

**COLLECTIVE AGREEMENT**

**between the**

**MAXIMUS HEALTH BENEFIT OPERATIONS, INC. AND  
MAXIMUS CANADA SERVICE (BC), INC.**

**and the**

**B.C. GENERAL EMPLOYEES' UNION (BCGEU)**

**Effective to March 31, 2022**

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**DEFINITIONS**

For the purpose of this agreement:

- (1) "*bargaining unit*" - is the unit for collective bargaining for which the B.C. Government Employees' Union was certified by the Labour Relations Board of British Columbia on March 8, 1974, and subsequently for which the Union was certified in the successorship for MAXIMUS Health Benefit Operations Inc., and MAXIMUS Canada Service (BC), Inc. effective handover date;
- (2) "*basic pay*" - means the rate of pay negotiated by the parties to this agreement, including add-to-pay resulting from salary protection;
- (3) "*child*" - wherever the word "*child*" is used in this agreement, it shall be deemed to include a ward of the Director of Child Protection, or a child of a spouse;
- (4) "*common-law spouse*" - includes same sex and opposite sex individuals where the employee has signed a declaration or affidavit that they have been living in a common-law relationship or have been co-habiting for at least 12 months. The period of co-habitation may be less than 12 months where the employee has claimed the common-law spouse's child/children for taxation purposes;
- (5) "*comparable*" - includes a job with a salary range not more than four grid levels below the employee's original classification;
- (6) "*component*" - means an occupational bargaining unit as specified in Appendix 1 - Classifications & Rates of Pay;
- (7) "*continuous employment*" or "*continuous service*" - means uninterrupted employment with MAXIMUS subject to the provisions of Clause 11.3;
- (8) "*day of rest*" - in relation to an employee, means a day other than a holiday on which an employee is not ordinarily required to perform the duties of their position. This does not include employees on a leave of absence;
- (9) "*demotion*" - means a change from an employee's position to one with a lower maximum salary;
- (10) "*earned time off*" (ETO) - in relation to a full-time employee means the surplus time off earned as a result of work schedules that generate hours in excess of the required weekly hours (35/37.5) or required annual hours (1827/1957.5) as the case may be;
- (11) "*employee*" - means a member of the bargaining unit and includes:
  - (a) "*regular employee*" - meaning an employee who is employed for work which is of a continuous full-time or continuous part-time nature;
  - (b) "*auxiliary employee*" - meaning an employee who is employed for work which is not of a continuous nature such as:
    - (1) positions created to carry out special projects or work which is not continuous;
    - (2) temporary positions created to cover employees on vacation, short-term disability leave, education leave, compassionate leave, or other leave;
    - (3) temporary positions created by special programs such as the summer student employment program, winter works programs for the unemployed, emergencies such as floods or other special temporary programs;

"employee" - does not include:

- (a) excluded persons pursuant to Article 2.1;
- (b) incumbents of managerial or confidential positions mutually excluded by the parties to this agreement;

(12) "employer" - means MAXIMUS Health Benefit Operations Inc., and MAXIMUS Canada Service (BC), Inc. hereafter referred to as the Employer or MAXIMUS;

(13) "handover date" - effective date MAXIMUS assumes responsibility for Health Benefits Operations from the BC provincial government;

(14) "headquarters or geographic location" - is that area within a radius of 32 kilometers of where an employee ordinarily performs their duties. For the purposes of Article 13 relocation expenses arising from, "headquarters or geographic location" will be redefined as a radius of 50 kilometers (32 kilometers in the GVRD or CRD) of where an employee ordinarily performs their duties;

when employees are relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist;

(15) "holiday" - means the 24-hour period commencing at 0001 hours of a day designated as a paid holiday in this agreement;

(16) "hours of operation" - are the hours established by the Employer to provide adequate service to the public and to fulfil the functions of the work unit;

(17) "hours travelled" - means hours spent travelling from point to point on an hourly or daily basis laid down by the Employer and does not include meal breaks, lodging time, or time spent other than travelling;

(18) "lateral transfer" or "transfer" - refers to the movement of an employee from one position to another which does not constitute a demotion or promotion;

(19) "layoff" - includes a cessation of employment, or elimination of a job resulting from a reduction of the amount of work required to be done by the Employer, a reorganization, program termination, closure or other material change in organization, and where should work become available, employees will be recalled in accordance with Article 13 - Layoff and Recall or Article 32 - Auxiliary Employees;

(20) "leave of absence with pay" - means to be absent from duty with permission and with pay;

(21) "leave of absence without pay" - means to be absent from duty with permission but without pay;

(22) "initial probation" - for an employee is six months;

(23) "subsequent probation" - any probation period after the initial probationary period;

(24) "promotion" - means a change from an employee's position to one with a higher maximum salary level;

(25) "relocation" - refers to the movement of an employee from one geographic location to another;

(26) "resignation" - means a voluntary notice by the employee that they are terminating their service on the date specified;

- (27) "*rest period*" - is a paid interval which is included in the workday and is intended to give the employee an opportunity to have refreshments or a rest;
- (28) "*shift*" - means the period of scheduled straight-time working hours on a scheduled workday where the hours scheduled are consecutive except for the meal period;
- (29) "*spouse*" - includes husband, wife and common-law spouse;
- (30) "*termination*" - is the separation of an employee from MAXIMUS for cause pursuant to Article 10 - Dismissal, Suspension and Discipline, Article 11 - Seniority, or Article 32 - Auxiliary Employees;
- (31) "*travel status*" - means absence of the employee from their headquarters or geographic location while on work assignment with the approval of the Employer. Travel status does not apply to employees temporarily assigned to a position outside of their headquarters or geographic location;
- (32) "*union*" - means the B.C. General Service Employees' Union (BCGEU);
- (33) "*workday*" - is a period of 24 consecutive hours commencing with the starting time of any shift. For the purpose of calculating compensatory overtime rates only, the time worked prior to, but adjoining to, a shift shall be deemed as time worked after a shift;
- (34) "*work schedule*" - means the roster of work hours and days to meet the annual hours of work.

## ARTICLE 1 - PREAMBLE

### 1.1 Purpose of Agreement

- (a) The purpose of this agreement is to establish and maintain orderly collective bargaining procedures between the Employer and the Union.
- (b) The parties to this agreement share a desire to improve the quality of the MAXIMUS Health Benefits Operations, Inc. and MAXIMUS Canada Service (BC) Inc. service and accordingly, they are determined to establish, within the framework provided by the law, an effective working relationship at all levels of the Employer in which members of the bargaining unit are employed.

### 1.2 Future Legislation

In the event that any future legislation renders null and void or materially alters any provision of this agreement, the remaining provisions shall remain in effect for the term of the agreement, and the parties hereto shall negotiate a mutually agreeable provision to be substituted for the provision so rendered null and void or materially altered.

### 1.3 Conflict with Policies and Procedures

In the event that there is a conflict between the contents of this agreement and any policies and procedures made by the Employer, or on behalf of the Employer, this agreement shall take precedence over the said policy.

### 1.4 Singular and Plural

Wherever the singular is used in this agreement the same shall be construed as meaning the plural if the context requires unless otherwise specifically stated.

### 1.5 Human Rights Code

The parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.

In accordance with Clause 7.5, the parties will continue to review methods of extending knowledge of the *Human Rights Code* within the Employer's organization and for extending knowledge relating to the *Human Rights Code* to all employees.

The Employer, in cooperation with the Union, will promote a work environment that is free from discrimination where all employees are treated with respect and dignity.

Discrimination relates to any of the prohibited grounds contained in the BC *Human Rights Code*. Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.

Employees have the right to employment without discrimination because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, and criminal or summary offence unrelated to their employment.

Discrimination does not include actions occasioned through exercising in good faith the Employer's managerial/supervisory rights and responsibilities.

Protection against discrimination extends to incidents occurring at or away from the workplace during or outside working hours provided the acts are committed within the course of the employment relationship.

This clause does not preclude an employee from filing a complaint under Section 13 of the BC *Human Rights Code*, however, an employee shall not be entitled to duplication of process. An employee making a complaint of discrimination must choose to direct a complaint to either the BC Council of Human Rights or to the process specified in Clause 1.6. In either event a complaint of discrimination, if included as an element of a grievance, shall not be pursued through the process identified in Clause 1.6.

An employee who files a written complaint which would be seen by a reasonable person to be frivolous, vindictive or vexatious may be subject to disciplinary action. Disciplinary action taken may be grieved pursuant to Article 8 - Grievances.

### 1.6 Sexual Harassment

The Employer, in cooperation with the Union, will promote a work environment that is free from sexual harassment where all employees are treated with respect and dignity.

Sexual harassment is one form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.

Sexual harassment does not include actions occasioned through exercising in good faith the Employer's managerial/supervisory rights and responsibilities.

Protection against harassment extends to incidents occurring at or away from the workplace during or outside working hours provided the acts are committed within the course of the employment relationship.

This clause does not preclude an employee from filing a complaint under Section 13 of the *BC Human Rights Code*, however, an employee shall not be entitled to duplication of process. An employee making a complaint of sexual harassment must choose to direct a complaint to either the BC Council of Human Rights or to the process specified in Clause 1.6. In either event a complaint of sexual harassment, if included as an element of a grievance shall not be pursued through the process identified in Clause 1.7.

An employee who files a written complaint which would be seen by a reasonable person to be frivolous, vindictive or vexatious may be subject to disciplinary action. Disciplinary action taken may be grieved pursuant to Article 8 - Grievances.

Examples of sexual harassment include but are not limited to:

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

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

### **1.7 Discrimination and Sexual Harassment Complaint Procedures**

(a) All persons involved in the handling of a discrimination or sexual harassment complaint under Clause 1.5 or 1.6 shall hold in the strictest confidence all information of which they become aware; however, it is recognized that various officials of the Union and the Employer will be made aware of all or part of the proceedings on a "*need to know*" basis.

(b) Before proceeding to the formal complaint mechanism an employee who believes they have a complaint of harassment or discrimination may approach their supervisory personnel, union steward or other contact person to discuss potential means of resolving a complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction the matter is deemed to be resolved.

(c) If the matter is not resolved to the employee's satisfaction, then the employee will approach the first excluded level of management not involved in the matter, for assistance in resolving the issue within one year of the alleged occurrence. The manager will investigate the allegation and take steps to resolve the concern as appropriate within 30 days of the issue being raised by the employee. The manager will discuss the proposed resolution with the employee. The employee may have a union representative present during these discussions. Where the first excluded level of management is the respondent, the employee shall approach the respondent's supervisor.

(d) If the proposed resolution is not acceptable, the employee may refer the matter through the Union in writing to the President of MAXIMUS Canada or their designate within 30 days of receiving the manager's response or when the response was due.

A written complaint shall specify the details of the allegation(s) including:

- name, title and ministry of the respondent;
- a description of the action(s), conduct, events or circumstances involved in the complaint;
- the specific remedy sought to satisfy the complaint;
- date(s) of incidents;
- name(s) of witnesses (if any);
- prior attempts to resolve (if any).

(e) The President of MAXIMUS Canada or their designate will acknowledge, in writing, receipt of the Union's notice and will have the matter investigated and will take such steps as may be required to resolve the matter. The Union and the employees involved shall be advised in writing of the proposed resolution within 30 days of providing notice to the President of MAXIMUS Canada or their designate or such later date as may be mutually agreed by the Employer and the Union.

(f) Where the matter is not resolved pursuant to (e), the Union may refer the matter to the Panel referred to in Article 1.8.

(g) Any action taken by the Employer, including discipline, which is consistent with the findings of fact of the Adjudicator shall be considered by all parties to be determinative of the complaint and shall not form the basis of a grievance.

(h) If the Adjudicator determines that discrimination and/or harassment has occurred, the Employer must document the personnel file of the respondent accordingly.

(i) Pending the determination of the complaint, the President of MAXIMUS Canada or their designate may take interim measures to separate the employees concerned, if deemed necessary. Any such action taken under this section will not be deemed disciplinary in nature, or seen as presumption of guilt or innocence.

(j) The complainant will not be relocated without their agreement.

### **1.8 Bullying Between Peers and Misuse of Managerial/Supervisory Authority**

The parties recognize the right of employees to work in an environment free from bullying and misuse of managerial/supervisory authority. The parties agree there is a need to take responsible action to prevent bullying and misuse of managerial/supervisory authority and whenever they become aware of such behaviour, put a stop to it.

For the purposes of this clause, "*bullying between peers*" refers to:

- vexatious behaviour by a person with no managerial or supervisory authority over the complainant, including but not limited to repeated hostile conduct, comments, actions, or gestures, that affects an employee's dignity and that results in a harmful work environment; or
- a single incident by a person with no managerial or supervisory authority over the complainant that has a lasting harmful effect on the complainant.

For the purposes of this article, misuse of managerial/supervisory authority refers to a person with managerial or supervisory authority over the complainant exercising that authority in a manner which serves no legitimate work purpose which a reasonable person would consider inappropriate.

Misuse of managerial/supervisory authority does not include the good faith exercise of the Employer's managerial/supervisory rights and responsibilities, nor does it include a single incident of a minor nature where the harm, by any objective standard is minimal.

This clause is not intended to supplant or replace the procedures at Clauses 1.5, 1.6, and 1.7 of the agreement for dealing with complaints alleging discrimination under the *Human Rights Code* or sexual harassment.

Where the allegation is based on a matter for which another dispute resolution mechanism exists, then this process shall not be utilized.

If an employee does not present a complaint within the prescribed time limits, or if the President of the Union or their designate does not present a complaint to the next higher level within the prescribed time limits, the complaint will be deemed to have been abandoned.

### **Process for Review and Investigation**

An employee may approach their supervisor, or the first level of excluded manager not involved in the complaint, for assistance in resolving the issue informally within 30 days of the alleged occurrence. The employee is encouraged to seek union support.

If the supervisor or first level of excluded manager fails to resolve the issue to the satisfaction of the employee within 15 days of notification, the employee may make a written complaint to the supervisor or first level of excluded manager.

The written complaint must be filed within 45 days of the alleged occurrence. This complaint will be provided to the respondent, and will include the following information:

- the name(s) of the people involved;
- the specific actions alleged to constitute bullying between peers or misuse of managerial/supervisory authority;
- the dates of these specific actions;
- names of witnesses;
- an explanation of why the actions complained of constitute bullying between peers or misuse of managerial/supervisory authority;
- an outline of the steps which have been taken to resolve the matter; and
- the remedy sought.

The supervisor/manager will review the written complaint and determine next steps which will be communicated to the employee within 14 days. During this period, the supervisor/manager may take steps to informally resolve the complaint (e.g. Conflict Resolution or Mediation). During the 14 day review, and where appropriate, the supervisor/manager may refer the matter for investigation which will be completed without unreasonable delay and the findings of the investigation and the Employer's response will be reported to the complainant and respondent. The Employer agrees to provide regular updates to the Union at least every 30 days.



**Referral to Panel**

The Panel will consist of a union designate, an employer designate and an agreed to arbitrator.

If the response is not acceptable to the complainant or respondent, the Union may refer the matter, in writing, to the Panel within 30 days of receipt of the Employer's response.

The Panel will review the complaint and the Employer's response. The Panel may make a decision based on these documents and, if it determines that there is no basis for a complaint or if there are insufficient particulars, may dismiss the complaint.

Where the Panel determines there is sufficient reason to conduct a mediation/arbitration hearing, the Panel shall hear and determine any dispute between the parties over the interpretation, application, or alleged violation of this clause.

Hearings shall be conducted in an expedited, non-precedential basis so as to give those involved a fair hearing. The Panel may admit any evidence deemed necessary or appropriate. The Panel will determine its own process and may:

- (1) make findings of fact;
- (2) decide if, on the facts, bullying between peers or misuse of managerial/supervisory authority has occurred;
- (3) attempt to mediate a resolve;
- (4) dismiss the complaint.

The decision of the Panel shall be final and binding and consistent with the terms of the collective agreement.

The Panel shall be seized of any grievances filed which pertain to a complaint filed under this clause.

Pending the determination of the complaint, the President of MAXIMUS Canada or their designate may take interim measures to separate the employees concerned, if deemed necessary. Any such action taken will not be deemed disciplinary in nature or seen as evidence of the validity of the complaint.

**ARTICLE 2 - UNION RECOGNITION AND RIGHTS****2.1 Bargaining Unit Defined**

(a) The bargaining unit shall comprise all employees included in the bargaining unit as defined in this agreement except those employees in positions mutually agreed to between the parties as managerial and (or) confidential exclusions. The parties to this agreement acknowledge the difficulty in establishing a service-wide policy for determining managerial and (or) confidential exclusions. The parties further agree that cognizance shall be given to the type of organization and to the degree to which employees, at varying levels, are involved either in the formation of policy or in the process of employer-employee relations.

(b) The guidelines to be considered in negotiating exclusions shall be:

- (1) position incumbents employed for the primary purpose of exercising senior management functions;

- (2) position incumbents employed in a confidential capacity in matters relating to labour relations;
  - (3) a sufficient number of position incumbents to represent management in matters relating to labour relations taking into account operational considerations.
- (c) Incumbents of new positions established by the Employer shall automatically be included in the bargaining unit unless specifically excluded by mutual agreement.
- (d) When the Employer wishes to commence negotiation for the exclusion of a position from the bargaining unit, it shall notify the Union in writing. The Employer will provide to the Union a copy of the organization chart for the immediate branch or program where the position is located, a copy of the position's job description and a copy of the job description for the position which supervises the applied for position.
- (1) The parties will then commence discussions with a view to reaching a mutually agreeable resolution to the exclusion status of the position.  
  
Such discussions shall include an interview with the incumbent and their immediate supervisor. Where the position is vacant, the supervisor shall be interviewed. These interviews may be waived by mutual agreement.
  - (2) If no agreement is reached or if no response is received from the Union within 90 days of the date of notification in (1) above, the Employer may refer the matter to arbitration and have it heard by an arbitrator from a mutually agreeable list of arbitrators.
  - (3) Where a matter has been referred to arbitration, the arbitrated decision, if any, will be deemed to be binding on the parties.
  - (4) The Employer shall provide to the Union on an annual basis a list of excluded positions and incumbents.

## **2.2 Bargaining Agent Recognition**

The Employer recognizes the B.C. General Employees' Union as the exclusive bargaining agent for all employees to whom the certification issued by the Labour Relations Board on March 8, 1974, and varied by successorship effective handover date.

## **2.3 Correspondence**

- (a) The Employer agrees that all correspondence between the Employer and the Union related to matters covered by this agreement shall be sent to the President of the Union or their designate.
- (b) The Employer agrees that a copy of any correspondence between the Employer and any employee in the bargaining unit covered by this agreement, pertaining to the interpretation or application of this agreement as it applies to that employee, shall be forwarded to the President of the Union or their designate.

## **2.4 No Other Agreement**

No employee covered by this agreement shall be required or permitted to make a written or oral agreement with the Employer or its representatives which may conflict with the terms of this agreement.

## 2.5 No Discrimination for Union Activity

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

## 2.6 Recognition and Rights of Stewards

- (a) The Employer recognizes the Union's right to select stewards to represent employees. The Employer and the Union will agree on the number of stewards, taking into account operational considerations.
- (b) The Union agrees to provide the Employer with a list of the employees designated as stewards for each jurisdictional area.
- (c) In the absence of a steward, another steward at the worksite will represent the employee at Step 2.
- (d) Where there is no steward at the worksite, another BCGEU steward may represent the employee at Step 2.
- (e) A steward, or their alternate, shall obtain the permission of their immediate supervisor before leaving their work to perform their duties as a steward. Leave for this purpose shall be with pay. Such permission shall not be unreasonably withheld. On resuming their normal duties, the steward shall notify their supervisor.
- (f) The duties of stewards shall include:
  - (1) investigation of complaints of an urgent nature;
  - (2) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure;
  - (3) supervision of ballot boxes and other related functions during ratification votes;
  - (4) attending meetings at the request of the Employer.
- (g) The mandate of the steward at Step 2 is:
  - (1) present the grievance at Step 2;
  - (2) conduct the Step 2 meeting with the Step 2 designate. Where it is not feasible for the steward and the Step 2 designate to meet personally, the Step 2 meeting may be conducted by phone;
  - (3) attempt to conclude the grievance at Step 2. It is understood that settlements reached in this process are without prejudice to the positions of either party respecting the issue in dispute.

## 2.7 Bulletin Boards

The Employer shall provide bulletin board facilities for the exclusive use of the Union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be restricted to the business affairs of the Union.

## 2.8 Union Insignia

- (a) A union member shall have the right to wear or display the recognized insignia of the Union. The Union agrees to furnish to the Employer at least one union shop card, for each of the Employer's places of operation covered by this agreement, to be displayed on the premises. Such card will remain the property of the Union and shall be surrendered upon demand.
- (b) The recognized insignia of the Union shall include the designation "*bcgeu*". This designation shall, at the employee's option, be placed on stenography typed by a member of the Union. This designation shall be placed below the signatory initials or signature block on typewritten correspondence.

## 2.9 Right to Refuse to Cross Picket Lines

All employees covered by this agreement shall have the right to refuse to cross a picket line arising out of a dispute as defined in the *Labour Relations Code* of British Columbia. Any employee failing to report for duty shall be considered to be absent without pay. Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this agreement nor shall it be grounds for disciplinary action.

## 2.10 Time Off for Union Business

- (a) *Without pay* - with reasonable written notice leave of absence without pay and without loss of seniority will be granted:
- (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
  - (2) for elected or appointed representatives of the Union to attend to union business which requires them to leave their general work area;
  - (3) for employees who are representatives of the Union on the Bargaining Committee to attend meetings of the Union's Bargaining Committee;
  - (4) to employees called by the Union to appear as witnesses before an arbitration board, the Labour Relations Board, or the Human Rights Tribunal;
  - (5) to employees designated to sit as an observer on a selection panel in accordance with Clause 12.2.
- (b) *With Pay* - leave of absence with basic pay and without loss of seniority will be granted to three employee representatives of the Union on the Union's Bargaining Committee to carry on negotiations with the Employer.
- (c) To facilitate the administration of this clause when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Employer for salary and benefit costs, including travel time incurred. Leave of absence granted under this clause shall include sufficient travel time. The Union shall provide the Employer with reasonable notice prior to the commencement of leave under this clause. It is understood that employees granted leave of absence pursuant to this clause shall receive their current rates of pay while on leave of absence with pay. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld.
- (d) The Employer shall grant, on request, leave of absence without pay:

- (1) for employees selected for a full-time position with the Union for a period of one year;
  - (2) for an employee elected to the position of President or Secretary-Treasurer of the B.C. General Employees' Union;
  - (3) for an employee elected to anybody to which the Union is affiliated for a period of one year and the leave shall be renewed upon request.
- (e) Where employees are appointed by the Union as union representatives to joint union-employer committees as specified in this agreement they shall be granted leave of absence without loss of basic pay to attend such meetings.

### **2.11 Union Meetings**

- (a) Employees may attend a meeting with a representative of the Union at their worksite on a quarterly basis on a mutually agreeable date.
- (b) The Union shall provide not less than two weeks' notice to the appropriate excluded manager at the local level of the intended date and time of the meeting.
- (c) Meetings will take place after the conclusion of the employees' scheduled shift and shall not interfere with normal operations.

### **2.12 Union Representatives**

Upon receipt of written request, from the union representative, the Employer may allow time on the agenda of any course, seminar, or workshop held by the Employer for a staff representative from the Union to speak.

## **ARTICLE 3 - UNION SECURITY**

- (a) All employees in the bargaining unit who on March 8, 1974 were members of the Union or thereafter become members of the Union shall, as a condition of continued employment, maintain such membership (subject only to the provisions of Section 17 of the *Labour Relations Code*).
- (b) All employees hired on or after March 8, 1974, shall, as a condition of continued employment, become members of the Union, and maintain such membership, upon completion of 30 days as an employee (subject only to the provisions of Section 17 of the *Labour Relations Code*).
- (c) Nothing in this agreement shall be construed as requiring a person who was an employee prior to March 8, 1974, to become a member of the Union.

## **ARTICLE 4 - CHECK-OFF OF UNION DUES**

- (a) The Employer 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.
- (b) The Employer 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.

- (c) Deductions shall be made for each biweekly payroll period and membership dues or payments in lieu thereof shall be considered as owing in the period for which they are so deducted.
- (d) All deductions shall be remitted to the President of the Union not later than 28 days after the date of deduction and the Employer shall also provide a list of names as well as classifications of those employees from whose salaries such deductions have been made together with the amounts deducted from each employee.
- (e) Before the Employer is obliged to deduct any amount under (a) above, the Union must advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the President of the Union. When the change cannot reasonably be accommodated by the Employer's existing payroll system, then the cost of implementation shall be borne by the Union. In all cases, the Union shall provide the Employer with a reasonable notice period to implement any change.
- (f) From the date of the signing of this agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other moneys deducted by the Employer from the pay of the employees in the bargaining unit.
- (g) The Employer shall supply each employee, without charge, a receipt for income tax purposes in the amount of the deductions paid to the Union by the employee in the previous year. Such receipts shall be provided to the employees prior to March 1 of the succeeding year.
- (h) An employee shall, as a condition of continued employment, complete an authorization form 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.

#### **ARTICLE 5 - EMPLOYER AND UNION TO ACQUAINT NEW EMPLOYEES**

- (a) At the time of hire new employees will be advised that a collective agreement is in effect and of the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.
- (b) A new employee shall also be provided with:
- (1) the name, location and work telephone number of the steward; and
  - (2) an authorization form for union dues check-off.
- (c) Upon request, the steward shall be advised of the name, location and work telephone number of the new employee.
- (d) The steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for 15 minutes sometime during the first 30 days of employment.
- (e) The Union will provide the Employer with an up-to-date list of stewards' names, work locations and work telephone numbers in order that the Employer may meet its obligation in (b)(1) above.
- (f) The Union will be provided with a copy of the completed and signed authorization form for dues check-off for all new employees.

## ARTICLE 6 - EMPLOYER'S RIGHTS

The Union acknowledges that the management and directing of employees in the bargaining unit is retained by the Employer, except as this agreement otherwise specifies.

## ARTICLE 7 - EMPLOYER/UNION RELATIONS

### 7.1 Union and Employer Representation

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

### 7.2 Union Bargaining Committees

The Union Bargaining Committee shall consist of three employees who are representatives of the Union, together with the President of the Union or their designate. The Union shall have the right at any time to have the assistance of members of the staff of the Union when negotiating with the Employer.

### 7.3 Union Representatives

- (a) The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance.
- (b) Members of union staff shall notify the excluded designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the Employer.
- (c) In order to facilitate the orderly, as well as the confidential investigation of grievances, the Employer will make available to union representatives or stewards temporary use of an office or similar facility.
- (d) The Employer agrees that access to its premises will be granted to local chairpersons, component chairpersons and members of the Provincial Executive. Notification shall be given to the excluded designated supervisory official in advance of the intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the Employer.
- (e) Notwithstanding Clause 7.3(d), the Employer agrees that access to its premises will be extended to persons designated by the President upon reasonable notice to the Employer of their intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the Employer or section concerned.

### 7.4 Technical Information

The Employer agrees to provide to the Union such information that is available relating to employees in the bargaining unit, as may be required by the Union for collective bargaining purposes.

### 7.5 Policy Meetings

The Employer and the Union recognize the importance and necessity of the Principals to this agreement meeting regularly to discuss problems which may arise from time to time.

## 7.6 Emergency Services

The parties recognize that in the event of a strike or lockout as defined in the *Labour Relations Code* of BC situations may arise of an emergency nature. To this end, the Employer and the Union will agree to provide services of an emergency nature.

## ARTICLE 8 - GRIEVANCES

### 8.1 Grievance Procedure

- (a) The Employer and the Union recognize that grievances may arise concerning:
  - (1) differences between the parties respecting the interpretation, application, operation, or any alleged violation of a provision of this agreement, or arbitral award, including a question as to whether or not a matter is subject to arbitration; or
  - (2) the dismissal, discipline, or suspension of an employee bound by this agreement.
- (b) The procedure for resolving a grievance shall be the grievance procedure in this article.

### 8.2 Step 1

In the first step of the grievance procedure, every effort shall be made to settle the dispute with the designated local supervisor. The aggrieved employee shall have the right to have their steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the union steward, to Step 2 of the grievance procedure. Where the aggrieved employee is a steward, they shall not, where possible, act as a steward in respect of their own grievance but shall submit the grievance through another steward or union staff representative.

### 8.3 Time Limits to Present Initial Grievance

An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Clause 8.4, must do so no later than 30 days after the date:

- (a) on which they were notified orally or in writing, of the action or circumstances giving rise to the grievance;
- (b) on which they first became aware of the action or circumstances giving rise to the grievance.

### 8.4 Step 2

- (a) Subject to the time limits in Clause 8.3, the employee may present a grievance at this level by:
  - (1) recording their grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
  - (2) stating the article(s) or clause(s) of the agreement infringed upon or alleged to have been violated, and the remedy or correction required; and
  - (3) transmitting their grievance to the designated local supervisor through the union steward.
- (b) The local supervisor shall:



- (1) forward the grievance to the representative of the Employer authorized to deal with grievances at Step 2; and
- (2) provide the employee with a receipt stating the date on which the grievance was received.

#### **8.5 Time Limit to Reply at Step 2**

- (a) Within 21 days of receiving the grievance at Step 2, the representative designated by the Employer to handle grievances at Step 2 and the designated union representative shall meet to examine the facts, the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (b) The representative designated by the Employer to handle grievances at Step 2 shall reply in writing to an employee's grievance within 30 days of receiving the grievance at Step 2.
- (c) Where the grievance concerns a disciplinary matter, the reply shall include a report of the Step 2 meeting and the results of investigations carried out by the Employer with regard to the facts and nature of the grievance. The report shall not be introduced as evidence at any arbitration proceeding.

#### **8.6 Failure to Act**

If the President of the Union, or their designate, does not present a grievance to the next higher level within the prescribed time limits, the grievance will be deemed to have been abandoned. However, the Union shall not be deemed to have prejudiced its position on any future grievance.

#### **8.7 Time Limits to Submit to Arbitration**

Failing satisfactory settlement at Step 2, and pursuant to Article 9 - Arbitration, the President, or their designate, may inform the Employer of their intention to submit the dispute to arbitration within:

- (a) 30 days after the Employer's decision has been received, or
- (b) 30 days after the Employer's decision was due.

#### **8.8 Administrative Provisions**

- (a) Replies to grievances at Step 2 of the grievance procedure and notification to arbitrate shall be by certified mail, courier or by facsimile.
- (b) Grievances, replies, and notification shall be deemed to have been presented on the date on which they were verifiably transmitted, and received on the date they were delivered to the appropriate office of the Employer or the Union.

#### **8.9 Dismissal or Suspension Grievances**

- (a) In the case of a dispute arising from an employee's dismissal, rejection on probation, suspension greater than 20 days or suspension for just cause pending investigation, the grievance may be filed directly at arbitration, with a copy to the employer designate, within 30 days of the date on which the dismissal, rejection on probation, or suspension occurred, or within 30 days of the employee receiving such notice.

(b) In the case of a dispute arising from other suspensions, the grievance may commence at Step 2 of the grievance procedure within 30 days of the date on which the suspension occurred, or within 30 days of the employee receiving such notice.

#### **8.10 Deviation from Grievance Procedure**

(a) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union.

(b) In the event that, after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this article, the grievance shall be considered to have been abandoned.

(c) Where an employee has filed a complaint with the Ombudsman or the Employment Standards Branch, the grievance shall be deemed to be abandoned unless the complaint is withdrawn, in writing, within 45 days of it being filed.

(d) Notwithstanding (b) above, an employee who has filed a complaint with the Human Rights Tribunal shall not have their grievance deemed abandoned through the filing of the complaint.

#### **8.11 Policy Grievance**

(a) Where either party to this agreement disputes the application, interpretation, or alleged violation of an article of this agreement, the dispute shall be discussed initially with the employer designate or the Union, as the case may be, within 60 days of the occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration, as set out in Article 9 - Arbitration.

(b) Unless agreed by the Principals, this article shall not be used by the Union to initiate a grievance directly affecting an employee or group of employees where such employees themselves could otherwise initiate a grievance through the grievance procedure. This provision shall not be utilized to circumvent any mandatory provision of the grievance procedure.

#### **8.12 Technical Objections to Grievances**

It is the intent of both parties to this agreement that no grievance shall be defeated merely because of a technical error other than time limitations in processing the grievance through the grievance procedure. To this end an arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and to render a decision according to equitable principles and the justice of the case.

#### **8.13 Effective Date of Settlements**

Settlements reached at any step of the grievance procedure in this article, other than Clause 8.11, shall be applied retroactively to the date of the occurrence of the action or situation which gave rise to the grievance, but not prior to the effective date of the agreement in effect at the time of the occurrence or the date set by a board of arbitration.

#### **8.14 Amending Time Limits**

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing.

## ARTICLE 9 - ARBITRATION

### 9.1 Notification

- (a) Where a difference arising between the parties relating to the interpretation, application, or administration of this agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 8 - Grievances, notify the other party within 30 days of the receipt of the reply at the second step, of its desire to submit the difference or allegations to arbitration.
- (b) A submission of such a difference or allegation to arbitration shall be by certified mail or by courier to the other party. Submissions may be transmitted by facsimile, however, the sender must forward the original documents by mail within three business days of the facsimile transmission. The sender will retain a facsimile receipt to prove service.
- (c) Where the matter in dispute is a dismissal grievance, the parties shall set a date for the hearing to be held seven weeks from the date that such a hearing is requested.

### 9.2 Assignment of a Single Arbitrator

- (a) When a party has requested that a grievance be submitted to an arbitration and either party has requested that a hearing date be set, an arbitrator will be assigned from the mutually agreed upon list of single arbitrators.
- (b) Depending upon availability, single arbitrators shall be assigned cases on a rotating basis.
- (c) The parties shall agree upon a list of arbitrators which shall be appended to this agreement. An arbitrator may be removed from the list by mutual agreement.
- (d) The parties shall endeavour to develop and maintain a list of acceptable arbitrators which is gender balanced.

### 9.3 Three-Person Arbitration Board

- (a) Notwithstanding Clause 9.2, when a single arbitrator has been appointed either party may indicate to the other party, within seven days of receipt of written notice, if it chooses to have the matter heard by a three-person arbitration board. Both parties shall then have seven days to name their appointee to the three-person board. The two appointees shall then meet to select an impartial chairperson.
- (b) If either party fails to name their appointee, or the two appointees fail to agree upon a chairperson within seven days of their appointment, the appointment shall be made by the Collective Agreement Arbitration Bureau.

### 9.4 Board Procedure

- (a) In this article the term "*Board*" means a single arbitrator or a three-person arbitration board.
- (b) The Board may determine its own procedure in accordance with the relevant legislation and shall give full opportunity to all parties to present evidence and make representations. It shall hear and determine the difference or allegation and shall render a decision within 60 days of the conclusion of the hearing.

### 9.5 Decision of Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Arbitration Board shall be final, binding, and enforceable on the parties. The Board shall have the power to dispose of a discharge or discipline grievance by any arrangement which it deems just and equitable. However, the Board shall not have the power to change this agreement or to alter, modify, or amend any of its provisions.

### 9.6 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Arbitration Board to reconvene the Board to clarify the decision, which it shall make every effort to do within seven days.

### 9.7 Expenses of Arbitration Board

Each party shall pay:

- (a) the fees and expenses of the Arbitrator it appoints; and
- (b) one-half of the fees and expenses of the Chairperson.

### 9.8 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties, but the same must be in writing.

### 9.9 Expedited Arbitration

- (a) The parties shall meet every four months or as often as required to review outstanding grievances filed at arbitration to determine by mutual agreement those grievances suitable for this process and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.
- (b) All grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of:
  - (1) dismissals;
  - (2) rejection on probation;
  - (3) suspensions in excess of 20 workdays;
  - (4) policy grievances;
  - (5) grievances requiring substantial interpretation of a provision of the agreement;
  - (6) grievances relating to Article 14 - Hours of Work;
  - (7) grievances requiring presentation of extrinsic evidence;
  - (8) grievances where a party intends to raise a preliminary objection;
  - (9) demotions.

By mutual agreement, a grievance falling into any of these categories may be placed into the expedited arbitration process.

(c) The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve groups of grievances.

(d) The Arbitrator shall hear the grievances and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.

- (e) Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.
- (f) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- (g) A grievance determined by either party to fall within one of the categories listed in (b) above, may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing pursuant to Clause 9.2.
- (h) The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.

## **ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE**

### **10.1 Burden of Proof**

In all cases of discipline, the burden of proof of just cause shall rest with the Employer.

### **10.2 Dismissal**

The Employer may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal.

### **10.3 Suspension**

The authorized employer designate may suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.

### **10.4 Dismissal and Suspension Grievance**

All dismissals and suspensions will be subject to formal grievance procedure under Article 8 - Grievances. A copy of the written notice of dismissal or suspension shall be forwarded to the President of the Union within five days of the action being taken.

### **10.5 Right to Grieve Other Disciplinary Action**

- (a) Disciplinary action grievable by the employee shall include:
  - (1) written censures;
  - (2) letters of reprimand;
  - (3) adverse reports; or
  - (4) adverse employee appraisals.
- (b) 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 their file, they shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of their personnel record.
- (c) Upon the employee's request any such document, other than formal employee appraisals, shall be removed from the employee's file after the expiration of 18 months from the date it was issued provided there has not been a further infraction.
- (d) The Employer 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.

### **10.6 Employee Appraisal Forms**

- (a) Where a formal appraisal of an employee's performance is carried out, the employee shall be given sufficient opportunity to read, review and ask questions about the appraisal. Upon request, the employee will be given three working days to read and review the appraisal.
- (b) The appraisal form shall provide for the employee's signature in two places, one indicating that the employee has read and accepts the appraisal, and the other indicating that the employee disagrees with the appraisal. No employee may initiate a grievance regarding the contents of an employee appraisal unless the employee has signed in the place indicating disagreement with the appraisal.
- (c) An employee appraisal shall not be changed after an employee has signed it, without the knowledge of the employee, and any such changes shall be subject to the grievance procedure of this agreement.
- (d) An employee shall receive a copy of their appraisal upon request.

### **10.7 Personnel File**

An employee, or the President of the Union or their designate with the written authority of the employee, shall be entitled to review the employee's personnel file(s), both paper and, if applicable, electronic, onsite. The employee or the President, as the case may be, shall give the Employer adequate notice prior to having access to such file(s).

### **10.8 Right to have Steward Present**

- (a) An employee shall have the right to have their steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall make every effort to notify the employee in advance of the purpose of the interview in order that the employee may contact their steward, providing that this does not result in an undue delay of the appropriate action being taken. This clause shall not apply to those discussions that are of an operational nature and do not involve disciplinary action.
- (b) A steward shall have the right to consult with a staff representative of the Union and to have a local union representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward, providing that this does not result in an undue delay of the appropriate action being taken.

### **10.9 Rejection during Probation**

- (a) The Employer may reject any probationary employee for just cause. A rejection during probation shall not be considered a dismissal for the purpose of Clause 10.4. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in the position to which they have been appointed, provided that the factors involved in suitability could reasonably be expected to affect work performance.
- (b) Where an employee feels they have been aggrieved by the decision of the Employer to reject the employee during the probationary period, they may in accordance with Article 8 - Grievances, grieve the decision within 30 days of receiving the notice of rejection. Such grievance may be filed directly at arbitration in accordance with Clause 8.9(a).

### **10.10 Abandonment of Position**

An employee who fails to report for duty for 10 consecutive workdays without informing the Employer of the reason for their absence will be presumed to have abandoned their position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not having informed the Employer.

## **ARTICLE 11 - SENIORITY**

### **11.1 Seniority Defined**

For the purpose of this agreement:

- (a) Service seniority shall mean the length of continuous service as a regular employee in the Public Service of British Columbia and service with MAXIMUS, following the successorship effective handover date. Regular employees in the Public Service of British Columbia as of June 30, 1974, shall be credited with service seniority equivalent to their length of continuous service as a permanent employee or their length of service as a continuous temporary employee with the Employer prior to that date. Service seniority for part-time employees shall be prorated on the basis of one year's service seniority for every 1827 hours completed.
- (b) Classification seniority for a regular employee shall be from that date upon which an employee is last appointed to their present classification with the status of a regular employee.
- (c) Notwithstanding the provisions of (b) above, a regular employee who is demoted shall have time previously spent at the level to which they are demoted included in their classification seniority, other than in cases where an employee takes a voluntary demotion in accordance with Clauses 12.7 or 12.9 or is demoted through no fault of their own. In the latter cases, the employee shall have classification seniority equivalent to all time previously spent at the level to which they are demoted, together with all time spent in any higher classification within the same classification series or related series.
- (d) Employees appointed by the Employer who are not members of this bargaining unit, will not be credited for the purpose of layoff and recall, with service seniority until they have completed one year's employment after having been placed with the Union's agreement, not to be unreasonably withheld, into a vacancy within this bargaining unit, except as provided in (e).
- (e) Employees who left the bargaining unit to fill a position with the Employer, and subsequently returned to the bargaining unit, shall be immediately credited for the purposes of layoff and recall, with their service seniority accrued within the bargaining unit. Upon completion of one year's service these employees will be credited with the remainder of their service seniority.

### **11.2 Seniority List**

Service Seniority lists for regular employees shall be provided June 30 and December 31 each year. The list shall contain employee number, hours of service seniority and classification, which shall be posted by the Employer. The Employer shall provide to the Union a confidential list of employees' names, hours of service seniority and their corresponding employee number.

### 11.3 Loss of Seniority

- (a) A regular employee on leave of absence without pay, other than leave of absence for an elected or appointed position in the Union, or leave granted under Article 21 - Maternity, Parental and Pre-Adoption Leave, shall not accrue seniority for leave periods over 30 calendar days.
- (b) A regular employee on a claim recognized by the Workers' Compensation Board shall be credited with service seniority equivalent to what they would have earned had they not been absent and had been able to work.
- (c) A regular employee who is on leave of absence without pay in an elected or appointed position of the Union shall continue to accrue seniority without benefits during the leave period, provided that, upon returning, the employee shall accept the first available position in their original classification at the work location nearest their residence.
- (d) An employee shall lose their seniority as a regular employee in the event that:
  - (1) they are discharged for just cause;
  - (2) subject to Clause 11.4, they voluntarily terminate their employment or abandon their position;
  - (3) they are on layoff for more than one year; or
  - (4) except as provided in Clause 13.3(a)(4), they become an auxiliary employee.

### 11.4 Re-Employment

A regular employee who resigns their position and within 90 days is re-employed as a regular employee shall be granted leave of absence without pay covering those days absent and shall retain, effective the date of re-employment, all provisions and rights in relation to seniority and other fringe benefits, provided they have not withdrawn their superannuation contributions.

### 11.5 Bridging of Service

If a regular employee terminates as a result of a decision to care for a dependent parent, spouse or child, and is re-employed, upon application they shall be credited with length of service accumulated at time of termination for the purposes of benefits based on service seniority. The following conditions shall apply:

- (a) the employee must have been a regular employee with at least two years of service seniority at time of termination;
- (b) the resignation must indicate the reason for termination;
- (c) the break in service shall be for no longer than six years;
- (d) the previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.

Former employees who meet the conditions outlined above will have in-service status when applying for re-employment, and shall, for the purpose of the selection process, be credited with points for the years of continuous service accumulated to the effective date of termination.



### 11.6 Seniority Blocks and Units

Seniority blocks and units shall form part of this agreement as follows:

#### Blocks (Applies to Regular Employees)

- (a) Victoria
- (b) Other locations where regular employees are hired outside the GVRD or CRD area and share a common 32-kilometer radius from where they ordinarily perform their duties.

#### Units (Applies to Auxiliary Employees)

For auxiliary layoff and recall purposes the following units apply:

- (a) Operational Services
- (b) Practitioner & Patient Services
- (c) Document Management
- (d) Document Operations
- (e) Employee Training & Development
- (f) Service BC
- (g) Service BC (Health)
- (h) Service BC (Health Language Queue's)

#### Seniority Units - Auxiliary Layoff and Recall

- (a) Should it become necessary to amend Seniority Units as a result of operational or organizational changes, the matter shall be referred to the Joint Union/Management Committee for consideration and recommendation to the bargaining Principals.
- (b) Prior to such matters being referred to the Joint Committee, written notification shall be provided to the bargaining Principals.

#### Same Service Seniority Date

When two or more regular or auxiliary employees have the same service seniority date and when mutual agreement cannot be reached, then seniority shall be determined by chance.

## ARTICLE 12 - SERVICE CAREER POLICY

### 12.1 Postings

- (a) All vacancies of a regular nature that are to be filled, for positions in the bargaining unit, shall be posted on the bulletin board and through email within 30 days.
- (b) Eligibility lists may be established through the posting process and used to fill vacancies. When eligibility lists are established it shall be stated on the posting. Eligibility lists shall be in effect for a maximum of one year from the establishment of the list.
- (c) Vacancies of a temporary nature which are known to exceed five months shall be posted within 30 days. In any event, vacancies of a temporary nature shall not exceed 10 months in duration. In the event that a temporary vacancy was not posted and is required beyond the 10-month limit, the temporary job shall be posted.

- (d) Notices shall be posted at least 14 days prior to the closing date of the competition, except as provided for in Clauses 12.7, 12.8 and Article 13 - Layoff and Recall.
- (e) The notice of postings shall contain the following information: nature of position, qualifications, skills, wage or salary rate or range, and where applicable, specific location. Such qualifications may not be established in an arbitrary or discriminatory manner. The posting will also include whether shift work is involved, start and finish times, the ETO schedule, and the modified workweek arrangement.
- (f) Where the Employer determines that it is prepared to have a particular position filled by persons possessing either specified educational requirements or equivalencies, the posting shall specify that equivalent experience is acceptable.

## **12.2 Union Observer**

The President of the Union or their designate may sit as an observer on a selection panel, including panel deliberations following selection tests, for positions in the bargaining unit. The observer shall be a disinterested party. This clause shall not apply to excluded positions.

## **12.3 Selection Procedures**

- (a) Appointments will be based on applying the principle of merit. The matters to be considered in determining merit shall, having regard to the nature of the duties to be performed, include the applicant's education, skills, knowledge, experience, past work performance and years of continuous service in the Public Service and with the Employer.
- (b) The initial assessment of applicants shall be a process which appraises the knowledge, skills and abilities of eligible applicants. The weighting of these factors shall be consistently applied within job types within a classification, which have been evaluated under the selection standards project. Selection procedures shall also include consideration of years of continuous service, i.e. 0.5% of total competition points for each year of continuous service to a maximum of 10% of total competition points (maximum of 20 years).
- (c) Where an eligibility list has been established pursuant to Clause 12.1(b), qualified candidates shall be placed on the list in order of their respective point scores. In the event of a tie, the most senior employee will be placed higher on the list.

## **12.4 Notification**

- (a) Unsuccessful employee applicants to posted positions will be notified of the name and classification of the successful employee applicant.
- (b) If the successful applicant is not an employee, upon request, an unsuccessful employee applicant will receive either the name of the successful applicant or a summary of the successful applicant's qualifications, skills and experience.

## **12.5 Inquiry Procedure**

- (a) An employee who is an unsuccessful applicant for an appointment to the Employer may request from the individual responsible for the appointment an explanation of the reasons why they were not appointed. Any such request shall be made within seven calendar days of receiving notification under 12.4.

- (b) The responsible individual must provide an explanation within seven calendar days after receiving a request under Subsection (a).
- (c) An employee who has made a request under (a) above may request an inquiry with respect to the appointment, no later than seven days of receipt of explanation under (b) above. Any such request must include a detailed statement specifying the grounds on which the request is made and be directed to the employer designate responsible for the position.
- (d) The Employer, or a person designated by the Employer, who receives an application under (c) above must inquire into the appointment and confirm the appointment or proposed appointment and provide a written explanation or direct that the appointment or proposed appointment be reconsidered.
- (e) Except as provided in (g) below, an employee who is an unsuccessful applicant for an appointment to a position and who has made a request pursuant to (c) above and disagrees with the decision made in (d) above to confirm the appointment or proposed appointment may request a review of the appointment.
- (f) A request for a review pursuant to (e) above must be in writing and may only be based upon the grounds submitted to the employer designate under (c) above.
- (g) The following are not subject to a review and may not form the basis of a grievance:
- (1) staffing decisions respecting positions outside the bargaining unit;
  - (2) a temporary appointment of not more than seven months in duration;
  - (3) an appointment of an auxiliary employee.
- (h) All requests for reasons, inquiry or review and submissions must be within the time period prescribed.

#### **12.6 Transfers Without Posting**

- (a) Lateral transfers or voluntary demotions may be granted, without posting for:
- (1) compassionate or medical grounds to regular employees who have completed their probationary period;
  - (2) all employees who have become incapacitated by industrial injury or industrial illness.
- (b) In such cases the Rehabilitation Subcommittee established in Clause 30.5 shall consider any applications or requests presented to the Committee. Each request for special consideration shall be judged solely on its merit.

#### **12.7 Regular Part-Time Employees**

The parties acknowledge that as a general principle regular part-time employees should have access to continuous full-time employment prior to auxiliary employees.

- (a) Where it is known for at least a week in advance that such temporary full-time work is available, the Employer will pre-schedule regular part-time employees on the basis of service seniority, prior to auxiliary employees, provided:
- (1) there shall be no increased cost to the Employer, including but not limited to premiums or penalties attributed to going on or coming off the temporary full-time work schedule;

- (2) work assigned/offered must be within the same classification and work unit in which the regular part-time employee usually works as a regular part-time employee;
- (3) part-time employees whose part-time status is derived from a job share agreement shall not be entitled to increase their hours under this arrangement, except by mutual agreement;
- (4) lost work opportunities resulting from part-time regular employees accepting a full-time work opportunity or reverting to their part-time position following completion of the full-time assignment shall not be the Employer's responsibility;
- (5) employees working a full-time schedule for any period in excess of two calendar weeks and who are subsequently unable to report for work due to illness or injury during the period of scheduled full-time work, and are entitled to benefits pursuant to Appendix 2, will have their STIP benefit calculated on the basis of the full-time work. This calculation based upon full-time work will continue for the duration of the scheduled full-time employment and thereafter revert to a benefit based upon the employee's part-time appointment.

### ARTICLE 13 - LAYOFF AND RECALL

#### Preamble

The Employer agrees not to exercise its right to cause a layoff that results in the cessation of employment for a regular employee except as provided in this article.

#### Pre-Layoff Canvas

Prior to the layoff of regular employee(s) under Clause 13.3 or 13.4, the Employer may canvas any employee or group of employees to invite:

- (a) voluntary placement into a vacant position;
- (b) resignation with severance, as provided for in Clause 13.3/13.4; or
- (c) where eligible, early retirement.

#### 13.1 Workforce Adjustment

- (a) The parties recognize that workforce adjustment will be necessary due to the elimination of positions resulting from a reduction in the amount of work required to be done by the Employer, reorganization, program termination or closure which impacts a number of employees.
- (b) The timeframe for Clause 13.1 placement activities is 90 days, or a lesser time frame for smaller adjustments, from the date the employee receives written notice of redundancy as mutually agreed to by the Joint Committee. Such notice will only be issued after consultation with or advice to the Joint Committee.
- (c) The Employer will consult with the Union through the Joint Union/Management Committee established pursuant to Article 30 respecting workforce adjustment which results in redundancy as required pursuant to (a) above. Workforce adjustment activities will be guided by the following principles and procedures:
  - (1) Both parties recognize the need for the cooperation of all participants to facilitate the placement of regular employees.

- (2) The Employer must first minimize the impact on their regular employees through the appropriate:
  - (i) layoff of limited term employees;
  - (ii) cancellation of contracts for employment agency personnel;
  - (iii) cancellation of personal service contracts where a surplus regular employee qualified to do the work can be placed;
  - (iv) where necessary, layoff of auxiliary employees;
  - (v) lateral transfers and, where necessary, regular employees displacing auxiliary employees performing ongoing work.
- (3) The placement process applies to junior regular employees or, where appropriate, other regular employees in the same classification and seniority block for placement into vacant positions for which they are qualified.
- (4) Surplus employees will be placed through lateral transfers where such vacancies are available.
- (5) Surplus employees not able to be placed through lateral transfers will be offered available comparable vacancies.
- (6) Where an employee accepts an offer, once confirmed in writing such acceptance is final and binding upon the employee, subject to the agreement of the Employer.

### **13.2 Less than Three Years' Service Seniority**

In the event of a layoff, the following shall apply to regular employees with less than three years' service:

(a) *Layoff*

- (1) Layoff of regular employees with less than three years' service seniority shall be in reverse order of seniority within a classification and within the seniority block as specified in this agreement.
- (2)
  - (i) A regular employee designated for layoff may opt to use Clause 13.4(c)(2)(i) and (ii) providing the employee exercising such an option has the qualifications to meet the requirements of the job.
  - (ii) If there are no vacancies available an employee promoted from another position within the same seniority block may opt to displace the employee currently filling the position originally held by the employee designated for layoff, providing the employee exercising such a displacement option has greater seniority and is qualified and able to perform the job after a period of familiarization.
  - (iii) If an employee is not placed through the option of (a)(2)(ii) above, then they may opt to displace the junior employee currently filling a position within that classification originally held, providing the employee exercising this displacement option has greater seniority and is qualified and able to perform the job after a period of familiarization. This option shall be exercised only within the same seniority block.
  - (iv) The employee displaced pursuant to (ii) or (iii) shall have the options contained in (i).

(3) Upon layoff, a regular employee will have the option of displacing the most senior auxiliary employee, within the same seniority block and going onto auxiliary recall lists.

(4) A regular employee who chooses to go onto the auxiliary recall list pursuant to this section, shall retain their regular status unless they fail to maintain 1200 hours worked at the straight-time rate within the previous 26 pay periods except as provided under Article 21 - Maternity, Parental and Pre-Adoption Leave; but a regular employee recalled to auxiliary work will be considered to have auxiliary status for purposes of Clauses 15.6 and 15.7 vacation scheduling and notice of layoff as specified in (b) below.

Where an employee loses regular status by failing to maintain 1200 hours in 26 pay periods as referenced above, their previous regular service seniority shall be credited as auxiliary seniority for the purposes of layoff and recall only. Calculation shall be based on 1827 hours of auxiliary seniority per year of regular service seniority (prorated for partial years).

(5) Notwithstanding (1), (2) and (3) above, regular employees to be retained shall be qualified and able to perform the work which is available after a period of familiarization.

(b) The Employer shall notify regular employees, in writing, who are to be laid off, 20 workdays prior to the effective date of layoff. Copies of such notifications will be forwarded to the Union. If the employee has not had the opportunity to work 20 full days after notice of layoff, they shall be paid in lieu of work for that part of the 20 days during which work was not made available.

(c) An employee shall not accumulate seniority while on layoff.

(d) Notwithstanding (a)(4) above, a regular employee with service seniority of less than three years and who is laid off, will be placed on a recall list for a period of one year, for the purposes of recall to a regular position within the seniority block from which the employee has been laid off.

(e) Recall of regular employees shall be in order of service seniority providing the employee is qualified and able to perform the work which is available after a period of familiarization. Recall to available work of four months or longer duration shall be considered to be "*regular*" recall under this section rather than "*auxiliary*" recall under Clause 32.5 or (3) above. An employee who declines an offer pursuant to this paragraph shall be deemed to have resigned but may, if eligible, claim early retirement.

(f) *Severance Pay*

(1) An employee may opt for severance pay on the date the layoff was scheduled to occur, in which case they shall be deemed to have resigned.

(2) A regular employee who has elected severance pay pursuant to this article shall be entitled to severance pay in an amount equal to three weeks' pay for every year (1827 hours at straight-time rate) of regular service seniority or major part thereof.

### **13.3 Layoff - Three or More Years of Service Seniority**

In the event of a layoff of employees with three or more years' seniority, the following shall apply:

(a) The Employer shall notify employees affected by Clause 13.4, in writing, at least six weeks prior to the effective date. Copies of such notifications will be forwarded to the Union. If the employee has not had the opportunity to work their regularly scheduled shifts during the six-week period after notice of layoff, they shall be paid in lieu of work for that part of the regularly scheduled shifts during which work was not made available.

(b) An affected employee subject to layoff shall have the right to fill vacancies and to displace employees in the following manner and sequence:

- (1) The employee to be laid off shall be the employee with the least service seniority in the same classification.
- (2) The employee shall be placed on the basis of service seniority in accordance with (i) through (iv) below.

	<b>Vacancy/ Displacement</b>	<b>Classification</b>	<b>Geographic Location</b>
(i)	Vacancy	same	same
(ii)	Vacancy	comparable	same
(iii)	Displace	same	same
(iv)	Displace	comparable	same

(3) In order to facilitate the administration of Clause 13.4(c)(2) above, an employee is required to immediately indicate if it is their intention to utilize the displacement/bumping option. The displacement/ bumping option shall be voluntary and if the option is declined by the employee it shall not count as a job offer pursuant to this section. Should an employee wish to displace/bump, the Employer will identify the least senior employee within the classification.

(4) For purposes of this clause, an employee may only displace a junior employee with less than three years' seniority.

(5) "*Comparable*" includes a job with a salary range not more than four grid levels below the employee's original classification.

(6) Notwithstanding (2) above, an employee may choose to take the options available to employees with less than three years' seniority as outlined in Clause 13.3, rather than the options available to an employee with three or more years' service seniority.

(7) In the event that an employee is not placed pursuant to any of the above options they shall claim Section 6 above or early retirement or severance pay.

(c) *Job offers pursuant to (b) above:*

(1) If an employee refuses one job offer in the same classification they will be deemed to have resigned but may, if eligible, claim early retirement.

(2) If an employee refuses one job offer in a different classification and with a salary or maximum step pay range the same as their existing position, they shall claim early retirement or severance pay as outlined in Clause 13.4(h).

(3) If an employee refuses a maximum of two job offers with a salary or maximum step pay range comparable to their existing position they shall claim early retirement or severance pay as outlined in Clause 13.4(h).

(4) An employee who fails to elect between early retirement or severance pay in (2) and (3) above shall be paid severance pay as outlined in Clause 13.4(h).

(d) In all cases, the regular employee must possess the qualifications as determined by the Joint Committee, to perform the work available.

(e) *Retraining and Adjustment Period*

(1) Employees who assume a new position pursuant to this article will receive job orientation, including, where deemed appropriate by the Joint Committee, current in-service training, and shall be allowed a reasonable time to familiarize themselves with their new duties.

(2) In those circumstances where an employee is being placed in a regular vacancy, the Joint Committee shall also consider other training where it is complementary to current in-service training.

(3) Employees involved in training under this section shall receive their basic pay for the period of training, the cost of tuition and the cost of course-related materials.

(f) *Early Retirement*

A regular employee who is age 55 years or older and is entitled to receive a pension under the Public Service Pension Plan Rules, as of the effective date of layoff, and who has opted for and is entitled to severance pay pursuant to this article shall, upon application, be entitled to purchase all or part of any eligible service for which no contributions were made, as permitted by the Public Service Pension Plan Rules.

(g) *Pay Out of Sick Leave*

When an employee age 55 or older opts for severance pay or early retirement, they will also qualify in accordance with the agreement, for an amount equal to 50% of accumulated sick leave credits on the date of severance or retirement.

(h) *Severance Pay*

Prior to the expiry of the Notice of Layoff, or within 30 days of refusing job offers in accordance with Clause 13.4(c), a regular employee with greater seniority than three years will be entitled to resign with severance pay based upon three weeks current salary for each year (1827 hours at straight-time rate) of regular service seniority or major part thereof.

The employee will not receive an amount greater than 12 months current salary.

(1) Subject to Clause 13.4(c), employees shall remain at work and on pay until the steps under Clause 13.4(b)(2) are completed provided the employee:

(2) has co-operated in the placement process; and

(3) has opted for displacement; and

(4) has not opted to use Clause 13.4(b)(6).

### **13.4 Layoff and Recall Committee**

The structure of the layoff and recall/employment security provisions of the agreement are such that those regular employees with three or more years of service seniority have stronger security than regular employees with less than three years seniority. Likewise, all regular employees have stronger security than auxiliary employees.



Consistent with the above, the parties acknowledge that the Joint Committee may need to exercise its discretion as provided in (c) below, in order to maintain the employment of regular employees over auxiliary employees, including regulars with less than three years seniority.

- (a) A Joint Layoff and Recall Committee shall be constituted to provide for continuing consultation and cooperation between the parties with respect to the relocation, training and placement of employees who have three or more years of seniority and who are subject to layoff.
- (b)
  - (1) The Committee shall consist of four representatives, two appointed by the Union and two appointed by the Employer.
  - (2) The Committee shall meet as required during working hours and leave without loss of pay shall be granted to committee members. Minutes shall be taken of all meetings and copies of such minutes shall be provided to the Employer and the Union.
- (c) The Union and the Employer representatives on the Committee shall have the authority to waive by mutual agreement any portion of Article 13 where it is considered by them to be fair and equitable, provided such waiver is also with agreement of the employee who is seeking placement via the Joint Committee.
- (d) The Employer will make available to the Committee a monthly list of vacant positions and a list of the employees issued notices, laid off, retired, received severance pay, or placed pursuant to Article 13, by classification.
- (e) The Joint Committee shall establish a schedule of comparable classifications.
- (f) The Employer agrees to supply the Joint Committee with as much notice as possible of expected employees to be designated for layoff.

For the purposes of this clause, and where the Committee considers it appropriate, the following definition of "*comparable*" may be used to effect a placement:

"*comparable*" includes a job with a salary range not more than four grid levels below or one grid level above the employee's original classification.

Where this definition is used, an employee shall not utilize the displacement/bumping options to obtain a promotion.

## ARTICLE 14 - HOURS OF WORK

### 14.1 Hours of Work

(a) *Preamble*

The parties recognize the Employer's right to establish hours of operation to provide adequate service to the public and to fulfill the functions of the work unit.

(b) *Terminology*

For the purpose of this agreement the following definitions apply:

"*Fixed location employees*" means those employees who spend all or the greater part of their time at a central work location where they generally perform their duties on a regular daily shift basis.

The annual hours of work exclusive of meal periods taken away from the workstation but including paid holidays will be 1827, which is equivalent to an average of 35 hours per week. The 1827 annual hours means that all work schedules will be based on that figure. Due to varying lengths of the calendar and work years and the varying times that employees may begin and end their work schedules, an employee will be required to work an average of 1827 hours.

(c) *Standard Hours*

(1) Except as otherwise provided, the standard workweek shall consist of five consecutive days from Monday to Friday, inclusive.

(2) Except as otherwise provided, the workday shall be seven hours duration exclusive of meal period, and these hours shall be scheduled between 8:00 a.m. and 5:00 p.m.

(d) All new employees hired subsequent to date of ratification will work 37.5 hours per week or 1957.5 hours per year.

(e) Existing regular employees may voluntarily increase their annual hours of work to 1957.5 which is the equivalent of 37.5 hours per week.

(f) All new employees and existing employees who opt to work increased hours to 37.5 will have their biweekly and annual rates of pay increased accordingly.

## 14.2 Work Schedules

(a) This agreement shall establish shift patterns, length of scheduled workdays and, where appropriate, averaging periods to meet the annual hours of work.

(b) The Employer shall determine when various services are provided (hours of operation), the classifications of positions and the numbers of employees required to provide the services.

(c) The Employer's designate and the union steward at the local level will establish work schedules based upon the shift patterns and hours of work clauses in the agreement and the provisions of this article including the following:

(1) if either party wishes a change to existing work schedules they shall provide the other party with the earliest possible advance notice in writing;

(2) if a change is requested the notice shall be given to the appropriate union steward or designated employer representative;

(3) the parties shall have 14 days, from the date notice is given to reach agreement on work schedules;

(4) if the parties are unable to reach agreement within 14 days either party may refer the matter to an Hours of Work Umpire on the appropriate form.

(d) The Employer and the Union shall agree on a list of persons designated as "*Hours of Work Umpires*" who shall resolve hours of work disputes in accordance with the provisions of the agreement.

(e) (1) The Umpire shall have 14 days, which may be extended by mutual agreement of the Principals by a further seven days, in which to bring in a decision.

(2) The Umpire shall base their decision on work schedule information in the agreement and the criteria to be applied in this section. The Umpire may consider a work schedule proposed by

either party, however only work schedules which are consistent with the agreement may be considered.

(3) The party requesting a change from what has been previously agreed to shall bear the onus for justifying the change.

(4) In coming to a decision, the Umpire shall abide by the following rules:

- (i) the decision must not be retroactive;
- (ii) the hours of work schedule awarded shall not contain scheduled overtime;
- (iii) the decision must not interpret the collective agreement except for the provisions of Clauses 14.2(e)(4) and 14.2(f).

(f) The parties recognize that in reaching mutual agreement on work schedules, or where the Umpire is determining a schedule in accordance with the provisions of this article the following will also apply:

(1) work schedules shall meet the hours of operation and shall consider unusual or seasonal demands and functionally linked work groups within and without the bargaining unit;

(2) work schedule changes, within existing hours of operation, must not result in increased cost to the Employer and where possible shall result in decreased cost to the Employer and/or improved efficiency and/or improved service to the public. The onus of proof shall be on the Employer to prove decreased cost;

(3) consideration shall also be given to employee preferences, fairness and equity.

(g) (1) In the event there is a dispute between the parties at the local level, the Employer may implement, on an interim basis, a new or changed work schedule by giving 14 days' notice, providing the length of workday is not increased beyond nine hours and providing the change is necessary because of an introduction of a new program or a change to the hours of operation. However, under extenuating circumstances the 14 days' notice may be concurrent with the period of notice in (c)(3) above.

(2) Where the proposed change is within existing hours of operation, no change shall be made without mutual agreement or an Umpire's decision.

(h) Either party may grieve an Hours of Work Umpire decision made pursuant to Clause 14.2 on the grounds that the award contravenes the requirements of Clause 14.2(e) or Clause 14.2(f). The grievance may be filed to a mutually agreed upon Hours of Work Arbitrator within 14 days of the receipt of the Umpire's award. The Hours of Work Arbitrator shall render a decision within 14 days of the conclusion of the hearing.

### 14.3 Modified Workweek

(a) Where there is mutual agreement between the union designate and the Employer's designate at the local level for a modified workweek, work schedules may be arranged on one of the following bases:

- (1) 5/4 - the workday shall be seven hours and 47 minutes.
- (2) 5/5/4 - the workday shall be seven hours and 30 minutes.
- (3) 5/5/5/4 - the workday shall be seven hours and 22 minutes.

(b) The foregoing work schedules shall be subject to the following provisions:

- (1) It is understood that the implementation of modified workweek work schedules is dependent on receiving confirmation from the Employer prior to implementation.
  - (2) There shall be equitable rotation of the extra days off as mutually agreed at the local level.
  - (3) Pursuant to Clause 14.3(b) of the agreement, for vacation purposes employees shall remain on the agreed work schedules and vacation entitlement shall be converted to hours. The scheduled daily hours shall be deducted from the vacation entitlement for each day of vacation taken.
  - (4) Pursuant to Clause 14.3(c) of the agreement, any shortfall arising from designated paid holidays falling within the schedule shall be scheduled by mutual agreement.
- (c) (1) The earned time off (ETO) is scheduled by mutual agreement at the local level on Monday, Tuesday, Wednesday, Thursday and Friday on an equitable basis; or
- (2) is scheduled by mutual agreement within the applicable cycle in (a) above.

#### **14.4 Other Work Schedules**

The parties recognize that there may be occasion, due to the specific work needs, to grant approval for a work schedule that is not currently contained in this agreement. If there is mutual agreement between the bargaining Principals, a letter of agreement will be negotiated to reflect these special circumstances.

#### **14.5 Conversion of Hours**

- (a) *Lieu Days* - where an employee is granted a lieu day pursuant to Clauses 17.3 or 17.4, the time off granted will be seven hours per lieu day for a full-time employee and prorated for a part-time employee.
- (b) *Vacation* - where an employee is granted vacation pursuant to Clause 18.1, the annual vacation entitlement shall be converted to hours on the basis of a seven-hour day and vacation taken shall be deducted in accordance with the actual hours of the employee's daily shift in effect at the time the vacation is taken.
- (c) *Designated Paid Holidays* - where an employee is granted a designated paid holiday pursuant to Article 17 - Paid Holidays, the time off granted will be seven hours per designated paid holiday for a full-time employee and prorated for a part-time employee. Where the scheduled workday exceeds seven hours, the resulting difference shall be included in the work schedules established pursuant to Clause 14.2.

#### **14.6 Rest Periods**

All employees shall have two, 15-minute rest periods in each work period in excess of six hours, one rest period to be granted before and one after the meal period. Employees working a shift of three and one-half hours, but not more than six hours, shall receive one rest period during such a shift. Rest periods shall not begin until one hour after the commencement of work or not later than one hour before either the meal period or the end of the shift. Rest periods shall be taken without loss of pay to the employees.

#### **14.7 Standby Provisions**

- (a) Where regular employees are required to standby to be called for duty under conditions which restrict their normal off-duty activities, they shall be compensated at straight-time in the proportion of one hour's pay for each three hours standing by. An employee designated for standby shall be immediately available for duty during the period of standby at a known telephone number. No standby

payment shall be made if an employee is unable to be contacted or to report for duty when required. The provisions of this clause do not apply to part-time employees who are not assigned a regular work schedule and who are normally required to work whenever called.

(b) Regular employees on standby in a relief operation, such as a staffing pool, shall be compensated one day's basic pay for 12 hours' standing by. Where the time spent on standby is followed by a full shift being worked, employees shall be compensated at the straight-time rate in the proportion of one hour's pay for each four hours of standing by in addition to their normal day's pay with a minimum of one hour's standby.

(c) Employees required to standby under (a) above will not be required to standby on two consecutive weekends or two consecutive designated paid holidays, except by mutual agreement. This provision will not apply in emergency situations.

#### **14.8 Meal Periods**

(a) Meal periods shall be scheduled as close as possible to the middle of the scheduled hours of work. The length of the meal period shall be agreed to at the local level and shall be not less than 30 minutes nor more than 60 minutes.

(b) An employee shall be entitled to take their meal period away from the workstation. Where this cannot be done, the meal period shall be considered as time worked.

#### **14.9 Clean-up Time**

Employees shall be allowed reasonable time during the workday or shift for clean-up purposes.

#### **14.10 Points of Assembly and Work Start Times**

Where a work unit is staffed by employees who are members of more than one union component and where there is a work dependency between such employees, the start time shall be established for the members of the union component having the largest representation in the work unit.

#### **14.11 Flextime**

(a) Employees or groups of employees may be given the authority to work flextime by mutual agreement between the parties at the local level.

(b) The averaging period for those employees on flextime shall be 70 hours per two-week period.

(c) The workday for those employees on flextime shall not exceed 10 hours.

(d) For the purpose of this agreement, flextime means the hours worked by an employee, or a group of employees, who are given authority to:

(1) choose their starting and finishing times; and

(2) choose their length of workday within a stated maximum number of hours, subject to meeting the required annual hours of work in accordance with this agreement, through a specified averaging period which shall be determined at the Joint Committee level.

(e) The full-time employee on flextime who has a day of absence, whether with or without pay, will be deemed to be absent for seven hours, providing at least seven hours are required to complete the averaging period. If less than seven hours are required to complete the averaging period, such number of hours will be deemed to be hours of absence.

### 14.12 Scheduling Lieu Days

- (a) Pursuant to Clauses 17.3 and 17.4 of the agreement, days off in lieu of paid holidays shall be scheduled by mutual agreement and taken within 60 days following the paid holiday.
- (b) If the lieu day is not taken within the 60 days, it shall be immediately scheduled on the vacation roster.
- (c) This clause does not apply where the days in lieu of paid holidays are built into the shift pattern.

## ARTICLE 15 - SHIFT WORK

### 15.1 Shift Operations

Where the hours of operation require employees to be scheduled for work outside the standard hours listed in Clause 14.1, shift schedules shall be established by mutual agreement at the local level. The shift patterns shall be either five days on and two days off or four days on and two days off unless otherwise agreed to by the parties of this agreement. Once the shift pattern and the length of the meal period have been agreed to, the length of the workday will be as required to meet the annual hours outlined in Clause 14.1 of the agreement.

### 15.2 Allocation of Shifts

Where the parties to this agreement determine that shifts are to be rotated, such shifts shall be rotated on an equitable basis.

### 15.3 Split Shifts

No shift shall be split for a period longer than the regularly scheduled meal period.

### 15.4 Definition of Shifts and Shift Premiums

(a) *Identification of Shifts:*

- (1) *Day shift* - all hours worked on any shift which starts between 4:30 a.m. and 1:59 p.m. inclusive;
- (2) *Afternoon shift* - all hours worked on any shift which starts between 2:00 p.m. and 8:59 p.m. inclusive;
- (3) *Night shift* - all hours worked on any shift which starts between 9:00 p.m. and 4:29 a.m. inclusive.

(b) *Shift Premium (full-time employees):*

- (1) *Afternoon Shift* - \$1.45 per hour (effective April 1, 2016)
- (2) *Night Shift* - \$1.60 per hour (effective April 1, 2016)

### 15.5 Shift Premium Entitlement

- (a) Employees working an afternoon or night shift as identified in Clauses 15.4(a)(2) and 15.4(a)(3) shall receive a shift premium for all hours worked on the shift.
- (b) An employee working a full shift which begins between 11:00 a.m. and 1:59 p.m. inclusive shall receive the afternoon shift premium for all hours worked after 2:00 p.m.

(c) A part-time employee working less than the normal hours per day of a full-time employee will receive the afternoon shift premium for all hours worked on a shift more than half of which is regularly scheduled between 6:00 p.m. and 6:00 a.m., except that an employee regularly scheduled to start between 10:00 p.m. and 2:00 a.m. will receive instead the night shift premium.

(d) Employees covered by flextime and/or modified workweek agreements who, by their own volition, choose to begin their shift at a time which would qualify them for a shift premium shall not be entitled to the premium. Employees who are required to begin their shift at a time which would qualify them for a shift premium in accordance with the above provisions shall receive the appropriate premium.

(e) Shift premiums will apply to overtime hours worked in conjunction with a shift. An employee who is called out between 9:00 p.m. and 4:29 a.m. shall receive the night shift premium for each hour worked during the callout period up to the commencement of their regularly scheduled shift.

#### **15.6 Notice of Work Schedules**

(a) Work schedules for regular employees shall be posted at least 14 days in advance of the starting day of a new schedule.

(b) In the event that the work schedule or shift for a regular employee or an auxiliary employee working a scheduled shift roster is changed without 48 hours' advance notice and such change is the result of the actions of another employee covered by this agreement utilizing the benefits provided for by the provisions of this agreement, the employee will receive a premium of 85¢ per hour in addition to their regular pay, for work performed on the first shift to which they changed.

(c) In the event that an employee's work schedule or shift is changed without five days advance notice and the change results from causes other than defined in (b) above, the employee shall receive a premium at the applicable overtime rate for work performed on the first shift to which they changed, except that if the change results from no fault of the Employer they shall not receive a premium at overtime rates but shall receive the premium defined under (b) above.

#### **15.7 Short Changeover Premium**

(a) If shifts are scheduled so that there are not 24 hours between the start of an employee's shift and the start of their next shift, a premium calculated at the overtime rates will be paid for hours worked on the succeeding shift within the 24-hour period.

(b) Where an employee exercises seniority rights to work shifts, one of which falls within the 24-hour period from the start of the previous shift, the employee shall not be entitled to claim the premium rate referred to in (a) above.

#### **15.8 Exchange of Shifts**

Employees may exchange shifts with the approval of the Employer, provided that, whenever possible, sufficient advance notice in writing is given and provided that there is no increase in cost to the Employer.

#### **15.9 Shortfall of Annual Working Hours**

There shall be no pay back for shortfall of annual working hours in the shift systems determined in the agreement.

**ARTICLE 16 - OVERTIME****16.1 Definitions**

- (a) "*Overtime*" - means work performed by a full-time employee in excess or outside of their regularly scheduled hours of work.
- (b) "*Straight-time rate*" - means the hourly rate of remuneration.
- (c) "*Time and one-half*" - means one and one-half times the straight-time rate.
- (d) "*Double-time*" - means twice the straight-time rate.
- (e) "*Double-time and one-half*" - means two and one-half times the straight-time rate.

**16.2 Authorization and Application of Overtime**

- (a) An employee who is required to work overtime shall be entitled to overtime compensation when:
  - (1) the overtime worked is authorized in advance by the Employer; and
  - (2) the employee does not control the duration of the overtime worked.
- (b) Notwithstanding the foregoing, the Employer and the Union recognize that the nature of the work carried out by persons in some classifications is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use their discretion in working the overtime and the Employer shall be considered to have authorized the overtime in advance. However, the Employer reserves the right, subject to the grievance procedure, to determine the legitimacy of the overtime claimed. In order to facilitate a fair and reasonable administration of the clause, the Employer will draw up regulations defining the circumstances under which an employee may undertake overtime work without prior authorization. Copies of these regulations will be supplied to the Joint Committee.
- (c) Employees shall have the option of being compensated for overtime in cash or compensatory time off.
- (d) If the employee elects to take compensatory time off, such time off shall be scheduled by mutual agreement within 60 days from it being earned.
- (e) If mutual agreement on the scheduling of compensatory time off cannot be reached, the employee may elect, at any time after the 60 days, to receive cash payment for such unscheduled compensatory time off.
- (f) Where overtime is paid in cash, the Employer shall make every reasonable effort to make payment by the next pay period immediately following the month in which the employee opts for cash payment pursuant to (c) or (e) above, as the case may be.
- (g) Any overtime still owing at the end of the calendar year may be taken as compensatory time off at a mutually agreeable time prior to the end of the fiscal year. Should this become impossible, all outstanding overtime shall be compensated by monetary payment at the end of the fiscal year or upon termination, whichever occurs earlier.

**16.3 Overtime Entitlement**

- (a) An employee will be entitled to compensation for authorized overtime in excess of:
  - (1) the scheduled daily hours; or
  - (2) the maximum daily hours for those employees on flextime; or



(3) the agreed averaging period.

(b) For the purposes of calculating the hourly rate for overtime, an employee's biweekly rate shall be divided by 70.

(c) Overtime shall be compensated in 30-minute increments; however, employees shall not be entitled to any compensation for periods of overtime of less than five minutes per day.

#### **16.4 Recording of Overtime**

Employees shall record starting and finishing times for overtime worked in a form determined by the Employer.

#### **16.5 Sharing of Overtime**

Overtime work shall be allocated equitably to qualified employees considering their availability and within a work unit.

In the event that overtime cannot be covered by the work unit the Employer may offer overtime on an availability and seniority basis to qualified employees outside the primary work unit. Employees requiring training in the work identified for overtime are not considered qualified.

#### **16.6 Overtime Compensation**

(a) Overtime worked shall be compensated at the following rates:

- (1) time and one-half for the first two hours of overtime on a regularly scheduled workday; and
- (2) double-time for hours worked in excess of the two hours referred to in (1) above;
- (3) double-time for all hours worked on a day of rest.

The compensation of overtime in (1) and (2) is to be on a daily basis and not cumulative.

(b) An employee who works on a designated holiday which is not a scheduled workday shall be considered to have worked overtime and shall receive their regular days' pay and shall receive additional compensation at the rate of double-time for all hours worked; except for Christmas and New Year's when the additional compensation shall be at the rate of double-time and one-half for all hours worked.

(c) An employee on travel status who is required to travel on employer business outside their regular working hours shall be compensated at the applicable overtime rates for all hours travelled. The Employer may determine the means of such travel.

(d) (1) Overtime shall be compensated either in cash or time off for each occurrence. In instances where time off is selected, it shall be subject to the agreement of the Employer. Such agreement will not be unreasonably withheld.

(2) Accumulated overtime shall be paid in cash September 30, or upon termination.

#### **16.7 Overtime Meal Allowance**

(a) When an employee is required to work in excess of two and one-half hours overtime immediately before or after completion of their scheduled daily hours, they shall be provided with a meal or shall be reimbursed with an overtime meal allowance, and a meal break of one-half hour with pay will be given.

The overtime meal allowance shall be: \$17.50 (effective April 1, 2016)

- (b) If the employee continues to work overtime beyond three hours, a further meal or allowance and meal break as above shall be provided upon completion of an additional four hours worked, and upon the completion of every three hours worked thereafter.
- (c) When an employee is not on standby and is called out for overtime prior to their scheduled shift and it was not possible to give sufficient notice<sup>1</sup> to permit preparation of the meal normally taken to work, the Employer shall provide the meal or pay the overtime meal allowance.
- (d) In the case of an employee called out on overtime to work on a rest day, this clause will apply only to hours worked outside their regular shift times for a normal workday.
- (e) Where any of the meals provided under (a), (b), (c) or (d) above duplicates a meal to which an employee is entitled because of travel status or field allowance, then the employee shall receive only one benefit for each meal.

#### **16.8 No Layoff to Compensate for Overtime**

Employees shall not be required to layoff during regular hours to equalize any overtime worked.

#### **16.9 Right to Refuse Overtime**

- (a) All employees shall have the right to refuse to work overtime, except when required to do so in emergency situations, without being subject to disciplinary action for so refusing.
- (b) An employee on standby shall not have the right to refuse callout for overtime work.

#### **16.10 Overtime for Part-Time Employees**

- (a) A part-time employee working less than the normal hours per day of a full-time employee, and who is required to work longer than their regular workday, shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the workday of a full-time employee.
- (b) A part-time employee working less than the normal days per week of a full-time employee, and who is required to work other than their regularly scheduled workdays, shall be paid at the rate of straight-time for the days so worked up to and including the normal workdays in the workweek of a full-time employee.
- (c) Overtime rates shall apply to hours worked in excess of (a) and (b) above.

#### **16.11 Callout Provisions**

- (a) *Callout Compensation* - A regular employee who is called back to work outside their regular working hours shall be compensated for a minimum of three hours at overtime rates. They shall be compensated from the time they leave their home to report for duty until the time they arrive back upon proceeding directly to and from work.
- (b) *Callout Time Which Abuts the Succeeding Shift:*
  - (1) If the callout is for three hours or less, the employee will be required to work the callout period and the whole of the abutting shift. In this case, compensation shall be overtime rates for the callout period and straight-time rate for the regular shift.

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<sup>1</sup> Sufficient notice means one-half hour to permit preparation of the meal normally taken to work.

- (2) If the callout is for longer than three hours, the employee will be required to work the callout period and a portion of the abutting regular shift. The portion of the regular shift which must be worked will be regular shift less the amount that callout exceeds three hours. Compensation shall be at overtime rates for the callout period and straight-time for the regular shift without shortfall.
- (3) For the purpose of (1) above it is agreed that "callout" means that an employee has been called out without prior notice.
- (c) *Overtime or Callout Which Does not Abut the Succeeding Shift:*
- (1) When overtime is worked there shall be an elapsed time of eight hours between the end of overtime and the time the employee reports for duty on the next regular shift, with no shortfall out of their regular shift.
- (2) In a callout situation where at least three hours which do not abut the succeeding shift are worked in the 10 hours preceding the start of the regular shift, there shall be an elapsed time of eight hours between the end of callout and the time the employee reports for duty on their next regular shift, with no shortfall out of the regular shift.
- (3) If the elapsed eight-hour period following results in only two hours or less of their regular shift available for work, employees shall not be required to report for work on that shift, with no shortfall.
- (d) Time spent by an employee travelling to work or returning to their residence before and after callout shall not constitute time worked but shall be compensated at the overtime rate.
- (e) Should the employee be required to work that period which is considered free from work in the regular shift, as provided for in (b)(2), (c)(1), and (c)(2) above, then that portion of the shift shall be compensated at overtime rates.
- (f) An auxiliary employee who is called back to work in a circumstance such that they would be entitled to overtime compensation for the time worked, shall also be entitled to the provision of (a) above.

#### **16.12 Rest Interval after Overtime**

An employee required to work overtime adjoining their regularly scheduled shift shall be entitled to eight clear hours between the end of the overtime work and the start of their next regular shift. If eight clear hours are not provided, a premium calculated at overtime rates shall apply to hours worked on the next regular shift.

### **ARTICLE 17 - PAID HOLIDAYS**

#### **17.1 Paid Holidays**

- (a) The following have been designated as paid holidays:
- |                  |                      |
|------------------|----------------------|
| New Year's Day   | British Columbia Day |
| Family Day       | Labour Day           |
| Good Friday      | Thanksgiving Day     |
| Easter Monday    | Remembrance Day      |
| Queen's Birthday | Christmas Day        |
| Canada Day       | Boxing Day           |

(b) It is understood that Heritage Day shall be recognized as a designated paid holiday upon Proclamation. Any other holiday proclaimed as a holiday by the federal, provincial, or municipal governments for the locality in which an employee is working shall also be a paid holiday.

#### **17.2 Holidays Falling on Saturday or Sunday**

(a) For an employee whose workweek is from Monday to Friday and when any of the above-noted holidays fall on a Saturday and is not proclaimed as observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this agreement; and when a holiday falls on a Sunday and it 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.

(b) Where there is a work dependency between employees covered by this agreement and private sector employees, the parties may, by mutual agreement, amend (a) above.

#### **17.3 Holiday Falling on a Day of Rest**

(a) When a paid holiday falls on an employee's day of rest, the employee shall be entitled to a day off with pay in lieu.

(b) If an employee is called in to work on the day designated as the lieu day pursuant to (a) above, they shall be compensated at double-time rate.

#### **17.4 Holiday Falling on a Scheduled Workday**

An employee who works on a designated holiday which is a scheduled workday shall be compensated at the rate of double-time for hours worked, plus a day off in lieu of the holiday; except for Christmas and New Year's when the compensation shall be at the rate of double-time and one-half for hours worked, plus a day off in lieu of the holiday.

#### **17.5 Holiday Coinciding with a Day of Vacation**

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

#### **17.6 Christmas or New Year's Day Off**

The Employer agrees to make every reasonable effort to ensure that employees required to work shift shall have at least Christmas Day or the following New Year's Day off.

#### **17.7 Paid Holiday Pay**

Payment for paid holidays will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of the 60 workdays preceding a paid holiday, in which case they shall receive the higher rate. For employees who work in excess of seven hours per day, they shall receive the higher rate if they have been working in a higher paid position for a majority of the 420 working hours preceding a paid holiday.

**ARTICLE 18 - ANNUAL VACATIONS****18.1 Annual Vacation Entitlement**

(a) *Definitions:*

"*Vacation year*" - for the purposes of this article a vacation year shall be the calendar year commencing January 1 and ending December 31.

"*First vacation year*" - the first vacation year is the calendar year in which the employee's first anniversary falls.

(b) A regular full-time employee who has received at least 10 days' pay at straight-time rates for each calendar month will have an annual vacation entitlement as follows:

<b>Vacation Years</b>	<b>Workdays</b>
First .....	15
Second.....	15
Third.....	17
Fourth.....	19
Fifth .....	20
Sixth .....	21
Seventh .....	22
Eighth .....	23
Ninth .....	24
Tenth.....	25
Eleventh .....	26
Twelfth.....	27
Thirteenth to fifteenth.....	28
Sixteenth to eighteenth .....	29
Nineteenth.....	30
Twentieth.....	32
Twenty-first.....	33
Twenty-second.....	34
Twenty-third and twenty-fourth.....	35
Twenty-fifth and thereafter.....	36

(c) *Conversion of Hours* - where an employee is granted vacation pursuant to this article, and where the regularly scheduled workday is greater than seven hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven-hour day and deducted accordingly.

(d) Employees engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

**18.2 Vacation Earnings for Partial Years**

(a) (1) During the first partial year of service a new employee will earn vacation at the rate of one and one-quarter days for each month for which they earn 10 days' pay.

(2) Subject to Clause 18.8, any unused vacation earned during the first partial year will be paid to the employee on the second payday of the subsequent year.

(b) During the first and subsequent vacation years an employee will earn one-twelfth of the annual entitlement for each month in which the employee has received at least 10 days' pay at straight-time rates. Where an employee has taken more vacation than earned, the unearned portion taken shall be charged against future earned credits or recovered upon termination whichever occurs first.

### **18.3 Vacation Scheduling**

(a) It is the intent of the parties that no employee shall be restricted in the time of year they choose to take their vacation entitlement. However, all employees shall be allowed to take at least four weeks of their vacation entitlement during the period May 1 to September 30, inclusive, which shall be defined as the prime-time vacation period.

(b) For those employees who have more than four weeks' vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime-time period if they so desire.

(c) With the exception of authorized vacation carryover under Clause 18.8, the scheduling and completion of vacations shall be on a calendar-year basis.

(d) The calendar year in which an employee's first anniversary falls shall be the first vacation year. For the purpose of additional leave entitlement, the calendar year in which the fifth anniversary falls shall be the fifth vacation year; in which the sixth anniversary falls shall be the sixth vacation year; etc.

(e) During the first six months of continuous employment an employee may, subject to mutual agreement at the local level, take vacation leave which has been earned.

(f) Vacation schedules will be circulated and posted by January 31 of each year. This date may be altered at the local level by mutual agreement of the local chairperson and the employer designate, but not later than March 1 of each year.

(g) An employee who does not exercise their seniority rights within one week of receiving the vacation schedule shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

(h) An employee who voluntarily transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights with respect to that vacation schedule. However, every effort will be made to grant vacation at the time of the transferred employee's choice.

(i) An employee transferred by the Employer shall maintain their vacation period and no other employee's vacation time shall be affected thereby.

(j) The Employer shall make every reasonable effort to contact employees who are absent in order to establish such employees' preference for vacation.

(k) Vacation schedules, once approved by the Employer, shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the Employer.

### **18.4 Vacation Preference**

(a) Preference in the selection and allocation of vacation time shall be determined within each work unit on the basis of an employee's date of hire. Where an employee chooses to split their vacation, their

second choice of vacation time shall be made only after all other employees concerned have made their initial selection.

(b) Regular vacations shall have priority over carried over vacation time during the prime-time vacation period.

### **18.5 Vacation Pay**

(a) Payment for vacations will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of their regularly scheduled hours in the 60 workdays preceding their vacation, in which case they shall receive the higher rate.

(b) When a payday falls during a regular employee's vacation, the employee shall be entitled to have the paycheck forwarded to a mailing address supplied by the employee in writing.

### **18.6 Vacation Relief**

Where vacation relief is required, the Employer shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacement at the lowest paying category.

### **18.7 Approved Leave of Absence with Pay**

When an employee is hospitalized or under a physician's care and in receipt of the Short - Term Illness and Injury Plan benefits or on leave with pay in accordance with Clauses 20.1, 20.5, 20.7 and 20.8 during their vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time. An employee intending to claim displaced vacation leave must advise the Employer and provide necessary documentation within seven days of returning to work.

### **18.8 Vacation Carryover**

(a) An employee may carry over up to five days' vacation leave per vacation year except that such vacation carryover shall not exceed 10 days at any time. Employees in their first partial year of service, who commenced prior to July 1 of that year, may carry over up to five days' vacation leave into their first vacation year. Except as provided in Clause 18.2(a)(2), an employee shall not receive cash in lieu of vacation time except upon termination, resignation or retirement.

(b) A single vacation period which overlaps the end of a calendar year (December 31) shall be considered as vacation for the vacation year in which the vacation commenced. The portion of vacation taken subsequent to but adjoining December 31 shall not be considered as vacation carryover, nor as a seniority choice for the subsequent vacation year.

### **18.9 Call Back from Vacation**

(a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency.

(b) When, during any vacation period, an employee is recalled to duty, they shall be reimbursed for all expenses incurred by themselves, in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation, upon submission of receipts (except for meals) to the Employer. Where an employee's spouse and/or dependent children also return from vacation due to the recall of the employee, they shall be reimbursed for reasonable expenses incurred in returning home.

- (c) Time necessary for travel in returning to their place of duty and returning again to the place from which they were recalled shall not be counted against their remaining vacation entitlement.

#### **18.10 Vacation Leave on Retirement**

An employee scheduled to retire and to receive pension benefits under the Public Service Pension Plan Rules or who has reached the mandatory retiring age, shall be granted full vacation entitlement for the final calendar year of service.

#### **18.11 Vacation Credits upon Death**

Earned but unused vacation entitlement shall be made payable, upon termination due to death, to the employee's dependant, or where there is no dependant, to the employee's estate.

### **ARTICLE 19 - SHORT-TERM ILLNESS & INJURY AND LONG-TERM DISABILITY**

Employees shall be entitled to coverage for short-term illness and injury and long-term disability in accordance with agreed-upon regulations which will be subject to review and revision during the period of this agreement by negotiations between the parties and included as Appendix 2 - Short-Term and Long-Term Disability.

### **ARTICLE 20 - SPECIAL AND OTHER LEAVE**

#### **20.1 Bereavement Leave**

- (a) In the case of death in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at their regular rate of pay. The leave will include the date of the funeral or the date of death with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five workdays.
- (b) Immediate family is defined as an employee's parent, stepparent, spouse, child, stepchild, grandchild, brother, sister, stepsibling, father-in-law, mother-in-law, grandparent or any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) In the event of the death of the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be entitled to special leave for one day for the purpose of attending the funeral.
- (d) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.
- (e) Where established ethno cultural or religious practices provide for ceremonial occasions other than the bereavement period in (a) above, the balance of the bereavement leave as provided in (a) above, if any, may be taken at the time of the ceremonial occasion.

#### **20.2 Special Leave**

- (a) Where leave from work is required, an employee shall be entitled to special leave at their regular rate of pay for the following:
- (1) wedding of the employee - three days;
  - (2) attend wedding of the employee's child - one day;



- (3) birth of the employee's child - two days;
  - (4) serious household or domestic emergency - one day;
  - (5) moving household furniture and effects - one day;
  - (6) attend their formal hearing to become a Canadian citizen - one day;
  - (7) attend funeral as pallbearer or mourner - one-half day;
  - (8) court appearance for hearing of employee's child - one day;
  - (9) in the case of serious illness or hospitalization of an elderly parent of the employee, when no one other than the employee can provide for the needs of the parent, and, after notifying their supervisor - one day per calendar year - this may be used in one-half shift increments;
  - (10) child custody hearing – one day per calendar year;
  - (11) employee or employee's child is a victim of domestic violence – three days per calendar year.
- (b) Two weeks' notice is required for leave under (a)(1), (2), (5) and (6).
- (c) For the purpose of (a)(2), (4), (5), (6), (7), (8), (9) and (10), leave with pay will be only for the workday on which the situation occurs.
- (d) For the purpose of determining eligibility for special leave under (a)(5), an employee will qualify if they are maintaining a self-contained household and if they are changing their place of residence which necessitates the moving of household furniture and effects during their normal workday, and if they have not already qualified for special leave under (a)(5) on two occasions within the preceding 12 months.
- (e) For the purpose of special leave under (a)(11), the employee may choose to take the leave with pay intermittently up to three days or in one continuous period.

### 20.3 Family Illness

- (a) In the case of illness or hospitalization of a dependent parent permanently residing in the employee's home or dependent child of an employee, spouse or common-law spouse of an employee, and when no one at the employee's home other than the employee can provide for the needs of, such persons, the employee shall be entitled, after notifying their supervisor, to use up to a maximum of two days' paid leave at any one time for this purpose.
- (b) The Employer may request a report from a qualified medical practitioner when it appears that a pattern of consistent absence is developing.

### 20.4 Full-Time Public Duties

The Employer shall grant, on written request, leave of absence without pay:

- (a) for employees to seek election in a municipal, first nation, provincial, or federal election for a maximum period of 90 days;
- (b) for employees elected to a public office for a maximum period of five years.
- (c) "*First Nation*" for the purposes of this agreement, is an Indian Band Council duly constituted under the federal *Indian Act* or an aboriginal governing body authorized under the terms of a treaty duly ratified by the provincial and federal governments.

**20.5 Leave for Court Appearances**

- (a) The Employer shall grant paid leave to employees, other than employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An employee in receipt of their regular earnings while serving at court shall remit to the Employer all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Employer.
- (d) In the event an accused employee is jailed pending a court appearance, such leave of absence shall be without pay.
- (e) For all the above leaves, the employee shall advise their supervisor as soon as they are aware that such leave is required.

**20.6 Leave for Writing Examinations**

Leave of absence with pay shall be granted to allow employees time to write examinations for courses approved by the Employer. Employees shall advise the Employer of the time and place of the examination when they are made aware of the time and place.

**20.7 Leave for Taking Courses**

- (a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books, necessary travelling and subsistence expenses, and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.
- (b) A regular employee may be granted leave without pay, or leave with partial pay, to take courses in which the employee wishes to enrol.

**20.8 Educational Leave**

Educational leave granted by the Employer to regular employees requesting such leave shall be in accordance with the following provisions:

- (a) The duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employee or the Employer may be for varying periods up to one year, which may be renewed by mutual agreement.
- (b) In certain cases, educational leave may be approved for programs of independent study and (or) research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the Employer.
- (c) Applications for educational leave for periods of four months or longer must be submitted to the Employer's designate two months prior to the beginning of the requested leave period.
- (d) Applications for leave of periods of less than four months should be submitted to the Employer with as much lead time as practical.
- (e) After consideration by the Employer, all applications for educational leave of four months or longer shall be forwarded to the Joint Union/Management Committee established in Article 30 for

review, together with the decision of the Employer, no later than two months from the date of submission. If the Committee decides that the Employer acted on an application for educational leave in a manner which may be in conflict with the established criteria, it may request that the decision be reconsidered. The employee shall be informed of the decision no later than three months from the date of submission. If an application for leave is denied, the employee shall be given the reasons in writing by the Employer. If an employee wishes to grieve the Employer decision, the grievance shall commence at Step 2 of the grievance procedure.

(f) An employee granted educational leave under this clause shall receive up to 100% of their basic pay.

(g) An employee granted educational leave under this clause shall be required to sign a statement with a copy to the employee to the effect that, on the completion of the training, they will remain in the service of MAXIMUS for a period equivalent to three times the length of their educational leave multiplied by the percentage of basic pay.

(h) Should they leave the service of MAXIMUS before this period expires, they shall refund to the Employer the total cost of their training including allowances and expenses on a pro rata basis.

(i) An employee granted educational leave without pay shall be required to sign a statement to the effect that on completion of the training they will remain in the employment of MAXIMUS for a period equivalent to the leave granted or refund any financial assistance granted under this clause on a pro rata basis.

(j) Subject to operational requirements and budgetary considerations, educational leave will be granted to the maximum number of employees who make application.

(k) Termination of employment by the employee or by the Employer for just cause will nullify any obligation of assistance by the Employer under this clause.

(l) If an employee fails to return to work on the pre-arranged date without reasonable cause, the employee shall be required to repay in full all monies paid under this clause.

(m) In the event that an individual receives outside support, such as a scholarship, fellowship, or bursary, the total of outside support plus salary support shall not exceed the individual's basic pay for the period of study leave. In the event of such combined support exceeding the basic pay, the excess amount shall be deducted from the employee's salary. It is the responsibility of the employee to report all additional sources of support to the Employer.

## 20.9 Elections

Any employee eligible to vote in a federal, first nation, provincial, or municipal election or a referendum shall have three or four consecutive clear hours, as prescribed by the applicable statute, during the hours in which the polls are open in which to cast their ballot.

"*First Nation*" for the purposes of this agreement, is an Indian Band Council duly constituted under the federal *Indian Act* or an aboriginal governing body authorized under the terms of a treaty duly ratified by the provincial and federal governments.

## 20.10 General Leave

Notwithstanding any provision for leave in this agreement, the Employer may grant a leave of absence without pay to an employee requesting leave for an emergency or other unusual circumstances. A leave of absence may also be granted for any other reason in which case approval shall not be unreasonably

withheld. All requests and approvals for leave shall be in writing. Upon request, the Employer will give written reasons for withholding approval.

Subject to operational requirements, employees shall not be restricted from accessing a leave of absence without out pay pursuant to this clause because they have vacation time remaining in the calendar year in which they have made the request for leave.

#### **20.11 Leave for Medical and Dental Care**

(a) Where it is not possible to schedule medical and/or dental appointments or appointments with a registered midwife outside regularly scheduled working hours, reasonable time off for such appointments for employees or for dependent children shall be permitted, but where any such absence exceeds two hours, the full-time absence shall be charged to the entitlement described in Clause 20.12. "*Medical, dental and/or registered midwife appointments*" include only those services covered by the BC Medical Services Plan, the Dental Plan, the Extended Health Benefit Plan and assessment appointments with the Employee and Family Assistance Program.

(b) Employees in areas where adequate medical and dental facilities are not available shall be allowed to deduct from their credit described in Clause 20.12 the necessary time including travel and treatment time up to a maximum of three days to receive medical and dental care at the nearest medical centre for the employee, their spouse, dependent child and a dependent parent permanently residing in the employee's household or with whom the employee permanently resides. The Employer may request a certificate of a qualified medical or dental practitioner, as the case may be, stating that treatment could not be provided by facilities or services available at the employee's place of residence. An employee on leave provided by this clause shall be entitled to reimbursement of reasonable receipted expenses for accommodation and travel to a maximum of \$350 (\$450 effective April 1, 2007, \$500 effective April 1, 2008) per calendar year.

(c) An employee otherwise entitled to leave pursuant to (b) above who chooses to travel on a vacation day or a day of rest or to remain at work and not accompany their spouse, dependent child or dependent parent, as provided in (b) above, may claim the reimbursement of receipted expenses under the conditions stipulated.

(d) Employees in receipt of STIIP benefits who would otherwise qualify for leave under this clause shall be eligible to claim expenses in the manner described above.

(e) Where leave pursuant to (b) above would be reduced, the Employer may approve airfare payment for the employee in lieu of the \$350 (\$450 effective April 1, 2007, \$500 effective April 1, 2008) reimbursement, once per calendar year.

#### **20.12 Maximum Leave Entitlement**

Leaves taken under Clauses 20.2, 20.3 and 20.11 shall not exceed a total of 70 hours per calendar year, unless additional special leave is approved by the Employer. The 70 hours is prorated for part-time employees appointed after April 1, 2015 or those full-time employees who are in the first partial year of service. Auxiliary employees who are eligible for benefits pursuant to Clause 32.12 will be considered to have completed their first partial year of service.

#### **20.13 Emergency Service Leave**

Where employees' services are required for emergency operations by request from the Provincial Emergency Program or appropriate police authority, leave from work as required may be granted without loss of basic pay. If any remuneration, other than for expenses, is received, it shall be remitted to the Employer.

**20.14 Canadian Armed Forces**

(a) Employees who participate in activities related to the Reserve Component of the Canadian Armed Forces may be granted leave of absence as follows:

(1) *With Pay* - where an employee is required to take annual training with Her Majesty's reserve forces provided any remuneration from the government of Canada is remitted to the Employer;

(2) *Without Pay* - where an employee participates in a program of training for the purpose of qualifying for a higher rank; or

(3) *Without Pay* - where an employee, as a delegate, attends meetings of service associations or conferences related to the Canadian Armed Forces.

(b) Any remuneration received from the government of Canada for the purpose of activities related to the Canadian Armed Forces may be retained by the employee when on leave of absence without pay, or where they choose to use part or all of their annual vacation entitlement for these activities, or where they elect to take leave of absence without pay for annual training as stipulated in (a)(1) above.

**20.15 Donor Leave**

An employee shall be granted the necessary leave of absence with pay for the purpose of donating bone marrow or an organ.

**20.16 Other Religious Observances**

(a) Employees who are members of non-Christian religions are entitled to up to two days leave without pay per calendar year to observe spiritual or holy days. Such leave shall not be unreasonably withheld.

(b) A minimum of two weeks' notice is required for leave under this provision. Where two weeks' notice is not possible due to the unpredictable nature of the spiritual or holy days, then as much notice as possible shall be provided.

(c) Employees granted leave under this provision may utilize or reschedule CTO, ETO, unused vacation or lieu days.

**20.17 Extended Child Care Leave**

Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:

(a) The employee's application shall be submitted to the Employer at least four weeks prior to the expiration of Article 21 - Maternity, Parental and Pre-Adoption Leave.

(b) The combined length of leaves under this clause and under Article 21 shall not exceed 18 months.

(c) The employee's return to work requirements of Clauses 21.8(b) and 21.11 shall be deferred until the expiration of this leave. Notification of return to work and return to work shall be subject to Clause 21.9.

(d) Upon return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.

## 20.18 Compassionate Care Leave

An employee who is entitled to compassionate care benefits under the *Employment Insurance Act* is entitled to a leave of absence without pay of up to eight weeks for the purpose of providing care or support to a gravely ill family member at risk of dying within 26 weeks. Notwithstanding Clause 11.3 (a), there will be no interruption in the accrual of seniority or eligibility for benefits provided for under Article 25.

The parties agree that the definition of "*family member*" for the purposes of this article only will be as per the applicable *Employment Insurance Act*.

Note: It is understood that where an employee is on compassionate care leave and such leave ends due to death of a family member for which bereavement leave is provided under Clause 20.1, the bereavement leave shall commence at the beginning of the week following termination of compassionate care EI payments except as provided for in Clause 20.1(e). There shall be no pyramiding of EI payments and bereavement leave with pay.

## ARTICLE 21 - MATERNITY, PARENTAL AND PRE-ADOPTION LEAVE

### 21.1 Maternity Leave

- (a) An employee is entitled to maternity leave of up to 17 consecutive weeks (including the benefit waiting period) without pay.
- (b) An employee shall notify the Employer in writing of the expected date of birth. Such notice will be given at least 10 weeks prior to the expected date of birth.
- (c) The period of maternity leave may commence up to thirteen weeks prior to the expected date of birth.
- (d) If an employee is absent because they are not able to perform their full duties within the six weeks leading up to the birth and the employee does not return to work before the birth, then the maternity leave is deemed to have commenced on the first day of the absence. The Employer may require the employee to provide a note from a duly qualified medical practitioner or registered midwife regarding the absence and clearing the employee to return to full duties.
- (e) An employee shall notify the Employer in writing at least four weeks before the employee proposes to begin maternity leave unless the employee provides a written note by a duly qualified medical practitioner or registered midwife stating they are unable to perform their full duties.

### 21.2 Parental Leave

- (a) Upon written request an employee shall be entitled to opt for either standard parental leave or extended parental leave.
  - (1) A birth parent is entitled to 35 consecutive weeks of leave when it is taken immediately after maternity leave for standard parental leave;
  - (2) A birth parent is entitled to 61 consecutive weeks of leave when it is taken immediately after maternity leave for extended parental leave;
  - (3) A birth parent who does not take maternity leave and all other parents, are entitled to 62 consecutive weeks of parental leave (including the benefit waiting period).

- (b) Where both parents are employees of the Employer, they shall each qualify for (1), (2), or (3) above.
- (c) Such written request pursuant to (a) above must be made at least four weeks prior to the proposed leave commencement date.
- (d) Leave taken under this clause shall commence:
- (1) in the case of a birth parent, immediately following the conclusion of leave taken pursuant to Clause 21.1;
  - (2) in the case of the other parent, immediately following the birth or placement of the adoptive child;
  - (3) The commencement of the leave taken pursuant to (1) or (2) above may be deferred by mutual agreement. Such agreement shall not be unreasonably withheld. However, the leave must begin:
    - (i) within a 52-week period after the date of birth or placement of the adoptive child for employees who choose standard parental leave; or
    - (ii) within a 78-week period after the week of birth or placement of the adoptive child for employees who choose extended parental leave.

Such leave request must be supported by appropriate documentation.

- (e) An employee's election of either standard or extended parental leave is irrevocable. However, the employee may opt to return to work prior to the end of the leave.

### **21.3 Maximum Combined Entitlement**

An employee's combined entitlement to leave pursuant to 21.1 and 21.2 is limited to 52 weeks for those who opt for standard parental leave or 78 weeks for those who opt for extended parental leave.

### **21.4 Benefit Waiting Period Allowance**

- (a) An employee who qualifies for and takes leave pursuant to 21.1 or 21.2 and is required by Employment Insurance to serve a one-week waiting period for Employment Insurance Maternity/Parental benefits, shall be paid a leave allowance equivalent to one week at 85% of the employee's basic pay.
- (b) An employee who qualifies for and takes leave pursuant to 21.1 or 21.2 and takes the maximum leave entitlement, shall be paid a leave allowance equivalent to one week at 85% of the employee's basic pay for the last week of the leave entitlement.

### **21.5 Maternity Leave Allowance**

- (a) An employee who qualifies for maternity leave pursuant to Clause 21.1, shall be paid a maternity leave allowance in accordance with the Supplemental Unemployment Benefit (SUB) Plan. In order to receive this allowance, the employee must provide to the Employer, proof that the employee has applied for and is eligible to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for maternity leave allowance.

(b) Pursuant to the Supplemental Unemployment Benefit (SUB) Plan, the maternity leave allowance will consist of 15 weekly payments equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 85% of the employee's basic pay.

#### **21.6 Parental Leave Allowance**

(a) An employee who qualifies for parental leave pursuant to Clause 21.2, shall be paid a parental leave allowance in accordance with the Supplemental Unemployment Benefit (SUB) Plan. In order to receive this allowance, the employee must provide to the Employer proof of application and eligibility to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for parental leave allowance.

(b) Pursuant to the Supplemental Unemployment Benefit (SUB) Plan, for those who opt for standard parental leave, the standard parental leave allowance will consist of a maximum of 35 weekly payments, equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 75% of the employee's basic pay. Where both parents are employees of the Employer, the employees shall determine the apportionment of the 35 weeks standard parental leave allowance between them.

(c) Pursuant to the Supplemental Unemployment Benefit (SUB) Plan, for those who opt for extended parental leave, the extended parental leave allowance will consist of a maximum of 61 weekly payments equivalent to the overall amount the employee would have received with 35 weekly payments calculated under the standard parental leave allowance. Where both parents are employees of the Employer, the employees shall determine the apportionment of the 35 weekly payments spread out over 61 weeks extended parental leave between them.

#### **21.7 Parental Sharing Benefit**

Employees who qualify for parental leave under Articles 21.2 (a) and (b) shall be entitled to the EI parental sharing benefit. Employees will be entitled up to an additional 5 consecutive weeks without pay ("*standard parental leave*") or 8 consecutive weeks without pay ("*extended parental leave*"). This means that parents can now share up to 40 weeks of parental benefits ("*standard parental leave*") and up to 69 weeks of parental benefits ("*extended parental leave*") however, one parent cannot receive more than 35 weeks of standard or 61 weeks of extended parental benefits.

Employees choosing to take the parental sharing benefit are not eligible for the Employer-provided parental leave top up allowance.

#### **21.8 Pre-Placement Adoption Leave**

Upon request and with appropriate documentation, an employee is entitled to pre-adoption leave without pay of up to seven weeks (245 work hours) per calendar year with an allowance of 85% of their basic pay during the leave period. The leave may be taken intermittently and only for the purpose of:

- (a) Attending mandatory pre-placement visits with the prospective adoptive child;
- (b) To complete the legal process required by the child's or children's country, including travel, for an international adoption while the employee is in that country;
- (c) Leave under this provision will end with the placement of the adoptive child(ren);



(d) Pre-placement visits are not normally required where the adoption is a direct placement. Examples of direct placement adoptions are:

- (1) adoptions by a family member;
- (2) adoptions by the partner of a birth parent; and
- (3) adoptions by foster parents if the child or children were living with the foster parents immediately before the adoption process.

### **21.9 Benefits Continuation**

(a) For leaves taken pursuant to Clauses 21.1, 21.2, 21.7, and 21.8 the Employer shall maintain coverage for medical, extended health, dental, group life and long-term disability, and shall pay the Employer's share of these premiums.

(b) Notwithstanding (a) above, should an employee be deemed to have resigned in accordance with Clause 21.9 or fail to remain in the employ of the Employer for at least six months or a period equivalent to the leave taken at (a) above, whichever is longer, after their return to work, the Employer will recover monies paid pursuant to this clause, on a pro rata basis.

### **21.10 Deemed Resignation**

An employee shall be deemed to have resigned on the date upon which leave pursuant to Clauses 21.1, 21.2, or 21.8 commenced unless they advised the Employer of their intent to return to work one month prior to the expiration of the leave taken pursuant to Article 21 - Maternity, Parental and Pre-Adoption Leave or Clause 20.17 or if they do not return to work after having given such advice.

### **21.11 Entitlements Upon Return to Work**

(a) An employee who returns to work after the expiration of maternity, parental, or pre-adoption leaves shall retain the seniority the employee had accumulated prior to commencing the leave and shall be credited with seniority for the period of time covered by the leave.

(b) On return from maternity, parental, or pre-adoption leaves, an employee shall be placed in the employee's former position or in a position of equal rank and basic pay.

(c) Notwithstanding Clauses 18.1(b) and 18.7, vacation entitlements and vacation pay shall continue to accrue while an employee is on leave pursuant to Clause 21.1 providing:

- (1) the employee returns to work for a period of not less than six months; and
- (2) the employee has not received parental allowance pursuant to 21.6.

Notwithstanding Clause 18.8 vacation earned pursuant to this clause may be carried over to the following year, or be paid out, at the employee's option.

(d) Employees who are unable to complete the return to work period in (c) as a result of proceeding on maternity, parental or pre-adoption leave shall be credited with their earned vacation entitlements and vacation pay providing the employee returns to work for a period of not less than six months following the expiration of the subsequent maternity, parental or pre-adoption leave.

### **21.12 Maternity and/or Parental and/or Pre-Adoption Leave Allowance Repayment**

(a) To be entitled to the maternity, parental, benefit waiting period and/or pre-adoption leave allowances pursuant to 21.4, 21.5, 21.6 and/or 21.8, an employee must sign an agreement that they

will return to work and remain in the Employer's employ for a period of at least six months or equivalent to the leaves taken, whichever is longer, after their return to work.

(b) Should the employee fail to return to work and remain in the employ of the Employer for the return to work period in (a) above, the employee shall reimburse the Employer for the maternity, parental, benefit waiting period and/or pre-adoption leave allowance received under Clauses 21.4, 21.5, 21.6 and/or 21.8 above on a pro rata basis.

### **21.13 Benefits Upon Layoff**

Regular employees who have completed three months of service and are receiving an allowance pursuant to Clause 21.4, 21.5 and/or 21.6 shall continue to receive that allowance upon layoff, until the allowance has been exhausted, provided the notice of layoff is given after the commencement of the leave.

## **ARTICLE 22 - OCCUPATIONAL HEALTH AND SAFETY**

### **22.1 Statutory Compliance**

The Union and the Employer agree to cooperate fully in matters pertaining to the prevention of accidents and occupational disease and in the promotion of the health and safety of all employees.

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

### **22.2 Joint Occupational Health and Safety Committee**

The parties agree that the intent of this agreement is to ensure that all employees shall have the maximum possible access to the Occupational Health and Safety Committee structure. The Occupational Health and Safety Committee will be established and operated as outlined below:

- (a) Union representatives shall be employees at the workplace appointed by the Union, and employer representatives shall be appointed by the Employer.
- (b) The Committee will function in accordance with the regulations made pursuant to the *Workers Compensation Act*, and will participate in developing a program to reduce risk of occupational injury and illness. All minutes of the meetings of the Committee shall be recorded on a mutually agreed to form and shall be sent to the Union and the Employer.
- (c) (1) The Employer shall initiate and maintain, at the regular place of employment, an Occupational Health and Safety Committee where there is:
  - (i) a workforce of 10 or more workers in an operation or work area classified as "A" (high) or "B" (medium) hazard by WCB First Aid Regulations, or
  - (ii) a workforce of 25 or more workers in an operation or work area classified as "C" (low) hazard by WCB First Aid Regulations.
  - (iii) Where employer workforce numbers are less than the minimum requirements of (i) and (ii), a committee may be established to encompass more than one worksite. Worksite combinations may be mutually agreed at the local level. Where mutual agreement cannot be reached at the local level, then either party may refer the matter to the Joint Occupational Health and Safety Committee established in Clause 22.2.

- (iv) Notwithstanding (iii) above, the Occupational Health and Safety Committee may, by mutual agreement between the designated representatives of the parties, extend the jurisdictional area for committee representation.
- (2) The Occupational Health and Safety Committee may encompass more than one union component.
- (d) Employees who are representatives of the Committee shall not suffer any loss of basic pay for the time spent attending a committee meeting, job site inspection or accident investigation in accordance with WCB Regulations.
- (e) Committee meetings shall be scheduled during normal working hours whenever practicable. Time spent by designated committee members attending meetings held on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked, but such committee members shall receive equivalent time off at straight-time.
- (f) Other committee business in accordance with (d) above shall be scheduled during normal working hours whenever practicable. When no other union designated committee member or union designated employee is available, time spent by employees attending to this committee business on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked but such employees shall receive equivalent time off at straight-time.
- (g) Where more than one employer occupies a facility in common, a committee may be established by mutual agreement to encompass more than one employer.

### 22.3 Unsafe Work Conditions

No employee shall be disciplined for refusal to work on an assignment which, in the opinion of:

- (a) a member of the Occupational Health and Safety Committee, or
- (b) a person designated by a safety committee, or
- (c) a safety officer, or
- (d) a steward at a worksite where there is no safety committee,

after an on-site inspection and following discussion with a representative of the Employer, does not meet the standards established pursuant to the *Workers Compensation Act*.

Where an employee acts in compliance with Section 8.24 of the Workers' Compensation Board Industrial Health and Safety Regulations, they shall not be subject to disciplinary action.

### 22.4 Investigation of Accidents

- (a) Pursuant to Part 3, Division 10, Accident Reporting and Investigation of the *Workers Compensation Act* all accidents shall be investigated jointly by at least one representative designated by the BCGEU and one management representative.
- (b) Reports shall be submitted on a PSC 38 (accident investigation form) which may be amended by mutual agreement and copies sent to:
  - (1) Workers' Compensation Board
  - (2) Occupational Health and Safety Committee
  - (3) Employer Designate(s)
  - (4) BCGEU Designate(s).

Nothing in this clause restricts the right of the Employer to require the management representative in (a) above, if a member of the bargaining unit, to complete other reports related to the accident under investigation.

(c) In the event of a fatality of a BCGEU member, the Employer shall immediately notify the President, or designate, of the nature and circumstances of the accident and arrange as soon as possible for a joint investigation.

## 22.5 Occupational First Aid Requirements and Courses

(a) The Union and the Employer agree that First Aid Regulations made pursuant to the *Workers Compensation Act* shall be fully complied with.

(b) Where the Employer requires an employee to perform first aid duties in addition to the normal requirements of the job, the cost of obtaining and renewing the Occupational First Aid Certificate shall be borne by the Employer, and leave to take the necessary courses shall be granted with pay.

(c) Employees required to possess an Occupational First Aid Certificate and who are designated to act as the First Aid Attendant in addition to their normal job responsibilities shall receive the following allowance on the basis of the level of certificate which they hold:

- Level 3 Occupational First Aid Certificate  
\$62 per biweekly period (effective April 1, 2015)
- Level 2 Occupational First Aid Certificate  
\$50 per biweekly period (effective April 1, 2015)

The allowance shall be prorated for partial months. For the purpose of calculating the hourly rate, the biweekly allowance shall be divided by 70; however, no employee shall receive more than the monthly allowance for the level of certificate which they hold.

Employees designated to act as the Occupational First Aid Attendant in addition to their normal job duties will receive their full monthly allowance while on approved leave with pay of up to 10 days or while on vacation leave with pay.

Where the Employer has an additional requirement for a First Aid Attendant on a temporary basis, then provided the employee acts as the First Aid Attendant for a minimum of 10 workdays in any month, they shall receive the full monthly allowance.

(d) (1) In order to meet the requirements of (a) above, the Employer will designate in order of seniority from among those regular employees holding an appropriate Occupational First Aid Certificate to act as the First Aid Attendant in addition to the normal requirements of the job.

(2) Where no employee within the work unit possesses an Occupational First Aid Certificate, the opportunity to obtain a certificate will be offered to regular employees within the work unit in order of service seniority, provided the employee can meet the requirements of the WCB regulations to undertake the training in order to obtain an Occupational First Aid Certificate.

(3) In the event that the procedures outlined above do not meet the requirements of (a), the Union will assist the Employer to meet their obligations by approaching regular employees in the work unit on behalf of the Employer.

(4) Where (d)(1), (2) and (3) do not meet, within a reasonable period of time, the requirements of the Employer to achieve (a) above, the Employer may:

- (i) recall a qualified auxiliary employee in order of seniority from those holding the appropriate Occupational First Aid Certificate, and/or
  - (ii) include an Occupational First Aid Certificate as a desirable qualification on a posting pursuant to Clause 12.1.
- (5) Failing (4) above, the Employer may require the most senior regular employee within the work unit who can meet the requirements of the WCB regulations to undertake Occupational First Aid training in order to obtain a certificate.
- (e) In facilities which require an Occupational First Aid Attendant and where employees are represented by more than one union and the percentage of BCGEU members is greater than 50% of the workforce, at least one Occupational First Aid Attendant shall be a BCGEU member, provided the employee is qualified.

## **22.6 Injury Pay Provision**

An 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 their shift without deduction from short-term disability leave.

## **22.7 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 Employer. The Employer shall ensure that adequate arrangements are made for the employee to return to the job site, assembly point or current local accommodation whichever is most appropriate to the employee's condition. Transportation will be provided or paid by the Employer.

## **22.8 Video Display Terminals**

- (a) When employees are required to monitor video display terminals which use cathode ray tubes, then:
- (1) Pregnant employees shall have the following options:
    - (i) not to continue monitoring video display terminals; or
    - (ii) not working in the area of one meter of video display terminals which use cathode ray tubes; or
    - (iii) to work at a shielded video display terminal should one be present in the worksite.
  - (2) When a pregnant employee chooses not to monitor such video display terminals, or chooses not to work in such an area, if other work at the same or lower level is available within the offices of her headquarters area, she shall be reassigned to such work and paid at her regular rate of pay.
  - (3) Where work reassignment in (2) above is not available, a regular employee will be considered to be on leave of absence without pay until she qualifies for maternity leave.
- (b) Where employees are on leave of absence pursuant to (3) above, and opt to maintain coverage for medical, dental, extended health, group life, and long-term disability plans, the Employer will continue to pay the Employer's share of the required premiums.

- (c) The Employer shall ensure that new equipment shall:
- (1) have adjustable keyboards and screens;
  - (2) meet the most stringent emission standards of the federal *Radiation Emitting Devices Act* and other standards established by the federal Health and Welfare, the BC Workers' Compensation Board or the provincial Ministry of Health.
- (d) The Employer shall ensure that any new office equipment required for use in conjunction with VDTs shall meet the standards recommended by the Workers' Compensation Board publication "*Working with Video Display Terminals*" or more stringent standards if adopted by the Workers' Compensation Board.

The Employer agrees that any of their facilities undergoing renovation related to VDT use prior to occupancy, shall be designed to meet the standards referenced in the above paragraph. Where the use of such a facility is altered so that the completed renovation is no longer consistent with these standards the provisions of (f) shall apply.

The Occupational Health and Safety Committee shall review and make recommendations to ensure that the standards in (e) above and the lighting and other standards recommended by the Workers' Compensation Board publication "*Working with Video Display Terminals*", or a replacement publication or standard adopted by the Workers' Compensation Board, are being met.

- (e) The Employer shall continue to upgrade all existing equipment and facilities to meet the standards referenced in (e) above.

## **22.9 Dangerous Goods, Special Wastes, Pesticides and Harmful Substances**

Where employees are required to work with or are exposed to any dangerous good, special waste, pesticide or harmful substance, the Employer shall ensure that the employees are adequately trained in the identification, safe handling, use, storage, and/or disposal of same.

### **22.10 Communicable Diseases**

- (a) The parties to this agreement share a desire to prevent acquisition and transmission of communicable disease where employees may come into contact with a person and/or possessions of a person with a communicable disease.
- (b) In respect of communicable diseases, the Joint Occupational Health and Safety Committee will consider, review and make recommendations to the Principals on issues including:
- (1) preventative protocol measures, including education, hygiene, protective equipment/apparel and vaccinations;
  - (2) post-exposure protocols;
  - (3) measures necessary for the establishment of a work environment with minimal risk to exposure to or infection by communicable diseases.
- (c) Officials of the BC Centre for Disease Control will be utilized for the purpose of accessing expertise in this area. Other consultants may be utilized, as deemed appropriate by the Committee.

- (d) Where a communicable disease policy is established the Joint Occupational Health and Safety Committee or union designated safety representative shall be consulted regarding the worksite specific application of the policy.
- (e) Where officials of the BC Centre for Disease Control recommend that a vaccination is required as a preventative measure, such vaccination shall be made available to the employee at the Employer's expense.

#### **22.11 Workplace Violence**

- (a) It is recognized that at certain worksites or in certain work situations employees may be at risk of physical violence or verbal abuse from clients, persons in care or custody, or the public.
- (b) Where such potential exists:
  - (1) employees at those worksites or in those work situations shall receive training in the recognition and management of such incidents;
  - (2) applicable physical and procedural measures to protect employees shall be implemented.
- (c) The Joint Occupational Health and Safety Committee or union designated safety representative shall be consulted regarding the curriculum of training and the applicable physical and procedural measures referred to in (b) above.
- (d) The Joint Occupational Health and Safety Committee shall jointly develop a new or approve an existing training package on risk assessment.
- (e) Employees shall be informed concerning the potential for physical violence or verbal abuse from a client, a person in care or custody or another member of the public, subject to statutory limitation.
- (f) Immediate critical incident stress debriefing and post traumatic counselling shall be made available for employees who have suffered as a result of violence. Leave required to attend such debriefing or counselling sessions will be without loss of pay.

#### **22.12 Pollution Control**

The Employer and the Union agree to limit all forms of environmental pollution.

#### **22.13 Training Program for Occupational Health and Safety Committee Members**

- (a) Training of Joint Occupational Health and Safety Committee members will be undertaken using the training program jointly developed by the Joint Committee. Amendment of course material when required shall be by mutual agreement only.
- (b) The program will provide two days training for all OH&S Committee members and designated safety representatives pursuant to Clause 22.3(c)(2) within six months of appointment. The Joint Occupational Health and Safety Committee will determine the priority areas for scheduling of training.
- (c) The program shall, at a minimum, reflect the requirements and standards for a health and safety program recommended by the Workers' Compensation Board.
- (d) The training shall be carried out jointly by teams of qualified union and employer representatives, and will utilize various other appropriate instructional formats as may be agreed. Instructors shall receive appropriate training, as agreed to by the parties, in occupational health and safety and instructional techniques.

- (e) Union instructors shall be selected by the Union.
- (f) Union instructors, safety committee members and designated safety representatives attending or delivering the training including necessary travel time will be on leave of absence without loss of basic pay and shall be reimbursed for expenses by the Employer.

#### **22.14 Safe Working Conditions**

The Employer undertakes to maintain office furniture, equipment, etc., in a practical and safe condition in order to avoid injury to employees or damage to their attire. Employees, for their part and in their own interest, are expected to advise the Employer of any such potentially injurious equipment.

#### **22.15 Employee Safety Travelling To and From Work**

In accordance with the regulations established by the Workers' Compensation Board the parties will instruct their representatives on the Occupational Health and Safety Committee to review the matter of employee safety while travelling to or from their workplace. The Committee will make recommendations regarding the establishment of policies and/or procedures to eliminate or minimize such risk to employees. Where elimination of such risk is not reasonably possible, the Committee shall make recommendations to either manage or avoid the risk.

#### **22.16 Strain Injury Prevention**

- (a) The parties agree that there is a shared interest in minimizing and/or eliminating musculo-skeletal strain injuries or illnesses which are work related.
- (b) The Occupational Health and Safety Committee (or union and employer designated safety representatives) shall, in the performance of regular worksite inspections, identify the following risk factors which may contribute to risk:
  - (1) the work methods and practices;
  - (2) the layout and condition of the workplace and workstation;
  - (3) the characteristics of objects or equipment handled;
  - (4) the environmental conditions;
  - (5) the physical demands of work;

in a manner consistent with generic guidelines developed by the Occupational Health and Safety Committee.

- (c) Where new equipment will be introduced to the workplace, or during the design and planning stages of new or renovated workplaces or workstations, the Employer shall seek the appropriate advice with respect to the risk factors noted in (b). Such advice will be sought from resources which will, where appropriate, include a Joint Occupational Health and Safety Committee or designated safety representatives.

#### **22.17 Supply and Maintenance of Equipment**

A regular employee shall not suffer any loss in salary in the event that they cannot carry out their normal duties by reason of the Employer failing to furnish or properly maintain equipment, machinery, or supplies or by reason of power failure or other circumstances occurring at the place of work.

#### **22.18 Tools and Equipment**

The Employer shall supply all tools and equipment required to perform the work.



## ARTICLE 23 - TECHNOLOGICAL CHANGE

### 23.1 Technological Change Definition

Technological change means the introduction by the Employer of applications, equipment or material of a different nature or kind from that previously utilized or a change in the manner in which the Employer carries on its work that is directly related to the introduction of that equipment or material.

### 23.2 Preamble and Process to be Followed

The parties acknowledge the overall advantages and necessity of technological change and the ongoing requirement to facilitate technological change in the Employer's operations.

The parties recognize the need to develop orderly procedures to facilitate adjustments to and implementation of changes in technology.

In light of this mutual recognition the parties have agreed to the following:

- (a) The Employer agrees to provide the Union with as much notice as possible, but in any event not less than 60 days' notice of a technological change.
- (b) Upon receipt of a notice of technological change pursuant to Clause 23.2(a) the Joint Committee established under Article 30 - Joint Union/Management Committee, shall meet to consult on the impact of the proposed change.
- (c) The written notice identified in Clause 23.2(a) will provide the following information:
  - (1) the nature of the change(s);
  - (2) the anticipated date(s) on which the Employer plans to effect change(s);
  - (3) the location(s) and number(s) of employees likely to be directly affected pursuant to (d) below.
- (d) Where notice of technological change has been given pursuant to Clause 23.2(a):
  - (1) Regular employees who are assigned by the Employer to work with the new technology shall receive a period of training and familiarization. Employees involved in training under this clause shall receive their basic pay for the period of training. Where the employee cannot meet job requirements upon completion of the training and familiarization period, the employee shall be offered either the vacancy options, early retirement or severance pay provisions of Article 13 - Layoff and Recall.
  - (2) To absorb those regular employees who are not assigned by the Employer to work with the new technology or who are displaced because of such technological change, the Employer will endeavour to utilize normal turnover of employees within the location in which the change occurs, to the extent that turnover occurs during the period in which a technological change is being implemented.
  - (3) When necessary to reduce staff due to technological change, it will be done as provided for in Article 13 - Layoff and Recall or Article 32 - Auxiliary Employees, as appropriate.

### 23.3 Qualification of Definition

For purposes of this article, "*Technological Change*" shall not include normal layoffs resulting from a reduction of the amount of work required to be done.

### **23.4 Notice May be Delayed**

Notwithstanding Clause 23.2(a), the parties recognize that there may be circumstances of statutory obligation where it is not possible to provide the notice set forth in this article. In such circumstances, notice shall be provided as soon as possible.

### **23.5 Ongoing Consultation**

The parties recognize the value of maintaining ongoing communication and consultation concerning changes to workplace technology, as provided for in Clause 23.2(a). Accordingly, the parties agree, pursuant to Article 30 - Joint Union/Management Committee, to meet to exchange information with respect to such changes at the request of either party.

## **ARTICLE 24 - CONTRACTING OUT**

The Employer 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 25 - HEALTH AND WELFARE**

### **25.1 Basic Medical Insurance**

All regular employees, may choose to be covered by the Medical Services Plan of British Columbia, which is the licensed carrier for provincial medical benefits. Benefits and premium rates shall be in accordance with the existing policy of the plan. The Employer will pay 100% of the regular premium for full-time employees and pay a prorated monthly premium for newly hired part-time employees.

### **25.2 Extended Health Care Plan**

The Employer shall pay the monthly premium for regular employees entitled to coverage under a mutually acceptable extended health care plan. The parties agree to adopt the Evidence Based drug formulary effective July 1, 2015. It is confirmed that this plan utilizes the special authority provisions. The Employer shall pay a prorated monthly premium for newly hired part-time employees.

- Deductible April 1, 2015 - \$80.00.
- Chiropractor/ Physiotherapy/ Podiatrist/ Massage Therapist/ Naturopathic Physician/Acupuncture: July 1, 2015 - Reimbursement of \$10 visit fee for the first seven visits and 80% reimbursement after seven visits to a maximum of \$1250 per calendar year. April 1, 2016 - Reimbursement of \$10 visit fee for the first five visits and 80% reimbursement after five visits to a maximum of \$1250 per calendar year. April 1, 2017 - Reimbursement of \$10 visit fee for the first three visits and 80% reimbursement after three visits to a maximum of \$1250 per calendar year. October 1, 2018 - Reimbursement 80% reimbursement to a maximum of \$1500 per calendar year.
- Increase lifetime maximum to \$250,000, April 1, 2015. Increasing to a lifetime maximum of \$500,000 April 1, 2019.
- Increase breast prosthetics maximum to \$3500, April 1, 2015. Increasing to \$4000, April 1, 2018.
- Increase wig/hairpiece maximum to \$875, April 1, 2015. Increasing to \$1000, April 1, 2018.

- Recognize Social Worker, Registered Clinical Counsellor in combination with Psychologist. (increase benefit to \$1750). Effective July 1, 2021.
- Prostate serum antigen test (maximum 1 per year).
- Eyeglass coverage:
  - Effective October 1, 2018 - \$425. Effective October 1, 2019 - \$450 (may be used for eye surgery, including laser eye surgery).

### 25.3 Dental Plan

(a) The Employer shall pay the monthly premium for full-time employees and a prorated monthly premium for newly hired part-time employees entitled to coverage under a mutually acceptable plan which provides:

- (1) Part A, 100% coverage;
- (2) Part B, 65% coverage;
- (3) Part C, 55% coverage.

(b) Orthodontic services are subject to a lifetime maximum payment of:

- effective January 1, 2013 - \$5,000.

### 25.4 Group Life

(a) The Employer shall provide a mutually acceptable group life plan with benefits equivalent to three times an employee's annual salary, with a minimum of \$80,000 for a full-time employee.

The Employer shall pay 100% of the premium on the base \$80,000 applicable to a full-time employee and the employee shall pay the premium for any insurance over the base minimum. For part-time employees, the \$80,000 base coverage shall be prorated with the Employer paying the premium for the prorated base and the employee paying the premium for any insurance over the prorated base.

Note: increase the optional spouse and dependant life insurance from \$8,000 to \$10,000 and from \$4,000 to \$5,000 respectively.

(b) Employees shall, as a condition of employment, enrol in the Group Life Plan and shall complete the appropriate payroll deduction authorization forms.

(c) The group life plan shall include the following provisions for accidental dismemberment:

- (1) loss of both hands or feet - the principal sum;
- (2) loss of sight of both eyes - the principal sum;
- (3) loss of one hand and one foot - the principal sum;
- (4) loss of one hand or one foot and sight of one eye - the principal sum;
- (5) loss of one hand or one foot - one-half the principal sum;
- (6) loss of sight of one eye - one-half the principal sum.

(d) The Employer and the Union agree to implement an Advanced Payment Program for the terminally ill under the circumstances described in Information Appendix 1 - Advance Payment of Group Life Benefits.

### 25.5 Air Travel Insurance

- (a) In the event of death or disability incurred while travelling by aircraft on business of the Employer, regular and auxiliary employees will be covered by the terms and conditions of the Employer blanket insurance policy. The existing benefits will not be decreased during the life of this agreement.
- (b) The amounts specified in the policy will be paid to employees in case of disability; and in the case of death, to the employee's beneficiary as designated under the Group Life Plan, if any, or in the absence of such beneficiary, to the employee's estate.
- (c) Coverage shall commence from the place of employment or residence, whichever may last occur, and end upon returning to the regular place of employment or residence, whichever may occur first. Employees are not covered while piloting an aircraft in the course of their duties unless employed or paid as a pilot, or unless otherwise authorized.

### 25.6 Employment Insurance

Employment insurance coverage will be provided during the life of this agreement for regular and auxiliary employees who would, if employed by a private employer, be eligible for such coverage under the provisions of the *Employment Insurance Act*.

### 25.7 Medical Examination

Where the Employer requires an employee to submit to a medical examination or medical interview, it shall be at the Employer's expense and on the Employer's time, other than a medical examination under Appendix 2, Section 1.4.

### 25.8 Legislative Changes

If the premium paid by the Employer for any employee benefit stipulated in this agreement is reduced as a result of any legislative or other action by the government of British Columbia, the amount of the saving shall be used to increase other benefits available to the employees, as may be mutually agreed to between the parties.

### 25.9 Employee and Family Assistance Program

- (a) An Employee and Family Assistance Program for employees and members of their immediate family, with whom the employee normally resides, shall be provided.
- (b) This employer-funded, confidential, assessment/referral service will be monitored by a joint committee. The Committee shall consist of six members, three members appointed by the Employer and three members by the Union. Employees representing the Union on this Joint Committee shall be on leave of absence without loss of basic pay for time on this committee.
- (c) The Employer will consult with the Union regarding the selection of a service provider. The Employer will not select a service provider to which the Union has reasonable objections.
- (d) The Joint Committee shall develop an awareness package that can be incorporated into existing supervisor and union training programs.

### 25.10 Health and Welfare Plans

- (a) A copy of the contracts with the carriers for the extended health care, dental and group life plans shall be sent to the President of the Union.
- (b) The Employer will consult the Union before developing any brochure explaining the highlights of the plans for distribution to employees.

- (c) The cost of such a brochure shall be borne by the Employer.

### **25.11 Designation of Spouse**

Where an employee has designated a common-law spouse for benefit coverage under this agreement and the employee wishes to designate another common-law spouse, a period of 12 months must elapse before the newly designated common-law spouse (and eligible dependant[s], if any) are entitled to benefit coverage.

## **ARTICLE 26 - PENSION PLAN**

### **Public Service Pension Plan**

The Employer shall participate in the Public Service Pension Plan (PSPP) and will comply with all obligations required under that Plan and the *BC Pension Benefits Standards Act*.

The Employer has no obligation to its employees with respect to the Pension Plan other than to:

- (a) Maintain its membership in the Plan or provide an alternate equivalent if for some reason the Public Service Pension Board of Trustees determines that the Employer is ineligible to participate in the PSPP.
- (b) Remit the Employer's contribution to the Pension Corporation, the PSPP's administrative agent, at the rate set by the PSPP rules.
- (c) Deduct and remit on the required cycle each individual employee's contribution to the Pension Corporation, the PSPP's administrative agent, at the rate set by the PSPP rules.
- (d) Ensure that all administrative requirements are fulfilled as specified by the PSPP rules.

Should the Public Service Pension Board of Trustees at any time determine that the Employer can no longer participate in the Public Service Pension Plan, the Employer shall immediately establish a Pension Plan that provides the same level of benefits at the same contribution levels for employees as determined by the Public Service Pension Plan rules.

## **ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES**

### **27.1 Equal Pay**

The Employer shall not discriminate between male and female employees by employing a person of one sex for any work at a rate of pay that is less than the rate of pay at which a person of the other sex is employed for similar or substantially similar work.

### **27.2 Paydays**

- (a) Employees shall be paid biweekly every second Friday. Auxiliary employees shall receive their pay no later than four weeks after they commence employment. Terminating employees will receive their final pay within eight days of the end of their final pay period.
- (b) A comprehensive statement detailing all payments, allowances and deductions shall be provided in each pay period. All premiums and allowances payable shall be paid out no later than the payday at the end of the second biweekly pay period after the pay period in which the premium was earned.
- (c) The Employer shall provide for the direct deposit (electronic funds transfer) of the employee's pay in a participating chartered bank, trust company or credit union of the employee's choice on or before

the appropriate payday. Employee participation shall be compulsory except where access to a financial institution with capability of accepting direct deposit is not available.

(d) If the pay is not available on the payday, the Employer shall arrange for the employee to be provided on the payday with an adequate advance on their salary.

### **27.3 Rates of Pay**

(a) Employees shall be paid in accordance with the rates of pay negotiated by the parties to this agreement, subject to Clause 27.7.

(b) The distribution of pay shall be done in such a manner that the details of the pay shall be confidential.

### **27.4 Substitution Pay**

(a) An employee will be granted substitution pay where the employee is:

(1) designated to perform the principal duties of or temporarily substitute in a higher paying position, or

(2) assigned to perform duties of a higher paying position which would warrant a higher classification.

(b) The employee shall receive the rate for the job, where a single rate is established. If a salary range is established, they shall receive the minimum rate of the new salary range or the rate in the new salary range which is the closest step to 8% above their current rate, whichever is greater, but not more than the top of the new salary range. Employees on short-term disability leave, special leave, or any other paid leave of absence will be entitled to the basic rates of pay they received prior to substituting in a higher position.

(c) Substitution pay is not payable when an employee has not been designated or assigned by the Employer to substitute, pursuant to (a)(1) or (2) above, or where an employee's current position normally requires periodic substitution in the higher position as defined in the functional job description.

(d) Where this job description requires periodic substitution:

(1) substitution pay shall not be payable for periods of substitution of 70 consecutive work hours or less in the higher position;

(2) substitution in excess of the 70 consecutive work hours shall be payable from the commencement of the first shift of substitution;

(3) substitution is not payable for any period of substitution during vacation relief in the higher position.

(e) Payment for leave under Clauses 20.1 and 20.2 will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of their regularly scheduled hours in the four pay periods preceding their leave, in which case they shall receive the higher rate.

(f) If an employee substitutes in a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between

their current classification and the substituting classification, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series in which the employee is substituting. An employee shall not receive a salary greater than the maximum of the range of the classification in which the employee is substituting.

(g) Grievances concerning (a) above, that are filed at arbitration, may be referred by either party to the expedited classification appeal process where the dispute is a disagreement on the classification level.

#### **27.5 Rate of Pay on Reclassification or Promotion**

(a) When an employee is promoted or reclassified to a higher-paying position in the salary schedule, the employee will receive the rate for the position if a single salary, or, in the case of positions on a salary range, will receive the rate in the salary range which is the closest step to 8% above their previous rate, or the minimum of the new range, whichever is greater, but not more than the top of the new salary range.

(b) If an employee is promoted or reclassified to a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the new position, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series to which the employee is reclassified or promoted. An employee shall not receive a salary greater than the maximum of the range of the classification to which the employee is promoted or reclassified. Future increments, if any, shall be to the next higher step in the range of the classification to which the employee has been promoted or reclassified.

(c) The above does not apply to new classifications established pursuant to Clause 28.2.

#### **27.6 Pay on Temporary Assignment**

A regular employee temporarily assigned by the Employer to a position with a rate of pay lower than their regular rate of pay shall maintain their regular rate of pay.

#### **27.7 Salary Protection and Downward Reclassification of Position**

(a) An employee shall not have their salary reduced by reason of:

- (1) a change in the classification of their position; or
- (2) placement into another position with a lower maximum salary,

that is caused other than by the employee.

That employee shall not receive negotiated salary increases until the salary of the employee's new classification equals or exceeds the salary which the employee is receiving.

When the salary of the employee's new classification equals or exceeds the salary which the employee is receiving, the employee's salary will be implemented at the maximum step of their new classification.

That employee shall receive the full negotiated salary increases for their new classification thereafter.

(b) An employee shall not have their salary reduced by reason of:

- (1) a change in the classification of their position; or
- (2) placement into another position with a lower maximum salary,

that is caused other than by the employee.

That employee shall continue to receive 50% of the negotiated salary increases applicable to the employee's new classification until the salary of the employee's new classification equals or exceeds the salary which the employee is receiving.

When the salary of the employee's new classification equals or exceeds the salary which the employee is receiving, the employee's salary will be implemented at the maximum step of their new classification.

That employee shall receive the full negotiated salary increases for their new classification thereafter.

(c) Such changes in classifications or placements made pursuant to Article 13 - Layoff and Recall, and/or Clause 30.4(b) are covered by (a) and (b) above.

### **27.8 Vehicle Allowances**

Vehicle allowances for all distances travelled on employer business shall be paid to employees required to use their own vehicles in the performance of their duties. The allowance shall cover distance to and from the employee's place of residence up to a total maximum of 32 kilometers, only when the employee is required to have their vehicle at work for use in the performance of their duties.

Vehicle allowance shall be, effective April 1, 2015 - 56¢ per km.

### **27.9 Vehicles**

If an employee is required to use their own automobile in the performance of their duties, the Employer shall ensure that the position posting or advertisement shall include this requirement.

### **27.10 Meal Allowances**

Employees on travel status away from their headquarters shall be entitled to a meal allowance for the time spent away from headquarters.

<b>Meal</b>	<b>Effective April 1, 2015</b>
Breakfast	\$13
Lunch	\$15
Dinner	\$25

### **27.11 Transportation for Employees**

Transportation will be provided to employees who are required to work other than their normal working hours, and who must travel to or from their home during the hours between 11:30 p.m. and 6:00 a.m. and when convenient public transportation or other transportation facilities are not available. An employee shall be reimbursed for the cost of commercial transportation within their headquarters area, upon presentation of receipts.

### **27.12 Damage to Personal Property**

Where an employee's personal property, excluding private automobiles utilized in the performance of their duties, is damaged by a client, patient, or resident while the employee is carrying out their duties, and the damages are not covered by Workers Compensation or insurance, the Employer shall reimburse the employee for the necessary repairs or replacement.



**27.13 Upgrading Qualifications**

Where the Employer requires an employee to upgrade their skills or qualifications in order to operate or maintain new equipment, the cost of training and normal living and travel expenses as laid down in this agreement will be borne by the Employer.

**27.14 Retirement Allowance and Pre-Retirement Leave**

(a) Upon retirement from service, an employee who has completed 20 years of service with the Employer, and who under the provisions of the Public Service Pension Plan Rules is entitled to receive a pension benefit on retirement, is entitled to an amount equal to their salary for one month, and for each full year of service exceeding 20 years but not exceeding 30 years, is entitled to an additional amount equal to one-fifth of their monthly salary. The employee may opt to take the allowance as equivalent paid leave of absence to be taken immediately prior to retirement.

(b) (1) An employee scheduled to retire and to receive a pension benefit under the Public Service Pension Plan Rules, shall be entitled to:

(i) a special paid leave for a period equivalent to 50% of their accumulated sick bank credit, to be taken immediately prior to retirement; or

(ii) a special cash payment of an amount equivalent to the cash value of 50% of their accumulated sick bank credit, to be paid immediately prior to retirement and based upon their current rate of pay.

(2) Sick bank credit for the purpose of this clause means credit accumulated prior to January 1, 1978, which has not been utilized prior to retirement.

(3) Where an employee is permitted to purchase a period of war service under the Public Service Pension Plan Rules at retirement, they may use all or part of their entitlement for the purchase of war service.

**27.15 Salary Rate Upon Employment**

The hiring rate of pay for a new employee shall not be higher than the rate of pay for an existing employee in the same classification with similar work experience, training, and education.

**27.16 Telephone Allowance**

Employees on travel status who are required to obtain overnight accommodation shall be reimbursed upon production of receipts for one five-minute telephone call home, to or within British Columbia, for each night away.

**27.17 Salary Rate on Demotion**

When an employee is demoted the employee shall receive the rate for the position if a single salary. If a salary range is established, the maximum reduction shall be the closest step to 8%, but where the differential between the employee's salary before demotion and the maximum salary of the lower position is greater than 8%, the new salary shall be the maximum of the new position.

**27.18 Hourly, Daily and Partial Month Calculations**

The formula for paying a biweekly or hourly salary is as follows:

<i>Annual Salary</i>	= <i>Biweekly Salary</i>
26.0893	

<i>Monthly Salary X 12 mos.</i>	= <i>Biweekly Salary</i>
26.0893	

<i>Biweekly Salary</i>	= <i>Hourly Rate</i>
70	

The daily rate shall be determined by multiplying the number of regularly scheduled hours in the employee's day shift by the hourly rate. For the purposes of converting a biweekly rate to a monthly rate, the formula will be as follows:

<i>Biweekly Rate x 26.0893</i>
12

The formula for paying a partial salary to employees paid on a biweekly basis is:

*Salary = hours worked and paid holidays x biweekly salary divided by hours scheduled and paid holiday (paid holiday equals 7 hours).*

When an article in this agreement has a reference to payments at the "end of the month following the month" in which an event occurs, payment will be "at the end of the second pay period following the pay period" in which the event occurs.

Similarly, a reference to payments on specified dates will mean payment on the closest pay period payday to the specified date.

### **27.19 Expenses within Headquarters Area**

An employee in performing their duties within their headquarters area may claim unusual and/or extraordinary out-of-pocket expenses, subject to approval by the Employer. It is agreed that payment for out-of-pocket expenses is intended to include payment for meals where the situation warrants. It is not the intention to pay meal allowances where the employee can be reasonably expected to provide their own meal.

### **27.20 Child Care Expenses**

(a) Where an employee is requested or required by the Employer to attend:

- (1) employer endorsed education, training and career development activities, or
- (2) employer sponsored activities,

which are not included in the normal duties of the employee's job, and are outside their headquarters or geographic location, such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$50 per day upon production of a receipt.

(b) Where an employee, who is not on leave of absence, attends a course approved by the Employer outside the employee's normal scheduled workday such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$25 per day upon production of a receipt. This reimbursement shall not exceed 15 days per calendar year.

(c) Reimbursement in (a) or (b) shall only apply where no one else at the employee's home can provide the child care.

- (d) The receipt shall be a signed statement including the date(s), the hourly rate charged, the hours of care provided and shall identify the caregiver/agency.

#### **27.21 Lodging Allowance**

Employees on travel status who stay in non-commercial lodging shall be entitled to claim \$30 per day except where the lodging is supplied by the Employer. An employee submitting a lodging allowance claim shall not be entitled to reimbursement for commercial lodging costs for the same period.

#### **27.22 Entertainment Expenses**

When employees have occasion to entertain non-service personnel in the course of their duties, they shall, subject to prior approval, be reimbursed for reasonable expenses.

#### **27.23 Qualified Registered Professional Fees**

Regular full-time employees who have completed their probationary period and who are required as a condition of employment to maintain membership in an association as a qualified registered professional shall be reimbursed for membership or licensing fees to a maximum of \$200 annually.

#### **27.24 Personal Duties**

- (a) It is understood by both parties that work not related to the Employer's business should not be performed on the Employer's time.
- (b) To this end, it is agreed that an employee will not be required to perform duties of a personal nature for supervisory personnel.

### **ARTICLE 28 - CLASSIFICATION AND RECLASSIFICATION**

#### **28.1 Classification Plan**

- (a) The Employer and the Union recognize the need to maintain the principles of Pay Equity to evaluate jobs in the bargaining unit. The parties also agree to apply the Job Evaluation Plan in accordance with those principles to all bargaining unit positions using the gender neutral plan factors and degrees in the Job Evaluation Plan.

The Job Evaluation Plan will be used to evaluate positions in the agreement and to determine their appropriate factor ratings.

- (b) The Employer agrees to supply the President of the Union or their designate with the job evaluation plan and benchmarks/reference jobs for those classifications in the bargaining unit.
- (c) The former classification plan specifications are redundant for evaluation purposes and will be utilized solely for descriptive purposes to assist in the orderly management of the Employer including staffing and collective agreement purposes.

#### **28.2 Changes to the Job Evaluation Plan and Benchmarks/Reference Jobs**

- (a) The Employer agrees that no changes to the job evaluation plan and benchmarks/reference jobs pertaining to positions covered by this agreement will be introduced without the mutual agreement of the parties.

- (b) To facilitate the orderly change in the job evaluation plan, a joint technical working committee will be used. There will be equal representation of technical experts from the Employer and the Union on this committee, and total membership from each side will not exceed four.
- (c) The Committee shall formulate any necessary changes or new benchmarks/reference jobs in the job evaluation plans used within the bargaining unit and shall make joint recommendations to the bargaining Principals for ratification.
- (d) When a new or substantially altered benchmark/reference job covered by this agreement is introduced, the factor ratings shall be subject to agreement between the Employer and the Union.
- (e) Where the Joint Technical Working Committee is unable to agree to benchmark(s)/reference job(s) and/or agree on a factor rating, the matter may be referred to an agreed upon classification referee. The benchmark rating shall be effective on the date agreed to by the parties or the date set by the referee but, in any event, not earlier than the date of implementation.

### **28.3 Elimination of Present Classification**

No existing classification shall be eliminated except by prior consultation with the Union.

### **28.4 Classification Appeal Procedure**

An employee shall have the right to grieve, through the Union, the classification of the position they occupy. Such grievance shall be in accordance with the provisions

- (a) If an employee believes that the position they occupy is improperly classified, they shall file a grievance requesting a written job description describing duties and responsibilities, which shall be provided within 30 days of the request. Such job descriptions shall be consistent with the employee's assigned duties.
- (b) The employee and their immediate supervisor will review the job description and identify in writing any areas where the job description is not consistent with the assigned duties.
- (c) Time limits may be extended in writing by the mutual agreement of the parties.

### **28.5 Adjudication**

The parties agree that Joe Surich, John Kinzie and Bob Pেকেles or such other persons as may be mutually agreed, shall be assigned on a rotating basis to Classification Hearings. For full hearings, the order of rotation may be varied by mutual agreement of the parties.

### **28.6 Effective Dates**

The effective date of any resulting change in classification level shall be the first day of the biweekly pay period following the date of receipt by the employee of the written job description or when the response was due pursuant to Clause 28.4(a).

## **ARTICLE 29 - WORKLOAD**

### **29.1 Positions Temporarily Vacant**

- (a) The Employer agrees that, except in the case of emergency, an employee's workload will not be increased as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reason.

- (b) In such instances, the Employer shall give regular employees the opportunity to substitute in higher paying position and arrange for staff replacements at the lowest paying category.
- (c) Approval for release to a temporary assignment, where that assignment is a promotion, will not be unreasonably withheld.

### **29.2 Assignment of Work**

- (a) The parties agree that it is essential to ensure that all employees be advised of their job expectations, duties and responsibilities.
- (b) Where an employee is concerned that they cannot complete assignments and/or their work obligations, it is their responsibility to seek advice and direction from their local supervisor. The local supervisor will then provide direction to the employee, as necessary, on how to complete the assigned duties. This may include instructions on the priorities of the assigned duties.

## **ARTICLE 30 - JOINT UNION/MANAGEMENT COMMITTEE**

### **30.1 Establishment of Joint Committee**

There shall be established a joint committee composed of members equal in number, represented by the Employer and the Union to meet at the request of either party. The minimum size of this committee shall be two union representatives and two senior employer representatives, and the maximum size shall be four union representatives and four employer representatives. This committee may call upon additional persons for technical information or advice. The Committee may establish subcommittees or ad hoc committees as it deems necessary and shall set guidelines and operating procedures for such committees.

### **30.2 Meetings of Committee**

The Joint Committee shall meet at least once every 60 days or at the call of either party at a mutually agreeable time and place.

### **30.3 Chairperson of Committee**

An employer representative and a union representative shall alternate in presiding over meetings.

### **30.4 Responsibilities of Committee**

- (a) The Committee shall not have jurisdiction over wages or any other matter of collective bargaining, including the administration of this agreement. The Committee shall not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions.
- (b) In the event of any substantial re-organization which results in redundancy, relocation or reclassification, the Committee shall meet in order for the Employer to consult with the Union.
- (c) The Committee shall also have the power to make recommendations to the Union and the Employer on the following general matters:
  - (1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
  - (2) correcting conditions causing grievances and misunderstanding;

- (3) reviewing ways in which the Employer can reduce workplace consumption of non-renewable and renewable resources, increase the amount of material that is reused in the workplace and implement recycling programs;
- (4) reviewing matters unresolved and referred to it by the Occupational Health and Safety Committee;
- (5) The Committee may make recommendations on the criteria for the approval of applications pursuant to Clause 20.8(e).
- (d) The parties agree that the role of the Committee includes reviewing rehabilitation programs and practices to:
- improve access to the rehabilitation process for employees incapacitated for their own occupation through illness or injury;
  - improve rehabilitation programs to return employees to their own or other occupations as soon as possible;
  - identify and address systemic causes of illness and injury and consequent STIIP/LTD usage.
- (1) Clearly establish responsibility for case management with the Committee providing advice and recommendations as required. Such recommendations may include:
- improved placement options for those employees who are capable of performing alternative employment, in addition to the recommendations identified in Appendix 2, Part IV (d)(4).
- Senior representatives are to be designated as employer representatives to the Committee.
- (2) Ensure sharing of all information pertinent to a case with the parties involved (union, employer, insurance carrier).
- Develop confidentiality standards specific to the process and consistent with the current legislation to protect the privacy of information shared.
- (3) Establish responsibilities for initiating an investigation of a worksite where there is a pattern of frequent or repetitive absence which significantly exceed the average. Where health and safety measures may be indicated or where otherwise appropriate, the Committee may coordinate their investigation with the Joint Occupational Health and Safety Committee and make recommendations to the parties depending on the findings.
- (4) Review current forms used for STIIP and LTD and Rehabilitation in order to make them simpler and more effective and/or eliminate duplication.
- (e) The role of the Committee in joint training initiatives is as follows:
- to support and assist in carrying out training needs identification as required;
  - to provide input and advice on specific training proposals and initiatives;
  - to review current and planned joint training initiatives and provide advice on implementation issues;
  - to promote and support joint training initiatives;
  - to review program evaluations and make recommendations on changes to the joint programs;

- to participate in training programs, as appropriate;
- with specific regard to Article 30, the Committee will develop a training program for members of the Joint Committee dealing with the role of such committees, conflict resolution, consensus building, joint problem solving, agenda development, minute recording and other issues mutually agreed to by the Committee.

The Committee will meet within 60 days of the signing of this agreement and thereafter as required.

### **30.5 Rehabilitation Subcommittee**

It is the intent of both parties to encourage and facilitate the early return to gainful employment of employees who have been ill or injured. To this end, a rehabilitation subcommittee will be established as follows:

- (a) The Rehab Subcommittee shall consist of three members, one appointed by the Employer, one appointed by the Union and a mutually agreed upon chairperson. A secretary shall be appointed to assist in the administration of the Committee.
- (b) The Committee shall review cases of regular employees who have completed their initial probationary period and are no longer capable of performing the duties of their own occupation due to illness or injury. Such employees shall make application for rehabilitation pursuant to Appendix 2, Part IV - Rehabilitation.
- (c) The Committee shall also review cases of all employees who have become incapacitated through industrial injury or illness. Following the review of such cases the Committee, taking into account the best interests of the employee and the Employer, shall make recommendations to the Employer's designate.
- (d) The Committee shall also review cases of regular employees who have completed their initial probationary period who request a transfer on compassionate grounds. Following the review of such cases, the Committee, taking into account the best interests of the employee and the Employer, shall make recommendations to the Employer's designate.
- (e) Where the Committee is unable to decide upon recommendations for a particular case, the matter shall be referred to the bargaining Principals for final disposition.
- (f) The Rehabilitation Committee shall meet as required during working hours, and leave without loss of pay shall be granted to committee members. Minutes of all meetings shall be taken by the Secretary and copies shall be provided to the Employer and the Union.
- (g) Members of the Committee are committed to maintain confidentiality of medical and other information received in their capacity as committee members.

### **30.6 Priority Placement and Employment Equity**

The parties support the recruitment and development of a well-qualified and efficient workforce that is representative of the diversity of the people of British Columbia and the training and development of employees to foster career development and advancement.

The parties will cooperate in the identification and removal of barriers which restrict or inhibit people from being successfully employed and advanced.

Some examples of typical barriers are:

- discriminatory attitudes or behaviour such as bias, stereotyping and harassment by co-workers, supervisors and managers;
- failure to appreciate cultural differences because of a lack of familiarity with the cultural values of the designated groups or the group's lack of familiarity with the cultural values of employer;
- lack of information about opportunities for employment, training, special projects or promotions, etc.;
- physical barriers such as workplaces, facilities, jobs and tools that may need to be adapted for use by individuals from the designated groups;
- systemic barriers such as employment policies, practices and systems which have an adverse impact on designated groups. An example of a systemic barrier is a qualification statement requiring years of experience rather than specifying the type and depth of experience that is needed.

In order to meet the above objectives and to redress existing employment imbalances and disadvantages the Employer may use remedial measures such as:

- providing career counselling, mentorship programs, internship training opportunities or other developmental opportunities to employees;
- outreach recruitment to encourage members of designated groups to apply for jobs in with the Employer, providing them with information on employment opportunities, how to apply for positions, how to prepare for interviews, etc.

Where the application of remedial measures outlined above do not meet the stated objectives, the Employer may, after consulting with the President of the B.C. General Employees' Union or their designate, in respect to a vacancy, identify that applicants to a posting be limited to employees:

- (a) covered by Clauses 13.2, 13.3 and 30.5;
- (b) encourage career development and advancement;
- (c) of a stated occupational group, position level or organizational unit.

Where the application of remedial measures outlined above do not meet the stated objectives, the Employer, and the President of the B.C. General Employees' Union or their designate may mutually agree to limit or give preference in a manner intended to achieve employment equity objectives.

## ARTICLE 31 - SECONDMENT

### 31.1 Definition

"*Secondment*" means a process by which the Employer may assign an employee to another agency, board, society, or commission.

### 31.2 Notice of Secondment

The Employer agrees to make every effort to provide an employee with four weeks written notice of secondment. Where possible, the written notice of secondment shall indicate the term of secondment.



### 31.3 Provisions of BCGEU Agreements to Apply

The provisions of the current collective agreement will apply to seconded employees. The agency, board, society, commission, or employer to which the employee is seconded will receive written notice of this article and will be provided with a copy of the agreement.

### 31.4 Employer's Representative Designated to Handle Grievances at the 2nd Step

The Employer will inform the employee of the Employer's representative designated to handle grievances at the second step. Where a seconded employee has a grievance the employee will discuss the grievance with their current supervisor. Failing resolution, the employee may submit a written grievance, through a steward nominated by the Union, to the second step of the grievance procedure.

## ARTICLE 32 - AUXILIARY EMPLOYEES

### 32.1 Auxiliary Employees

- (a) An auxiliary employee shall receive a letter of appointment clearly stating their employment status and expected duration of employment.
- (b) Auxiliary employees who have worked 1827 hours in 33 pay periods and who are employed for work which is of a continuous full-time or continuous part-time nature, shall be converted to regular status effective the beginning of the month following the month in which they attain the required hours.
- (c) For the purposes of (b) above and Clauses 32.6 - Application of agreement, 32.9 - Medical, Dental and Group Life Insurance, 32.11 - Annual Vacations and 32.12 - Eligibility Requirements for Benefits, hours worked shall include:
  - (1) hours worked at the straight-time rate;
  - (2) hours compensated in accordance with Clause 32.10 - Designated Paid Holidays;
  - (3) hours that a seniority rated auxiliary employee cannot work because they are on a recognized WCB claim arising from their employment with the Employer to a maximum of 210 hours of missed work opportunity within eight calendar weeks from the beginning of the claim;
  - (4) annual vacation pursuant to Clause 32.11(d) - Annual Vacations;
  - (5) compensatory time off provided the employee has worked 1827 hours in 33 pay periods;
  - (6) missed work opportunities during leaves pursuant to Clause 2.10(a) - Time Off for Union Business - Without Pay, except that during the first 33 pay periods of employment such credit shall be limited to 105 hours;
  - (7) leaves pursuant to Clause 2.10(b) - Time Off for Union Business - With Pay;

Notwithstanding (3) above, an auxiliary employee eligible for conversion to regular status shall not be converted until the employee has returned to active employment for 140 hours. The effective date of such conversion shall be the first of the month following the date on which eligibility for conversion occurs.

- (d) For the purposes of (b) above and Clauses 32.6 - Application of Agreement, 32.9 - Medical, Dental and Group Life Insurance, 32.11 - Annual Vacations and 32.12 - Eligibility Requirements for Benefits, hours beyond the 210 hours in (c)(3) above, that an auxiliary employee cannot work because they are

on a recognized WCB claim arising from their employment with the Employer are not added to the 1827 or 1200 hours nor are the days charged against the 33 or 26 pay periods.

### 32.2 In-Service Status for Applying for Regular Positions

- (a) Auxiliary employees who have worked in excess of 30 days (210 hours), will be recognized as in-service applicants when applying for regular positions.
- (b) Subject to Clause 32.4 - Loss of Seniority, an auxiliary employee who has worked in excess of 30 days (210 hours) prior to application for a regular position, or an auxiliary employee who is on layoff status and who has worked in excess of 30 days (210 hours) prior to being laid off, will have their length of service as an auxiliary employee recognized with regard given to the nature of the duties performed, including the applicant's education, skills, knowledge, experience and past work performance.
- (c) Auxiliary employees who have worked in excess of 30 days (210 hours) as outlined in (b) above and who have to move from one geographic location to another after winning a competition, or at the Employer's request, shall be entitled to relocation expenses in accordance with Clause 27.17 - Relocation Expenses.

### 32.3 Seniority

- (a) (1) For the purpose of layoff and recall and other seniority related provisions of this agreement, an auxiliary employee who has worked in excess of 30 days shall accumulate service and classification seniority within a seniority unit, as defined in the agreement, on the basis of:
    - (i) all hours worked at the straight-time rate;
    - (ii) designated paid holidays or days off in lieu in accordance with Clause 32.10 - Designated Paid Holidays;
    - (iii) annual vacation in accordance with Clause 32.11(d) - Annual Vacations;
    - (iv) leave pursuant to Clause 32.12 - Eligibility Requirements for Benefits or Clause 32.6(c) - Application of Agreement;
    - (v) compensatory time off provided the employee has worked 1827 hours in 33 pay periods;
    - (vi) missed work opportunities during leaves pursuant to Clause 2.10(a) - Time Off for Union Business - Without Pay except that during the first 33 pay periods of employment such credit shall be limited to 105 hours;
    - (vii) leaves pursuant to Clause 2.10(b) - Time Off for Union Business - With Pay.
  - (2) The total hours above shall be converted to a seven-hour shift to establish seniority.
  - (3) Upon completing 30 workdays (seven-hour shifts), an auxiliary employee's seniority shall include the accumulated 30 workdays.
- (b) Subject to Clause 32.4 - Loss of Seniority, service and classification seniority of an auxiliary employee will follow them if they move from one seniority unit to another.

*Note: It is understood that classification seniority does not accumulate in situations of substitution.*

- (c) Auxiliary employees who are on a claim recognized by the Workers' Compensation Board which arises out of a work-related injury while employed by the Employer, shall earn seniority for all hours the employee would have worked had they not been injured and been able to stay on the job.
- (d) A current service seniority list shall be posted in the seniority unit by June 30 and December 31. Upon request, a copy of the service seniority list shall be provided to the steward.

#### **32.4 Loss of Seniority**

An auxiliary employee will lose their service and classification seniority when:

- (a) they are terminated for just cause;
- (b) they voluntarily terminate or abandon their position;
- (c) they are on layoff for more than nine months;
- (d) effective July 1, 2021, they are unavailable for, or decline, five offers of re-employment as provided in Clause 32.5 - Layoff and Recall; or
- (e) they become a regular employee.

#### **32.5 Layoff and Recall**

- (a) Layoff of auxiliary employees shall be by classification in reverse order of service seniority within a seniority unit as defined in this agreement.
- (b) Auxiliary employees on layoff shall be recalled in order of service seniority within a seniority unit, provided the auxiliary employee is qualified to carry out the work which is available.
- (c) Notwithstanding (a) above, auxiliary employees hired for seasonal work or a term certain shall be laid off upon completion of the season or term and shall be subject to recall procedures in accordance with (b) above.
- (d) Auxiliary employees hired pursuant to Article 38 - Cooperative Education Training Program, or for special projects, as mutually agreed to between the Employer and the Union, shall be considered terminated for cause in accordance with Clause 32.4(a) - Loss of Seniority upon completion of their project or program. The Employer will provide the Union with a copy of each appointment letter for employees hired under Clause 32.5(d) - Layoff and Recall, within 30 days of the appointment.
- (e) The Employer will schedule time periods during which auxiliary employees on layoff will be contacted as work is available. These scheduled time periods will be established by seniority units based on the scheduling patterns for that unit, such that auxiliary employees will not be required to be available more than three hours on any one day or for more than one period per shift, at their contact point established pursuant to (g) below.  
  
Calls made to auxiliary employees outside of the scheduled time periods will be treated in accordance with the applicable sections of this article.
- (f) Auxiliary employees will be advised, in writing, of the scheduled time periods and of any changes thereto. Auxiliary employees, on layoff, are required to be personally available at their contact point during these scheduled time periods. The exceptions to this provision are detailed in (h) and (j) below.
- (g) Auxiliary employees will provide a direct communication link that will give them personal contact with their work unit/recall section. This communication link must be appropriate to the

Employer's operation and may include telephone, radio telephone, pager, public media, on call boards, written communication, etc.

- (h) (1) Where a written communication link is established, a single attempt by registered mail will be made to contact the auxiliary employees.
- (2) Where telephone/radio telephone communication is used, two attempts, at least five minutes apart, will be made to contact the auxiliary employees.
- (3) Where a pager is used, a single attempt will be made and the auxiliary employee must respond to the Employer within five minutes of the page.

Notwithstanding the above, in the case of an emergency situation, a single verbal attempt will be made to contact the auxiliary employees.

(i) Auxiliary employees are responsible for advising their work unit/recall section, in writing, of their current phone number, address, radio call numbers, etc., as established in (g) above, and for the accuracy and completeness of the information provided. Where public communication or display media are used by the Employer to advise auxiliary employees of work available, the auxiliary employees will check such media in the manner indicated by the Employer. Auxiliary employees are responsible for maintaining the necessary equipment required to receive notice, in an operable condition, except where such maintenance is beyond their control.

(j) Auxiliary employees on layoff who experience problems with their communication link established under (g) above, or who will not be available at their contact point during the scheduled time period for those reasons outlined in (n) below, are required to contact their work unit/recall section in advance of the scheduled time periods as designated by the Employer. The auxiliary employees may be required to contact their work unit/recall section during the scheduled time period to obtain a specific work schedule, etc.

(k) If the Employer is unable to contact auxiliary employees during the scheduled time periods established in (e) above, the Employer will immediately advise the employees by certified mail of the date, time and result of the contact attempt(s), and that they are considered to have been unavailable for work for purposes of Clause 32.4(d) - Loss of Seniority. If the Employer is unable to contact auxiliary employees outside of the scheduled time periods, the Employer will not count such unavailability for purposes of Clause 32.4(d) - Loss of Seniority except as specified in (l) below.

(l) Where auxiliary employees are contacted outside of the scheduled time periods and decline work in an emergency situation, other than for reasons outlined in (n) below, they will be considered to have declined work for purposes of Clause 32.4(d) - Loss of Seniority.

(m) Where auxiliary employees are contacted during the scheduled time periods established in (e) above, and decline the work offered, such decline will be considered to be a decline for purposes of Clause 32.4(d) - Loss of Seniority.

(n) Auxiliary employees who are unavailable in the following circumstances, and who call in to their work unit/recall section at the times designated by the Employer, will not have the decline or unavailability count as an occurrence for purposes of Clause 32.4(d) - Loss of Seniority:

- (1) absence on a WCB claim;
- (2) maternity leave, parental leave or adoption leave;

- (3) absence on bereavement as per Clause 32.6(c) - Application of Agreement;
- (4) leave to participate in activities of a Reserve Component of the Canadian Armed Forces;
- (5) illness; proof of illness may be required if the absence is greater than five days or where it appears a pattern of consistent or frequent absence is developing;
- (6) illness of, or inability to obtain child care for a dependent child of an auxiliary employee, where no one other than the employee can care for the child. Proof of illness or inability to obtain child care may be required if a pattern of consistent absence is developing. Such leave will not exceed two days;
- (7) union leave per Clause 2.10 - Time Off for Union Business;
- (8) jury duty;
- (9) medical or dental appointments;
- (10) approved leave under Clause 32.11(b) - Annual Vacations;
- (11) an offer of work which is less than 3½ hours duration;
- (12) an offer of work which would constitute a short changeover (Clause 15.7 - Short Changeover Premium).

Employees who decline work pursuant to (11) or (12) will remain eligible to be recalled for other available work on the same day and to accept or decline that work in accordance with the terms of this agreement.

(o) Auxiliary employees subject to recall shall lose their service and classification seniority and shall be considered terminated for just cause where they are unavailable for or decline work on five separate occasions<sup>2</sup> in the calendar periods between January 1 and June 30 inclusive or July 1 and December 31 inclusive.

(p) (1) Auxiliary employees, with the agreement of the Employer, may specify days and/or times of availability. Such agreed to days and/or times and any agreed to alterations thereto, shall be in writing and include the days and/or times, and effective date.

(2) Where a recall for work on such days and/or times occurs, it shall be made on the basis of seniority and in accordance with the provisions of (b) and (e) through (n) above.

(3) Should an auxiliary employee wish to revert from having specified days and/or times of availability to full availability, the employee may do so by providing the Employer with 10 days written notice.

(q) Auxiliary employees unavailable for, or declining work offered to them, will not accumulate service or classification seniority for the hours that might have been worked. This may result in changes in ranking on the seniority list as junior employees work these hours.

(r) The Employer is not required to recall auxiliary employees who have already accumulated 1827 hours in 26 pay periods.

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<sup>2</sup> It is understood that only one decline/unavailability may be counted per calendar day and when an employee declines or is unavailable for recall for work during a calendar day, the Employer shall not be required to make further offers of work to the employee for the calendar day which the employee has declined or been unavailable for.

- (s) (1) Auxiliary employees who report for work at the call of the Employer shall be paid for all hours worked with a minimum of two hours pay at their regular rate unless the employee is unfit to perform their duties or has failed to comply with the Industrial Health and Safety Regulations of the Workers' Compensation Board.
- (2) Where an employee commences work they shall receive three and one-half hours pay at their regular rate unless:
- (i) their work is suspended for reasons completely beyond the control of the Employer;
  - or
  - (ii) the duration of the work assignment is known in advance by the employee;

in which instances the provisions of (s)(1) shall apply.

### 32.6 Application of Agreement

(a) Except as otherwise noted in this article, the provisions of Article 11 - Seniority, Article 13 - Layoff and Recall, Article 17 - Paid Holidays, Article 18 - Annual Vacations, Article 19 - Short-Term and Long-Term Illness & Injury and Long-Term Disability, Article 20 - Special and Other Leave, Article 21 - Maternity, Parental and Pre-Adoption Leave, and Article 25 - Health and Welfare, do not apply to auxiliary employees. The provisions of other articles apply to auxiliary employees, except as otherwise indicated.

(b) Any auxiliary employee who is eligible to vote in a federal, provincial, first nation or municipal election or a referendum shall have three or four consecutive clear hours, as prescribed by the applicable statute, during the hours in which the polls are open in which to cast their ballot.

"*First Nation*" for the purposes of this agreement, is an Indian Band Council duly constituted under the federal *Indian Act* or an aboriginal governing body authorized under the terms of a treaty duly ratified by the provincial and federal governments.

(c) Where leave from work is required, auxiliary employees shall be entitled to the provisions of Clause 20.1 (Bereavement Leave).

(d) Maternity and parental leave for auxiliary employees with less than 1827 hours worked in 33 pay periods shall be in accordance with the *Employment Standards Act*.

### 32.7 Health and Welfare

In lieu of health and welfare benefits, auxiliary employees shall receive compensation of:

(effective April 1, 2015) 70¢

per working hour, up to a maximum of:

(effective April 1, 2015) \$49

per biweekly pay period.

### 32.8 Weekly Indemnity

(a) Auxiliary employees are eligible for weekly indemnity benefits upon accumulation of 400 hours of auxiliary seniority. Once established, eligibility for weekly indemnity is retained unless the auxiliary employee loses auxiliary seniority. Weekly indemnity benefits are payable for each period of illness up

to a maximum of 15 weeks at 60% of the auxiliary employee's normal average earnings. Normal average earnings are calculated by averaging the total of the straight-time compensation and the compensation paid in accordance with Clause 32.7 - Health and Welfare in the six most recent biweekly pay periods in which earnings occurred.

(b) The benefit waiting period in each case of illness will be 14 calendar days. This means that benefits will be paid from the fifteenth day of illness.

(c) Subject to Clause 32.8(b) - Weekly Indemnity, full benefits will be reinstated:

(1) in the case of new illness, after the auxiliary employee returns to active employment following the most recent absence due to illness and accumulates 150 more hours of auxiliary seniority;

(2) in the case of a recurrence of a previous illness, after the auxiliary employee returns to active employment following the most recent absence due to that illness and accumulates 400 more hours of auxiliary seniority with the same employer.

(d) The payment of benefits to a person who is laid off or separated prior to termination of their illness shall be continued after the layoff or separation until the total number of weeks for which benefits have been paid in respect of that illness is 15 weeks or the duration of the illness, whichever occurs first, except that benefits will cease on the effective date of a scheduled layoff or separation, if the illness occurs two months (or less) before that layoff or separation, provided that notice of the layoff or separation was given prior to the occurrence of the illness.

(e) The benefits described in this clause shall not be available to an auxiliary employee whose illness, injury, or personal circumstances may be described by any one of the following conditions:

(1) who is not under the care of a licensed physician;

(2) whose illness is occupational and is covered by Workers' Compensation;

(3) whose illness is intentionally self-inflicted;

(4) whose illness results from service in the Armed Forces;

(5) whose illness results from riots, wars or participation in disorderly conduct;

(6) who is ill during a period of paid vacation;

(7) whose illness is sustained while they are committing a criminal offence;

(8) who is engaged in an employment for a wage or profit;

(9) who is ill during a strike or lockout at the place where they were employed if that illness commences during the strike or lockout;

(10) who is serving a prison sentence;

(11) who would not be entitled to benefits payable pursuant to Part I of the *Employment Insurance Act* because they are not in Canada;

(12) who is absent from work because of plastic surgery performed solely for cosmetic purposes except where the need for surgery is attributable to an illness or injury.

(f) The parties agree that the complete premium reduction from the Human Resources Development Canada accruing through the improved sick leave plan and the weekly indemnity plan will be returned to the Employer. This is in exchange for the implementation of the above-mentioned plans.

### **32.9 Medical, Dental and Group Life Insurance**

(a) Auxiliary employees will be eligible for coverage under Clauses 25.1 - Basic Medical Insurance, 25.2 - Extended Health Care Plan, 25.3 - Dental Plan, 25.4 - Group Life and 25.9 - Employee and Family Assistance Program after completion of 1827 hours worked in 33 pay periods or after working three consecutive years without loss of seniority and maintaining 1200 hours worked at the straight-time rate within the previous 26 pay periods. Such auxiliary employees eligible for benefits under this clause will not receive the payment under Clause 32.7 - Health and Welfare. Upon hire auxiliary employees will be eligible for coverage under 25.9 (a).

(b) An auxiliary employee will cease to be entitled to coverage under (a) above when they lose their seniority in accordance with Clause 32.4(a), (b), (c) or (d) - Loss of Seniority.

(c) Auxiliary employees qualified under (a) above shall be entitled to maintain coverage under such plans for a maximum period of three consecutive months immediately following the month in which the layoff occurs by paying the premium themselves.

(d) When an auxiliary employee on layoff, who has previously qualified under (a) above and has not ceased to be entitled under (b) above, is recalled, the employee shall immediately be entitled to the benefits under (a) above.

### **32.10 Designated Paid Holidays**

(a) Auxiliary employees shall be compensated for the paid holiday who have:

- (1) worked, or received pay at straight-time rates for the day before and the day after a paid holiday; or
- (2) worked, or received pay at straight-time rates for 15 of the previous 30 days; or
- (3) worked, or received pay for at least 105 hours at the straight-time rate in the previous 30 days.

This clause shall not apply to employees who have been terminated and not on layoff status.

(b) An auxiliary employee who is qualified under (a) to receive compensation for the paid holiday but does not work on the paid holiday, shall receive compensation for the day based on the following formula:

*"straight-time hours paid in the previous 30 calendar days divided by the straight-time hours of work of a full-time employee for the same 30 calendar day period multiplied by the hourly rate multiplied by seven".*

(c) An auxiliary who is qualified in (a) to receive compensation for the holiday and who works on that day shall be compensated at the same rate as regular employees in the same situation, as outlined in Article 17 - Paid Holidays. The day off in lieu provided through the application of Article 17 - Paid Holidays shall be compensated on the basis of the formula in (b) above.

(d) Auxiliary employees who work on the designated holiday, but do not meet the conditions of (a) above shall be compensated at the rate of double-time for hours worked on any statutory holiday.



### 32.11 Annual Vacations

- (a) Auxiliary employees will be entitled to receive vacation pay at the rate of 6% of their regular earnings. Auxiliary employees shall receive their earned vacation biweekly.
- (b) Auxiliary employees after six months from their date of hire, may elect to take a leave of absence without pay of up to 15 workdays, not to exceed 105 hours, in any calendar year. An employee seeking such unpaid leave shall make application, in writing, a minimum of seven workdays prior to the requested leave.
- (c) The granting and scheduling of any such leave shall be subject to operational requirements, the vacation schedules of employees and provided there is no increased cost to the Employer. The days need not be consecutive.
- (d) Auxiliary employees who have completed 1827 hours worked in 33 pay periods shall be eligible for annual vacation leave in accordance with the provisions of this clause and Clause 18.1 - Annual Vacation Entitlement, except that the first vacation year is the calendar year in which the anniversary of eligibility occurs. Auxiliary employees eligible for annual vacation shall not be entitled to vacation pay as in (a) above or leave in accordance with (b) above.
- (e) The calendar year in which an employee qualifies for vacation leave under (d) will be considered the first partial year of service for purposes of vacation entitlement and subject to Clause 18.6 - Vacation Carryover any unused vacation entitlement earned during that year will be paid to the employee on the final payday of that year.
- (f) Upon qualifying for vacation leave an auxiliary employee will be paid any earned vacation pay owing to that date and thereafter will earn vacation leave in accordance with Clause 18.2 - Vacation Earnings for Partial Years.
- (g) Vacation leave shall be scheduled in accordance with the provisions of the agreement, except that employees hired for vacation relief or for seasonal operations may be restricted as to the time of year they may schedule vacation.
- (h) Vacation schedules, once approved by the Employer, may be rescheduled if it is displaced by an emergency or because the employee is absent on an approved WCB claim.
- (i) Auxiliary employees who qualify for vacation leave shall be covered by the provisions of Clauses 18.5 - Vacation Pay, 18.8 - Vacation Carryover, 18.9 – Call Back from Vacation, 18.10 - Vacation Leave on Retirement and 18.11 - Vacation Credits upon Death.

### 32.12 Eligibility Requirements for Benefits

Auxiliary employees will qualify for Short-Term Illness and Injury Plan (STIIP), Clauses 20.2 - Special Leave, 20.3 - Family Illness, 20.4 - Full-Time Public Duties, 20.5 - Leave for Court Appearances, 20.9 - Elections, 20.11 - Leave for Medical and Dental Care, 20.12 - Maximum Leave Entitlement, 20.13 - Emergency Service Leave and Article 21 - Maternity, Parental and Pre-Adoption Leave as follows:

- (a) An employee will be entitled to benefits under this clause after completion of 1827 hours worked in 33 pay periods.
- (b) Subject to the eligibility requirements above, auxiliary employees will continue to be covered by the provisions of Appendix 2, Part I as outlined in this agreement (i.e. 6 months).

- (c) An auxiliary employee will cease to be entitled to coverage when they:
- (1) fail to maintain 1200 hours worked at the straight-time rate within the previous 26 pay periods except as provided under Article 21 - Maternity, Parental and Pre-Adoption Leave,
  - (2) lose their seniority in accordance with Clause 32.4(a), (b), (c), or (d) - Loss of Seniority.
- (d) Benefits will not be paid on layoff except as provided in Appendix 2, Section 1.10 - Benefits upon Layoff or Separation.
- (e) Auxiliary employees on layoff or subject to recall will not be eligible for benefits until after their return to work and subject to meeting the eligibility requirements. ("*Return to work*" is understood to mean the employee completed at least one-half of a scheduled workday or shift.)
- (f) Where there is no established work schedule the calculation of hours for the purposes of STIIP benefits shall be based on the average number of hours worked during the six pay periods immediately preceding absence due to illness.

## ARTICLE 33 - GENERAL

### 33.1 Administrative Services Recognition Day

Administrative Services Recognition Day is the Wednesday of the last full week of April each year.

### 33.2 Commuting

- (a) The Employer shall actively participate in environmentally sustainable employee transit programs which encourage employees to use public transit and/or to carpool to their worksites.
- (b) The Employer and the Union agree that there shall be no change in parking regulations and policies except by mutual agreement of the parties.
- (c) The Joint Union/Management Committee shall study the matter of employee parking and make recommendations to the parties.

### 33.3 Comprehensive Insurance

The Employer agrees to provide comprehensive insurance covering tools, reference texts, and instruments owned by the employees and required to be used in the performance of their duties at the request of the Employer.

### 33.4 Indemnity

- (a) *Civil Action* - except where there has been flagrant or wilful negligence on the part of an employee, the Employer agrees not to seek indemnity against an employee whose actions result in a judgment against the Employer. The Employer agrees to pay any judgment against an employee arising out of the performance of their duties. The Employer also agrees to pay any legal costs incurred in the proceedings including those of the employee.
- (b) *Criminal Actions* - where an employee is charged with an offence resulting directly from the proper performance of their duties and is subsequently not found guilty, the employee shall be reimbursed for reasonable legal fees.

(c) At the option of the Employer, the Employer may provide for legal services in the defence of any legal proceedings involving the employee (so long as no conflict of interest arises between the Employer and the employee) or pay the legal fees of counsel chosen by an employee.

(d) Where an employee is required to defend their professional actions arising out of the proper performance of their duties, in a proceeding before their professional licensing body, the Employer will provide either legal counsel or, at the Employer's option, reimbursement of reasonable legal fees incurred in such defence.

(e) In order that the above provisions shall be binding upon the Employer, the employee shall notify the Employer immediately, in writing, of any incident or course of events which may lead to legal action against them, and the intention or knowledge of such possible legal action is evidenced by any of the following circumstances:

- (1) when the employee is first approached by any person or organization notifying them of intended legal action against them;
- (2) when the employee themselves require or retain legal counsel in regard to the incident or course of events;
- (3) where any investigative body or authority first notifies the employee of any investigation or other proceeding which might lead to legal action against the employee;
- (4) when information first becomes known to the employee in the light of which it is a reasonable assumption that the employee would conclude that they might be the object of legal action; or
- (5) when the employee receives notice of any legal proceeding of any nature or kind.

### **33.5 Payroll Deductions**

An employee shall be entitled to have deductions from their salary assigned for the purchase of Canada Payroll Savings, United Way, BC Bonds or an RRSP of the employee's choice.

### **33.6 Political Activity**

(a) *Municipal and School Board Offices:*

- (1) Employees may seek election to municipal and school board offices, provided that:
  - (i) the duties of the municipal or school board office other than regular council or board meetings do not impinge on normal working hours;
  - (ii) there is no conflict of interest between the duties of the municipal or school board office and the duties of the employee's position.
- (2) Where the Municipal Council, the School Board or committees of the Council or Board hold meetings during the employee's normal working hours, the Employer shall grant leave without pay to attend such meetings.
- (3) Where leave without pay is granted to attend committee meetings, such leave shall be in accordance with Clause 20.10, and provided that such leave shall not exceed one-half shift per week.
- (4) The employee shall provide at least one week's written notice to the Employer.

(b) *Federal and Provincial Offices:*

There are no restrictions other than the oath of office on employees engaging in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election, the employee shall be granted leave without pay in accordance with Clause 20.4(a) to engage in the election campaign. If elected, the employee shall be granted leave of absence in accordance with Clause 20.4(b). If not elected, the employee shall be allowed to return to their former position.

### 33.7 Copies of Agreements

(a) The Union and the Employer desire every employee to be familiar with the provisions of this agreement, and their rights and obligations under it. For this reason, sufficient copies of the agreement will be printed for distribution to employees. The cost of such printing and distribution shall be borne equally by the parties.

The Union shall distribute the collective agreements to its members and the Employer shall reimburse the Union for 50% of the distribution costs.

(b) The cover of the agreement shall read as follows:

COLLECTIVE AGREEMENT  
between  
MAXIMUS HEALTH BENEFIT OPERATIONS, INC. AND  
MAXIMUS CANADA SERVICE (BC), INC.  
and the  
B.C. GENERAL EMPLOYEES' UNION (BCGEU)  
Effective to March 31, 2022

(c) All agreements shall be printed in a union shop and shall bear a recognized union label.

(d) The Employer will provide copies of the printed collective agreement within 90 days of the signing of the agreement. Ninety days may be waived in extenuating circumstances.

### 33.8 Travel Advance

Regular employees not covered by a work party advance, and who do not qualify to obtain a corporate card, will be provided with an adequate travel advance if they are required to proceed on travel status. The amount of advance will be determined by such factors as time away from headquarters and the frequency of reimbursement.

### 33.9 Private Vehicle Damage

Where an employee's vehicle is damaged as a direct result of the employee being employed by the Employer, the Employer shall reimburse the employee the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$500.

### 33.10 Personal Property Damage

(a) Where an employee's personal possession(s) is/are damaged by a person in the care or custody of the Employer, the Employer shall pay, up to a maximum of \$100, the replacement costs or personal deductible insurance, provided such personal possessions are of a type suitable for use while on duty. This provision shall not apply to articles of clothing or eye-wear.

- (b) On request, and with reasonable notice, the Employer shall provide a secure space for employees to store such personal possessions, wallets and/or purses when the employees are at their worksite.

### **33.11 Disclosure of Information**

The Employer and the Union recognize that it is in the public interest for employees to be able to disclose information regarding breaches of a statute, danger to public health and safety or a significant danger to the environment.

No employee shall be disciplined for bringing forth in good faith an allegation of wrongdoing in accordance with the following procedure:

- (a) An employee shall direct their concern or allegation to the employee's immediate supervisor.
- (b) If the employee feels that their allegation has not been adequately addressed at this level or if the allegation relates directly to the immediate supervisor, the employee may refer the matter in writing to the next level of excluded management not directly involved in the matter.
- (c) The written notice should provide full particulars of the allegation including the name(s) of individual(s) involved, the date(s) the wrongdoing is alleged to have occurred and any supporting documentation in the employee's possession, or of which the employee is aware.
- (d) The excluded manager will acknowledge, in writing, receipt of the employee's notice and will investigate and take such action as may be required respecting the allegation. If the employee feels that their allegation has not been adequately addressed at this level, they will so advise the excluded manager prior to proceeding to the next level of this process.
- (e) Where the employee is not satisfied that the allegation has been resolved or is not satisfied with the timeliness of the response at any level, the employee may refer the matter in writing to the Project Director, including the detailed information outlined above.
- (f) Where an allegation involves the Project Director, the employee shall forward their allegation to a Corporate Director of MAXIMUS Health Benefit Operations Inc., and MAXIMUS Canada Service (BC), Inc. (Box 8859 Victoria, BC, V8W 3Z1)
- (g) These procedures do not relieve an employee from the requirements of their Oath of Office, nor do these procedures restrict the employee from exercising their rights or obligations under any applicable statute.

### **33.12 Electronic Monitoring**

- (a) Monitoring equipment may be used to protect the safety of employees, or to protect the assets or property of the Employer.
- (b) Monitoring equipment will not be installed by the Employer in staff washrooms, lunch/break rooms, change rooms, or stewards' rooms.
- (c) The Employer shall provide to the Union a list of the types of monitoring and equipment they intend to use and where the equipment/systems are placed/installed. If audio and/or video monitoring is used and where the equipment/systems are placed/installed. If audio and/or video monitoring is used the list shall include those positions that have access to those recordings, where they will be stored and for what duration. This list shall be provided to the Union a minimum of 30 calendar days prior to implementation.

## ARTICLE 34 - TRAINING & CAREER DEVELOPMENT

### 34.1 Purpose

It is recognized that it is in our mutual interest that:

- (a) A skilled workforce is maintained through timely and adequate training that is necessary to perform current responsibilities;
- (b) Developmental opportunities are made available in requisite skills, knowledge and experience areas which are not needed in an employee's present position but needed in potential future responsibilities or when replacing absent staff;
- (c) Developmental training is available to satisfy personal long-term educational goals utilizing after-hours time.

It is recognized that training and development activity is a joint responsibility shared between the Employer and the recipient employee.

All training and development opportunities are subject to the availability of individual employer training and development funding, employer training policies and operational requirements. All employer training policies shall be posted by January 31 of each year or made available on request to employees.

### 34.2 Training

- (a) The Employer shall determine the training necessary for employees to perform the duties of their position.
- (b) Such training may be in the form of in-service training, courses, seminars, demonstrations, conferences, refresher courses or on-the-job instruction as appropriate. Leave required for such training shall be in accordance with Clause 20.7 of the agreement.

### 34.3 Training Assistance

- (a) Employees shall be reimbursed for 100% of the tuition for job-related courses approved by the Employer the guidelines for which are outlined in Clause 34.4 below.
- (b) Tuition fees for approved courses which lead to a diploma or a degree shall be reimbursed in the amount of 75%.
- (c) Termination of employment will nullify any obligation of assistance by the Employer.

### 34.4 Educational Assistance

To qualify for reimbursement, an employee must be a regular employee upon enrolment.

To be approved, the courses described below must be related to the employee's present position or career development:

- (a) On-campus or extension courses taken for credit and given by accredited higher educational institutions;
- (b) Correspondence courses taken from recognized schools;
- (c) Vocational or business courses taken from recognized schools;
- (d) Technical courses taken from recognized engineering/technical institutions;
- (e) Seminars.

All applications for training assistance must be submitted prior to registration in the course.

The employee shall initially pay the tuition fees, with reimbursement provided on proof of successful completion of the program.

### **34.5 Conferences and Seminars**

- (a) Where practical, employees may be permitted to attend conferences and seminars in their respective fields at employer expense. Upon return from such conferences or seminars, the employee may be required to submit a report to the Employer head concerned.
- (b) Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee may attend such demonstrations, conferences or seminars upon approval, by the Employer, of their application. Employees shall suffer no loss of basic pay as a result of such attendance.
- (c) An employee who attends a conference, convention, seminar or staff meeting at the request of the Employer, shall be deemed to be on duty and, as required, on travel status.

### **34.6 In-Service Examination**

- (a) Employees shall be permitted to write any in-service examination required by the Employer, upon satisfactory completion of the necessary term of service and training programs. Employees who fail an in-service examination shall, upon request and where available, receive a copy of their examination paper and shall be eligible to be re-examined. This provision shall not apply to examinations set as a condition of initial employment.
- (b) Eligible candidates participating in a posted competition for a regular position, and who are required to take an examination as a part of the competitive process, including the testing of keyboarding skills, shall be administered at no cost to the employee.

## **ARTICLE 35 - ON-THE-JOB TRAINING**

The management team shall be responsible for providing job training to employees filling vacant or new positions.

## **ARTICLE 36 - EMPLOYMENT EQUITY**

- (a) The Employer is committed to providing a work environment free of any form of adverse discrimination.
- (b) The parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.
- (c) The parties recognize the need to implement an employment equity program.
- (d) The goals of employment equity are to create a workforce which, at all levels, is representative of the diverse population it serves; and to ensure that individuals are not denied employment, advancement or training opportunities within the public service for reasons unrelated to ability to do the job.

(e) Regulations, policies and procedures with respect to recruitment, selection and promotion shall facilitate:

- (1) opportunities for external recruitment and internal advancement to develop a workforce that is representative of the diversity of the people of British Columbia; and
- (2) the long-term career development and advancement of employees.

(f) The Joint Committee shall, as part of its regular mandate, discuss and review the Employer's employment equity plans and activities in order to provide advice and monitor overall progress. The Employer will prepare an annual report for presentation to the Joint Committee and distribute to the Union by September 30, of each year.

### **ARTICLE 37 - COOPERATIVE EDUCATION PROGRAM**

#### **Cooperative Education Training Program**

The purpose is to establish the salary rate and working conditions for students hired under the Cooperative Education Training Program with the Employer.

- (a) Employees hired under the Cooperative Education Training Program will be considered auxiliary employees and receive the appropriate benefits as per this agreement.
- (b) The program will be restricted to persons registered in a recognized cooperative education program at a participating post-secondary institution. The length of appointment for students under this article will correspond to the requirements of their academic program.
- (c) Coop education will be considered supernumerary to the established workforce. As such, Clause 32.5(d) will apply to these programs.
- (d) No employees hired under this program will be employed where it would result in a layoff or failure to recall a qualified employee.
- (e) Employees hired under this program will be classified and paid in accordance with Appendix 3(d) at Level 2 or 3 as appropriate.
- (f) The standard hours of work for employees under this program will be seven hours per day and 35 hours per week.
- (g) The standard hours of work may be varied by mutual agreement at the local level, consistent with local hours of work agreements, provided that no employee works more than 10 hours in one day and 70 hours in a biweekly period.
- (h) Employees hired under the Cooperative Education Training Program shall be assigned work that augments their field of study.

### **ARTICLE 38 - LIMITED EMPLOYMENT**

#### **Limited Employment**

- (a) *Definition:*

"*Limited Term Employee*" means:



a person described in this agreement between the Employer and the Union as "*persons appointed on a temporary limited basis for a specific term of less than 31 calendar days*".

(b) *Reporting Procedures*

(1) The Employer agrees to provide the Union with a copy of all letters appointing a person within 10 calendar days of such appointments.

The appointment notice shall contain the following information:

- (i) the date the appointment is to commence;
  - (ii) the date the employment is to terminate or is intended to terminate;
  - (iii) the work location and classification of work to be performed.
- (2) (i) The Employer agrees to provide the Union with written reports of each calendar year regarding usage of service of employees from employment agencies.
- (ii) Reports will be forwarded as follows:
    - a. by April 15 for the period January 1 to March 31;
    - b. by July 15 for the period April 1 to June 30;
    - c. by October 15 for the period July 1 to September 30;
    - d. by January 15 for the period October 1 to December 31.
  - (iii) Each report shall include:
    - a. the name of the employment agency and the job functions;
    - b. the Department at which such services are provided;
    - c. the dates of utilization.

(c) *Limited-Term Employee*

(1) No individual will be permitted to work on a subsequent appointment of less than 31 days without the elapse of a period of 31 days since the expiry of that individual's most recent appointment of less than 31 days. If a person is appointed, and the person's appointment extends beyond 30 days, that person shall be re-appointed as an auxiliary employee effective the date the appointment is extended, however, seniority shall be credited for hours worked pursuant to the appointment.

(2) For the purposes of Clause 38.1 of this article non-working periods in excess of seven days within a period of 90 days shall not be counted for purposes of calculating whether an appointment is for a period of less than 31 days.

(d) *Employment Agencies*

(1) An "*employment agency*" is defined as a person or business organization who is in the business of recruiting and providing the services of individuals to other persons or organizations, including the Employer.

(2) No assignment of work to any one individual from an employment agency shall exceed 30 days.

(e) *Combination Usage*

The Employer agrees that it will not utilize limited-term employees and individuals from employment agency(s) or a combination of either, in succession to perform the same duties for a period in excess of 30 days within a period of 90 days.

(f) *Waiver*

Nothing in this article prohibits the Union from waiving any term or condition of this article. A waiver may only be granted by the President of the Union in writing, and such waivers will not be unreasonably withheld. The President of the Union shall respond to requests for a waiver within 10 calendar days of a request.

## ARTICLE 39 - TERM OF AGREEMENT

### 39.1 Duration

This agreement shall be binding and remain in effect to midnight March 31, 2022.

### 39.2 Notice to Bargain

(a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after January 1, 2022, but in any event not later than midnight, January 31, 2022.

(b) Where no notice is given by either party prior to January 31, 2022, both parties shall be deemed to have given notice under this clause on January 31, 2022, and thereupon Clause 39.3 applies.

(c) All notices on behalf of the Union shall be given by the President of the Union and similar notices on behalf of the Employer shall be given by the Project Director.

### 39.3 Commencement of Bargaining

Where a party to this agreement has given notice under Clause 39.2, the parties shall, within 14 days after the notice was given, commence collective bargaining.

### 39.4 Change in Agreement

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

### 39.5 Agreement to Continue in Force

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

### 39.6 Effective Date of Agreement


The provisions of this agreement, except as otherwise specified, shall come into force and effect on April 1, 2021.


### 39.7 Administration


The parties agree that any increase to premiums, allowances or wages will be effective the first pay period after the agreed effective day.


**SIGNED ON BEHALF OF  
THE UNION BY:**


**SIGNED ON BEHALF OF  
THE EMPLOYER BY:**


DocuSigned by:  
  
8B01B307B8FF40D...  
Stephanie Smith  
President

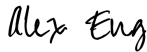
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Deborah Shera  
President, MAXIMUS Canada

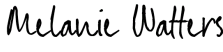
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Liam Smith  
Bargaining Committee


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Tracey Schmitz  
Vice President, Human Resources

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Leila George  
Bargaining Committee

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Cathy Hashemi  
Senior Manager, Employee and Labour Relations

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Alexander Eng  
Bargaining Committee

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Melanie Watters  
Human Resources Advisor

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Shirley Kay  
Staff Representative

Dated: October 28, 2021

**APPENDIX 1A  
Classifications and Rates of Pay**

**SOCIAL, INFORMATION AND HEALTH**

*Definition* - This union component consists of those classifications involved in sociological, cultural, education, research, health care delivery, and the direct technical support functions thereto.

**ADMINISTRATIVE SERVICES**

*Definition* - This union component consists of those classifications which act in direct support to administrative, social and legal programs by providing such services as clerical, stenographic, business-machine operation, etc., or which are of an administrative or supervisory nature which may include technical support and auditing, taxation, systems, or regulatory/enforcement in a commercial environment.

**ANNUAL SALARY**

<b>Annual Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>April 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
1	1	34116.32	34798.65
	2	35066.91	35768.25
	3	36048.77	36769.75
	4	37063.59	37804.86
	5	38583.45	39355.12
2	1	35066.91	35768.25
	2	36048.77	36769.75
	3	37063.59	37804.86
	4	38112.07	38874.31
	5	39682.92	40476.58
3	1	36048.77	36769.75
	2	37063.59	37804.86
	3	38112.07	38874.31
	4	39196.56	39980.49
	5	40818.38	41634.75
4	1	37063.59	37804.86
	2	38112.07	38874.31
	3	39196.56	39980.49
	4	40315.72	41122.03
	5	41991.92	42831.76
5	1	38112.07	38874.31
	2	39196.56	39980.49
	3	40315.72	41122.03
	4	41473.63	42303.10
	5	43204.55	44068.64

<b>Annual Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>April 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
6	1	39196.56	39980.49
	2	40315.72	41122.03
	3	41473.63	42303.10
	4	42668.93	43522.31
	5	44457.62	45346.77
7	1	40315.72	41122.03
	2	41473.63	42303.10
	3	42668.93	43522.31
	4	43905.34	44783.45
	5	45753.17	46668.23
8	1	41473.63	42303.10
	2	42668.93	43522.31
	3	43905.34	44783.45
	4	45181.87	46085.51
	5	47090.87	48032.69
9	1	42668.93	43522.31
	2	43905.34	44783.45
	3	45181.87	46085.51
	4	46501.89	47431.93
	5	48474.44	49443.93
10	1	43905.34	44783.45
	2	45181.87	46085.51
	3	46501.89	47431.93
	4	47865.75	48823.07
	5	49902.88	50900.94
11	1	45181.87	46085.51
	2	46501.89	47431.93
	3	47865.75	48823.07
	4	49274.47	50259.96
	5	51379.24	52406.82
12	1	46501.89	47431.93
	2	47865.75	48823.07
	3	49274.47	50259.96
	4	50731.12	51745.74
	5	52905.22	53963.32

<b>Annual Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>April 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
13	1	47865.75	48823.07
	2	49274.47	50259.96
	3	50731.12	51745.74
	4	52235.69	53280.40
	5	54482.17	55571.81
14	1	49274.47	50259.96
	2	50731.12	51745.74
	3	52235.69	53280.40
	4	53790.90	54866.72
	5	56111.82	57234.06
15	1	50731.12	51745.74
	2	52235.69	53280.40
	3	53790.90	54866.72
	4	55396.74	56504.67
	5	57795.47	58951.38
16	1	52235.69	53280.40
	2	53790.90	54866.72
	3	55396.74	56504.67
	4	57057.97	58199.13
	5	59535.57	60726.28
17	1	53790.90	54866.72
	2	55396.74	56504.67
	3	57057.97	58199.13
	4	58773.61	59949.08
	5	61333.45	62560.12
18	1	55396.74	56504.67
	2	57057.97	58199.13
	3	58773.61	59949.08
	4	60546.66	61757.59
	5	63209.12	64473.30
19	1	57057.97	58199.13
	2	58773.61	59949.08
	3	60546.66	61757.59
	4	62384.97	63632.67
	5	65167.08	66470.42

<b>Annual Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>April 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
20	1	58773.61	59949.08
	2	60546.66	61757.59
	3	62384.97	63632.67
	4	64316.74	65603.07
	5	67190.62	68534.43
21	1	60546.66	61757.59
	2	62384.97	63632.67
	3	64316.74	65603.07
	4	66312.08	67638.32
	5	69282.47	70668.12
22	1	62384.97	63632.67
	2	64316.74	65603.07
	3	66312.08	67638.32
	4	68375.04	69742.54
	5	71442.63	72871.48
23	1	64316.74	65603.07
	2	66312.08	67638.32
	3	68375.04	69742.54
	4	70505.96	71916.08
	5	73676.53	75150.06
24	1	66312.08	67638.32
	2	68375.04	69742.54
	3	70505.96	71916.08
	4	72708.26	74162.43
	5	75984.86	77504.56
25	1	68375.04	69742.54
	2	70505.96	71916.08
	3	72708.26	74162.43
	4	74983.96	76483.64
	5	78369.33	79936.72
26	1	70505.96	71916.08
	2	72708.26	74162.43
	3	74983.96	76483.64
	4	77336.16	78882.88
	5	80833.67	82450.34

Annual Salary			
Grid Level	Step	April 1, 2020 2%	April 1, 2021 2%
27	1	72708.26	74162.43
	2	74983.96	76483.64
	3	77336.16	78882.88
	4	79765.84	81361.16
	5	83380.26	85047.87
28	1	74983.96	76483.64
	2	77336.16	78882.88
	3	79765.84	81361.16
	4	82277.08	83922.62
	5	86011.46	87731.69
29	1	77336.16	78882.88
	2	79765.84	81361.16
	3	82277.08	83922.62
	4	84872.25	86569.70
	5	88730.69	90505.30
30	1	79765.84	81361.16
	2	82277.08	83922.62
	3	84872.25	86569.70
	4	87615.27	89367.58
	5	91540.67	93371.48
31	1	82277.08	83922.62
	2	84872.25	86569.70
	3	87615.27	89367.58
	4	90448.35	92257.32
	5	94503.23	96393.29
32	1	84872.25	86569.70
	2	87615.27	89367.58
	3	90448.35	92257.32
	4	93374.56	95242.05
	5	97563.69	99514.96

*Note: The salaries listed above reflect annual salaries of those employees working a 35-hour workweek. It is understood that the annual salary of employees working a 37.5-hour workweek would be increased proportionately.*



## MONTHLY SALARY

Monthly Salary			
Grid Level	Step	Apr 1, 2020 2%	April 1, 2021 2%
1	1	2843.04	2899.90
	2	2922.25	2980.70
	3	3004.07	3064.15
	4	3088.62	3150.39
	5	3215.30	3279.61
2	1	2922.25	2980.70
	2	3004.07	3064.15
	3	3088.62	3150.39
	4	3176.01	3239.53
	5	3306.91	3373.05
3	1	3004.07	3064.15
	2	3088.62	3150.39
	3	3176.01	3239.53
	4	3266.39	3331.72
	5	3401.54	3469.57
4	1	3088.62	3150.39
	2	3176.01	3239.53
	3	3266.39	3331.72
	4	3359.64	3426.83
	5	3499.31	3569.30
5	1	3176.01	3239.53
	2	3266.39	3331.72
	3	3359.64	3426.83
	4	3456.14	3525.26
	5	3600.38	3672.39
6	1	3266.39	3331.72
	2	3359.64	3426.83
	3	3456.14	3525.26
	4	3555.74	3626.85
	5	3704.79	3778.89
7	1	3359.64	3426.83
	2	3456.14	3525.26
	3	3555.74	3626.85
	4	3658.77	3731.95
	5	3812.77	3889.03

<b>Monthly Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>Apr 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
8	1	3456.14	3525.26
	2	3555.74	3626.85
	3	3658.77	3731.95
	4	3765.16	3840.46
	5	3924.24	4002.72
9	1	3555.74	3626.85
	2	3658.77	3731.95
	3	3765.16	3840.46
	4	3875.16	3952.66
	5	4039.54	4120.33
10	1	3658.77	3731.95
	2	3765.16	3840.46
	3	3875.16	3952.66
	4	3988.81	4068.59
	5	4158.57	4241.74
11	1	3765.16	3840.46
	2	3875.16	3952.66
	3	3988.81	4068.59
	4	4106.20	4188.32
	5	4281.60	4367.23
12	1	3875.16	3952.66
	2	3988.81	4068.59
	3	4106.20	4188.32
	4	4227.60	4312.15
	5	4408.77	4496.95
13	1	3988.81	4068.59
	2	4106.20	4188.32
	3	4227.60	4312.15
	4	4352.98	4440.04
	5	4540.18	4630.98

<b>Monthly Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>Apr 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
14	1	4106.20	4188.32
	2	4227.60	4312.15
	3	4352.98	4440.04
	4	4482.57	4572.22
	5	4675.99	4769.51
15	1	4227.60	4312.15
	2	4352.98	4440.04
	3	4482.57	4572.22
	4	4616.39	4708.72
	5	4816.29	4912.62
16	1	4352.98	4440.04
	2	4482.57	4572.22
	3	4616.39	4708.72
	4	4754.82	4849.92
	5	4961.30	5060.53
17	1	4482.57	4572.22
	2	4616.39	4708.72
	3	4754.82	4849.92
	4	4897.81	4995.77
	5	5111.12	5213.34
18	1	4616.39	4708.72
	2	4754.82	4849.92
	3	4897.81	4995.77
	4	5045.56	5146.47
	5	5267.42	5372.77
19	1	4754.82	4849.92
	2	4897.81	4995.77
	3	5045.56	5146.47
	4	5198.74	5302.71
	5	5430.60	5539.21
20	1	4897.81	4995.77
	2	5045.56	5146.47
	3	5198.74	5302.71
	4	5359.73	5466.92
	5	5599.22	5711.20

<b>Monthly Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>Apr 1, 2020 2%</b>	<b>April 1, 2021 2%</b>
21	1	5045.56	5146.47
	2	5198.74	5302.71
	3	5359.73	5466.92
	4	5526.00	5636.52
	5	5773.54	5889.01
22	1	5198.74	5302.71
	2	5359.73	5466.92
	3	5526.00	5636.52
	4	5697.91	5811.87
	5	5953.56	6072.63
23	1	5359.73	5466.92
	2	5526.00	5636.52
	3	5697.91	5811.87
	4	5875.50	5993.01
	5	6139.71	6262.50
24	1	5526.00	5636.52
	2	5697.91	5811.87
	3	5875.50	5993.01
	4	6059.02	6180.20
	5	6332.07	6458.71
25	1	5697.91	5811.87
	2	5875.50	5993.01
	3	6059.02	6180.20
	4	6248.66	6373.63
	5	6530.77	6661.39
26	1	5875.50	5993.01
	2	6059.02	6180.20
	3	6248.66	6373.63
	4	6444.69	6573.58
	5	6736.13	6870.85
27	1	6059.02	6180.20
	2	6248.66	6373.63
	3	6444.69	6573.58
	4	6647.15	6780.09
	5	6948.35	7087.32

Monthly Salary			
Grid Level	Step	Apr 1, 2020 2%	April 1, 2021 2%
28	1	6248.66	6373.63
	2	6444.69	6573.58
	3	6647.15	6780.09
	4	6856.43	6993.56
	5	7167.63	7310.98
29	1	6444.69	6573.58
	2	6647.15	6780.09
	3	6856.43	6993.56
	4	7072.69	7214.14
	5	7394.24	7542.12
30	1	6647.15	6780.09
	2	6856.43	6993.56
	3	7072.69	7214.14
	4	7301.28	7447.31
	5	7628.39	7780.96
31	1	6856.43	6993.56
	2	7072.69	7214.14
	3	7301.28	7447.31
	4	7537.36	7688.11
	5	7875.28	8032.79
32	1	7072.69	7214.14
	2	7301.28	7447.31
	3	7537.36	7688.11
	4	7781.21	7936.83
	5	8130.31	8292.92

*Note: The salaries listed above reflect monthly salaries of those employees working a 35-hour workweek. It is understood that the monthly salary of employees working a 37.5-hour workweek would be increased proportionately.*

## BIWEEKLY SALARY

Biweekly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
1	1	1307.68	1333.83
	2	1344.12	1371.00
	3	1381.75	1409.39
	4	1420.65	1449.06
	5	1478.90	1508.48
2	1	1344.12	1371.00
	2	1381.75	1409.39
	3	1420.65	1449.06
	4	1460.83	1490.05
	5	1521.04	1551.46
3	1	1381.75	1409.39
	2	1420.65	1449.06
	3	1460.83	1490.05
	4	1502.40	1532.45
	5	1564.56	1595.85
4	1	1420.65	1449.06
	2	1460.83	1490.05
	3	1502.40	1532.45
	4	1545.30	1576.21
	5	1609.54	1641.73
5	1	1460.83	1490.05
	2	1502.40	1532.45
	3	1545.30	1576.21
	4	1589.69	1621.48
	5	1656.03	1689.15
6	1	1502.40	1532.45
	2	1545.30	1576.21
	3	1589.69	1621.48
	4	1635.50	1668.21
	5	1704.05	1738.13
7	1	1545.30	1576.21
	2	1589.69	1621.48
	3	1635.50	1668.21
	4	1682.89	1716.55
	5	1753.72	1788.79

<b>Biweekly Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>Apr 1, 2020 2%</b>	<b>Apr 1, 2021 2%</b>
8	1	1589.69	1621.48
	2	1635.50	1668.21
	3	1682.89	1716.55
	4	1731.82	1766.46
	5	1804.99	1841.09
9	1	1635.50	1668.21
	2	1682.89	1716.55
	3	1731.82	1766.46
	4	1782.41	1818.06
	5	1858.01	1895.17
10	1	1682.89	1716.55
	2	1731.82	1766.46
	3	1782.41	1818.06
	4	1834.68	1871.37
	5	1912.77	1951.03
11	1	1731.82	1766.46
	2	1782.41	1818.06
	3	1834.68	1871.37
	4	1888.68	1926.45
	5	1969.37	2008.76
12	1	1782.41	1818.06
	2	1834.68	1871.37
	3	1888.68	1926.45
	4	1944.51	1983.40
	5	2027.84	2068.40
13	1	1834.68	1871.37
	2	1888.68	1926.45
	3	1944.51	1983.40
	4	2002.18	2042.22
	5	2088.30	2130.07
14	1	1888.68	1926.45
	2	1944.51	1983.40
	3	2002.18	2042.22
	4	2061.80	2103.04
	5	2150.76	2193.78

Biweekly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
15	1	1944.51	1983.40
	2	2002.18	2042.22
	3	2061.80	2103.04
	4	2123.35	2165.82
	5	2215.30	2259.61
16	1	2002.18	2042.22
	2	2061.80	2103.04
	3	2123.35	2165.82
	4	2187.02	2230.76
	5	2281.98	2327.62
17	1	2061.80	2103.04
	2	2123.35	2165.82
	3	2187.02	2230.76
	4	2252.78	2297.84
	5	2350.91	2397.93
18	1	2123.35	2165.82
	2	2187.02	2230.76
	3	2252.78	2297.84
	4	2320.74	2367.15
	5	2422.80	2471.26
19	1	2187.02	2230.76
	2	2252.78	2297.84
	3	2320.74	2367.15
	4	2391.22	2439.04
	5	2497.85	2547.81
20	1	2252.78	2297.84
	2	2320.74	2367.15
	3	2391.22	2439.04
	4	2465.25	2514.56
	5	2575.41	2626.92
21	1	2320.74	2367.15
	2	2391.22	2439.04
	3	2465.25	2514.56
	4	2541.74	2592.57
	5	2655.59	2708.70



<b>Biweekly Salary</b>			
<b>Grid Level</b>	<b>Step</b>	<b>Apr 1, 2020 2%</b>	<b>Apr 1, 2021 2%</b>
22	1	2391.22	2439.04
	2	2465.25	2514.56
	3	2541.74	2592.57
	4	2620.81	2673.23
	5	2738.38	2793.15
23	1	2465.25	2514.56
	2	2541.74	2592.57
	3	2620.81	2673.23
	4	2702.48	2756.53
	5	2824.01	2880.49
24	1	2541.74	2592.57
	2	2620.81	2673.23
	3	2702.48	2756.53
	4	2786.91	2842.65
	5	2912.50	2970.75
25	1	2620.81	2673.23
	2	2702.48	2756.53
	3	2786.91	2842.65
	4	2874.13	2931.61
	5	3003.90	3063.98
26	1	2702.48	2756.53
	2	2786.91	2842.65
	3	2874.13	2931.61
	4	2964.28	3023.57
	5	3098.34	3160.31
27	1	2786.91	2842.65
	2	2874.13	2931.61
	3	2964.28	3023.57
	4	3057.41	3118.56
	5	3195.97	3259.89
28	1	2874.13	2931.61
	2	2964.28	3023.57
	3	3057.41	3118.56
	4	3153.68	3216.75
	5	3296.82	3362.76

Biweekly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
29	1	2964.28	3023.57
	2	3057.41	3118.56
	3	3153.68	3216.75
	4	3253.16	3318.22
	5	3401.04	3469.06
30	1	3057.41	3118.56
	2	3153.68	3216.75
	3	3253.16	3318.22
	4	3358.28	3425.45
	5	3508.75	3578.93
31	1	3153.68	3216.75
	2	3253.16	3318.22
	3	3358.28	3425.45
	4	3466.88	3536.22
	5	3622.30	3694.75
32	1	3253.16	3318.22
	2	3358.28	3425.45
	3	3466.88	3536.22
	4	3579.04	3650.62
	5	3739.61	3814.40

*Note: The salaries listed above reflect biweekly salaries of those employees working a 35-hour workweek. It is understood that the biweekly salary of employees working a 37.5-hour workweek would be increased proportionately.*

## HOURLY SALARY

Hourly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
1	1	18.69	19.06
	2	19.20	19.58
	3	19.74	20.13
	4	20.29	20.70
	5	21.13	21.55
2	1	19.20	19.58
	2	19.74	20.13
	3	20.29	20.70
	4	20.87	21.29
	5	21.74	22.17
3	1	19.74	20.13
	2	20.29	20.70
	3	20.87	21.29
	4	21.46	21.89
	5	22.35	22.80
4	1	20.29	20.70
	2	20.87	21.29
	3	21.46	21.89
	4	22.07	22.51
	5	23.00	23.46
5	1	20.87	21.29
	2	21.46	21.89
	3	22.07	22.51
	4	22.72	23.17
	5	23.65	24.12
6	1	21.46	21.89
	2	22.07	22.51
	3	22.72	23.17
	4	23.37	23.84
	5	24.35	24.84
7	1	22.07	22.51
	2	22.72	23.17
	3	23.37	23.84
	4	24.04	24.52
	5	25.06	25.56
8	1	22.72	23.17

Hourly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
	2	23.37	23.84
	3	24.04	24.52
	4	24.75	25.25
	5	25.79	26.31
9	1	23.37	23.84
	2	24.04	24.52
	3	24.75	25.25
	4	25.46	25.97
	5	26.54	27.07
10	1	24.04	24.52
	2	24.75	25.25
	3	25.46	25.97
	4	26.20	26.72
	5	27.34	27.89
11	1	24.75	25.25
	2	25.46	25.97
	3	26.20	26.72
	4	26.98	27.52
	5	28.13	28.69
12	1	25.46	25.97
	2	26.20	26.72
	3	26.98	27.52
	4	27.78	28.34
	5	28.97	29.55
13	1	26.20	26.72
	2	26.98	27.52
	3	27.78	28.34
	4	28.61	29.18
	5	29.84	30.44
14	1	26.98	27.52
	2	27.78	28.34
	3	28.61	29.18
	4	29.46	30.05
	5	30.72	31.33

Hourly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
15	1	27.78	28.34
	2	28.61	29.18
	3	29.46	30.05
	4	30.33	30.94
	5	31.65	32.28
16	1	28.61	29.18
	2	29.46	30.05
	3	30.33	30.94
	4	31.24	31.86
	5	32.60	33.25
17	1	29.46	30.05
	2	30.33	30.94
	3	31.24	31.86
	4	32.17	32.81
	5	33.59	34.26
18	1	30.33	30.94
	2	31.24	31.86
	3	32.17	32.81
	4	33.15	33.81
	5	34.61	35.30
19	1	31.24	31.86
	2	32.17	32.81
	3	33.15	33.81
	4	34.15	34.83
	5	35.68	36.39
20	1	32.17	32.81
	2	33.15	33.81
	3	34.15	34.83
	4	35.21	35.91
	5	36.79	37.53
21	1	33.15	33.81
	2	34.15	34.83
	3	35.21	35.91
	4	36.31	37.04
	5	37.93	38.69

Hourly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
22	1	34.15	34.83
	2	35.21	35.91
	3	36.31	37.04
	4	37.44	38.19
	5	39.13	39.91
23	1	35.21	35.91
	2	36.31	37.04
	3	37.44	38.19
	4	38.61	39.38
	5	40.34	41.15
24	1	36.31	37.04
	2	37.44	38.19
	3	38.61	39.38
	4	39.81	40.61
	5	41.61	42.44
25	1	37.44	38.19
	2	38.61	39.38
	3	39.81	40.61
	4	41.07	41.89
	5	42.91	43.77
26	1	38.61	39.38
	2	39.81	40.61
	3	41.07	41.89
	4	42.34	43.19
	5	44.26	45.15
27	1	39.81	40.61
	2	41.07	41.89
	3	42.34	43.19
	4	43.68	44.55
	5	45.66	46.57
28	1	41.07	41.89
	2	42.34	43.19
	3	43.68	44.55
	4	45.05	45.95
	5	47.09	48.03

Hourly Salary			
Grid Level	Step	Apr 1, 2020 2%	Apr 1, 2021 2%
29	1	42.34	43.19
	2	43.68	44.55
	3	45.05	45.95
	4	46.47	47.40
	5	48.58	49.55
30	1	43.68	44.55
	2	45.05	45.95
	3	46.47	47.40
	4	47.97	48.93
	5	50.12	51.12
31	1	45.05	45.95
	2	46.47	47.40
	3	47.97	48.93
	4	49.52	50.51
	5	51.74	52.77
32	1	46.47	47.40
	2	47.97	48.93
	3	49.52	50.51
	4	51.13	52.15
	5	53.43	54.50

**APPENDIX 1B**  
**Classification Titles and Grid Ranges**

Classification Title	Union Comp	Grid Range
Administrative Officer	AS	14
Administrative Officer	AS	18
Administrative Officer	AS	21
Administrative Officer	AS	24
Administrative Officer	AS	27
Administrative Officer	AS	30
Administrative Officer (AMI) R16	AS	16
Clerk	AS	9
Clerk	AS	11
Clerk	AS	14

Classification Title	Union Comp	Grid Range
Clerk Stenographer	AS	9
Clerk Stenographer	AS	11
Clerk Stenographer	AS	14
Information Systems	AS	6
Information Systems	AS	7
Information Systems	AS	9
Information Systems	AS	11
Information Systems	AS	13
Information Systems	SIH	14
Information Systems	SIH	18
Information Systems	SIH	21
Information Systems	SIH	24
Information Systems	SIH	27
Information Systems	SIH	30
Office Assistant	AS	6
Office Assistant	AS	7

**APPENDIX 1C**  
**Coop Education Training Program Rates**

Level	Definition	Grid	Steps Used				
			1	2	3	4	5
1	<b>Coop Education Training Program:</b> Employees registered in a recognized cooperative education program at a participating post-secondary institution, who are working towards a diploma or Bachelor's degree	5			x		
2	<b>Information Technology Work Practicum</b> Employees registered in a recognized information technology education program at a participating post-secondary institution with a minimum instructional period of six months and a maximum work practicum period of four months.	6			x		



**APPENDIX 1D**  
**Salary Grid on Initial Appointment**

As of the date of ratification, all new employees will be paid at Step 1 of the grid level below the position to which the employee is being appointed. Upon successful completion of the probationary period the employee shall be assigned to Step 1 of the grid level of the position which the employee has been appointed.

**APPENDIX 2**  
**Short and Long-Term Disability**

**Part I - Short-Term Illness and Injury Plan**

**1.1 Eligibility**

- (a) Regular employees shall be covered by the Short-Term Illness and Injury Plan upon completion of six months of active service with the Employer.
- (b) Regular employees with less than six months of service who are unable to work because of illness or injury are entitled to six days coverage at 75% pay in any one calendar year.
- (c) Regular employees with three months but less than six months of service will be entitled to 15 weeks (75 workdays) of coverage, consisting of the above six days, or what remains of the six days entitlement, at 75% pay, and the remainder of the 15 weeks at two-thirds of pay, not to exceed a maximum weekly benefit of \$413 or the Employment Insurance maximum weekly sickness benefit, whichever is higher.
- (d)
  - (1) Notwithstanding (a), (b) and (c) above, where a regular employee is on a claim recognized by the Workers' Compensation Board while the employee was on the Employer's business, they shall be entitled to leave with pay up to 130 days for any one claim in lieu of benefits as outlined in Section 1.2.
  - (2) Employer and employee contributions and deductions for pension benefits and Employment Insurance during the period of absence will comply with statutory requirements.
  - (3) During the leave period, the employee will receive net take-home pay equal to wage loss benefits (inclusive of any earnings over and above basic pay) as calculated by the WCB, less any voluntary deductions and those employee deductions referenced in (2) above.
  - (4) If net take-home pay as calculated in (3) above is less than the employee would receive if they had continued to work, the Employer will top up so there is no difference in net take-home pay.
  - (5) The compensation payable by the Workers' Compensation Board shall be remitted to the Employer.
- (e) Pay for a regular part-time employee under this plan shall be based on their part-time percentage of full-time employment at date of present appointment.
- (f) Regular employees who have opted for auxiliary recall and who are unable to work on recall or during the recall period due to illness or injury will be covered by this appendix, provided:

- (1) they meet all the conditions of the plan, and
- (2) no other employee aside from the regular incumbent is in receipt of STIIP in respect of that work.

Notwithstanding this appendix, the extent of the STIIP benefit only covers the period of lost work opportunity.

### **1.2 Short-Term Plan Benefit**

(a) In the event an employee is unable to work because of illness or injury they will be entitled to a benefit of 75% of pay for a period not to exceed six months from date of absence (Short-Term Plan Period).

(b) The 75% benefit may be supplemented in quarter day increments by the use of the following in descending order:

- (1) Accumulated sick leave credit under the old sick leave plan;
- (2) Compensatory Time Off (CTO);
- (3) Banked Earned Time Off (ETO), excepting where scheduled in a shift schedule;
- (4) Vacation entitlement.

### **1.3 Recurring Disabilities**

(a) Employees who return to work after being absent because of illness or injury, and within 15-consecutive scheduled days of work again become unable to work because of the same illness or injury are considered to still be within the original Short-Term Plan period as defined in Section 1.2(a).

(b) Employees who return to work after being absent because of illness or injury and within 15-consecutive scheduled workdays again become unable to work because of a new illness or injury unrelated to the illness or injury that caused the previous absence shall be entitled to a further six months of benefits under this plan.

(c) Employees who return to work after being absent because of illness or injury, and after working 15 or more consecutive scheduled days of work, again become unable to work because of the same illness or injury will be entitled to a further six-month period of benefits under this plan, except as provided in (d) below, where the Short-Term Plan period shall continue to be as defined in Section 1.2(a).

(d) Where an employee is returning to work after a period of illness or injury and where the Rehabilitation Committee has approved such return on a trial basis for assessment and/or rehabilitation purposes, the Short-Term Plan period shall continue to be as defined in Section 1.2(a). Such trial period must be approved during the period the employee is receiving short-term benefits however, the end of the trial period can go beyond the Short-Term Plan benefit period.

(e) Employees who return to work after a period of illness or injury and who do not work the same number of hours that were scheduled prior to the illness or injury shall receive prorated benefits under this plan, however, not beyond six calendar months from the initial date of absence as defined in Section 1.2(a), if absence is due to the same illness or injury.

### **1.4 Doctor's Certificate of Inability to Work**

The Employer may require an employee who is unable to work because of illness or injury to provide a statement from:

- (a) a medical practitioner qualified to practise in the Province of BC; or

- (b) the consulting physician to whom the employee is referred by the medical practitioner providing medical evidence of the employee's inability to work in any of the following circumstances:
- (1) where it appears that a pattern of consistent or frequent absence from work is developing;
  - (2) where the employee has been absent for six consecutive scheduled days of work;
  - (3) where at least 30 days have elapsed since the last statement was obtained and the employee has been in receipt of plan benefits throughout that period and there is a reason to believe the employee's prognosis has changed.

With the exception of the STO2 and doctor's certificates referenced above, where the Employer requires a medical assessment from the employee's physician specifying the employee's employment limitations and/or capabilities, the employee will be reimbursed, upon production of receipt, for 50% of the cost of the medical assessment.

Benefits will cease to be paid when an employee fails to provide satisfactory evidence of medical disability during the benefit period.

### **1.5 Integration with Other Disability Income**

Short-Term benefits will be reduced by all other disability income benefits to which the absent employee is entitled except disability income which was being received prior to the illness or injury resulting in the employee being absent from work and which is unrelated to the illness or injury causing the current absence and the ¼ day accumulation that is being used to supplement the plan, pursuant to Section 1.2(b). Other disability income benefits will include:

- (a) any amount the absent employee receives from any group insurance, wage continuation or pension plan of the Employer;
- (b) any amount of disability income provided by any compulsory Act or law, except Employment Insurance sickness benefits and WCB benefits payable in accordance with Section 1.1(d);
- (c) any periodic benefit payment from the Canada or Quebec Pension Plan or other social security plan of any country.

Notwithstanding the above, in the case of ICBC Weekly Indemnity payments or, in the case of personal insurance coverage integration will apply to the extent that the combination of Plan benefits and ICBC Weekly Indemnity payments, or personal insurance disability income benefits exceed either:

- (1) 100% of pay; or
- (2) the applicable benefit percentage of the individual's average total monthly income in the 12-month period immediately preceding commencement of the disability, whichever is the greater. Where this provision is to apply, the employee will be required to provide satisfactory evidence of their total monthly income.

Notwithstanding the above, where an employee makes a successful wage loss claim against a third party for an injury for which the employee received or would receive STIIP benefits, the Employer will be entitled to recover or decrease Plan benefits by an amount equal to the amount that Plan benefits in combination with the wage loss claim paid exceed 100% of pay.

This section does not apply to a war disability pension paid under an *Act* of the governments of Canada or other commonwealth countries.

### **1.6 Benefits Not Paid During Certain Periods**

Benefits will not be paid when an employee is:

- (a) receiving designated paid holiday pay;
- (b) engaged in an occupation for wage or profit;
- (c) on strike or is locked out unless the strike or lockout occurred after the illness or injury resulting in the employee being absent from work;
- (d) serving a prison sentence;
- (e) on suspension without pay;
- (f) on paid absence in the period immediately preceding retirement;
- (g) on any leave of absence without pay.

Notwithstanding (g) above, where an illness or injury occurs during a period of approved:

- (1) educational leave;
- (2) general leave of absence not exceeding 30 days;
- (3) maternity leave, parental leave, or adoption leave

which prevents the employee from returning to work on the scheduled date of return, the Short-Term Plan will be effective from the date of disability due to illness or injury and benefits will be paid for the balance of the six-month period remaining from the scheduled date of return to work.

(h) not actively engaged in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program. An employee shall be afforded the opportunity to demonstrate there were reasonable grounds for not being engaged in a treatment program.

### **1.7 Employee to Inform Employer**

The employee shall inform the Employer as soon as possible of their inability to report to work because of illness or injury. The employee shall inform the Employer of the date of return to duty, in advance of that date, in order that relief scheduled for that employee can be notified.

### **1.8 Entitlement**

For the purpose of calculating six days per calendar year, one day shall be considered to be one day regardless of the regularly scheduled workday. Calculation for part-time employees and partial days will be on a prorated basis.

### **1.9 EIC Premium**

The parties agree that the complete premium reduction from Human Resources Development Canada Insurance Commission accruing through the improved illness and injury plan will be returned to the Employer.

### 1.10 Benefits upon Layoff or Separation

- (a) Subject to (b) and (c) below, regular employees who have completed three months of service and who are receiving benefits pursuant to Section 1.1(c), 1.1(d), or 1.2 shall continue to receive such benefits upon layoff or separation until the termination of the illness or until the maximum benefit entitlement has been granted, whichever comes first, if the notice of layoff or separation is given after the commencement of the illness for which the benefits are being paid.
- (b) In the event that layoff or separation notice was given prior to the commencement of the illness, benefits will cease on the effective date of the layoff or separation only if the illness commenced within two months of the effective date of the layoff or separation.
- (c) Benefits will continue to be paid in accordance with (a) above for which notice of layoff or separation was given prior to the commencement of the illness and if the illness commenced more than two months before the effective date of the layoff or separation.

The maximum six-month period identified in this appendix shall be a maximum seven-month period for auxiliary employees who qualify for benefits pursuant to the agreement, Article 32.12.

## Part II - Long-Term Disability Plan

### 2.1 Eligibility

- (a) (1) Regular full-time employees shall be covered by the Long-Term Disability Plan upon completion of six months active employment with the Employer. To be covered by the Plan, a regular part-time employee must be working in a position that requires at least half-time work on a regularly scheduled basis and must have completed six months active service in such a position.
  - (2) Where an employee is converted from auxiliary to regular status, plan coverage shall commence the earlier of (a)(1) above, or upon the completion of six months of full-time, unbroken employment from the date the employee qualified for Short-Term Illness and Injury Plan benefits under Clause 32.12.
- (b) An employee who is not actively at work because of illness or injury on the workday coincident with, or immediately preceding, the date they would otherwise have become eligible for coverage under the Plan will not be eligible for coverage until the date the employee returns to active employment.
- (c) Coverage in the plan is a condition of employment.

### 2.2 Long-Term Disability Benefit

In the event an employee, while covered under this plan, becomes totally disabled as a result of an accident or a sickness, then, after the employee has been totally disabled for six months, including periods approved in Sections 1.3(a) and (c), they shall be eligible to receive a monthly benefit as follows:

- (a) While the employee has a sick bank balance to be used on a day-for-day basis, full monthly earnings will continue until the sick bank is exhausted, and Section 2.6 will not apply.
- (b) When an employee has no sick bank, or after it is exhausted, the employee shall receive a monthly benefit equal to the sum of:
  - (1) 70% of the first \$2,300 of monthly earnings; and
  - (2) 50% of the monthly earnings above \$2,300.

For the purposes of the above, earnings shall mean basic monthly earnings as at the date of disability as determined by the Employer.

The basic monthly earnings as at the date of disability shall be the salary in effect for the last month of the Short-Term Plan period, or equivalent six-month period, taking into consideration any retroactive adjustments. The date of disability for determining the commencement of the first 25 months of disability shall be the day following the last month of the Short-Term Plan period, or an equivalent six-month period.

(c) The long-term disability benefit payment will be made as long as an employee remains totally disabled in accordance with Section 2.3, and will cease on the date the employee recovers, or at the end of the month in which the employee reaches age 65, or resigns or dies, whichever occurs first.

(d) An employee in receipt of long-term disability benefits will be considered an employee for purposes of pension benefits and will continue to be covered by group life, extended health, dental and medical plans. Employees will not be covered by any other portion of a collective agreement but will retain the right of access to a rehabilitation committee established thereunder and will retain seniority rights should they return to employment within nine months following cessation of benefits. A temporary assignment or auxiliary appointment will not disqualify an employee from the nine-month access period.

(e) When an employee is in receipt of the benefit described in (b) above, contributions required for benefit plans in (d) above and contributions for pension benefits will be waived by the Employer.

(f) An employee engaged in rehabilitative employment with the Employer and who is receiving partial long-term disability benefit payments will have contributions required for benefit plans in (d) above and contributions for pension benefits waived by the Employer, except that pension benefits contributions shall be deducted from any salary received from the Employer to cover the period of rehabilitative employment.

### **2.3 Total Disability**

(a) Total disability, as used in this Plan, means the complete inability because of an accident or sickness of a covered employee to perform all the duties of their own occupation for the first 25 months of disability except where accommodation has been made which enables an employee to work:

- (1) in their own occupation, or
- (2) in a job other than their own occupation.

Where accommodation has been made which enables an employee to return to work they will not be considered totally disabled and the rate of pay shall be the rate for the job.

If the rate of pay for this job is less than the rate of pay of the employee at the date of disability, the employee's salary will be protected in accordance with Clause 27.7(a) at the employee's basic rate at the date of disability.

After the first 25 months of total disability, where accommodation has been made that enables an employee to return to a job other than their own occupation, the employee will not be considered totally disabled and their basic rate shall be the basic rate for the job or 75% of the basic rate of their own occupation, whichever is greater.

After the first 25 months of total disability, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than 75% of

the current rate of pay of their regular occupation at date of disability will not be considered totally disabled and will therefore not be eligible for benefits under this Long-Term Disability Plan.

(b) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses, except that an employee who is totally disabled as a result of a mental or nervous disorder and who has received 25 months of Long-Term Disability Plan benefit payments must be confined to a hospital or mental institution, or where they are at home, under the direct care and supervision of a medical doctor, in order to continue to be eligible for benefit payments.

During a period of total disability an employee must be under the regular and personal care of a legally qualified doctor of medicine.

(c) (1) If an employee becomes totally disabled and during this period of total disability engages in rehabilitative employment, the employee may earn in combination with benefits from this Plan up to 100% of their earnings at the date of disability. In the event that income from rehabilitative employment and the benefit paid under this Plan exceed 100% of the employee's earnings at date of disability, the benefit from this Plan will be further reduced by the excess amount.

*"Rehabilitative employment"* shall mean any occupation or employment for wage or profit or any course or training that entitles the disabled employee to an allowance, provided such rehabilitative employment has the approval of the employee's doctor and the Employer.

The rehabilitative employment of a disabled employee will continue until such time as the employee's earnings from rehabilitative employment reach 100% of the employee's earnings at the date of disability but in no event for more than 25 months from the date benefit payments commence.

If earnings are received by an employee during a period of total disability and if such earnings are derived from employment which has not been approved of as rehabilitative employment by their doctor and the Employer, then the regular monthly benefit from the Plan will be reduced by 100% of such earnings.

(2) In the event that an employee has been classified as totally disabled for all occupations and engages in approved rehabilitative employment, the provisions of (1) above apply except that the rehabilitative employment may continue for 25 months from the date rehabilitative employment commenced.

(3) In the case where rehabilitative employment has been approved while an employee is receiving a benefit under the provisions of Section 2.2(a), the provisions of Section 2.3(c)(1) shall not apply until the employee is receiving a benefit under Section 2.2(b).

## **2.4 Exclusions from Coverage**

The Long-Term Disability Plan does not cover total disabilities resulting from:

- (a) war, insurrection, rebellion, or service in the Armed Forces of any country after the commencement of this plan;
- (b) voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of their regular occupation;
- (c) intentionally self-inflicted injuries or illness.

## 2.5 Pre-Existing Conditions

An employee shall not be entitled to long-term disability benefits from this Plan if their total disability resulted from an accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received in the 90 day period prior to the date of hire unless they have completed 12 consecutive months of service after the date of hire during which time they have not been absent from work due to the aforementioned accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received. This clause does not apply to present employees who have been continuously employed since April 1, 1987.

## 2.6 Integration With Other Disability Income

In the event a totally disabled employee is entitled to any other income as a result of the same accident, sickness, mental or nervous disorder that caused them to be eligible to receive benefits from this Plan, the benefits from this Plan will be reduced by 100% of such other disability income.

Other disability income shall include, but not necessarily be limited to:

- (a) any amount payable under the *Workers Compensation Act* or Law or any other legislation of similar purpose; and
- (b) any amount the disabled employee receives from any group insurance, wage continuation or pension plan of the Employer that provides disability or retirement income; and
- (c) any amount of disability income provided by any compulsory Act or law; and
- (d) any periodic primary benefit payment from the Canada or Quebec Pension Plans or other similar social security plan of any country to which the disabled employee is entitled or to which they would be entitled if their application for such a benefit were approved; and
- (e) any amount of disability income provided by any group or association disability plan to which the disabled employee might belong or subscribe.

The amount by which the disability benefit from this Plan is reduced by other disability income will normally be the amount to which the disabled employee is entitled upon becoming first eligible for such other disability income. Future increases in such other disability income resulting from increases in the Canadian Consumer Price Index or similar indexing arrangements will not further reduce the benefit from this Plan.

Notwithstanding the above, in the case of ICBC Weekly Indemnity payments or, in the case of personal insurance coverage, integration will apply to the extent that the combination of Plan benefits and ICBC Weekly Indemnity payments or, personal insurance disability income benefits exceed either:

- (1) 100% of basic pay; or
- (2) the applicable benefit percentage of the individual average total monthly income in the 12-month period immediately preceding commencement of the disability, whichever is the greater. Where this provision is to apply the employee will be required to provide satisfactory evidence of their total monthly income.

Notwithstanding the above, where an employee makes a successful wage loss claim against a third party for an injury for which the employee received or would receive LTD benefits, the Employer will be entitled



to recover or decrease Plan benefits by an amount equal to the amount that Plan benefits in combination with the wage loss claim paid exceed 100% of pay subject to the following:

- (1) The amount of plan benefit recovered or decreased will be reduced limited to the legal fees attributed to the Employer's share of total claim recovery.
- (2) The existence of an action commenced by or on behalf of an employee does not preclude the Employer from joining the employee's action or commencing an action on its own behalf respecting the benefits paid.
- (3) Where the Employer or the employee intends to commence or join such an action, they shall advise the other in writing of that intention.

This section does not apply to a war disability pension paid under an *Act* of the governments of Canada or other commonwealth countries.

## **2.7 Successive Disabilities**

- (a) If, following a period of total disability with respect to which benefits are paid from this Plan, an employee returns to work on a full-time basis for a continuous period of six months or more, any subsequent total disability suffered by that employee, whether related to the preceding disability or not, shall be considered a new disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.
- (b) In the event the period during which such an employee has returned to work is less than six months and the employee again suffers a total disability and that is related to the preceding disability, the subsequent disability shall be deemed a continuation of the preceding disability, and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan as though they had not returned to work.
- (c) Should such an employee suffer a subsequent disability that is unrelated to the previous disability and, provided the period during which the employee returned to work is longer than one month, the subsequent disability shall be considered a new disability and the employee shall be entitled to benefit payments in accordance with the provisions of this Plan. If the period during which the employee returned to work is one month or less, the subsequent disability shall be deemed a continuation of the preceding disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.
- (d) Limitation of benefits for successive disabilities in (b) and (c) above must be determined within one year from the date of absence due to successive disability.

## **2.8 Cessation of Benefits**

- (1) An employee shall cease to be eligible for benefits of this Plan at the earliest of the following dates:
  - (a) at the end of the month in which the employee reaches their 65<sup>th</sup> birthday (60<sup>th</sup> birthday for correctional centre employees);
  - (b) on the date of commencement of paid absence prior to retirement;
  - (c) on the date of termination of employment with the Employer.

Benefits will not be paid when an employee is serving a prison sentence.

Cessation of active employment as a regular employee shall be considered termination of employment except when an employee is on authorized leave of absence with or without pay.

(2) In the event that the maximum retirement provisions of the Public Service Pension Plan Rules are declared inoperative or are otherwise struck down by a Court of competent jurisdiction, 2.8(a) will read:

*at the end of the month in which the employee reaches their 65<sup>th</sup> birthday.*

## **2.9 Leave of Absence**

Employees on leave of absence without pay may opt to retain coverage under the plan and shall pay the full premium, except when on approved Maternity Leave. Coverage will be permitted for a period of 18 months of absence without pay except that if the leave is for educational purposes the maximum period will be extended to two years. If an employee on leave of absence without pay or with partial pay, who has elected coverage under this Plan, becomes disabled, benefits under this Plan will be based upon monthly earnings immediately prior to the current leave of absence.

## **2.10 Benefits upon Plan Termination**

In the event this Long-Term Disability Plan is terminated, the benefit payments shall continue to be paid in accordance with the provisions of this Plan to disabled employees who became disabled while covered by this Plan prior to its termination.

## **2.11 Contributions**

The cost of this Plan will be borne by the Employer.

## **2.12 Waiver of Contributions**

Employee contributions to this Plan shall be waived with respect to disabled employees during the time such an employee is in receipt of disability benefit payments from this Plan.

## **2.13 Claims**

(a) Long-term disability claims will be adjudicated and paid by a claims-paying agent to be appointed by the Employer. In the event a covered employee disputes the decision of the claims-paying agent regarding a claim for benefits under this Plan, the employee may arrange to have their claim reviewed by a claims review committee composed of three medical doctors; one designated by the claimant, one by the Employer, and a third agreed to by the first two. Written notice of a disputed claim or an appeal under this Plan shall be sent to the Plan Administrator.

(b) (1) Written notice of an appeal must be submitted to the Plan Administrator within 60 days from the date the claims-paying agent rejected the claim. Due to extenuating circumstances, the time frame may be extended by the Plan Administrator.

(2) Where the claims-paying agent denies benefits due to insufficient medical evidence being provided, an employee will have 60 days in which to provide satisfactory medical evidence to support their claim.

In such circumstances the 60-day appeal period in (1) above will not commence until the claims-paying agent renders its decision based on the medical evidence provided.

Where the employee fails to provide further satisfactory medical evidence within the 60-day period, the claim will be deemed to have been denied and the appeal period in (1) above shall commence.

- (c) The expenses incurred by a claims review committee will be paid by the Plan.
- (d) Where an employee has disputed the decision of the claims-paying agent and is awaiting the outcome of a review or an appeal, the employee will be considered to be on leave of absence without pay during the portion of the waiting period when they are not receiving pay or benefit allowance. During the waiting period an employee will continue to be covered by group life, extended health, dental and medical plans.
- (e) LTD benefits received will be reduced by the same amount of benefits received for the same period under the *Employment and Assistance Act* and/or the *Employment and Assistance for Persons with Disabilities Act* (referenced in this section as the "Acts"), except where the benefits received for that period under these Acts are repaid to government. Where the employee has been deemed eligible for benefits under these Acts which benefits exceed the LTD benefits level, LTD benefits will not be subject to reduction for that additional amount.
- (f) Access to the Claims Review Committee (CRC) shall be as follows:
  - (1) The CRC will continue to apply to those employees who have regular status as of April 1, 2004.
  - (2) The CRC will apply to those employees who have regular status subsequent to April 1, 2004, for the first 25 months of total disability. Any disputed claims for periods of time beyond 25 months shall be appealed to the contracted carrier and the CRC will not apply.
  - (3) The CRC will not apply to those employees appointed to regular status subsequent to April 1, 2010. Any disputed claim shall be appealed to the contracted carrier.

#### **2.14 Physical Examination**

The Employer, at its own expense, shall have the right and be given the opportunity to have a medical doctor appointed by the Employer examine, as often as it may reasonably require, any employee whose injury, sickness, mental or nervous disorder is the basis of claim upon this Plan.

#### **2.15 Canadian Currency**

All monies payable to or from this plan shall be payable in Canada in Canadian currency.

#### **2.16 Administration**

The Employer will be the administrator of the Plan. All questions arising as to the interpretation of this Plan shall be subject to the grievance and arbitration procedures in Articles 8 and 9 of this agreement.

#### **2.17 Implementation by Regulation**

The provisions of this Plan shall become part of a memorandum of agreement between the parties and will be implemented by regulation.

#### **2.18 Benefit Level**

Persons receiving benefits shall receive the same increases to their benefit level as do the employees covered by the terms and conditions of this collective agreement receive in wage increases.

**Part III - Joint Advisory Committee**

There shall be a joint advisory committee which shall consist of two representatives appointed by the Employer and two representatives appointed by the Union. The Employer and the Union may each appoint one alternate committee member. The purpose of the Committee shall be to consider and make recommendations to the bargaining Principals on all matters related to the effective administration of the Short-Term Illness and Injury and Long-Term Disability Plans and to consider and make recommendations to the bargaining Principals on any questions which may arise related to interpretation or application of the wording of Appendix 2. The Committee shall consider and report back on all matters related to the plans which may be referred to it jointly by the bargaining Principals.

**Part IV - Rehabilitation**

In the event that a regular employee becomes incapacitated through accident or sickness and they are unable to perform all the duties of their own occupation, the following shall apply:

- (a) For the purpose of this section, incapacity shall mean where the employee is unable to perform all the duties of their own occupation as defined in Section 2.3(a) of the Long-Term Disability Plan.
- (b) Where the employee meets the definition in (a) above, the Employer shall provide the employee with an application for alternative suitable employment. An employee who fails to:
  - (1) sign the application form;
  - (2) make themselves reasonably available and co-operate with a reasonable rehabilitation/return to work process consistent with Rehabilitation Committee principles;
  - (3) actively engage in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program

shall have benefits suspended.

Prior to having benefits suspended, an employee shall be afforded an opportunity to demonstrate that there were reasonable grounds for failing to meet the above obligations.

- (c) The application shall be completed and returned to the Employer who shall within 10 workdays forward the application to the Secretary. The committee members shall be provided with copies of the application.
- (d) The Rehabilitation Committee will, based on the information, coordinate the necessary medical and/or vocational assessments and determine the following:
  - (1) if the application is properly before the Committee;
  - (2) based on the assessment, determine whether the employee is immediately capable of performing modified, alternative or rehabilitative employment;
  - (3) if no to (2) above the Committee may, based on the assessments, implement the necessary training to place the employee in alternative or rehabilitative employment;
  - (4) In considering modified, alternative or rehabilitative employment, the Committee may provide advice and make recommendations to the Employer to return the incapacitated employee to work considering the following accommodations:
    - (i) modification of the duties of the employee's job;

- (ii) flexibility in scheduling hours of work within existing hours of operation;
  - (iii) provision of technical or mechanical aids.
- (5) where the employee is considered capable of performing alternative employment or once the rehabilitative employment is considered to be successful, and the employee is therefore able to perform the duties of a gainful occupation, they shall be subject to Article 13 - Layoff and Recall of the agreement excluding displacement options pursuant to Clauses 13.3 and 13.4(c)(2).
- (e) (1) An employee in receipt of STIIP benefits, whose prognosis for return to work exceeds eight weeks, may be referred to the Rehabilitation Committee if it is medically appropriate to do so.  
  - (2) In those cases where a return to their own occupation is unlikely, employees may be referred, by either party to the Rehabilitation Committee while on STIIP. In such cases, Part IV (c), and (d) will apply.
- (f) Where an employee has a physical occupational illness or injury, the Employer will, where feasible, accommodate the employee's incapacity so as to avoid a time loss illness or injury. Where a time loss illness or injury occurs, the compensation payable shall be in accordance with the applicable terms of the agreement.
- (g) Where the Employer has concerns with a recommendation made in accordance with (d)(4) above, the concern will be reviewed with the Rehabilitation Committee.

### **APPENDIX 3 Workload**

It is in the interest of the parties that all employees are aware of their job expectations and responsibilities.

It is the responsibility of supervisors and managers to ensure that staff perform their duties and to ensure that procedures are in place to address service demands.

Where an employee is concerned that they cannot complete assignments or respond to urgent matters to fulfill work obligations it is their responsibility to immediately seek the advice and direction from their direct supervisor.

Should the employee continue to hold the opinion that they are unable to fulfill their obligations they will put their detailed concerns in writing and the direct supervisor will provide a written response to those concerns within 14 days. Responsibility for any consequences of complying with the direction provided by the direct supervisor will not rest with the employee.

Should the employee continue to hold the opinion that they are unable to fulfill their work obligations the employee's written concerns and the supervisor's written response will be forwarded to the Joint Union/Management Committee.

This article is not subject to the grievance or arbitration procedures of the agreement.

**INFORMATION APPENDIX I**  
**Advance Payment of Group Life Benefits**

The guidelines regarding payment of group life benefits for terminally ill employees pursuant to Clause 25.2 are as follows:

1. Death must be "*expected*" within 12 months. The employee's attending physician will be required to provide sufficient medical information, including the employee's diagnosis and prognosis, to allow the group life insurance carrier to assess the life expectancy.
2. Requests for advance payments must be in writing and should be accompanied by evidence of financial need.
3. Authorization from the Employer must be submitted with the employee's request.
4. The amount of the payment will be 50% of the life insurance coverage, subject to a maximum of \$50,000.
5. A signed release will be obtained from the insured employee prior to payment being made. A release is not required from designated revocable beneficiaries as they have no legal rights to life insurance proceeds until after the insured's death. Situations involving irrevocable beneficiaries or divorce judgments will require special releases.

**MEMORANDUM OF AGREEMENT #1**  
**Employment Security**

1. During the term of this memorandum of agreement the Employer agrees not to exercise its right to cause a layoff which results in the cessation of employment for an employee in the bargaining unit who has regular status as of April 1, 2004.
2. This Memorandum does not apply to regular employees who are normally subject to layoff because of business cycle or seasonal work.
3. In order for the Employer to satisfy the provision of point 1 above, the Union recognizes that workforce adjustment activity will be necessary whether due to reorganization, program termination, relocation, closures, etc.
4. The Article 30 Joint Committee will coordinate such workforce adjustment activity in accordance with its mandate as outlined in Clause 13.2.
5. In order to facilitate the Employer's commitment and workforce adjustment measures necessary as a result of this commitment, it is agreed that, following the application of Phase 1 (Clause 13.1):
  - A regular employee with less than 3 years' service seniority who refuses one reasonable offer of continued employment will be deemed to have resigned.
  - A regular employee with 3 or more years' service seniority who refuses an offer of continued employment at the same classification level will be deemed to have resigned.
  - A regular employee with 3 or more years' service seniority who refuses one offer of continued employment in a different classification (with the same maximum salary) will be deemed to have resigned with applicable severance pay.

- A regular employee with 3 or more years' service seniority who refuses two job offers in a comparable pay range will be deemed to have resigned with applicable severance pay.
6. The determination of employees to be subject to workforce adjustment will be consistent with the seniority provisions of Article 13.
  7. Greater than 3-year regulars are entitled to displace less than 3 year regulars pursuant to Article 13. Employees who do not immediately exercise their option to displace will not be covered by the security provisions of this Memorandum and Clause 13.4 shall apply. Less than 3-year regulars are entitled to the auxiliary recall option in lieu of a reasonable offer of continued employment.
  8. Regular employees with more than three years' service seniority who are placed pursuant to this Memorandum shall have their salary protected pursuant to Clause 27.7 of the agreement.
  9. The Chairperson of the Joint Article 13 Layoff and Recall Committee shall, at the request of either party, sit as an arbitrator over all disputes pertaining to the application or interpretation of this memorandum of agreement after the parties have reviewed and attempted to resolve the dispute.
  10. The provisions of Article 13 remain unchanged.
  11. The provisions of Article 13 shall be subject to the provisions of this memorandum of agreement.
  12. This memorandum remains in force and effect for the period April 1, 2010 to March 30, 2015.

**MEMORANDUM OF AGREEMENT #2**  
**Seniority Standing for Regular Full-Time Employees**

Existing regular full-time employees who work 1827 hours per year shall maintain their relative seniority standing to existing regular full-time employees who opt to work increased annual hours and those new regular full-time employees who are required to work increased annual hours.

**MEMORANDUM OF AGREEMENT #3**  
**Modified Workweek - Contact Centre**

The modified workweek will be made available to all regular employees in the contact center as follows:

- (a) workday shall be seven hours and 47 minutes ( $\frac{5}{4}$ )
- (b) earned time off (ETO) shall be scheduled equitably among the employees of the contact centre on Monday, Tuesday, Wednesday, Thursday and Friday

**MEMORANDUM OF AGREEMENT #4**  
**STD Claims**

It is the parties' joint interest to:

1. Ensure appropriate and consistent adjudication of claims for STD.

2. Ensure that requests for additional information on STD forms are limited to instances where the information is objectively incomplete; and
3. Promote opportunities for voluntary rehabilitation initiatives that enable earlier return.

Where STD benefits have been denied and/or the Benefit Carrier is not accepting doctors' certificates which the Union believes are adequate and meet the criteria for information required for payment of a claim, and where in the Union's view this demonstrates an abuse of process, the Union Regional Coordinator and the MAXIMUS BC President will expeditiously address the issue. This is not intended to circumvent the grievance process outlined in the collective agreement.

**MEMORANDUM OF AGREEMENT #5**  
**Scheduling of Earned Time Off and Vacation on Layoff**

Auxiliary employees who have earned time off (ETO) will have their earned time off scheduled as time off commencing at the effective date of layoff.

Auxiliary employees may, on request, also schedule earned vacation credit commencing at the effective date of layoff. In such cases, the provisions of Clause 18.5 of the agreement shall not apply.

The auxiliary employee will not be subject to recall during the period of the scheduled earned time off or vacation.

Employees on scheduled E.T.O. or vacation past the effective date of layoff will not be grounds for a claim from another employee that they have been laid off out of order of seniority or that the employee had not been recalled in order of seniority.

**MEMORANDUM OF AGREEMENT #6**  
**Agreed-To List of Arbitrators**

The following represents the agreement reached between MAXIMUS Health Benefit Operations Inc., and MAXIMUS Canada Service (BC), Inc. (MAXIMUS) and the B.C. General Employees' Union (BCGEU) respecting an agreed-to-list of arbitrators, pursuant to the collective agreement, Article 9:

1. Mark Brown
2. Karen Nordlinger, QC
3. John Hall
4. John Steeves

*(assigned on a rotating basis)*



Expedited Arbitrator	Mark Brown
Hours of Work Umpire	Chris Sullivan
Article 28 - Classification Arbitrator	John Hall; John Kinzie and Robert Pekeles, ( <i>assigned on a rotating basis</i> )
Article 34 - Misuse of Managerial/ Supervisory Authority	Chris Sullivan
Article 1.5/1.6 & 1.7 Human Rights/Sexual Harassment/Discrimination & Sexual Harassment Complaint Procedures	<i>Agreed on a case-by-case basis</i>

**MEMORANDUM OF AGREEMENT #7**  
**Psychological Health and Safety in the Workplace**

The Union and the Employer recognize the importance of supporting and promoting a psychologically healthy workplace and, as such, will continue to adhere to all applicable statutes, policies, guidelines, and regulations pertaining to the promotion of mental health. Mental health will be incorporated into the Employer's Occupational Health and Safety Program.

The Employer and the Union will strive to align with the aspirations and principles of the National Standard of Canada on Psychological Health and Safety in the Workplace through an ongoing process of continual improvement.

To increase the awareness of mental health the Employer will support and cover the cost for mutually agreed to appropriate education and training for OHS committee members, stewards and first aid attendants.

**MEMORANDUM OF AGREEMENT #8**  
**Workforce Adjustment Matters**

In light of the recent policy decision of the BC government concerning the Medical Services plan (MSP) and recent concerns regarding the Commercial Contract between the BC government and MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. the parties to this collective agreement agree to the following:

**TERMINOLOGY:**

The parties to this collective agreement agree to the following:

*"The collective agreement"*: refers to the current collective agreement between MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. and the BCGEU.

*"The client"* or *"the new supplier"*: refers to the successful bidder: on the RFP(s) or the organization that is repatriating the service.

*"Service and seniority"*: refers to all continuous and contiguous time as an employee with: the BC government and MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc.

**WORKFORCE ADJUSTMENT MATTERS:**

- (a) The goal of the parties is to provide stable and secure employment for employees and, where necessary, a smooth transition for those employees who are offered and accept employment with either the client or the new supplier.
- (b) MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. agrees to support the BCGEU in arguing that employees offered and accepting work with the client or a new supplier should do so with the recognition of their current service and seniority.
- (c) The BCGEU agrees to promote and support renewal bids that MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. makes on existing contracts.
- (d) If, in the event of the loss of all or part of the commercial agreement referred to above, a MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. employee accepts a job offer from either the client or the new supplier and;
- (e) If the current commercial contract is retendered or repatriated and the new service provider offers employment to the incumbent employees of MAXIMUS, such offers shall be made in order of seniority to staff currently performing the work of the available positions.
- (1) The offer includes:
- (i) The recognition of service and seniority for work done with MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc.;
- (ii) successorship of the MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. collective agreement or coverage under a comparable collective agreement (in terms of wages, classifications, vacation, benefits and pension); and
- (iii) Continuous employment with a comparable FTE, in their geographic location. Such an employee will not be eligible for any severance payment under Article 13 of the collective agreement; or
- (2) If the offer does not include recognition of MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. service and seniority and/or the criteria outlined in (e)(1) above, such an employee will be eligible for severance payment under Article 13 of the collective agreement, if the employee meets the eligibility for severance under Article 13.
- (3) If in the event of the loss of the commercial agreement referred to above, a MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. employee is offered a job from either the client or from the new supplier and the offer includes the recognition of MAXIMUS BC Health Benefit Operations, Inc. and/or MAXIMUS Canada Service (BC), Inc. service and seniority and the provisions of (e)(1) above, and such employee declines such offer, the employee will not be eligible for any severance payment under Article 13 of the collective agreement.
- (f) The parties agree that this MOU shall not be considered expired on March 31, 2021.

**LETTER OF UNDERSTANDING #1****Article 25 - Changes to Health and Welfare for "New" Regular Part-Time Employees**

Employees who are hired as a "*regular part-time*" subsequent to April 1, 2006, shall have their benefits apportioned on a pro rata basis.

All regular part-time employees or existing employees who were hired prior to April 1, 2006, shall continue to receive the same level of benefits as a regular full-time employee.

**LETTER OF UNDERSTANDING #2****Bonus Plan**

The Company and the Union recognize that there can be mutual value in achieving an effective and efficient workplace.

The Company, in furtherance of this goal, may implement a Bonus Plan.

The Union acknowledges that there can be some monetary benefit to employees from Bonus Plans. As such, the Union shall participate whenever it deems appropriate to provide recommendations and feedback in establishing the criteria and/or factors used for the Bonus Plan for consideration by the Company.

**LETTER OF UNDERSTANDING #3****Lump Sum Payment**

The Employer agrees to make a lump sum payment of \$200 to all regular employees employed at Maximus Canada as of April 1, 2021. Regular part-time employees will receive this benefit on a pro rata basis. The prorated payment is based on hours worked in the previous six months.

**LETTER OF UNDERSTANDING #4****Implementation**

Effective April 1, 2010, the parties deleted or amended the provisions of Articles 14.3, 18.1, 18.4 and MOU #3 of the collective agreement. The following understandings were agreed to as part of the implementation of the amendment or deletion. The "*grandparented*" arrangements apply to employees as long as they continue to work in their existing job.

**Article 14.3 Modified Workweek**

The parties agree that those employees who are currently working the 4/3 shift pattern will be "*grandparented*" in the modified workweek arrangement unless they voluntarily agree to change to the arrangement.

The parties agree that the current schedule arrangements in place will be "*grandparented*" for existing employees unless they voluntarily agree to change the arrangement.

**Article 18.1 Annual Vacation Entitlement**

The parties agree that all those employees who had an entitlement to the extra day or prorated day will continue to receive an entitlement unless the day is accessed through the provisions of Article 18.1(b).

**Article 18.1 Vacation Preference**

The parties agree that prior to the next selection and allocation of vacation time, the preference order shall be rearranged so that it is in order of regular hire date.

The revised vacation preference order will be applied to vacation scheduling for 2011 and thereafter.

**Memorandum of Understanding #3**

The parties agree that the current earned time off (ETO) schedule arrangements in place will be "*grandparented*" for existing employees unless they voluntarily agree to change the arrangement.

**LETTER OF UNDERSTANDING #5  
Headquarter or Geographic Location**

Based on definition (14) "*Headquarter or Geographic Location*" of the collective agreement the parties agree that employees hired outside of the 32-kilometer radius of the GVRD or CRD will not be eligible for recall purposes for work that is based in Victoria. Duncan and locations south will be considered within the 32-kilometer radius of the GVRD or CRD.

**LETTER OF UNDERSTANDING #6  
Telework Arrangements**

The parties to this collective agreement agree to form a sub-committee through Article 30 committee to review considerations pertaining to telework and its application in a post pandemic environment. It is understood that the application of any arrangement is subject to satisfying all privacy considerations and the approval of the client(s).