employee dispute any such entry in his/her file, he/she shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of his/her personnel record.

- (3) Any such document, other **than** formal employee evaluations, shall be removed from the employee's file after the expiration of eighteen (18) months from the date it was issued provided there has not been a further infraction. In cases where disciplinary documents relate to resident or patient abuse, the eighteen (18) month period may be extended by the length of time **an** employee is absent from work for an accumulated period of more than thirty (30) days, except for periods of approved vacation and maternity leave.
- (4) The Board agrees not to introduce as evidence in any hearing **any** document from the file of an employee, the existence of which the employee **was** not aware at the time of filing.

8.02 Grievance Procedure

- (1) The Board and the Union recognize that grievances may arise concerning:
 - (a) differences between the Parties respecting the interpretation, application, operation, or any alleged violation of a provision of **this** Agreement, including a question **as** to whether or not a matter is subject to arbitration; or
 - (b) the dismissal, discipline, or suspension **of an** employee bound **by this** Agreement.
- (2) **The** procedure for resolving a grievance shall be the grievance procedure in **this** Article.
- (3) Where the Union or the Board submits a policy or general grievance, such grievance will be in writing and will commence at Step 2 of the grievance procedure.
- (4) The time limits set out below may be altered by agreement of the parties.

Step 1:

Within seven (7) calendar days **after** the occurrence of the grievance or within seven (7) calendar days after the employee first becomes aware of the alleged violation giving **rise** to **the** grievance, the employee shall, with or without a Union representative (at the employee's choice), discuss the matter with the immediate supervisor who is excluded from the bargaining unit.

Within seven (7) calendar days from the discussion the immediate **supervisor** designated by the Board shall give a written response to the employee and the Union representative.

Step 2:

If the matter is not resolved in the informal process, in Step 1, the employee with the assistance of the Shop Steward or Union Committee Member, may submit a written grievance not later than seven (7) calendar days after Step 1 is completed to the Executive Director or his designate setting out the nature of the grievance, the circumstances in which it arose, and shall state the Article(s) of the Agreement alleged to have been violated and the remedy or correction required,

The grievance shall be transmitted to the Executive Director or designate by the Union Steward or Union Committee Member. Receipt of Grievance by designated management representative must be confirmed by union steward.

Within seven (7) calendar days after the receipt of the written grievance, the Executive Director or his designate shall give a written response to the employee and the Union representative **and**, if the grievance is denied, the response will include an explanation for the denial.

Step 3:

A Union/Management Committee comprised of **two** (2) Union Representatives and the Secretary-Business Manager or his/her designate and two (2) Board Representatives and the Executive Director or his designate, or one **91)** Board Representative and the Executive Director and designate shall meet within twenty-one (21) days or other mutually agreed time to discuss the grievance. At this step **of** the **grievance** procedure each party shall provide to the other all relevant documents. **The** decision of the Board shall be presented to the Union in writing within seven (7) calendar days of the meeting. If the **grievance** is not settled at **this** step either party may refer the grievance **to** arbitration under Article 9. Both parties agree that their representatives at the Step 3 meeting have the authority to resolve **the grievance**.

8.03 Dismissal, Suspension and Discipline

- (1) The Board shall not dismiss or discipline **an** employee except for **just** and reasonable **cause**. Notice of dismissal or suspensions shall be in writing and shall set forth the reasons for dismissal or suspension.
- (2) All dismissal or suspension actions may be grieved **under** the grievance procedure commencing at Step 2, Article 8.02. Written notice of any dismissal or suspension shall be sent to the Union within five (5) working days of the action being taken.
- (3) Where the Executive Director or his designate intends to interview **an** employee, in person or by conference telephone, for disciplinary purposes, the Executive Director or designate must notify the employee in advance of the purpose of the

interview and of the employee's right to have a steward present in order that the employee can contact his/her steward, providing that this does not result in **an** undue delay of the appropriate action being taken.

(4) Where the Executive Director or his designate intends to interview a steward for disciplinary purposes the steward **shall** have the right to consult with a Union Staff Representative or to have another steward or alternate present in person or by conference telephone **call**, providing this does not result in **an** undue delay of the appropriate action being taken.

(5) In cases of dismissal or discipline the burden of proof of just **and** reasonable cause shall rest with the Board.

(6) This provision shall not apply to those discussions that are of an operational nature and do not involve disciplinary action.

8.04 Industry Troubleshooter

Where the parties mutually agree and a difference arises between the parties relating to the dismissal, discipline, or suspension of **an** employee, or to the interpretation, application, operation, or alleged violation of this Agreement, including any question **as** to whether a matter is arbitrable, during the term of the Collective-Agreement, H.A. Hope, QC; S.F.D. Kelleher; D.R. Munroe, QC; V.L. Ready; S. More; J. Korbin or a substitute agreed to by the parties, shall:

- (a) investigate the difference
- (b) define the issue in the difference, and
- (c) make written recommendations to resolve the difference

within five (5) days of the date of receipt of the request, and for those five (5) days from that date, time does not run in respect of the grievance procedure.

In the event the parties are unable to agree on an Industry Troubleshooter within a period of thirty (30) days **from** the **date** this Collective Agreement is awarded, either party may apply to the Minister of **Labour** to appoint such person.

Article 9 – ARBITRATION

9.01 If a grievance is not resolved through the procedure in Article 8, either party may within thirty (30) calendar days after Article 8.02, Step 3 above has been completed, submit the grievance to an arbitrator mutually acceptable to both parties, agree to an Arbitration Board.

9.02 If both parties agree to the appointment of **an** Arbitration Board to hear the grievance, the party requesting arbitration shall notify the other of its intent to arbitrate within

the time set out in Article 9.01 above and the & of its appointee to the Arbitration Board. The recipient of such notice shall within ten (10) calendar days notify the other party of its appointee to the Arbitration Board.

9.03 The two appointees referred to in Article 9.02 shall, within a **further** period of ten (10) calendar days, select a third person to act **as** a Chair.

9.04 The appointment of an arbitrator under Article 9.01 or of a chairperson of the Arbitration Board under Article 9.03 shall be made from the following list of arbitrators depending on availability:

1. J. Kinzie
2. J.E. Dorsey
3. H.A. Hope, Q.C.
4. Chris Sullivan
5. D.C. McPhillips
6. J. Korbin
7. D.R. Munroe, Q.C.
8. Wayne Moore

The parties may amend the list of arbitrators or chairpersons at any time or agree to use any other arbitrator or chairperson at any time.

9.05 The arbitrator shall issue a decision or the Arbitration Board, if appointed, shall issue a decision which may be a decision of **the** majority of the Board, and the decision or the arbitrator or the Arbitration Board shall be **final and** binding upon the parties.

9.06 No decision of **an** Arbitration Board shall amend or alter the terms of this Agreement.

9.07 Each party will be responsible for its own expenses in presenting its case to the arbitrator or the Arbitration Board and if a board is appointed, each party shall be responsible for the expenses of its appointee. The expenses of the arbitrator or the Chair of the Arbitration Board shall be shared **equally** by the parties.

9.08 The Board shall grant leave of absence without loss of pay to an employee **called as** a witness by an Arbitration Board or arbitrator and where operational requirements permit, leave without loss of pay to an employee or employees **called as** a witness or witnesses by the Union provided the dispute is under this Collective Agreement. Each party shall bear the expenses of their witnesses.

- (1) On application, the Arbitration Board may determine summarily the amount of time required for the attendance of any witness.

9.09 By agreement, the parties may abridge the time requirements of Article 8 and may submit **any** difference or dispute to arbitration on **an** expedited basis under this Article.

9.10 A Board of Arbitration established under **this** Article or a sole arbitrator shall have twenty (20) days to render a decision **with** respect to the question to be arbitrated unless **this** time limit is extended by mutual agreement between the parties.

Article 10 – EXPEDITED ARBITRATIONS

10.01 After grievance steps in Article 8 have been completed

- (1) The Board and the Union may by mutual agreement submit a grievance to expedited arbitration
- (2) The location of the hearing is to be agreed to by the parties. Failing agreement the expedited arbitrator shall determine the location.
- (3) The Parties shall make every effort to make use of an agreed to statement of facts.
- (4) All presentations **are** to be short and concise and are to include a comprehensive opening statement.
- (5) The Parties **agree** to make **limited** use of authorities during their presentations.
- (6) Prior to rendering a decision, **the** arbitrator may assist the parties in mediating a resolution to the grievance.
- (7) Where mediation **fails**, or is not appropriate, **a** decision shall be rendered **as** contemplated herein.
- (8) The decision of the arbitrator is to be completed and mailed to ~~the~~ parties **within** three (3) working days of the hearing.
- (9) All decisions of the arbitrators are to **be** limited in application to that particular dispute **and** are without prejudice. These decisions shall have no precedential value and shall not be referred to by either party in any subsequent proceeding.
- (10) **All** settlements of proposed expedited arbitration cases made prior to hearing shall be without prejudice.
- (11) The parties shall equally share the **costs** of the fees and expenses of the arbitrator.

- (12) The expedited arbitrators, who shall act as sole arbitrators, shall be any one of those named in Article 9.04 or any other arbitrator agreed to by the parties.
- (13) The expedited arbitrator shall have the same powers and authority as an arbitration board established under the provisions of Article 9 excepting Article 9.10.
- (14) It is understood that it is not the intention of either party to appeal a decision of an expedited arbitration proceeding.
- (15) Any suspension for alleged cause that is not dealt with under this Article shall be referred immediately to Article 9 for resolution.

Article 11 – ABANDONMENT OF POSITION

11.01 An employee who fails to report for duty for three (3) consecutive work days without informing the Board for the reason for his/her absence will be presumed to have abandoned his/her position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not having informed the Board.

Article 12 – EQUAL PAY FOR WORK OF EQUAL VALUE

12.01 Male and female employees are entitled to receive equal pay for work of equal value in accordance with the Canadian Human Rights Act.

Article 13 – PROBATIONARY EMPLOYEES

13.01 For the first three (3) calendar months of continuous service With the Board, a full-time employee shall be a probationary employee. For a part-time employee the probation period shall consist of the first four hundred and fifty (450) scheduled hours worked, By written mutual agreement between the Board and the Union, the probation period may be extended by one (1) calendar month provided written reasons are given for requesting such extension.

13.02 During the three (3) month probationary period, an employee may be terminated for just and reasonable cause, which may include an issue of suitability. If it is shown on behalf of the employee that the termination was not for just and reasonable cause, the employee shall be reinstated. Upon completion of the probationary period, the initial date of employment shall be the anniversary date of the employee for the purpose of determining applicable benefits and seniority.

Article 14 – EVALUATION REPORTS and PERSONNEL FILES

14.01 Employee Performance Evaluations

Where a formal evaluation of an employee's performance is carried out, the employee shall be provided with a copy to read and review. Provision shall be made on the evaluation form for an employee to sign it. The form shall provide the employee's signature in two (2) places, one indicating that the employee has read and accepts the evaluation, and the other indicating that the employee disagrees with the evaluation. The employee shall sign in one of the places provided within seven (7) calendar days. No employee may initiate a grievance regarding the contents of an evaluation report unless the signature indicates disagreement with the evaluation. The employee shall receive a copy of the evaluation report at the time of signing. An evaluation report shall not be changed after an employee has signed it, with the knowledge of the employee, and any such changes shall be subject to the grievance procedure.

14.02 Personnel File

- (1) With reasonable written notice given to the **Board**, an employee shall be entitled to review his/her personnel file in the **office** in which the file is normally kept. Access to the file shall be no later than seven (7) days after the notice is given.
- (2) A representative of the Union, with the written authority of the employee, shall be entitled to review the employee's personnel file in the **office** in which the file is normally kept in order to facilitate the investigation of a grievance. The Union representative shall give the Board adequate **written** notice prior to having access to such file. Access to the file shall be no later than seven (7) days after the notice is given.
- (3) The personnel file shall not be made public or shown to any other individual without the employee's signed written consent, except in the proper operation of the Board's business and/or for the purpose of the proper application of **this Agreement**.

Article 15 – SENIORITY

15.01 Seniority shall be defined as the length of the employee's continuous employment with the Board, and shall accumulate, based on straight-time paid hours since the most recent date of employment with the Board, including service prior to certification of the Union.

15.02 Straight time paid hours shall include time spent on:

- (1) paid holidays;
- (2) paid vacation;

- (3) leave during which time **an** employee is in receipt of Wage Loss Benefits from the WCB pursuant to Sections 29 or 30 of the Workers' *Compensation Act* in respect of a claim from **this** Board. For the purpose of **this** provision, applicable leave shall also include time during which **an** employee is receiving WCB benefits other than Wage Loss Benefits pursuant to Sections 29 or 30 of the Act, so long **as** the employee is otherwise entitled to benefits under those sections;
- (4) paid sick leave;
- (5) Union leave;
- (6) Maternity, parental and adoption leave;
- (7) Other approved paid leaves of absence.

For the purpose of Articles 15.01(6) above, straight-time paid hours shall be estimated based on the average weekly straight-time paid hours in the one-half (1/2) payroll **year** preceding the leave. Where the employee has been employed for less **than** one-half (1/2) payroll **year**, straight-time paid hours shall be based on the employee's average weekly straight-time hours paid since date of hire.

15.03 Seniority List

A current service seniority list for employees as of December 31st will be provided by the Board to the Union on or before March 31st of the following year.

15.04 Loss of Seniority

An employee shall lose **seniority and shall be deemed terminated in the event that:**

- 1) the employee is discharged for **just** cause;
- 2) he/she voluntarily terminates his/her employment;
- 3) the employee abandons his/her position;
- 4) the employee is on **layoff** for more **than** one (1) year;
- 5) the employee fails to return to work within seven (7) days of recall after **being** notified by **mail at** the last address known to the Board. Employees **required to give** two (2) **weeks** notice to another employer shall be deemed to be in compliance with the seven (7) day provision.

15.05 Seniority Dates

Upon request, the Board agrees to make available to the Union the seniority dates of any employee covered by this Agreement, Such seniority dates shall be subject to correction for error on proper representation by the Union.

15.06 Employment in Excluded Positions

- (1) **An** employee accepting a continuous position with the Board which is outside of the bargaining unit shall retain his/her seniority accumulated prior to the date of leaving the bargaining unit.
- (2) **An** employee temporarily substituting in an excluded position with the Board shall continue to accumulate his/her seniority.

Article 16 – JOB POSTINGS

16.01 Job Postings and Applications

If a vacancy or a new job is created for which bargaining unit personnel reasonable might be expected to be recruited, the following shall apply:

- (1) If the vacancy or new job has a duration of thirty (30) days or more, such vacancy or new job, including the salary range, a summary of the job description, the required qualifications, the hours of work, including start and stop times and days off, the work area, and the commencement date shall, before being filled, be posted for a minimum of fourteen (14) calendar days, in a manner which gives all employees access to such information.
- (2) **Notwithstanding** (1) above, if the vacancy is a temporary one of less than ninety (90) days, the position shall not be posted and instead shall be filled as follows:
 - (a) Where practicable, by qualified regular full-time and part-time employees who have indicated in **writing** their desire to work in such positions, consistent with the requirements of Article 16.02. If the application of this paragraph requires the Board to pay overtime to the employee pursuant to Article 22, (Overtime), the proposed move shall not be made; or
 - (b) By casual employees registered for casual work in accordance with Article 51 (Casual Employees).

16.02 Promotion, Transfer, Demotion, Release.

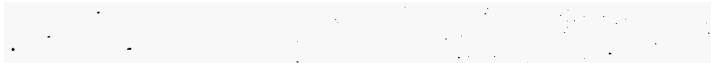
In the promotion, transfer, demotion or release of employees, performance in current or previous positions, required qualifications (including initiative), and seniority shall be the determining factors. Each of the three (3) determining factors will be accorded equal weight.

16.03 Qualifying Period

- (1) If a regular employee is promoted, voluntarily demoted, or transferred to a job, the classification for which the Union is the certified bargaining authority, then the promoted, voluntarily demoted, or transferred employee shall be considered a qualifying employee in his/her new job for a period of three (3) months. In no instance during the qualifying period shall such an employee lose seniority or benefits.
- (2) If a regular employee has been promoted, voluntarily demoted or transferred and during the aforementioned three (3) month period is found unsatisfactory in the new position, then the promoted, voluntarily demoted or transferred employee shall be returned to his/her former job and increment step before the promotion, voluntary demotion or transfer took place, without loss of seniority.
- (3) Any other employee hired, promoted; voluntarily demoted or transferred because of the rearrangement of jobs, shall returned to his/her former job and rate without loss of seniority and accrued benefits.
- (4) An employee who requests to be relieved of a promotion, voluntary demotion, or transfer during the qualifying period in the new job shall return to the employee's former job without loss of seniority or benefits on the same basis as outlined in paragraph (b) of this Section.

Article 17 – JOB DESCRIPTIONS

- 17.01** The job descriptions which are in existence on the date of this Agreement shall comprise the base against which all changes shall be measure.
- 17.02** When a new or substantially altered position covered by this Agreement is introduced, the wage rate and job description shall be given to the Union. Unless notice of objection by the Union is given to the Board within sixty (60) calendar days after such notice, the wage rate and job description shall be considered to have been agreed.
- 17.03** Where the Union objects, it shall provide specific details of its objections which shall be generally limited to whether:
- (1) the procedure whereby the job shall be established under Article 17.02 has been followed;
 - (2) the job description accurately describes the type of duties, level of responsibilities and required qualifications of the job;
 - (3) the job is properly remunerated in relation to the existing wage schedule.



17.04 If the Union does object within the above **sixty (60)** day period, the matter, if not resolved may be subject to the dispute resolution process (Articles 8 and 9). The Arbitrator's jurisdiction in respect to such dispute shall be limited to job classification and pay rate issues.

Article 18 – TECHNOLOGICAL CHANGE

18.01 Preamble

The Board agrees that where practicable no employee shall lose employment because of technological change, utilizing **normal** turnover of staff to absorb such displaced employees. However, when necessary to reduce staff, it shall be done as outlined in Article 19.

18.02 Technological Change Means:

- (1) the introduction by an employer into work, undertaking or business of equipment or material of a different nature of kind than that previously utilized by the employer in the operation of the work; undertaking or business; and
- (2) a change in the manner in which the employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

18.03 Notification

If a technological change or method of operation in relation to technological change are likely to affect the terms and conditions or security of employment of a significant number of bargaining unit employees, such employees affected by the technological change and the Union shall be notified in writing at least **one** hundred and twenty (120) days in advance of the day on which the technological change is to be effected.

18.04 Notice of Displacement

The technological change notice from the Board to affected employees and the Union shall contain the following information:

- (1) The nature of such change.
- (2) The date on which the Board proposes to effect such change.
- (3) The approximate number and type of employees likely to be affected.
- (4) The effect that the technological change is likely to have on the terms and conditions and security of employment of the affected employees.

The Board agrees to meet with the Union expeditiously upon the Union's receipt of such notification for the purpose of discussing the technological change.

18.05 Disputes

Any dispute arising in relation to adjustment to the technological change which cannot be resolved may be arbitrated pursuant to **all** the provisions of the Collective Agreement.

18.06 Bumping

A displaced employee may be entitled to bump in which event Article 19 will be applicable.

Article 19 –LAYOFF AND RECALL

19.01 In the event of a layoff, the Board shall provide the following notice of layoff to regular full-time **and** regular part-time employees affected and **a** copy of such notice will **be** sent to the Union Steward,

- a probationary employee - 2 weeks notice
- a regular employee with less than 2 years seniority – 1 months notice
- a regular employee with 2 years seniority – 2 months notice
- a regular employee with 3 years or more seniority – 3 months notice

19.02 Any employee who is subject to layoff shall have the right to bump **only** into a position in the village where he/she is employed in accordance with his/her seniority provided that he/she possesses the ability **to** perform the duties of the new position. An employee cannot bump into a position with a higher *salary* rate.

19.03 A laid off employee shall maintain his/her seniority for one (1) year **and** after his/her layoff, but shall **not** accumulate **any** further seniority during that period. After the said one (1) year **period**, the employee will be **considered to be terminated**.

19.04 Employee benefits **shall** cease at the end of **the** month in which the layoff occurs and shall be reinstated upon recall.'

19.05 Notice of layoff shall not apply where the Board can establish that the layoff results from an act of God, fire or flood.

19.06 Recall

A laid off employee may be recalled within one (1) year from layoff to fill a vacant position in order of his/her seniority, provided such employee has the necessary ability to perform the duties of the position, on the basis of last off-first on.

- 19.07** The Board shall give seven (7) calendar days written notice of recall to the laid off employee to fill the vacant position **and** he/she shall keep the Board advised at all times of his/her current address. A laid off employee failing to report for work for a position referred to in Article **19.06** within seven (7) calendar days of the receipt of **the** written notice shall be considered to have abandoned his/her right to re-employment. Employees required **to** give two (2) weeks notice to another employer shall be deemed to be in compliance with the seven (7) day provision.
- 19.08** If no employee on lay off possesses the ability to perform the job, the vacant position will be posted in accordance **With** Article 16 (Job Postings).
- 19.09** **An** employee recalled to a vacant position with a higher salary rate shall be considered a qualifying employee pursuant to Article 16. If the employee is found to be unsatisfactory in the qualifying period, he/she shall be returned to the **recall** list.
- 19.10** **An** employee on lay **off** may register to work on a casual basis **as** provided in the Article 51 (**Casual** Employees) and in so doing he/she shall not **be** considered to have been recalled to work under this Article 19.

Article 20 – JOB TRAINING

- 20.01** **Job** training and **skill** upgrading matters **will** be referred to the Union Management Committee up to three (3) times in any year for the following purposes:
- (1)** planning training programs for those employees affected by technological change;
 - (2)** planning training programs to assist employees to qualify for new positions being planned through future expansion or renovation;
 - (3)** **planning training** programs for those employees affected by new methods of operation relating to technological change;
 - (4)** planning training programs in the area of general skills upgrading:

When practicable and subject to available financing the Board may implement **any** of the above-mentioned programs or any other programs which the Board considers advisable and in those circumstances when necessary the Board shall seek the assistance of external training resources such **as** Human Resources Development Canada and the Provincial **Ministry** of Labour or other recognized training institutions.

Article 21 – HOURS OF WORK, SCHEDULES AND FLEX TIME

- 21.01** Except as otherwise provided in **this** Article, the hours of work for each regular full-time employee covered by **this** Agreement, exclusive of meal times, shall be **thirty** seven and one-half (**37 ½**) hours per week, Monday through Friday.
- 21.02** Except as otherwise provided in **this** Article, hours of work each day shall be seven and one half (**7 ½**) hours exclusive of meal times scheduled between the hours of 08:30 – 17:00. Employees currently working 08:00 – 16:30 shall continue to work those hours. Other employees may by mutual agreement between such employees and the executive Director work from 07:00 to 16:30 each day.
- 21.03** There shall be a fifteen (**15**) minute rest period in each half of any full day and employees working less **than a full day** shall receive one fifteen (**15**) minute paid rest period.
- 21.04** An unpaid meal period shall be scheduled as close as possible **to** the middle of each day. The length of the meal period may be **sixty** (60) minutes.
- 21.05** Notwithstanding Articles 21.01 to 21.04 the Executive Director or designate may schedule hours of work outside the time referred **to** in Article 21.02 above provided such hours of work do not exceed the hours set out in Article 21.01. The Executive Director shall schedule such hours **in** consultation with the employee(s) concerned. Such schedules will not be changed unless **the** Executive Director or designate gives two (2) weeks Written notice of change to the affected employees. Schedules shall be five (**5**) consecutive days at seven and one-half (**7 ½**) hour days.
- 21.06 Flex-time**
- For the purpose of **this** Article, flex-time means hours worked by employees who are given written authority by the Executive Director or designate to choose their starting and **finishing times**, length of **their** work day, and **days off**, for the purpose of providing flexible and accessible **service** to clients, and providing **that**:
- (1) the work day shall not exceed ten (10) hours, except where the employee specifically requests and **the** employer agrees; and
 - (2) full-time employees shall perform work on at least four (4) days in any calendar week; and
 - (3) employees shall average seventy-five (75) hours of work in each two (2) week period; **and**

- (4) employees shall continue to be subject to periodic specific instructions from the Executive Director or designate to attend at particular places and at particular times as required; and
- (5) regular full-time employees who have a day of absence from work, whether with or without pay, shall be deemed to be absent for seven and one-half (7 ½) hours, provided at least seven one one-half (7 ½) hours are required to complete the averaging period. If less than seven and one-half (7 ½) hours are required to complete the averaging period, such number of hours will be deemed to be hours of absence;
- (6) an employee on flex-time shall continue to complete daily time sheets and shall submit them to his/her supervisor. In addition, such employee shall submit his/her monthly activity report to the Supervisor.

21.07 Scheduling Provisions

Schedules established pursuant to Article **21.05** above will be in accordance with the following:

- (1) If the **Board** temporarily alters the scheduled work days and/or start and stop times of an employee without giving at least fourteen (14) calendar days advance notice, such employee shall be paid overtime rates for the first scheduled day worked pursuant to Article 22. Notice of the alteration shall be confirmed in writing to the affected employee(s) before it takes place.
- (2) There shall be a minimum of twelve (12) consecutive hours off-duty between the completion of one work day and the commencement of the next.
- (3) Where it is not possible to schedule twelve (12) consecutive hours off-duty between work days, all hours by which such changeover falls short of twelve (12) consecutive hours shall be paid at overtime rates in accordance with Article 22.
- (4) Employees may exchange schedules provided there is no increase in costs to the Board.
- (5) If the Board changes a schedule without giving a minimum of fourteen (14) calendar days advance notice and such change requires an employee to work on a scheduled day off, then such hours worked shall be paid at overtime rates pursuant to Article 22. Notice of the change shall be confirmed in writing as soon as possible.

21.08 No split shifts shall be worked except in cases of emergency.

Article 22 – OVERTIME

22.01 Definitions

- (1) “Overtime” means work **performed** in excess of the normal daily hours or weekly hours outlined in Article 21.
- (2) “Straight-time rate” means the hourly rate of pay.
- (3) “Time and one-half” means one and one-half times (1 1/2x) the straight-time pay.
- (4) “Double time” means two times (2 x) the straight-time rate.

22.02 Overtime Pay

Employees requested to work in excess of the normal daily hours as outlined in Article 21 or who **are** requested to work on their scheduled off-duty days, shall be paid:

- (1) the rate of time and one-half (1 1/2 x) of their basic hourly rate of pay for the first three (3) hours of overtime worked on a scheduled work day and double time (2 x) thereafter;
- (2) the rate of double time of their basic hourly rate for all hours worked on a scheduled day off.

22.03 Overtime on Day Off

Employees required to work on a scheduled day off shall receive the overtime rate as provided but shall not have the day **off** rescheduled.

22.04 Overtime on Stat Holiday

If a full-time employee works overtime on a stat holiday which calls for a premium rate of pay as provided at Article 28, the employee shall be paid overtime at the rate of time and one-half times (1 1/2 x) the premium statutory holiday rate for all hours worked beyond the normal daily scheduled hours.

22.05 Overtime Pay

Overtime pay shall be paid to the employee at the end of the following pay period in which the overtime was earned except as provided in Article 22.06 below.

22.06 Compensating Time Off

At the time **an** employee is required or requested to work overtime, the employee may opt for compensating time off at the applicable overtime rate in lieu of overtime pay. If **an** employee opts for compensating time off in lieu of overtime pay, the time shall be taken at a time mutually agreed to by the employee and the Board and shall be taken within twenty-four (24) calendar weeks of the occurrence of the overtime. The Board will make a reasonable effort to allow time off when requested by the employee. If such time off is not taken by the end of the twenty-four (24) week period, overtime at the applicable overtime rate shall be paid on the employee's next regular pay cheque.

22.07 Overtime for Part-Time Employees

- (1) A part-time employee working less **than** the normal hours per day of a full-time employee, and who is requested **to** work longer than his/her regularly scheduled work days, shall be paid at the rate **of** straight-time for the hours so worked, up to and including the **normal** hours in the work day of a full-time employee.
- (2) A part-time employee working less **than** the **normal** days per week for a full-time employee, and who is requested **to** work other **than** his/her regularly scheduled work days, shall be paid at the rate of straight-time for the days so worked, up to and including the normal work days in the work week of a full-time employee.
- (3) Overtime rates shall apply to hours worked in excess of (a) and (b) above.
- (4) If a **part-time** employee works **in** excess **of** 7.5 hours on a stat holiday he/she will be paid the overtime rates set out in 22.04.

22.08 Approval of Supervisor

Subject to Article 22.11, overtime may be worked only with the prior approval of **an** employee's immediate supervisor.

22.09 Right to Refuse Overtime

When an employee is requested to work overtime on a scheduled work day or on a scheduled day off, the employee may decline to work such overtime. Only in cases of emergency will **an** employee be required to work overtime. If the employee disputes that an emergency exists, the employee will work the required overtime, in **any** event, **and** may grieve that issue later.

22.10 Rest Interval After Overtime

An employee required to work overtime adjoining his/her regularly scheduled shift shall be entitled to eight (8) clear hours between the end of the overtime work and the start of his/her next regular shift. If eight (8) clear hours of time off are not provided, overtime rates shall apply to all hours worked on the next regular shift.

22.11 Crisis Intervention Policy

The Board and the Union recognize that the nature of the work carried out by employees in some classifications is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In order to facilitate a fair and reasonable administration of this clause, the Board will draw up a policy defining the circumstances under which employees working in specific positions may undertake overtime work without prior authorization. A copy of the policy will be provided to the Union.

Article 23 – CALL BACK

23.01 Call Back

Employees who have left their work site and are called back to work on their regular time off shall receive a minimum of three (3) hours overtime pay at the applicable overtime rate or shall be paid at the applicable overtime rate for time worked in excess of three (3) hours whichever is the greater.

Article 24 – CALL-IN/REPORTING

24.01 Any employee, except an employee covered by Article 23, reporting for work at the call of the Board shall be paid his/her regular rate of pay for the entire period spent at the Board's place of business with a minimum of two (2) hours pay if he/she does not commence work and a minimum of four (4) hours pay if he/she commences work.

Article 25 – ON-CALL DIFFERENTIAL

25.01 Employees required to be on-call shall be paid an on-call rate of two (2) dollars per hour or any portion thereof.

The minimum on-call requirement shall be four (4) consecutive hours.

25.02 Should the Board require an employee to have a pager or beeper available during their on-call period, then all related expenses for such device shall be the responsibility of the Board.

25.03 All hours actually worked by an on-call employee shall be paid at overtime rates in accordance with the provisions of this Agreement.

An employee may leave their employment when the work is completed for which they were called.

Article 26 – RELIEVING IN HIGHER AND LOWER POSITIONS

26.01 In the event of an employee relieving in a higher rated job, the employee shall receive the hourly rate of the position the employee is relieving in for any and all hours relieving.

26.02 In cases where an employee is required to transfer temporarily to lower rated job, such employee shall incur no reduction in wages because of the transfer.

26.03 Employees assigned supervisor duties shall receive 10% more per month or \$100.00 per month whichever is greater. If this is a permanent assignment it be indicated on the job description.

Article 27 – TRANSPORTATION AND MEAL ALLOWANCES

27.01 An employee who uses his/her own motor vehicle to conduct business on behalf of and at the request of the Board shall receive reimbursement for the use of the vehicle in accordance with Board policy.

27.02 Where an employee uses his/her own motor vehicle to conduct Board business at the request of the Board and to the extent that the ICBC insurance premiums are necessarily increased to recognize such usage, the employee shall arrange to obtain “business use” coverage and submit the relevant invoice to the Board. Upon receipt of such invoice the Board will reimburse the employee that portion of the premium representing the insurance necessary to move the employee’s coverage from “to and from work” to “business class”.

27.03 Employees required to travel away from their place of work on Board business or to attend workshops or seminars at the request of the Executive Director or designate shall receive if requires, a meal, accommodation, travel, allowance, and incidental expenses in accordance with the Board Policy.

Article 28 – STATUTORY HOLIDAYS

28.01 Statutory Holidays

(1) The following have been designated as statutory holidays;

New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
British Columbia Day

Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

- (2) Any other statutory holiday proclaimed as a holiday by the Federal Government or the Government of the Province of British Columbia or by the Nisga'a Lisims Government.

28.02 Statutory Holidays Falling on a Saturday or Sunday

For an employee whose work week is from Monday or Friday, and when any of the above-noted holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this Agreement; when a holiday falls on a Sunday and is not proclaimed as being observed on some other day, the following Monday (or Tuesday, where the preceding section already applies to the Monday), shall be deemed to be the holiday for the purpose of this Agreement.

28.03 Statutory Holiday on a Day of Rest

- (1) When a statutory holiday falls on a regular full-time employee's day of rest, the employee shall be entitled to a day off with pay in lieu of the holiday at a time agreed between the employee and the Executive Director or Designate.
- (2) If a regular full-time employee is called in to work on the day designated as the lieu day pursuant to (a) above, he/she shall be compensated at a time and one-half (1 ½ x) for all hours worked.

28.04 Statutory Holiday Falling on a Scheduled Work Day

An employee who is required to work on a designated holiday shall be compensated at time and one-half (1 ½ x). Regular full-time employees shall also receive an additional day off in lieu of the holiday.

28.05 Statutory Holiday Coinciding with a Day of Vacation

Where an employee is on vacation leave and a day of statutory holiday falls within that period, the statutory holiday shall not count as a day of vacation.

28.06 Statutory Holiday Pay for Regular Part-Time Employees

Regular part-time employees shall receive four point two percent (4.2%) of straight-time pay instead of a day off with pay.

28.07 Scheduling of Lieu Days

Reasonable effort will be made to schedule **days off** in lieu of statutory holidays as additions to the employee's regular days off and such lieu days off will be by mutual agreement.

28.08 Should **any** employee not report to work without a legitimate **reason** on the day before or the **day** after any holiday listed in **this** Article, he or she shall not be entitled to receive remuneration for such **day**.

Article 29 - VACATION

29.01 Vacation Entitlement

Employees shall be entitled to vacation leave. **An** employee's vacation year is calculated as of one (1) year after **date of** hire and each anniversary date thereafter.

29.02 Any employee who are employed for less **than** one (1) year shall be paid **four** and one-half (**4 ½**) per cent of their gross income **as** vacation pay. A full-time employee with more than one (1) year continuous employment shall earn vacation leave credits **as** follows:

- (1) After one (1) years' continuous service – ten (10) working days' vacation,
- (2) After two (2) years' continuous service – fifteen (**15**) working days' vacation,
- (3) After five (5) years' continuous service – twenty (20) working days' vacation,
- (4) After seven (7) years' continuous service – twenty-five (25) working days' vacation,
- (5) M e r ten (10) years' continuous service – thirty (30) working days' vacation,
- (6) After fifteen (**15**) years' continuous **service** – ~~thirty-three~~ (**33**) working days' vacation,
- (7) After eighteen (18) years' continuous service and thereafter annually – thirty five (35) working days' vacation.

29.03 Vacation Period

- (1) The choice of vacation period shall be granted to employees on the basis of seniority with the Board except where the period requested would be detrimental to the operational requirements of the Board.
- (2) Changes requested in selected vacation periods for compassionate reasons shall be given careful consideration. Such changes shall not affect the selected vacation periods of other employees unless otherwise agreed by such employees.
- (3) Vacation schedules, once approved by the Board, shall not be changed except in the cases of emergency, and except by mutual agreement between the employee and the Board.

29.04 Splitting of Vacation Periods

- (1) Annual vacations for employees with ten (10) working days' vacation or more shall be granted in one (1) continuous period but may, upon request from the employee, be divided into not more than two (2) periods subject to the approval of the Board.
- (2) Employees wishing to split their vacations shall exercise seniority rights in the choice of the first vacation period. Seniority shall prevail in the choice of the second vacation period, but only after all other "first" vacation periods have been posted. After five (5) years continuous service seniority shall also prevail in the choice of the third vacation period, but only after the "first" and "second" vacation periods have been posted. Seniority shall also prevail in the choice of the fourth vacation period, but only after all other "first", "second" and "third" vacation periods have been posted.
- (3) Annual vacations for employees with less than ten (10) work days' vacation shall be granted in one (1) continuous period.

29.05 Vacation Pay

Upon receipt of fourteen (14) days' written notice, the Board shall pay to the employee, on the pay day immediately prior to the commencement of his/her vacation, an amount equivalent to his/her vacation being taken, up to the amount of vacation-pay earned.

29.06 Vacation Non-Accumulative

- (1) An employee may carry over up to five (5) days' vacation leave per vacation year. All vacation time not requested for scheduling or carryover by three (3) months

prior to the end of the vacation year will be scheduled by the Board following consultation with the employee.

- (2) A single vacation period which overlaps the end of a vacation year shall be considered **as** vacation for the vacation year in which it commenced. The portion of vacation taken subsequent to but adjoining the end of the vacation year shall not be considered **as** vacation carryover, nor **as** a seniority choice for the subsequent vacation year.

29.07 Vacation Entitlement Upon Dismissal

Employees dismissed for cause shall be paid their unused earned vacation allowance pursuant to Article 29.01.

29.08 Reinstatement of Vacation Days – Sick Leave

In the event **an** employee is sick or injured prior to the commencement of his/her vacation, such employee shall be granted sick leave and the vacation period so displaced shall be added to the vacation period if requested by the employee and by mutual agreement, or shall be reinstated for use at a later date.

29.09 Cali-Back from Vacation

- (1) Employees who have commenced their **annual** vacation shall not be called back to work, ~~except in cases of extreme emergency~~. In such cases, the employee shall return to work under objection and shall be entitled to grieve the call back under Article 8 (Grievance Procedure).
- (2) When, during any vacation period, **an** employee is recalled to duty, he/she shall be reimbursed for all reasonable expenses incurred by himself/herself, in proceeding to his/her place of duty and in returning to the place ~~from which he/she was~~ recalled upon resumption of vacation, upon submission of receipts to the Board.
- (3) Time necessary for travel in returning to his/her place of duty **and** returning again to the place from which he/she was recalled shall not be counted against his/her remaining vacation time.

29.10 Vacation Credits Upon Death

Earned but unused vacation entitlement shall be made payable, upon **an** employee's death, to the employee's estate.

Article 30 – COMPASSIONATE LEAVE

30.01 Compassionate leave of absence of three (3) days leave with pay shall be granted to a regular employee at the time of notification of death, upon application to the Executive Director or designate in the event of the death of a member of the employee's immediate family. Immediate family is defined in this article as an employee's:

- an employee's parent (or alternatively stepparent)
- spouse or common law spouse
- child, or stepchild or adopted child
- foster child who is living with employee foster parent for period exceeding one (1) year
- brother, sister
- father-in-law, mother-in-law
- grandparent, grandchild
- legal guardian or ward
- any relative permanently residing in the employee's home or with whom the employee permanently resides

In the event of the death of the employee's brother-in-law, sister-in-law; son-in-law, or daughter-in-law the employee shall be entitled to special leave under Article 31 for one (1) day for the purpose of attending the funeral.

30.02 The employee may take up to two (2) additional days with pay when necessary to travel to attend the funeral of the employees' immediate family.

30.03 If an employee is on vacation leave at the time of bereavement, the employee shall be granted the compassionate leave of three (3) days and shall be credited the appropriate number of days to vacation leave credits.

30.04 Compassionate leave with pay shall not apply when an employee is on leave of absence without pay.

Article 31 – SPECIAL LEAVE

31.01 Effective April 1, 2000, for hours worked, an employee shall earn special leave credits with pay up to a maximum of 150 hours (twenty (20) day) at the rate of one-half (1/2) day (3.75 hours) every 150 hours (four (4) weeks).

As special leave credits are used, they shall continue to be earned up to the maximum.

Upon application to the Executive Director or designate special leave credits may be used for the following purposes **only**:

- (1) Employee Marriage – up to five **(5)** days;
- (2) Marriage of Employee’s child – one (1) day;
- (3) Paternity – one (1) day;
- (4) Serious household or domestic emergency including illness in the immediate family or an employee and fire or flood in the employee’s household – up to one (1) week in any one (1) year;
- (5) Adoption leave – one **(1)** day on day of adoption;
- (6) Foster parent placement – one (1) day on day of placement;
- (7) Til luulak’ Leave – two (2) one-half (1/2) days **(twice)** only in any one (1) year);
- (8) Xts’ihln’iinak’amskw Leave – one half (1/2) day (twice only in any one (1) year)
- (9) Graduation of self, spouse or dependent – one (1) day.
- (10) Compassionate leave of one (1) day to attend a funeral of the employee’s brother-in-law, sister-in-law, son-in-law or daughter-in-law and (immediate blood relative **only**) aunt, uncle, niece and nephew.
- (11) ~~Christmas~~ Shopping – Kincolith **only** – one **(1)** day.

31.02 If a regular full-time or regular part-time employee has not **earned** sufficient special leave credits, such employee may request leave of absence without pay.

31.03 Upon termination for any reason, except for cause, **an** employee shall be paid out a **cash** amount **equal** to not more **than** one payroll period of 10 days of his or her unused special leave credits at his or her straight time **rate** of pay or his/her remaining leave credits which ever is the lesser.

Article 32 – SICK LEAVE

32.01 The following sick leave provisions may be varied by mutual agreement between the Union and the Board in the event further Employment Insurance premium reductions for eligible sick leave plans are attainable under the *Employment Insurance Act*.

32.02 Regular employees who have completed their probationary period shall be granted sick leave credits on the basis of ~~one and one-half (1 1/2) days for each month worked~~ to a maximum of ninety (90) days. Upon completion of the three ~~(3)~~ month probationary period **an** employee shall be credited with sick leave back to the employee’s starting date.

32.03 Sick leave with pay is only payable because of sickness and employees who are absent from duty because of sickness may be required to prove sickness. Failure to meet this requirement **can** be cause for disciplinary action. Repeated failure to meet the requirement can lead to dismissal. Employees **must** notify the Board as promptly **as** possible of any absence from duty because of sickness and employees must notify the Board prior to their **return**.

32.04 Workers' Compensation Benefit

Injury-on-duty leave with pay shall be granted for the one (1) day or less not covered by the *Workers' Compensation Act*.

An employee shall be granted reasonable injury-on-duty leave with pay if it is determined by the Provincial Workers' Compensation Board that he/she is unable to perform his/her duties and the employee agrees to pay to the Board or authorize the Workers' Compensation Board to pay to the Board any amount received by **him/her** for loss of wages in settlement of any claim he/she may have in respect of such compensable injury or accident.

When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for **the same** period, it shall be considered, for the purpose of the record of sick leave credits, that the employee was not granted sick leave with pay, and all sick leave credits shall be restored to the employee including the first day,

32.05 Employees **qualifying** for Workers' Compensation coverage shall be continued on the payroll and shall not have their employment terminated during the compensable period.

32.06 Sick leave pay shall be computed on the basis of scheduled work days and all claims shall be paid on this basis. Sick leave deductions shall be according to actual time **off**.

32.07 **An** employee must apply for sick leave pay to cover periods of actual time lost from work owing to sickness or accident, Where medical and/or dental appointments cannot be scheduled outside the employees' working hours, sick leave with pay shall be granted.

32.08 **An** employee who has exhausted their sick leave credits shall be granted **an** extended sick leave without pay. No employee shall be terminated by **reason** of having exhausted their sick leave credits.

32.09 **An** employee shall utilize his/her sick leave credits until the Weekly Indemnity Plan provided under the Board's Group Plan commences at day 13 for illness or injury not compensable by the Workers' Compensation Board, at the rate of seventy-five (75%) percent of wages in accordance with the terms and conditions of such Weekly Indemnity Group Insurance Plan.

32.10 Other Claims

In the event that an employee is absent from duty because of illness or injury in respect of which wage loss benefits may be payable to the employee by the Insurance

Corporation of British Columbia (ICBC), the liability of the Board to pay sick pay shall **rank** after ICBC. Notwithstanding such liability, the Board shall pay the employee such sick leave pay **as** would otherwise be payable under this Agreement. The employee shall not oblige to take action against ICBC but the Board shall be entitled to subrogate to the rights of the employee and take whatever action may be appropriate against ICBC at any time **after** six (6) months following the illness or injury, unless the employee first elects to take action on his/her own behalf. To the extent that the employee recovers monies **as** compensation for wages lost, the Board shall be reimbursed any sick leave pay that it may have paid to the employee.

Where the Board recovers monies from ICBC, the employee's sick leave credits shall be proportionately reinstated.

Article 33 – EDUCATION LEAVE

33.01 Course/Examinations at the Request of the Employer

Leave of absence without loss of pay, seniority and all benefits shall be granted to employees whenever the Board requests, in writing, that the employee take designated courses and/or examinations. The cost of the course and/or **any** examination fee and reasonable expenses incurred in **taking** the course and/or examination shall be paid by the Board.

33.02 In-Service Education

- (1) Employees scheduled by the Board **to** attend in-service education seminars on other than a scheduled day off shall receive straight-time wages all hours in attendance at the seminar.
- (2) Employees required by the Board **to** attend in-service education seminars on a scheduled day **off** shall receive compensation for all hours in attendance at the seminar in accordance with Articles 21 and 22.

33.03 Leave Without Pay

After four **(4)** years' continuous service, an employee may request an unpaid leave **of** absence to take educational courses relating to health service delivery, subject to the following provisions:

- (1) The employee shall give the longest possible advance notice in writing. Where an employee requests **an** unpaid leave of absence in excess of four (4) calendar months, such employee shall make every effort to give six (6) calendar months advance notice in writing of such request.

months, such employee shall make every effort to give six (6) calendar months advance notice in writing of such request.

- (2) Every reasonable effort shall be made by the Board to comply with such requests, providing that replacements to ensure proper operation of the Board **can** be found.
- (3) The Board shall provide written reasons for the denial of leave pursuant to (a) above.
- (4) Employees shall retain earned seniority and benefits, but shall not accumulate any during the leave subject to the provisions in Article 36.02. Upon **return** to work, an employee shall be placed in **his/her** former position or **an** equivalent position. Where such a position does not exist, the employee shall be entitled to exercise **his/her** rights in accordance with Article 19.

33.04 Subsidy of Expenses.

If the leave granted is for one (1) year or more the Board may subsidize some of the employee expenses involved provided the employee agrees in writing to return to work for the Board after the leave for a period at least equivalent to the length of the leave taken. Any extension of such leave must be requested in Writing. Prior to taking the leave, the employee may be required by the Board to enter into a **subsidy** repayment agreement in the event the employee fails to return to work **as** agreed.

Article 34 – JURY DUTY AND LEAVE FOR COURT APPEARANCE

- 34.01** An employee who is subpoenaed by the Crown for jury duty, or as a witness for the Crown or the defense (not being himself/herself a party to the proceeding), shall continue to receive **his/her regular** pay and benefits. The employee shall **turn** over to the Board any monies he/she receives from the court on the days he/she is normally scheduled to **work**, providing this does not exceed **his/her regular** pay rate. **The** employee shall not be required to turn over allowances received **from the** Crown for traveling and meals:-
- 34.02** In the event that an employee is accused of **an** offence or is party to a civil action which requires a court appearance, upon making a written request to the Executive Director or his Designate, the employee shall be granted a leave of absence without pay and without loss of seniority and benefits to appear in court or meet with **his/her** legal counsel.

Article 35 – INDEMNIFICATION AND REIMBURSEMENT OF LEGAL FEES

- 35.01** Except where there has been negligence on the part of an employee, the Board will:

- (2) assume all reasonable costs, legal fees and other expenses arising from any such action, provided that legal counsel representing the employee shall be appointed by the Board or its insurers.

Article 36 – LEAVES OF ABSENCE

36.01 Unpaid Leave

Subject to operational requirements, the Board may grant a leave of absence without pay to an employee requesting such leave. Request for such leave shall be in writing at least fourteen (14) days notice, except in cases of emergency. The Board shall make every reasonable effort to respond within seven (7) days and approval for such leave shall not be unreasonably withheld.

36.02 Unpaid Leave – Affecting Seniority and Benefits

An employee granted unpaid leave of absence totaling up to twenty (20) working days in any year shall continue to accumulate seniority and all benefits and shall return to his/her job and increment step, if applicable.

If an unpaid leave of absence or an accumulation of unpaid leaves of absence exceeds twenty (20) working days in any year, the employee shall not accumulate seniority or benefits from the twenty-first (21st) day of the unpaid leave up to the last day of the unpaid leave and upon the employee's return to work such employee shall accumulate seniority and receive credit for previously earned benefits. If the leave of absence does not exceed six (6) months the employee may maintain coverage for health care plans provided in this agreement by paying the employee's and the Board's share of the premiums for such coverage in advance on a month to month basis. This article does not apply to leaves of absence under Article 36.06.

36.03 Unpaid Leave – Union Business

- (1) Short-term leave of absence without pay to a maximum of fourteen (14) days at one time shall be granted to employees designated by the Union to transact Union business including conventions and conferences unless this would unduly interrupt the operation of the department concerned; provide, however, that these designated employees shall be paid by the Board for time spent in attending meeting during working hours whenever their attendance is requested by the Board. The Union shall give reasonable notice to minimize disruption of the department and the Union shall make every effort to give a minimum of ten (10) days' notice.
- (2) Long-term leave of absence without pay shall be granted to employees designated by the Union to transact Union business for specified periods of not less than fourteen (14) days unless this would unduly interrupt the operation of the

department concerned. Such requests shall be made in writing sufficiently in advance to **minimize** disruption of the department. Employees granted such leave of absence shall retain all rights and privileges accumulated prior to obtaining such leave. Seniority shall continue to accumulate during such leave and shall apply to such provisions **as annual** vacations, increments and promotions.

- (3) Leave of absence without pay shall be granted to employees designated by the Union for the purpose of collective bargaining. Seniority and **all** benefits shall accumulate during such leave.
- (4) The foregoing provisions shall not limit the provisions of Articles **2.05, 8.03, 8.04, 8.08, 9.08, 9.09, 14.01, 14.02, 46.01.**
- (5) Every effort will be made by the Board to retain employees on unpaid leave of absence for Union business on the Board's payroll and where such employees are retained, the Union shall reimburse the Board for the wages and benefits involved. **This** provision does not apply to employees on extended leaves **of** absence who are employed by the Union on **a** regular full-time basis.
- (6)
 - (a) Provided not less than seven (7) days' notice has been given, members of the Provincial Executive of the Union shall be granted leave of absence to attend the regular meetings of such Executive.
 - (b) Where less than seven (7) days' notice is given, leave pursuant to **this** paragraph shall be subject to reasonable operational requirements..

36.04 Unpaid Leave – Public Office

The Board shall grant, on written request, leave of absence without pay and without gain or loss of seniority **and** with benefits under paragraph (a) below and without benefits if elected under paragraph (b) below:

- (1) for employees to seek election in **Municipal, Provincial, Federal, Nisga'a Village Government, Nisga'a Lisims Government election or an election under the Nisga'a Elections Act** for a maximum **period** of ninety (90) days;
- (2) for employees elected to a Municipal, Provincial Federal or Nisga'a Village Government or Nisga'a Lisims Government Public Office up to a maximum of five (5) years. Provided however **this** Article is subject to the Conflict of interest Rules of the Nisga'a Lisims Government and the **Nisga'a Elections Act and Regulations**. In any event, if any employee is elected **as a Member and Director** of the Nisga'a Valley Health Board such employee will resign as an employee of the Board when he/she takes such office.

- It is understood that if there is any conflict between the provisions of this Article and the provisions of the *Nisga'a Elections Act and Regulations* the Act and Regulations will prevail to the extent of such conflict.

36.05 Time Off for Elections

An employee shall be granted leave without loss of pay to ensure that the employee has four **(4)** consecutive hours off prior to ~~the~~ close of the polls in any Federal, Provincial, Municipal or Nisga'a Village Government or Nisga'a Lisims Government election or referendum in which the employee is eligible to vote.

36.06 Unpaid Leave – Relocation of Spouse

At the request of an employee, leave without pay for a period up to one (1) year shall be granted to an employee whose spouse is permanently relocated and up to five **(5)** years to ~~an~~ employee whose spouse is temporarily relocated. **During** such leave an employee shall retain but not accumulate his/her **seniority**, and any applicable vacation, sick leave, special leave entitlements **and** benefits shall **cease** and Article 36.02 will not apply to such benefits. Upon return to work, the employee's seniority, applicable vacation, sick leave, special leave entitlements and benefits available to the employee immediately before his/her leave ~~of~~ absence shall be reinstated.

Article 37 – MATERNITY LEAVE

37.01

- (1)** Any regular full-time or part-time employee who has completed three (3) months continuous employment with the Board is entitled to a maternity leave of absence, without pay, for a period ~~of~~ eighteen **(18)** consecutive weeks or a shorter period if requested by the employee.
- (2)** An employee shall **notify the Board in writing of** the estimated date of birth. The employee will make every reasonable effort to give at least four **(4)** weeks notice prior to the date ~~the~~ employee proposes to **commence** leave. ~~The~~ Board may **require** the employee to provide a certificate from a physician stating that the employee is pregnant ~~and~~ estimating the probable date of **birth**.
- (3)** Regardless of the date of commencement of the leave of absence taken under subsection (1), ~~the~~ leave shall not end before the expiration of **six (6)** weeks following the actual date of birth unless the employee requests a shorter period.
- (4)** A request for a shorter period under subsection (3) must be given ~~&~~ writing to the Board at least two (2) weeks before the employee indicates she intends to **return** to work and the employee **must** furnish the Board with a certificate of a physician stating that she is able to resume work.

- (5) Medical complications of pregnancy including complications during an unpaid leave of absence for maternity reasons preceding the period stated in the *Employment Insurance Act* shall be covered by sick leave **credits**, if available, providing the employee is not in receipt of maternity benefits under the *Employment Insurance Act* or any other applicable wage loss replacement Act or plan.
- (6) If an employee's pregnancy is terminated before a leave request is made under subsection (1), the Board, upon request, shall grant the employee a leave of absence from work without pay for a period of six (6) consecutive weeks. The employee may be required to supply a certificate of a physician verifying the termination of pregnancy. Leave under this paragraph shall commence on the specified date noted by the physician.
- (7) If an employee is unable to return to work following a leave of absence granted under either subsection (1) or subsection (6) above, the Board shall upon request grant an employee a leave of absence extension not to exceed a total of six (6) additional consecutive weeks. To qualify, the employee must deliver a certificate of a physician verifying the necessity of the leave.

37.02 Parental Leave

- (1) Upon written request an employee shall be entitled to parental leave without pay pursuant of *Canada Labour Code* or shorter period requested by the employee.
- (2) Where both parents are employees of the Board, the employees shall determine the apportionment of the statutory parental leave between them.
- (3) An employee shall give four (4) weeks notice prior to the proposed commencement of parental leave. The Board may require the employee to provide a certificate of a physician stating the date of birth.
- (4) A parental leave shall commence:
 - (a) in the case of a mother, immediately following the maternity leave taken under Article 37.01, unless the Board and the employee agree otherwise;
 - (b) in the case of the "other parent" following the birth of the child and within the fifty-two (52) week period after the birth date. The "other parent" is defined as the father of the child and/or spouse of the mother, including common-law spouse as defined in Article 3.
 - (c) if the child has a physical, psychological or emotional condition requiring an additional period of parental leave as certified by a Physician the employee is

- (c) if the child **has** a physical, psychological or emotional condition requiring an additional period of parental leave **as** certified by a Physician the employee is entitled up to five **(5)** additional weeks of unpaid leave beginning immediately after the end of the parental leave.

37.03 Combined Maternity/Parental Leave

An employee's combined entitlement to leave under Article 37.01 and Article 37.02 above is limited to the statutory period set out in the Canada Labour Code.

37.04 Adoption Leave

Any regular full-time or part-time employee who has completed **three** (3) months of continuous employment with the Board shall, upon request, be granted leave of absence without pay for up to six (6) months following the adoption of a child. The employee shall furnish proof of adoption. Where both parents are employees of the **Board**, the employees will decide which of them will apply for such leave. **An** employee requesting leave under this Article will make every reasonable effort to provide at least one (1) months written notice to the Executive Director or Designate.

37.05 Employment Deemed Continuous for Vacation Entitlement and Health Care Plan

The service of **any** employee who is absent from work in accordance with this Article shall be considered continuous for the purpose of Articles 29 (Vacation entitlement) and 38 (Health Care Plan). The Board shall continue to make payments to Health and Welfare Plans, **in** the same manner as if the employee were not absent.

Article 38 – HEALTH CARE PLANS

38.01

- (1) The following **benefits** are available to regular employees pursuant to the terms and conditions of the Board's Group Insurance Plan (the "Plan") for the duration of this Collective Agreement subject **to** any amendments or changes which may be agreed by the Union and the Board.

- (2) For the purposes of this Article:

"regular full-time employees" are those employees who work more than eighteen (18) hours a week averaged over a three (3) month period but less than full-time on a regularly scheduled basis.

"eligible dependents" include:

- (i) your legal or common-law spouse (a person with whom you have been living for at least one (1) year, and who is publicly represented **as** your spouse); and
- (ii) your **unmarried** children who are financially dependent on you, who are under age twenty-one (21), or age twenty-five (25) if full-time students at a recognized college or university. Group Health Benefits may be continued for a developmentally or physically disabled dependent child provided that you submit satisfactory proof to Canada Life of **the** child's disability within thirty-one (31) days of the limiting ages, and **as** required thereafter.

(3) Membership **in the** Plan is a condition of employment for all eligible regular **full-time** and part-time employees,

(4) The following benefits, except for the Medical Services Plan of B.C., will be available pursuant to the terms and conditions **of** the Plan to regular full-time and part-time employees except where otherwise specified and their eligible dependents, **as** above defined, immediately **after** the first three (3) months of continuous employment of each of them and **until** the termination of such employment.

(5) The Medical Services Plan of British Columbia will be available to regular full-time and part-time employees **as** set out in Article 38.02.

(6) The benefits and the terms and conditions of such benefits **are** summarized in the Nisga'a Valley Health Board Group Insurance Plan Pamphlet, **a** copy **of** which shall be delivered to each regular full-time and part-time employee as defined above.

38.02 Medical Services Plan

- (1) Regular full-time and part-time non-aboriginal employees **and** their eligible dependents shall be covered by the Medical Services Plan of B.C., or **any** other plan mutually acceptable to the Union and the Board. The Board shall **pay** one hundred percent (100% of the premium.
- (2) The above medical plan becomes effective the **first** day of the month following the completion of the first three months continuous service and providing the employees referred to in 38.02(a) are eligible and their applications **are** received by MSP authority within sixty (60) days of the requested effective date.

38.03 Extended Health Coverage

The Board shall pay one hundred percent (100%) of the monthly premiums for extended health *care* coverage for regular full-time and part-time employees and their eligible dependents under the Plan which is mutually acceptable to the Union and the Board. The Plan benefits and the terms and conditions of such benefits are set out in the above-mentioned Nisga'a Valley Health Board Benefits Plan Pamphlet.

38.04 Dental Coverage

The Board shall pay all monthly premiums for regular full-time and part-time employees and their eligible dependents for a dental plan covering one hundred percent (100%) of the cost of the basic plan, and sixty percent (60%) of the extended plan, and sixty percent (60%) of the orthodontic plan available for eligible dependent children only (up to 21 years of age). Such dental coverage shall be available pursuant to the terms and conditions of the Plan.

38.05 Long Term Disability Insurance Plan

The Board will pay all monthly premiums for Long Term Disability Plan which is available to regular full-time employees and the dental clinic coordinator, the certified dental assistant and the dental assistant pursuant to the terms and conditions of the Plan.

38.06 Group Life Insurance Plan

The Board shall provide a Group Life Insurance Plan for regular full-time and part-time employees in accordance with the terms and conditions of the Plan. The Plan under its terms provides basic life insurance in the amount of three hundred percent (300%) of annual earnings rounded to the next higher one thousand dollars (\$1,000.00) to a maximum of three hundred thousand dollars (\$300,000.00) and standard twenty-four (24) hours Accidental Death and Dismemberment Insurance. The Board shall pay the premiums for the Group Life Insurance Plan.

Article 39 – PENSION PLAN

39.01 The Board agrees to continue the present pension plan.

39.02 The Board agrees that at the time an employee retires, assistance will be given in the preparation and forwarding of the employee's application for pension.

Article 40 – EMPLOYMENT INSURANCE ACT

40.01 All employees affected by this Agreement shall be covered by the Employment Insurance Act or succeeding Acts.

Article 41 – WORK CLOTHING AND BOARD PROPERTY

41.01 Return of Board Property on Termination

Employees must return to the Board all Board property in their possession at the time of termination of employment. The Board shall take such action as required to recover the value of the articles which **are** not returned.

41.02 Personal Property Damage

Upon submission of reasonable proof, where **an** employee's personal possessions (including **an** automobile) are damaged by **a** client, the Board shall pay up to **a** maximum of **two** hundred dollars (\$200) for **the** repair or replacement costs of the article(s) provided such article(s) **are** suitable for use while on duty.

41.03 Board to Continue to Supply Tools

The Board shall supply all tools required by the Board for use by employees in **the** performance of their duties.

41.04 Uniforms

The Board shall supply and maintain uniforms and name **tags** (first name only) for employees who are required to wear same.

41.05 Protective Clothing

The Board shall supply suitable gloves or other protective clothing to employees required by the Board to wear same and/or where **the WCB** requires the Board to provide same.

Article 42 – POWER OUTAGES

42.01 Whenever an employee's work **cannot** be reasonably carried out during their regular working hours by reason of power outage, the Board shall either provide temporary heat and light arrangements or allow the employee **leave** of absence without loss of pay and benefits during the duration of the power outage. This Article shall not apply if the employee fails or refuses to report for work unless advised by the immediate supervisor or his/her designate not to report for work.

Article 43 – SEVERANCE ALLOWANCE

43.01 Regular full-time or regular part-time employees who lose their employment other than for just cause, shall be entitled to receive notice pursuant to Article 19 (Layoff and Recall) or severance pay under this Article in lieu of notice in accordance with the following table:

- | | | |
|----|--|--|
| 1) | An employee with more than three (3) years continuous service: | Two (2) weeks pay based on his/her straight-time hours in the employees' last two (2) weeks of employment. |
| 2) | An employee with more than five (5) years continuous service: | Three (3) weeks pay based on his/her straight-time hours in the employee's last three (3) weeks of employment. |
| 3) | An employee with more than ten (10) years continuous service: | Four (4) weeks pay based on straight time hours in the employees last four (4) weeks of employment, |

43.02 Any employee who accepts such severance pay forfeits any rights to recall and his/her seniority rights are extinguished upon acceptance of the pay. This Article applies to all severance payments referred to in this Collective Agreement and not just those referred to in this Article.

43.03 If an employee is laid off and elects to remain on the layoff and is not called back within one year, his/her employment shall be deemed to be terminated at the end of the one year period and such employee will be entitled to severance pay under Article 43.01 based on the employee's time worked up to the layoff.

Article 44 – PAY DAYS

44.01 All regular full-time and part-time employees will be paid in accordance with the Board's current practices, namely, direct bank deposit or electronic deposit, unless otherwise agreed between the Board and the Employee. Casual Employees will be paid by cheque and such cheque will be presented in a way as to maintain confidentiality of the cheque/stub.

44.02 The statements given to employees with their pay cheques shall include the designation of statutory holidays paid, the listing of all adjustments including

overtime and promotions, the cumulative amount of sick leave credits earned, and an itemization of all deductions.

- 44.03** When a pay day falls on a non-banking day, the pay cheque or direct deposit or electronic deposit shall be given prior to the established pay day.
- 44.04** Time **Cards** shall not be altered or changed in any manner without prior discussion with the employee affected.

Article 45 – BADGES AND INSIGNIA

- 45.01** Employees shall be permitted to wear recognized pins or insignia of the Union or shop steward badges and pins from recognized health care organizations..

Article 46 –NOTICE OF UNION REPRESENTATIVE VISIT

46.01: Union and Board-Representation

No employee or **group** of employees shall undertake to represent the Union at meetings with the Board without the proper authorization of the Union. To implement this the Union shall supply the Board with the names of its officers and similarly, the Board shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

46.02 Union Representatives

- (1) The Board agrees that access to its premises will be granted to a Union Staff Representative, or authorized alternate when dealing or negotiating with the Board, or when investigating and assisting in the settlement of a grievance.
- (2) The Union Representative shall provide **reasonable** notice to the Board or his/her designate in advance of their intention and their purpose for entering and shall indicate the anticipated duration of the visit. Such visits shall not interfere with the operation of the Board's business.
- (3) In order to facilitate the orderly, **as well as** the confidential investigation of grievances, the Board will make available to the Union Representative or Stewards temporary use of **an** available confidential location.
- (4) The Board agrees that access to its premises will be granted to union elected officers or other **persons** designated by the Union. The Union Representative shall provide reasonable notice to the Board or his/her designate in advance of their intention and their purpose for entering and shall indicate the anticipated

duration of the visit. Such access shall not interfere with the operation of the Board's business.

Article 47 – UNION ADVISED OF CHANGE AFFECTING TERMS OF COLLECTIVE AGREEMENT

47.01 The Union Staff Representative s shall be **informed** in writing of any change contemplated by the Board which shall affect the terms of this Agreement.

Article 48 – VACCINATION AND INOCULATION

48.01 The Board agrees to **take** all reasonable precautions to limit the spread of infectious diseases among employees, including in-service seminars for employees. Where the Board or Occupational Health and Safety Committee identifies high **risk** areas which expose employees to infectious or communicable diseases for which there **are** protective immunizations available, such immunizations shall be provided at no cost to the employee. The Committee may consult with the Medical Health Officer, Where the Medical Health Officer identifies such a **risk**, the **immunization** shall also be provided at no cost. The **Board shall** provide Hepatitis B vaccine, free of charge, to those employees who may be exposed to bodily **fluids** or other **sources of infection**.

48.02 **An** employee may be required by the Board, at the request of and at the expense of the Board, to take a medical examination by a physician of the employee's choice. Employees may be required to take skin tests, x-ray examination; vaccination, and other immunization (with the exception of a rubella vaccination when the employee is of the opinion that a pregnancy is possible), unless the employee's physician **has** advised **in** writing that such a procedure may have an adverse effect on the employee's health.

Article 49 – OCCUPATIONAL HEALTH AND SAFETY

49.01 Occupational Health and Safety Committee

(1) Statutory Compliance

The Board and the Union agree to cooperate in the promotion of safe working conditions, the prevention of workplace injuries and industrial diseases and the promotion of safe working practices.

There shall be full compliance with all applicable statutes and regulations pertaining to the working environment.

(2) Occupational Health and Safety Committees

- (a) The parties agree that a Joint Occupational Health and Safety Committee will be established. **The** Committee shall govern itself in accordance **with** the provisions of the Occupational Health and Safety Regulations pursuant to the *Workers' Compensation Act*. The Committee shall be between the Board and the Union, with equal representation, and with each Party appointing its own representatives.
- (b) The Union agrees to actively pursue with the other Health Care Unions, where more than one union is certified with the Board, a Joint Unions/Board Committee for the purpose of the Occupational Health and Safety Regulations.
- (c) Employees who are members of the Committee shall be granted leave without loss of pay or receive straight time regular wages while attending meetings of the Joint Committee. Employees who **are** members of the committee shall be granted leave without loss of pay or receive straight time regular wages to participate in joint workplace inspections and joint accident investigations at the request of **the** Committee pursuant to WCB's Occupational Health and Safety Regulations. Committee meetings, workplace inspections **and** accident investigations shall be scheduled during normal working hours whenever practicable.
- (d) The Occupational Health **and** Safety Committee shall have as part of its mandate the jurisdiction to receive complaints or concerns regarding the workload problems which are safety-related, the right to investigate such complaints, the right to define the problem and the right to make recommendations for a solution. Where the Committee determines **that** a safety-related workload problem exists, it shall inform the Board. Within **twenty-one** (21) days thereafter, the Board shall advise the Committee what **steps it has taken or proposed to take to rectify the safety-related workload problem identified by the Committee.** If the Union is not **satisfied** with the Board's response, it may refer the matter **to an** expedited arbitrator under Article 10 provided such arbitrator shall make **a** written recommendation only and not a binding decision.
- (e) No employee shall be disciplined for refusal to work when excused by the provisions of the *Workers' Compensation Act* or Regulations.
- (f) **The** Occupational Health and Safety Committee may use **the** resources of the Workers' Compensation Board and/or the Health Care Operational Health and Safety Agency to provide information to the Committee members in relation to their role and responsibilities. The Committee will increase the awareness of all staff on such topics **as:** workplace safety, safe

lifting techniques, dealing with aggressive clients/residents, WHMIS and the role and function of the Occupational Health and Safety Committee. The Committee will foster knowledge and compliance with the Occupational Health and Safety Regulations by all staff.

- (g) The Board will provide orientation or in-service which is necessary for the safe performance of work, the safe use of equipment, safe techniques for lifting and supporting clients/residents and the safe handling of materials and products. The Board will also make readily available information manuals and procedures for these purposes. The Board will provide appropriate safety clothing and equipment.
- (h) The Occupational Health and Safety Committee may make recommendations on ergonomic adjustments and on measures to protect pregnant employees as far as occupational health and safety matters are concerned.

49.02 Aggressive Behaviour

- (1) Aggressive behaviour means the attempted or actual exercise by a person, other than an employee, of any physical force so as to cause injury to an employee, and includes any threatening statement or behaviour which gives an employee reasonable cause to believe that the employee is at risk of injury.
- (2) ~~When the Board is aware that a client/resident has a history of aggressive~~ behaviour, the Board will make such information available to the employee. Upon admission, transfer or assignment the Board will make every reasonable effort to identify the potential for aggressive behaviour,
- (3) Where employees may be at risk from aggressive behaviour, in-service and/or instruction on how to respond to aggressive behaviour will be provided by the Board. ~~The Occupational Health and Safety Committee shall be consulted~~ on the curriculum. Where a risk of injury to employees from violence is identified in accordance with Section 8.90 of the Protection of workers from Violence in the Workplace regulations, the Board will, in consultation with the Committee, establish appropriate physical and procedural measures to eliminate or, where that is not possible, minimize the risk. The Board shall make every reasonable effort to ensure that sufficient staff are present when any such treatment or care is provided. It is understood that his provision is at no cost to the Board.
- (4) Critical incident stress defusing shall be made available and known to employees who have suffered a serious work related traumatic incident of an unusual nature. Leave to attend such a session will be without loss of pay.

49.03 Training and Orientation

- (1) No employee shall be required to work on **any** job or operate **any** piece of equipment until he/she has received proper training and instruction.
- (2) The Board shall provide sufficient and adequate training and/or orientation to any employee working in a new or unfamiliar work **area** or position.

49.04 AIDS

The Board agrees to take all possible-safety precautions to deal with the threat of the **AIDS** virus, including adequate education of employees concerning the disease and provision of any available precautionary treatments.

In addition to the above, the Board agrees to provide in-service training for all employees working with AIDS patients/clients.

49.05 Video Display Terminals

The Board shall ensure that any new office equipment required for use in conjunction with VDT's shall meet the **standards** recommended by the Workers' Compensation Board.

49.06 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care **as a** result of an on-the-job accident shall be at the expense of the Board. The Board shall ensure that adequate arrangements are made for **the** employee to return to the job site or the employee's residence whichever is **the** most appropriate to the employee's condition. Transportation will be provided or paid by the Board.

49.07 Injury Pay Provision

Any employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of his/her scheduled and assigned hours **on** that day provided the **injury** results in the employee being approved for a Workers' Compensation Board claim.

Employees eligible for sick leave coverage pursuant to Article 32 shall have the option to access such coverage for the first day of absence due to **injury**. Where an employee is subsequently approved for a WCB claim for the same **injury**, the credits paid for the first day of injury shall be reinstated to the employee.

Article 50 – CONTRACTING OUT

50.01 The Board agrees not to contract out any work presently performed by employees covered by this Agreement which would result in the laying off of such employees.

Article 51 – CASUAL EMPLOYEE

51.01 Casual employees shall be employed only to relieve in positions occupied by regular full-time and regular part-time employees provided that a casual employee shall not be **used** for a period in excess of ninety (90) calendar days in any one position or such longer period if agreed **by** the Union. Without limiting the generality of the foregoing, the Board may call **casual** employees to perform the following work:

- (1) Vacation relief;
- (2) Sick leave relief;
- (3) Education relief;
- (4) Maternity, paternity, adoption relief;
- (5) Compassionate leave relief;
- (6) Union business relief;
- (7) Relief pending filling regular employee appointment;
- (8) Temporary extraordinary work load relief not exceeding ninety (90) calendar days;
- (9) Such other relief **as** is provided in the Collective Agreement.

51.02 Casual employees shall be called in to work in the order of their seniority provided that they are registered to work in a job classification applicable to the work required to be done. A **casual** employee shall be entitled to register for work in **any** job classification in a single department in respect of which such employee meets the requirements of the class. No **casual** employee shall be registered in more **than** one **(1)** department except where the Employer **and** the Union otherwise agree.

51.03 Where it appears that the regular employee whose position is being filled by a casual employee will not return to his/her position within ninety (90) calendar days, that position shall be posted and filled pursuant to the provisions of Article 15 (Seniority) and 16 (Job Postings) of the Agreement.

51.04 A casual employee who is appointed to fill in a position under Article 51.03 shall not thereby become a regular employee. A casual employee may become a regular employee only by successfully bidding into a permanent vacancy in respect of which there is not a present regular incumbent. Upon completion of an assignment a casual employee shall be reverted to the casual list.

51.05 Casual employees are entitled to all benefits of the Collective Agreement except the following:

Article 13 (Probation);

Article 15 (Seniority);

Article 18 (Technological Change);

Article 19 (Reduction in the Work Force);

Article 22.09 of Article 22 (Overtime);

Article 28 to 34 and Article 36 and 37 inclusive (Leaves);

Article 38 (Health Care Plan);

Article 39 (pension Plan);

Article 43 (Severance Allowance).

51.06 Casual employees shall accumulate seniority on the basis of the number of hours worked.

51.07 The manner in which casual employees shall be called to work shall be as follows:

- (1) The Board shall maintain both (a) a master casual seniority list which shall include all casual employees employed by the Board in the immediate past three (3) years listed in descending order of their seniority; and (b) a classification registry for each job classification in which casual employees may be used. Each classification registry shall list those casual employees who have worked in that job classification in descending order of hours worked.
- (2) The Board shall call by telephone or cellular phone only those casual employees who are registered in the classification registry applicable to the work required to be done at a number provided by the employee. The Board shall commence by calling the most senior employee in the classification registry. Only one call need be made to any one casual employee provided that the telephone shall be permitted to ring a minimum of eight (8) times or the

number of times the phone is programmed to ring if it is less than eight (8). In the event of a busy signal, the employee shall be recalled after two (2) minutes and if it is **still** busy, then the next person on the list shall be called.

- (3) If the **casual** employee who is being called fails to answer or declines the invitation to work, the Board shall then call the next most senior employee registered in that job classification and so on until a **casual** employee is found who is ready, willing and able to work.
- (4) All such calls shall be recorded in a log book maintained for the purpose which shall show the name of the employee called, the time of vacancy, the time that the call was made, the job required to be done, whether the employee accepts or declines the invitation to work or fails to answer the telephone, and the signature of person who made the call. In the event of a dispute the Union shall have reasonable access to the log book and shall be entitled to make copies.

51.08

- (1) Except for regular employees who transfer to casual status under Section 51.13, casual employees shall serve a probationary period of four hundred eighty eight **(488)** paid hours. During the probationary period **casual** employees may be **terminated** for unsatisfactory work.
- (2) A **casual** employee who **has** not completed probation under this clause and who successfully bids into a regular position, shall serve a probationary period pursuant to Article 13.
- (3) Where a casual employee who has completed probation successfully bids into a regular position such employee shall not be required to serve another probationary period under Article 13.
- (4) Where a **casual** employee registers for work in a different **classification** the employee shall serve a **qualifying period** of four hundred eighty eight **(488)** paid hours. During the **qualifying period**, a **casual** employee may be returned to his/her previous classification for unsatisfactory service.
- (5) Subject to Article 51.08, paragraphs (1) to **(4)** above, casual employees shall not be dismissed except for just and proper cause.

51.09 Casual employees may be laid off from the casual list in the inverse order of their seniority where it becomes necessary to reduce the work force due to economic circumstances. Laid off casual employees shall retain their seniority for one year subject to which they shall be reinstated to the casual list in the order of their seniority when it becomes necessary to expand the work force.

51.10

- (1) The master casual employee seniority list and each classification registry shall be revised **and** updated every three months **as** of the last date of the payroll period immediately prior to **January 1, April 1, July 1 and October 1** (the “adjustment dates”) in each **year**. The seniority of each casual employee **thus** determined shall be entered in the classification registry in descending order of the most hours worked to the least. Casual employees hired after an adjustment date shall be added to such classification registry or registries as are applicable in the order they **are** hired.
- (2) For purposes of a call-in to do casual work, any time accumulated in a current period **shall** not be reckoned until the next following adjustment date,
- (3) Within **two** weeks of each adjustment date the **Board** shall send to the Staff Representative of the Union **a** revised copy;
 - (a) of the master **casual** seniority list; and
 - (b) of each classification registry maintained by the Board.

51.11 For the purposes of relating to the seniority of a **casual** employee to that of a regular employee, the seniority date or initial date of hiring of such employee shall be calculated by:

- (1) dividing his/her number of seniority hours by **a** factor of **7.5** which shall be deemed to be the number of days worked;
- (2) taking the **number** of days worked derived under subsection (1) herein multiplied **by** a factor of **1.4** rounded **off** to the nearest whole number **which** shall be deemed to be **the** number of calendar days of employment. The seniority date shall **then be calculated by backdating from the applicable date the number of calendar days thus determined.**

51.12 **Casual** employees shall receive eight point two percent (8.2%) of their straight time pay in lieu of scheduled vacations and statutory holidays.

51.13 A regular employee **who** is laid **off** shall be entitled **as** a right to transfer to casual **status**. Other regular employees may transfer to casual status provided that the Board requires additional casual employees. Upon transfer such employees shall be entitled only to such benefits as are available to casual employees, Such employees shall maintain all accumulated **seniority** and benefits to the date of the **trans** converted to hours on the following formula:

- (1) to determine the number of days worked, take the number of calendar days between the employee's seniority date and the date of transfer multiplied by a factor of 0.714; and then
- (2) to determine the number of seniority hours, multiply the result obtained under subparagraph one (1) by a factor of seven point five (7.5).

51.14 Regular part-time employees may register for casual work under this Article except that Sections 51.08, 51.11 and 51.12 and shall not apply. Where the regular schedule of a part-time employee registered under this section conflicts with a casual assignment, the part-time employee shall be deemed to be unable to work as a casual except that where the assignment is longer than four (4) days the employee shall be relieved of his/her regular schedule at the option of the employee. All time worked shall be credited to the employer under the provisions of Article 15, 16.03, 28.06, 29, 31 and 32 of the Collective Agreement.

Sick leave credits accumulated under the provisions of Article 32 may be used by regular part-time employees who become sick during a **casual** work assignment. The use of sick leave credits under these circumstances is limited to the current casual assignment and is not applicable to any casual assignments which the employee has not yet commenced.

51.15 Casual employees shall move to an increment step, if applicable, indicated by accumulated hours of service with the Board. Casual employees will receive 10% less than the entry level rate for said position when relieving.

Article 52 – PRINTING OF THE AGREEMENT

52.01 The Union and the Board desire every employee to be familiar with the provisions of this Agreement and his/her **rights and** obligations under it. For this reason the Board will provide sufficient copies of the Agreement for distribution to regular employees and the copying expenses shall be **shared equally** between the parties.

52.02 The Board will make additional copies on the same basis as above, which will be available to casual employees.

Article 53 – VARIATIONS – LETTERS OF UNDERSTANDING

53.01 The general provisions of this Agreement apply save and except where specific variations are provided in letters of understanding attached to this Agreement, which form part of this Agreement.

Article 54 – TERM OF AGREEMENT

54.01

(1) Duration

The terms and conditions of this Agreement shall be binding and shall remain in effect from April 1, 2005 until midnight March 31, 2008. No provisions shall be retroactive prior to the date of ratification unless expressly so stated.

(2) **Change in Agreement**

Any change deemed necessary in this Agreement may be made by written agreement at **any** time during the life of this Agreement.

(3) **Notice to Bargain**

This Agreement may be opened for collective bargaining by either party giving written notice to the other party on or after December 1, 2007 but in **any** event not later than midnight December 31, 2007.

Where no notice is given by either party prior to December 31, 2007, both parties shall be deemed to have given notice under **this** Article on December 31, 2007.

(4) **Agreement to Continue in Force**

Both parties shall adhere fully to the terms of this Agreement during the period of *bona fide* collective bargaining.

54.02 Effective Date of Wages

The wages of full time and part ~~time~~ regular employees who are **on** the payroll **as** at the date of ratification (Article 54.01) shall be retroactive in accordance with **the** wage Schedule A. Such retroactive pay is based on applicable straight time rates for straight time hours worked which include paid leaves **and** vacations-

Article 55 – WAGE SCHEDULE

55.01 Employees shall be compensated in accordance with **the** applicable wage Schedule A.

MEMORANDUM OF AGREEMENT

BETWEEN

NISGA'A VALLEY HEALTH BOARD
(Employer)

AND

HOSPITAL EMPLOYEES' UNION
(Union)

WHEREAS:

The parties entered into collective bargaining in good **faith**,

AND;

The parties entered into mediation to conclude a Collective Agreement;

THEREFORE;

The parties have agreed to the following;

- 1) The April 1/2002 – March 31/2005 Collective Agreement to be “rolled over” with **an** expiry date of March 31/2008.
- 2) Home Support Workers to be listed in the wage schedule of the Collective Agreement at **\$18.14/hour**.
- 3) **All** terms and **conditions of the Collective Agreement** will remain unchanged for the life of **the** new agreement.
- 4) The parties agree to **reopen** wage discussions at **any time** after March 31/2007.
- 5) The Union agrees to recommend this offer to the membership and a ratification vote must be held within 14 days of the signing of this Agreement.
- 6) The Employer agrees to recommend this offer to its Board and a ratification vote must be held within 14 days of the signing of this Agreement.

On behalf of;
Hospital Employees' Union

On behalf of;
Nisga'a Valley Health Board

Kurtz Jerome

Lydia Stephen

Jacqueline P. Davis

Alvin [unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

Date: Feb 15 2006

Date: FEB 15/06

Letter of Understanding

BETWEEN:

NISGA'A VALLEY HEALTH BOARD

AND:

HOSPITAL, EMPLOYEES' UNION

RE: Multi-Level Care Facility

1. **Whereas** the Board has **informed** the Union that it is actively pursuing a Memorandum of Understanding with the provincial **Ministry** of Health concerning the possibility of the **construction and operation of** the above facility at New **Aiyansh**.
2. **It is Understood and Agreed that** if such Memorandum of Understanding is reached concerning the construction and operation of the above facility which may involve **shift work** and hourly paid non-nursing staff not included in the collective agreement, the Board and the Union will meet for the purpose of negotiating an agreement concerning the terms and conditions of the employment of such **staff**.

Letter of Understanding

BETWEEN:

NISGA'A VALLEY HEALTH BOARD

AND:

HOSPITAL EMPLOYEES' UNION

RE: Dental Clinics

- 1) Subject to the availability of the dentists, due to weather and/or to meet their respective work schedules, the hours of work will be determined by the primary dentist **and** will be scheduled between the following hours:

During Monday to Friday:	08:00 to 18:30 hours
and on Saturday from:	09:00 to 18:30 hours, depending on patient demand

- 2) Except **as** otherwise provided in this Letter of Understanding, the hours of **work for** each regular work employee in The Clinic, exclusive to meal times, shall **be** seven and one-half (7 ½) hours in one day, or thirty-seven and one-half (37 ½) **hours** in each **week**.
- 3) The current practice with respect to the scheduling and cancelling dental clinics shall be maintained for the duration of the Collective Agreement. When the Dental Clinic is not open for patients the Certified Dental Assistant and Dental Assistant shall be deemed to be on leave without pay.
- 4) Dental Clinic employees excluding the Dental Clinic coordinators shall be paid a percentage of their **annual** gross salary in lieu of vacations based on their vacation entitlement pursuant to Article 29.02 of the Collective Agreement. Such **percentage** payments will be included in their respective pay cheques issued bi-weekly.

Letter of Understanding

BETWEEN:

NISGA'A VALLEY HEALTH BOARD

AND:

HOSPITAL EMPLOYEES' UNION

RE: Article 15 (Seniority)

In order to convert the length of employment from days to straight time hours for the purposes of seniority (Article 15) the Board will deliver to the Union a seniority list based on straight time hours for all regular full-time and part-time employees.

The Union will notify the Executive Director or designate within 60 calendar days if it does not agree with the seniority period of any of the above employees. If the Union does not question any of the employees seniority dates within the above 60 day period the list shall be deemed to be agreed between the Board, the Union and the employees.

Letter of Understanding

BETWEEN:

NISGA'A VALLEY HEALTH BOARD

-AND : :

HOSPITAL EMPLOYEES' UNION

RE: Receptionist Relief

It is understood that the past and current practice is that various employees relieve the receptionist at the Joseph Samuel Gosnell Memorial Health Centre and the satellite centres during lunch hour and coffee breaks in accordance with relief schedules agreed to amongst themselves.

It is agreed that the above practice will continue and will not constitute any breach of the collective agreement.

Letter of Understanding

BETWEEN:

NISGA'A VALLEY HEALTH BOARD

AND:

HOSPITAL EMPLOYEES' UNION

RE: New Hires

- 1) For positions within the CCHR, Finance, and Mental Health Departments, all new employees will be subject to the following levels of compensation with respect to **the** applicable entry level wage rate:
 - a) Level 1 – **85%** of the normal position rate commencing at time of hire.
 - b) Level 2 – **90%** of the normal position rate after 6 months of **employment-**
 - c) Level 3 – **95%** of the normal position rate after 1 or more years of employment and a **minimum** of 35 hours of training.
 - d) Level 4 – 100% of normal position rate after attaining Level 3 plus 1 or more additional years of employment and a **minimum of 35 hours of training** beyond level 3 training requirements (hours of training accumulated prior to attaining Level 3 will not count towards Level 4 Hours).

- 2) With respect to section 1 above:
 - a) **Training** may be internally or externally provided and must be appropriate **to** the position in which the individual is working.
 - b) First Aid training will not constitute time accumulated for the purposes of Level 3 and 4 training.
 - c) Level 1 and Level 2 requirements may be waived, at the time of hire, for individuals with significant, appropriate experience and no officially recognized degree or diploma.
 - d) Level 3 may also be waived upon confirmation of **an** applicable degree or diploma coupled with appropriate experience.

Schedule "A" Wage Rates.

Position	April 1, 2005	April 1, 2006	Wage Reopener April 1, 2007
CCHR – C1	21.29	21.29	21.82
CCHR – C2	21.39	21.39	21.92
CCHR – C3	21.49	21.49	22.03
Home Care Nurse Assistant	21.39	21.39	21.92
Community Home Care Support Workers)	18.14	18.14	18.59
Dental Assistant	16.94	16.94	17.36
Certified Dental Assistant	19.54	19.54	20.03
Dental Office Coordinator	19.99	19.99	20.49
Finance—Accounts Payable	19.99	19.99	20.49
Finance—Accounts Receivable	19.99	19.99	20.49
Finance – Payroll	21.54	21.54	22.08
Health Information Systems	18.37	18.37	18.87
Housekeeping	16.93	16.93	17.35
Maintenance Worker	18.14	18.14	18.59
Maintenance Charge Hand	22.29	22.29	22.85
Community Wellness	20.64	20.64	21.16
Fighter Futures	20.04	20.04	20.54
Family Violence Worker	24.40	24.40	25.02
Receptionists	18.00	18.00	18.45
Self-Insured Health Benefits Clerk	18.73	18.73	19.20
Medical Office Assistant	18.45	18.45	18.91
Certified Medical Records Clerk	21.54	21.54	22.08
Health Vision Clerk	20.00	20.50	20.50

September 1, 2007

CCHR – 22.03

Dental Assistant – 18.36

**MEMORANDUM OF AGREEMENT
RE: WAGE REOPENER**

Between

Nisga'a Valley Health Board and Hospital Employees Union

This will confirm that the parties have concluded the negotiations for the Wage Reopener as per the negotiated Memorandum of Agreement dated February 15, 2006.

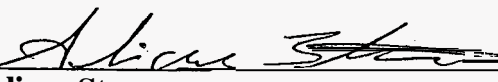
- 1) General Wage Increase for all classifications of two point five percent (2.5%), effective April 1, 2007.
- 2) All CCHR's will move to the top rate (Kincolith) on their wage scale, effective September 1, 2007.
- 3) Dental Assistant will receive one dollar (\$1.00) per hour, effective September 1, 2007.

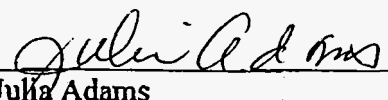
On behalf of the Hospital Employees Union:

On behalf of Nisga'a Valley Health Board


Kathy Jessome



Mohamed Doma

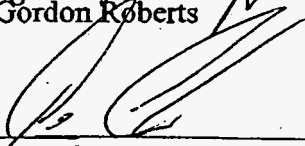

Alison Stevens

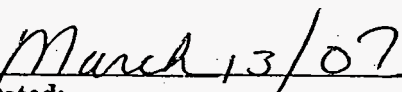

Julia Adams



Asish Rai


Orast Wakaruk


Gordon Roberts


Georgia Clayton


Dated:


Dated:

26