

COLLECTIVE AGREEMENT

Between



B.C. General Employees' Union (BCGEU)
(hereinafter referred to as the "Employer")

And



(Canadian Office and Professional Employees Union, Local 378)
(hereinafter referred to as the "Union")

Effective: April 1, 2023 to March 31, 2026

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AGREEMENT

This Collective Agreement entered into this **March 25, 2024**

BETWEEN: **B.C. GENERAL EMPLOYEES' UNION**
(hereinafter referred to as the "*BCGEU*")

PARTY OF THE FIRST PART

AND: **MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES
UNION, LOCAL 378)**
(hereinafter referred to as the "*UNION*")

PARTY OF THE SECOND PART

DEFINITIONS

For the purpose of this Agreement:

1. "*basic pay*" - means the rate of pay negotiated by the parties to this Agreement, including add-to-pay resulting from salary protection.
2. "*child*" - A child is as defined in the *Income Tax Act* -- Child Tax Credit. "*Child*" shall also include a ward of the Superintendent of Family and Child Services, or a dependent child of a spouse or common-law spouse provided the ward or dependent child resides with the employee.
3. "*employee*" - means a member of the bargaining unit and includes:
 - (a) *regular employee* - A regular employee is one who is employed on a continuous full-time basis and who works the regular hours of work per week or is one who is employed on a continuous part-time basis and who normally works no less than 16 hours per week.
 - (b) *temporary employee* - A temporary employee is one who is employed on a temporary or on call basis, is so informed at time of hiring and includes positions created to carry out special projects or work which is not continuous; positions created to cover employees on vacation, sick leave or other leave; other such temporary positions as may be necessary to cover varying workload requirements.
4. "*green circling*" - means salary protection when an employee's position has been reclassified downward and they retain their current wage rate and eligibility for all future general wage increases.
5. "*lateral transfer*" - means the transfer of an employee from one BCGEU office to another BCGEU office with no change in classification. For the purposes of this definition, BCGEU offices are the-Layoff and Recall Units listed in clause 18.10. This definition does not preclude employees at BCGEU Headquarters from requesting reassignment.
6. "*leave of absence with pay*" - means to be absent from duty with permission and with pay.
7. "*leave of absence without pay*" - means to be absent from duty with permission but without pay.

8. "promotion" - means a change from an employee's position to one with a higher maximum basic pay.
9. "voluntary demotion" - means a change from an employee's position to one in a lower classification where the change is undertaken with the agreement of the employee.
10. "taxation year" – means the year of employment income as defined under *Income Tax Act Section 5(1)* which states that "a taxpayer's income for a taxation year from an office or employment is the salary, wages and other remuneration, including gratuities, received by the taxpayer in the year".

ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

- (a) The purpose of this Agreement is to maintain a harmonious relationship between the BCGEU and its employees; to define clearly the hours of work, rates of pay and conditions of employment; to provide for an amicable method of settling differences which may arise from time to time and to promote the mutual interest of the BCGEU and its employees; to promote and maintain such conditions of employment.
- (b) Working conditions, wages and benefits at present in force which are not specifically mentioned in this Agreement and are not contrary to its intention, shall continue in full force and effect.

1.2 Labour Relations Environment

The BCGEU acknowledges its responsibility to inspire, create, promote, encourage and maintain a positive, constructive, meaningful labour relations environment for all employees covered by this Agreement.

By the same token, it is the responsibility of the Union, its representatives and the employees covered by this Agreement to cooperate and otherwise assist the BCGEU with its endeavours in this regard.

1.3 Gender/Singular and Plural

For the purpose of clarification, it is understood that wherever the singular is used in this Agreement the same shall be construed as meaning the plural unless the context or parties require otherwise.

The parties agree to replace all gendered language e.g. "he/she" to gender neutral language e.g. "they/their/them". It is understood that such changes shall have no impact on the interpretation, effect or applicability of the language.

1.4 Human Rights Code

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

1.5 Headings

The headings and subheadings used in this Agreement are inserted for convenience and reference purposes only and shall not be used as an aid to interpretation.

1.6 Future Legislation

In the event that any future legislation renders null and void or materially alters any provisions 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.

1.7 Management Rights and Responsibilities

Except as otherwise specifically provided in this Agreement, all rights and function of management including, without limiting the generality of the foregoing, the management and direction of employees remain solely and exclusively with the BCGEU.

ARTICLE 2 - BARGAINING UNIT AND RECOGNITION

2.1 Recognition

The BCGEU recognizes MoveUP (Canadian Office and Professional Employees Union, Local 378), as the sole bargaining authority for all office and clerical employees to whom the certification issued by the Labour Relations Board applies. It is expressly agreed that this Agreement shall not apply to any elected or appointed officer, business agent or representative of the BCGEU.

2.2 Union Representatives

- (a) The BCGEU shall recognize the representative(s) selected by the Union for purposes of collective bargaining, agreement administration and general Union business, as the sole and exclusive representative(s) of all employees within the bargaining unit as defined in clause 2.1 of this Agreement.
- (b) The representative(s) of the Union shall have the right to contact the employees at their place of employment on matters respecting the Agreement or its administration. The Union shall obtain authorization from the BCGEU as to appropriate time for such contact before meeting the employees.

2.3 Union Insignia

- (a) All members shall be required to use their Union Label.
- (b) The Union Label shall be made available to the BCGEU. The privilege of using the Union Label shall be extended to the BCGEU as long as this Agreement remains in full force and effect and the BCGEU is fulfilling all of its terms and conditions. The Union Label shall be the official Union Label of MoveUP (Canadian Office and Professional Employees Union of Local 378) and shall remain the sole property of the Union.

2.4 No Other Agreement

The employees shall not be asked to make any written statement or verbal contract which may conflict with this Agreement.

2.5 Right to Refuse to Cross Picket Lines

It shall not be a violation of this Agreement or cause for discharge of any employee, in the performance of their duties, to refuse to cross a picket line. The Union shall notify the BCGEU as soon as possible of the existence of such picket lines.

2.6 No Discrimination for Union Activity

There shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee for reason of membership or activity in the Union.

2.7 No Strike or Lockout

During the life of this Agreement, there shall be no lockout by the BCGEU or any strike, sit-down, slow-down, work stoppage or suspension of work either complete or partial for any reason by the Union.

2.8 Bulletin Board

- (a) The BCGEU shall provide bulletin board facilities for the exclusive use of the Union members at Headquarters and all Area Offices.
- (b) The BCGEU will also provide an electronic bulletin board for exclusive use of the Union. The use of the bulletin board shall be restricted to the business affairs of the Union.

2.9 Recognition of Rights of Stewards

- (a) The BCGEU shall recognize the steward(s) elected or appointed by the Union and shall not discharge, discipline or otherwise discriminate against such steward(s) for carrying out the duties proper to that position.
- (b) The Union agrees to provide the BCGEU with a list of the employees designated as stewards for each jurisdictional area.

2.10 Duties of Steward

The Steward may, within reason, investigate and process grievances or confer with the representative(s) of the Union during regular working hours, without loss of pay. Duties also include posting of Union bulletins or notices. The steward shall obtain permission from Human Resources before leaving their work to perform such duties and shall notify Human Resources upon resuming their normal duties. The BCGEU agrees that permission for such leave shall not be unreasonably withheld.

2.11 Negotiations

- (a) Up to a maximum of three Union members shall be entitled to leave of absence for the purpose of conducting negotiations with the BCGEU. Such leave shall be without loss of pay, vacation or seniority.
- (b) Notwithstanding the provisions of this clause and the understanding that negotiations shall be scheduled by mutual agreement, the parties hereto recognize the staffing requirements of the BCGEU and hereby agree that it is not intended for all negotiations to take place during normal office hours.

2.12 Time Off for Union Business

- (a) Where operational requirements permit, the BCGEU agrees to grant leave of absence without pay and without loss of vacation or seniority upon seven days written notice:
 - (i) to an elected or appointed delegate of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
 - (ii) to elected or appointed representatives of the Union to attend to union business which requires them to leave their premises of employment;
 - (iii) to the employees elected or appointed pursuant to clause 2.11(a) of this article to attend meetings of the bargaining committee;
 - (iv) to employees enrolled in training courses sponsored by the Union.
 - (v) to up to two (2) employees per calendar year requested by the Union to serve as a Trainee Union Representative. These leaves will not exceed two (2) continuous months unless otherwise agreed to by the Employer.
- (b) Employees granted leave of absence pursuant to this clause shall receive their basic rate of pay while on leave and the Union shall reimburse the BCGEU for the appropriate salary costs incurred.
- (c) The BCGEU agrees that leaves of absence pursuant to this clause shall not be unreasonably withheld.
- (d) The notice requirement above may be waived by mutual agreement between the parties.
- (e) Members, including job stewards and/or other elected Officers of the Union may receive leave of absence with or without pay at the discretion of and by prior arrangement with Human Resources for other activities not specifically identified above. This shall be considered leave of absence without pay. There is no loss of seniority or vacation where leave is reimbursed by the Union.
- (f) Members, including job stewards and/or elected Officers of the Union who regularly work for the BCGEU and who are assigned to joint Union-BCGEU committees, will be paid by the BCGEU for all time spent on such committees during regular hours and this shall be considered time worked.

2.13 Full-Time Officers and Staff

The BCGEU shall also grant, on request, leave of absence without pay, without loss of seniority, with the time involved considered as service with the BCGEU:

- (a) For employees selected for a full-time position with the Union.
- (b) For an employee elected to the position of President or Secretary-Treasurer of the Union.
- (c) For an employee elected to any body to which the Union is affiliated for a period of one year and the leave shall be renewed upon request.
- (d) Such leave, once approved, shall not be interrupted by the BCGEU during the approved period of leave.

- (e) On conclusion of such leave of absence, an employee shall be placed in their former position or a position of equal rank and basic pay.
- (f) The BCGEU shall not maintain health and welfare benefits for employees who are granted leaves pursuant to this clause except during the waiting period to qualify for benefits to a maximum of three months. The Union will reimburse the BCGEU for these benefit costs.

2.14 Conservation of Paper

The Union and the BCGEU agree to minimize the use of paper by relying on the use of email whenever practical.

ARTICLE 3 - UNION SECURITY

3.1 Union Membership

- (a) The BCGEU agrees that all employees shall maintain membership in MoveUP (Canadian Office and Professional Employees Union, Local 378) as a condition of employment.
- (b) An employee shall be required to become a member of the Union within 15 days of becoming an employee and shall maintain such membership as a condition of continued employment.

3.2 Union Dues

- (a) The BCGEU agrees to deduct the amount authorized as Union dues, initiation and/or assessments once each month and to transmit the monies so collected to the Secretary-Treasurer of the Union by the 15th of the following month, together with a list of all employees from whom such deductions were made. A copy of this list shall be forwarded to the Union.
- (b) Upon written notice from the Union that an employee fails to maintain membership in the Union by refusing to pay dues or assessments, the BCGEU agrees to terminate employment of said employee after seven days from the date of notice.
- (c) All deductions made by the Employer pursuant to this Article shall be remitted to the Union by the fifteenth (15th) day of the month following the date of deduction whenever possible but in no event will such remittance be later than the end of the month following the date of deduction. Such remittance shall be accompanied by information specifying the names of the employees from whose pay such deductions have been made and the purpose of the deduction and the amount in each case.

In addition to the above the Employer will provide the Union with complete listing of all the following for the period of time being reported:

- (i) New hires
- (ii) Terminations
- (iii) Promotions
- (iv) Demotions
- (v) Lateral transfers
- (vi) Salary revisions
- (vii) Employees on extended leave of absence

Such information shall be supplied by the employer and in a form acceptable to the parties.

3.3 BCGEU and Union to Acquaint New Employees

- (a) The BCGEU agrees to acquaint new employees with the fact that a union agreement is in effect and with the conditions of employment set out in the collective agreement. The BCGEU will provide Membership Application and Union Dues Deduction Authorization forms to new employees for their completion and signing at the time of employee orientation. The BCGEU will forward the documents to the Union as soon as possible.
- (b) A new employee shall be advised of the name and location of the steward. Where operational requirements permit, the BCGEU agrees to introduce the new employee to the steward, who shall be given 15 minutes with the new employee to provide them with a Collective Agreement and a brief orientation to the Union.

3.4 Contracting Out

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

3.5 Exclusions

The BCGEU will not exclude bargaining unit positions during the term of this Agreement.

3.6 Employee Information

The BCGEU will provide copies of Human Resources Action Notices to the Union for the following:

Employee Status Changes: Regular Full/Part Time, Temporary Full/Part Time, LOA's (General Leave, Maternity/Parental Leave, Compassionate Leave, etc), New Hires, Terminations, LTD, Retirements.

Position Changes: Postings, Reclassifications, Temporary Assignments.

Pay Rate Changes: Postings

Other: LWOP

ARTICLE 4 - REGULAR PART-TIME EMPLOYEES

The BCGEU shall pay the full premium cost for regular part-time employees coverage under the B.C. Medical Plan, Dental Plan, Extended Health Care Plan and Group Life Insurance as described in Article 12.

All other benefits shall be prorated based on hours worked.

ARTICLE 5 - TEMPORARY EMPLOYEES

5.1 Letter of Appointment

A temporary employee shall receive a letter of appointment clearly stating the employment status, hours of work, rate of pay and expected duration of employment. A copy of the letter of appointment shall be forwarded to the Union Office.

5.2 Seniority Rights

For the purpose of layoff and recall, a temporary employee who has worked in excess of 880 hours shall accumulate seniority as a temporary employee.

All hours worked at the straight time rate shall be converted to the equivalent shift for regular employees to establish seniority.

Upon completing 880 hours, a temporary employee's seniority shall include the accumulated 880 hours.

5.3 Temporary Seniority

Temporary employees' seniority shall mean the total length of accumulated service with the BCGEU as a temporary employee from April 5, 2011 forward. Upon appointment to a regular position, and upon successful completion of the probationary period, the employee shall be credited with their temporary seniority for the purpose of service seniority.

The BCGEU shall maintain a seniority list showing the seniority of each temporary employee in the bargaining unit, including hire date and classification. Such list shall be posted on the intranet and a copy shall be sent to the Union office bi-annually on January 1, and July 1 of each year. The BCGEU agrees to provide the Union with the formula for how seniority date is calculated within 30 days of ratification.

5.4 Loss of Seniority

A temporary employee will lose 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 six months.

5.5 Layoff and Recall

- (a) Layoff of temporary employees shall be by classification in reverse order of seniority pursuant to the layoff and recall units outlined in Article 18.
- (b) Recall shall be in order of seniority, provided the temporary employee is qualified to carry out the work which is available. Recall shall be pursuant to the layoff and recall units outlined in Article 18.
- (c) The employer will provide temporary employees with as much notice as possible of the continued offer of a temporary assignment.

5.6 Application of Agreement

The provisions of Articles 7, 8, 9, 12, 16, 17 and 18 of this Agreement shall not apply to temporary employees. Except as otherwise indicated, the provisions of the remaining articles of this Agreement apply to temporary employees.

5.7 Health and Welfare Benefits

- (a) Compensation to temporary employees in lieu of health and welfare benefits shall be increased by 19¢ per hour to 88¢ per hour effective April 1, 2023. For 2024 and 2025 “me too” to the newly negotiated rates in lieu of health and welfare benefits negotiated for the public service in 2024 and 2025.
- (b) Temporary employees who are paid 1758 hours at straight time rates in a 15 month period shall be eligible for Medical, Dental, Extended Health and Group Life benefits under the collective agreement. To maintain coverage a temporary employee must maintain seniority and be paid 1160 hours at straight time rates in a 12 month period except when on approved leave of absence. Coverage shall be provided commencing with the first full calendar month of the appointment and ending with the last partial month.
- (c) Temporary employees on Maternity, Adoption, or Parental Leave, as provided by the *Employment Standards Act*, may maintain benefit coverage by payment of premiums for the benefits being maintained.

5.8 Statutory Holidays

Temporary employees who have:

- (a) worked the day before and the day after a paid holiday; or
- (b) worked 15 of the previous 30 days;

shall be compensated for statutory holidays.

5.9 Annual Vacations

- (a) A temporary employee will be entitled to receive annual vacation at the rate of six percent of their basic pay. Temporary employees shall receive the unused portion of annual vacation upon termination or on the first pay date following January 31st of the year following the taxation year the vacation was earned.

- (b) A temporary employee scheduled for full-time or part-time work and who has completed six months of employment will be entitled to opt for vacation entitlement.

5.10 Applying for Positions

Temporary employees, provided they are qualified for the position, shall have the right to apply for any positions, as outlined in clause 17.2(a), and shall be given preference over external candidates, subject to all the conditions of this Agreement. Temporary employees shall be entitled to access the Union Observer for posted positions upon request as provided for in clause 17.6.

5.11 Leave and Jury Duty

Temporary employees are entitled to pregnancy leave, parental leave, family responsibility leave, compassionate care leave and jury duty as provided by the *Employment Standards Act*.

5.12 Bereavement

Temporary employees are entitled to bereavement leave as provided by Clause 9.2.

5.13 Shift Assignment Procedure

- (a) Temporary employees, who have accumulated seniority as outlined in clause 5.2, will be scheduled to work available shifts within each layoff and recall unit outlined in Article 18 in order of seniority and provided the temporary employee is qualified to carry out the work which is available.
- (b) Temporary employees must make themselves available to work during the Prime Time Vacation Period outlined in clause 8.4(a)(ii). Temporary employees who are not available to work during the Prime Time Vacation Period will lose their seniority for the purpose of recall except if unavailability is due to one of the circumstances outlined in 5.13(f).
- (c) Notwithstanding (b) above, temporary employees who have completed six months of employment may schedule up to three weeks of unavailability during the Prime Time Vacation Period. This scheduling may only be done after the temporary coverage has been arranged for prime time vacation relief and regularly scheduled days off.
- (d) The BCGEU shall notify temporary employees, in seniority order, within each layoff and recall unit outlined in Article 18 as shifts become available.

In the case of notification of available work during the Prime Time Vacation Period temporary employees will be notified, in seniority order, after March 15th of each year pursuant to clause 8.4(a)(ii).

Temporary employees shall notify Human Resources within two working days after being offered the available work of their acceptance of the available work.

Consequently, the employer shall provide temporary employees with as much notice as possible of previously scheduled shifts being rescinded.

- (e) Temporary employees may also be called-in for emergency shifts. An emergency shift is a shift which occurs unexpectedly.

- (i) If a temporary employee is called about an available emergency shift and there is either no answer or there is a busy signal, the telephone number will be called a second time after 5 minutes.
 - (ii) If there is still no answer or a busy signal, the next most senior temporary employee within that unit will be called and offered the shift.
 - (iii) The first temporary employee, in seniority order, who can be contacted will be offered the available emergency shift.
- (f) Temporary employees who become unavailable for a scheduled shift for which they have accepted will lose their seniority for the purpose of recall, except in the following circumstances:
- (i) absence on a WCB claim, when such claim is made while employed by the BCGEU;
 - (ii) maternity or adoption leave;
 - (iii) bereavement; such leave shall not exceed five days;
 - (iv) illness or injury; proof of illness or injury may be required if the absence is greater than five days;
 - (v) illness of, or inability to obtain child care for a dependent child, where there is no one other than the employee at home who can care for the child. Proof of illness or inability to obtain childcare may be required if a pattern of consistent absence is developing. Such leave will not exceed two days;
 - (vi) jury duty;
 - (vii) medical, dental appointments;
 - (viii) approved leave under clause 5.9(b).

5.14 Retired Employees for Temporary Employment

The BCGEU may utilize retired employees for temporary employment opportunities. Such employees will be governed by Article 5 of the Collective Agreement. However, retired employees shall not accrue temporary seniority as per Article 5.3 and not be entitled to recall rights as per Article 5.5.

The parties further agree that the use of retired employees is not intended to replace or supplant existing temporary employees and shall only be utilized where no other temporary employees are available to perform work.

5.15 Temporary Employee Removal

If a temporary employee has not worked any shifts in 24 months, they will be removed from the temporary employee list.

ARTICLE 6 - HOURS OF WORK AND OVERTIME

6.1 Hours of Work

- (a) The regular work day shall consist of eight continuous hours, excluding lunch periods, to a total of 32 hours per week. The standard hours of operation are from 8:30 a.m. to 5:00 p.m. With approval and subject to operational requirements, an employee may be permitted to commence work at 7:30 a.m., 8:00 a.m. or 9:00 a.m. at headquarters (includes Fraser Valley Area Office, Lower Mainland Area Office and Victoria Area Office). Temporary employees (except as outlined in clause 6.3) will work 8:30 a.m. to 5:00 p.m.
- (b) The standard lunch period shall be one-half hour at or near the midpoint of the work day. With approval and subject to operational requirements, an employee may be permitted to have a one hour lunch period at or near the midpoint of the work day. An employee will not normally be scheduled to work past 5:30 p.m.
- (c) The BCGEU may request an employee to vary their start time or lunch period as provided by (a) and (b) above. Such variance will only be implemented by mutual agreement.
- (d) The scheduling of varied start times, coffee breaks or lunch periods will be done on a departmental or area basis. Where there are more expressions of interest for variations to standard hours in a department or area than is operationally feasible, priority will be given in order of seniority.
- (e) The position of Switchboard Operator will be restricted to the standard hours of operation.
- (f) IT Services will be considered distinct for operational requirements and hours of work shall be scheduled to provide maximum coverage from 8:00 a.m. to 5:30 p.m.

6.2 Work Schedules

- (a)
 - (i) The work week for regular full time employees shall be 32 hours, consisting of four days, between Monday to Friday inclusive with Monday, Wednesday or Friday as the day off.
 - (ii) The day off may be any day of the week for employees hired as regulars after January 26, 2005 or where mutually agreed with the employee.
- (b) Employees hired prior to October 19, 1979, will be given either a Monday or Friday as their regular day off.
- (c) Two weeks notice shall be given if the BCGEU or an employee wishes to change an employee's regular day off. The BCGEU reserves the right to deny an employee's request for a change of day off based on operational requirements. This two weeks notice may be waived by mutual agreement.

- (d) Flextime is an hours of work arrangement which may be used for offsite bargaining. Employees on approved flextime can choose their starting and finishing times each day as well as their day off each week in order to get the work done. Overtime applies after eight hours worked in a day or on a day of rest.

6.3 Temporary Employees

- (a) A temporary employee may be scheduled to work less than the hours of work outlined in clause 6.2, between Monday to Friday inclusive.
- (b) Temporary employees hired to replace in regular established positions shall work 32 hours, consisting of four days, between Monday to Friday inclusive.
- (c)
 - (i) Temporary employees hired to work in other than regular established positions that are posted with an expected duration of three months or more, shall work 32 hours, consisting of four days, Monday to Friday inclusive.
 - (ii) With the exception of (i) above, temporary employees hired at Headquarters to work in other than regular established positions, may be scheduled to work 32 hours per week, consisting of five days, Monday through Friday inclusive.
- (d) The BCGEU will endeavour to offer overload and special project work to qualified existing temporary employees not currently in an assignment on the basis of seniority prior to offering work to new temporary employees.

6.4 Rest Periods

- (a) For employees working six and one-quarter to eight hours per day, two 15 minute rest periods away from their work station shall be provided without loss of pay; one in the morning and one in the afternoon.
- (b) For employees working four to six hours per day, one 15 minute rest period away from their work station shall be provided without loss of pay during the shift.

6.5 Overtime Compensation

All overtime requires pre-approval by their Director or Executive Director and will be paid as follows:

- (a) All time worked before or after the regularly established working day shall be considered as overtime and paid at the rate of 200 % of the employee's prorated hourly rate.
- (b) All time worked on an employee's days of rest or on a statutory holiday, as provided in Article 7 or on a day granted in lieu thereof, shall be considered as overtime and paid at the rate of 200% of the employee's prorated hourly rate.
- (c) Employees who are called in during regularly scheduled days off or vacations, or who are called back to work outside the regular working day, shall receive a minimum of four hours pay at overtime rates, provided the employee reports for such work.

- (d) All time spent travelling to and from work shall be considered as time worked for the purpose of this section for an employee who is called back to work outside the regular working day.
- (e) Notwithstanding the foregoing, the BCGEU recognizes that there are emergencies which can arise where it may not be possible for the employee to obtain prior authorization to complete the emergency work. In such situations, the employee may perform the emergency work and submit for overtime after the work has been completed. Approval will be granted in such circumstances unless the BCGEU determines that the work was not of an emergency nature.

6.6 Overtime Meal

All employees requested to work in excess of two hours overtime immediately before or after the regular work day shall be allowed a one-half hour paid meal period at the regular prorated hourly rate of pay. If a meal is not provided, a meal allowance will be given if such overtime is in excess of two hours. The meal allowance will be in accordance with the BCGEU Financial Policy.

The meal period may be taken before, during or after the overtime work as may be appropriate and mutually agreed.

6.7 Distributing Overtime

Overtime shall be on a voluntary basis. First refusal shall be given to the employee(s) who normally performs such work. If refused, the overtime shall be divided among the employees who are willing and qualified to perform the work.

6.8 Banked Overtime

Employees who work overtime may elect to take time off in lieu of overtime pay but such time off must be taken at a time mutually agreed upon with the BCGEU. The length of time off with pay shall be equal to the straight-time equivalent to the overtime earnings.

Time off in lieu of overtime pay may be accumulated to a maximum of 96 hours. All hours in excess of 96 hours will be paid out at overtime rates.

6.9 No Overtime Pay Reduction

Paid sick leave or extended sick leave shall not reduce overtime pay earned during a regular work day or work week during which such sick leave occurred.

6.10 Overtime for Employees Working Part-Time Hours

Regular part-time and temporary employees working less than the normal hours per day of a full-time employee, and who are required to work longer than their regular work day, shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the work day. Regular overtime rates shall apply after the normal hours in the work day and for all work performed on an employee's day of rest or on a statutory holiday.

6.11 Reporting of Overtime

An employee working overtime must submit a fully completed overtime form within five working days of the overtime being worked.

ARTICLE 7 - STATUTORY HOLIDAYS

7.1 Statutory Holidays

The BCGEU agrees to provide all regular employees with the following statutory holidays, without loss of pay.

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
<u>Floating Holiday</u>	Christmas Day
Victoria Day	Boxing Day
Canada Day	New Year's Eve
British Columbia Day	

and any other day that may be stated a legal holiday by the Provincial, Civic and/or Federal Government. The BCGEU further agrees that should one of the above statutory holidays fall on either a Saturday or a Sunday, and no other day is proclaimed in lieu thereof, the employee shall receive an additional day or days off (or half day), without loss of pay, to be taken the working day preceding the holiday or the working day succeeding the holiday or at a time mutually agreed by the BCGEU and the employee.

Should the BCGEU close its offices between Christmas Day and New Year's Day, this period will be recognized as time off without loss of pay.

Subject to approval based on operational requirements, employees may substitute a more culturally significant day off for Good Friday, Easter Monday, Victoria Day, Canada Day, or Christmas Day. Approval shall not be unreasonably withheld.

The floating holiday shall be scheduled as per the process in Article 8.4.

7.2 Weeks with Statutory Holidays

- (a) Should one of the above statutory holidays fall on a normal work day, all employees shall be required to work the remaining normal work days in the work week.
- (b) All regular employees working the four-day week shall receive one day's basic pay at straight time for each statutory holiday or days in lieu of, listed in clause 7.1 above.
- (c) Based on operational requirements, subject to approval, an employee may opt to take their regular scheduled day off without pay, within a week containing a Statutory Holiday. Employees exercising this option must notify Human Resources thirty (30) days or more prior to the Statutory Holiday in question.

ARTICLE 8 - ANNUAL VACATIONS

8.1 Annual Vacation Entitlement

(a) *Vacation Years One to Five*

- (i) During the first 12 months service a regular employee shall earn 96 working hours paid vacation.
- (ii) Upon completion of six months service an employee shall be entitled to take all earned paid vacation entitlement or any portion thereof. Such vacation shall be deducted from the total earned entitlement for that year.
- (iii) Payment for vacation in (i) and/or (ii) above shall be the employee's basic pay at the time vacation is taken or six % of gross earnings for the period in which vacation was earned, whichever is greater.

(b) *Vacation Year Six*

Each regular employee who completes five years service shall earn 128 working hours paid vacation.

(c) *Vacation Year Seven and Above*

For each completed year of service in excess of five years, each regular employee shall receive eight working hours additional paid vacation to a maximum of 224 hours.

Vacation Year	Vacation Days	Vacation Hours
1 - 5	12	96
6	16	128
7	17	136
8	18	144
9	19	152
10	20	160
11	21	168
12	22	176
13	23	184
14	24	192
15	25	200
16	26	208
17	27	216
18 and thereafter	28	224

(d) *Year of Retirement*

Regular employees shall be entitled to full vacation entitlement in the year they retire.

(e) *Payment for Vacation Entitlement*

Payment for vacation entitlements outlined in clauses 8.1(b) and 8.1(c) shall be:

- (i) 128 and 136 hours – 8 % of gross earnings for the period in which vacation was earned or basic pay whichever is greater.
- (ii) 144 and 168 hours inclusive – 10 % of gross earnings for the period in which vacation was earned or basic pay, whichever is greater.
- (iii) 176 hours and over – 12 % of gross earnings for the period in which vacation was earned or basic pay, whichever is greater.

Effective January 1, 1995 it is understood that gross earnings does not include overtime payments, vacation bonus or payments made in the previous calendar year under this Article.

8.2 Vacation Bonus

- (a) At the start of each new taxation year a regular employee shall receive a vacation bonus equal to four percent of basic salary received in the preceding taxation year. At the BCGEU's discretion, employees may be allowed to take paid time off equivalent to four percent of basic salary received in the preceding taxation year in lieu of the four percent vacation bonus. The vacation bonus shall be payable on the first pay date following January 31st.
- (b) Employees shall have the option of having the vacation bonus deposited directly into an RRSP account.
- (c) Upon termination, an employee shall be paid the vacation bonus on basic salary received from January 1st to termination date.
- (d) The employee shall make a written request five working days prior to the desired time off. Written confirmation from the BCGEU will be given within three working days after the receipt of the employee's request.
- (e) If the desired time off falls within the prime time vacation period, employees must submit their written request pursuant to clause 8.4(b).

8.3 Proration of Vacation Entitlement

Effective January 1, 2003, vacation entitlement shall not accrue for periods of unpaid leave of absence in excess of 160 hours at any one time or for periods of sick leave in excess of 320 hours at any one time, unless otherwise stated in this collective agreement.

8.4 Definitions and Scheduling

- (a) *Definitions:*
 - (i) *Vacation Year* - a vacation year shall be the calendar year commencing January 1st and ending December 31st.
 - (ii) *Prime Time Vacation Period* - vacation scheduled during the period June 1st to and including the Labour Day Weekend, and the week immediately preceding December 25th.

- (iii) *Vacation Schedule* - vacation which has been scheduled and approved for the prime time vacation period.
- (b)
- (i) Employees will be provided with their vacation entitlement for the vacation year by January 31st. Employees must submit their vacation requests for the prime time vacation period by March 1st. The approved vacation schedule, as defined in clause 8.4(a)(iii) will be posted by March 15th.
 - (ii) Every effort will be made to allow employees to take vacation at a time of their choice. Where it is not possible to accommodate all staff in their choice of vacation time, senior employees will be given preference in the selection of vacation periods where the employee takes it in one unbroken period.
 - (iii) Employees wishing to split their vacations during the prime time vacation period, shall exercise seniority rights in the choice of the first vacation period. Such seniority shall prevail in the choice of the second vacation period but only after all other first vacation periods have been selected. Such seniority shall prevail in the choice of subsequent vacation periods in like manner.
 - (iv) For vacation requests for periods of time other than those falling within the prime time vacation period, the employee shall make a written request at least 10 working days prior to the vacation time desired. Written confirmation from the BCGEU will be given within five working days after receipt of the employee's written request.
 - (v) Requests for vacation, submitted by employees prior to the vacation schedule being posted, for time off which falls within the prime time vacation period, shall be considered their first choice pursuant to clause 8.4(b)(iii).
- (c) An employee who does not exercise their seniority rights by March 1st of each year shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.
 - (d) An employee may carry over one week's vacation leave per year for three consecutive years, up to a maximum of three weeks.
 - (e) All vacations, once approved, shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the BCGEU.
 - (f) Subject to scheduling requirements, employees shall be granted their vacation in consecutive weeks when requested.

8.5 Displaced Vacation

When an employee is qualified for sick leave, bereavement, or any other approved leave with pay 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.

The employee shall notify Human Resources as soon as possible and in the case of illness, the employee shall provide a medical certificate upon return to work.

8.6 Borrowing Vacation

Employees with three years or more seniority shall be allowed to borrow up to an additional one weeks vacation not yet earned, pursuant to the following conditions:

- (a) the additional time must be scheduled pursuant to clause 8.4.
- (b) all vacation entitlement (including carryover pursuant to clause 8.4(d)), must be scheduled and used;
- (c) this option can only be exercised by an employee once every two years.

ARTICLE 9 - LEAVE OF ABSENCE

9.1 Maternity, Adoption and Parental Leave

An employee shall qualify for maternity, adoption and parental leave upon completion of the initial probation period.

- (a) *Maternity and Adoption Leave*
 - (i) An employee is entitled to leave of up to 17 consecutive weeks without pay.
 - (ii) An employee shall notify the BCGEU in writing of the expected date of the birth. Such notice will be given at least 10 weeks prior to the expected date of birth.
 - (iii) The period of leave may commence up to thirteen weeks prior to the expected date of birth but shall commence no later than six weeks prior to the expected date of birth.
 - (iv) The commencement of leave at six weeks prior to the expected date of birth may be deferred for any period approved in writing by a duly qualified medical practitioner or registered midwife.
 - (v) An employee, upon production of appropriate documentation, is entitled to adoption leave without pay of up to 17 weeks following the adoption of a child.
 - (vi) If an employee intends to commence maternity leave between thirteen and six weeks prior to the expected date of birth, an employee shall notify the BCGEU in writing at least four weeks before the employee proposes to begin maternity leave.
- (b) *Parental Leave*
 - (i) Upon written request, an employee shall be entitled to opt for either standard parental leave of up to 37 consecutive weeks without pay or extended parental leave of up to 63 consecutive weeks without pay.
 - (ii) Where both parents are employees of the BCGEU, they shall each qualify for up to 37 weeks or 63 weeks of parental leave depending on their choice of either standard parental leave or extended parental leave.

- (iii) Such written request pursuant to clause 9.1(b)(i) above must be made at least four weeks prior to the proposed leave commencement date.
- (iv) Leave taken under this clause shall commence:
 - (i) in the case of a birth parent, immediately following the conclusion of leave taken pursuant to clause 9.1(a);
 in the case of the other parent, immediately following the birth or placement of the adoptive child.
 - (ii) The commencement of the leave taken pursuant to (i) or (iii) above may be deferred by mutual agreement. Such agreement shall not be unreasonably withheld. However, the leave must begin:
 - (a) within a 52 week period after the date of birth or placement of the adoptive child for employees who choose standard parental leave; or
 - (b) 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.

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

(c) *Maximum Combined Entitlement*

An employee's combined entitlement to leave pursuant to 9.1 (a) and 9.1 (b) is limited to fifty-two (52) weeks for those who opt for standard parental leave or seventy-eight (78) weeks for those who opt for extended parental leave.

(d) *Benefit Waiting Period and Allowance*

- (i) Where an employee is entitled to take leave pursuant to 9.1(a) and/or 9.1(b) and is required by Employment Insurance to serve a one week waiting period for Employment Insurance Maternity or Parental benefits, the employee is entitled to a leave of one week without pay immediately before leave pursuant to 9.1(a) and 9.1(b) as the case may be. This leave is for the express purpose of covering the Employment Insurance benefit waiting period.
- (ii) An employee who qualifies for and takes leave pursuant to this clause shall be paid a leave allowance equivalent to one week at 85% of the employee's basic pay.
- (iii) An employee who qualifies for and takes leave pursuant to 9.1 (a) and 9.1 (b) 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.

(e) *Maternity Leave Allowance*

- (i) In order to receive the Maternity Leave allowance, the employee must provide to the BCGEU, proof that they have applied for and are 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 leave allowance. An employee who qualifies for maternity leave pursuant to clause 9.1(a), shall be paid a maternity leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan.
- (ii) Pursuant to the Supplemental Employment Benefit (SEB) 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.

(f) *Parental Leave Allowance*

- (i) In order to receive the Parental Leave allowance, the employee must provide to the BCGEU 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. An employee who qualifies for parental leave pursuant to clause 9.1(b), shall be paid a parental leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan.
- (ii) Pursuant to the Supplemental Employment Benefit (SEB) Plan, for those who opt for standard parental leave, and subject to leave apportionment pursuant to clause 9.1(b)(ii), 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 BCGEU, the employees shall determine the apportionment of the 35 weeks standard parental leave allowance between them.
- (iii) If an employee opts for extended parental leave under Clause 9.1(b)(i), the maximum amount payable shall be equal to that they would have received under Clause 9.1(f)(ii) but shall be divided into up to 63 weekly payments. Weekly payments shall not exceed the weekly amount the BCGEU would have paid to the employee had they opted for the standard parental leave period.

- (g) An employee who returns to work after the expiration of leave pursuant to this Article, shall retain the seniority they had accrued immediately prior to commencing leave and shall be credited with seniority for the period of time covered by the leave.

- (h) If an employee maintains coverage for medical, extended health, dental and/or group life (employer paid amount only), the BCGEU agrees to continue paying the full cost of these premiums.
- (i) On return from leave, an employee shall be placed in their former position. Should the former position no longer exist, an employee shall be placed in a position of equal rank and basic pay.
- (j) Maternity leave for employees on their initial probation period shall be in accordance with the Employment Standards Act.
- (k) If an employee does not return to work on the pre-arranged date or upon the expiration of any leave granted pursuant to this Article and remain in the employ of the BCGEU for a period equivalent to the leave, the BCGEU may recover monies paid under this Article.

9.2 Bereavement Leave

- (a) In the case of bereavement in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at the basic pay rate from 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 working days.

Where the disposition of remains occurs outside the province, an employee shall be entitled to an additional two days special leave to attend the funeral.

- (b) Immediate family is defined as an employee's parent, step-parent or foster parent, spouse, common-law spouse, fiancé, child, step-child or foster child, sibling, parent-in-law, grandparent, grandchild, chosen family and 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 child-in-law or sibling-in-law the employee shall be entitled to special leave for three days for the purpose of attending the funeral. At the request of the employee, up to three days special leave will be considered to cover other individuals not listed above on a case-by-case basis. These may be taken non-consecutively over a 60 day period.
- (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.

9.3 Special Leave

Any regular employee not on leave of absence without pay shall be entitled to special leave at their basic pay rate for the following:

- (a) Attending wedding of the employee's child – one day
- (b) Birth or adoption of the employee's child – one day
- (c) Attending to:

- (i) serious household emergency;
- (ii) serious domestic emergency;
- (iii) serious personal emergency,
which includes immediate family - up to one day per occurrence
- (d) Attend their formal hearing to become a Canadian citizen – one day
- (e) Attend funeral as pall-bearer or mourner - one half day per occurrence
- (f) Moving household goods and effects – one day per occurrence. *(This leave provision can only be exercised twice in one year.)*
- (g) Marriage of employee – three days
- (h) 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 – three days per calendar year *(this may be used in one half shift increments)*.
- (i) Court appearance for hearing of employee's child – one day.
- (j) Child custody hearing – one day per calendar year.

Two weeks notice is required for leave under subsections (a), (d), (f) and (g).

For the purpose of determining eligibility for special leave under (f), an employee will qualify if they are changing their place of residence and such day is their regular working day.

9.4 Family Illness Leave

- (a) In the case of illness or hospitalization of an immediate member of the family of an employee where there is no one other than the employee at home who can provide for the needs of the ill person, the employee shall be entitled, after notifying the BCGEU, to use up to four days for any one illness, substantiated by a doctor's certificate if required by the BCGEU.
- (b) Family illness leave may be utilized to take dependents to medical and dental appointments that cannot be scheduled on the employee's regularly scheduled day off.
- (c) In the case of illness or hospitalization of an employee's dependent parent who does not permanently reside in the employee's household but for whom the employee is the primary caregiver and when no alternative caregiver is immediately available, an employee shall be entitled to use up to a maximum of two days paid leave at any one time for this purpose.
- (d) Family illness leave shall apply to non-custodial children in the care of the employee.

9.5 Maximum Entitlement

Leave granted under clauses 9.3 and 9.4 shall not exceed 72 hours per calendar year, prorated for the first and last partial years.

9.6 Transition Leave

The BCGEU will grant an employee up to 8 weeks of leave with pay for medical procedures required during the transition period, available for each gender affirming surgical procedure and revision.

9.7 General Leave

- (a) A regular employee may apply for and where possible receive up to one year leave of absence without pay for emergency or unusual circumstances. Permission for such leave must be obtained from the BCGEU in writing and will not be unreasonably withheld.
- (b) Where operational requirements permit, a leave of absence without pay, up to one year, may also be granted for any other reason in which case approval shall not unreasonably be withheld. If such leave is granted, it will only be granted to employees who have two or more years of seniority and who have exhausted all vacation entitlement, (including carryover pursuant to clause 8.4(d), and vacation bonus compensation pursuant to clause 8.2(a) for that calendar year.
- (c) Where operational requirements permit, a leave of absence without pay, up to one year, shall be granted for an employee to personally care for an aging parent(s). If such leave is granted, it will only be granted to employees who have two or more years of seniority.
- (d) Should the employee wish to return to work earlier than their original expected date of return they will provide the BCGEU with notice as follows:
 - (i) less than six months leave – two weeks
 - (ii) more than six months leave – one month
- (e) All benefits pursuant to this collective agreement will cease on the first day of the calendar month following the commencement of the leave.
- (f) Employees on a general leave may elect to maintain monthly health and welfare benefit premiums. If an employee does not elect to maintain monthly health and welfare benefit premiums, they may be subject to a requalifying period.

9.8 Jury Duty

Employees summoned to jury duty shall be paid wages amounting to the difference between the amount paid them for jury service and the amount they would have earned had they worked on such days. Employees on jury duty shall furnish the BCGEU with such statements of earnings as the Courts may supply. Employees shall return to work within a reasonable period of time. They shall not be required to report if less than two hours of their normal shift remains to be worked. Total hours on jury duty and actual work on the job in the office in one day, shall not exceed the normal working hours for purposes of establishing the basic work day. Any time worked in the office in excess of the combined total of the normal working hours, shall be considered overtime and paid as such.

The above provision shall also apply to an employee subpoenaed as a witness in a court action provided such action is not occasioned by the employee's private affairs.

9.9 CLC Winter School Leave

The BCGEU shall grant paid leave of absence equivalent to one week per calendar year for one member of the bargaining unit to attend the CLC Winter School. The Union member attending the Winter School shall be determined by the bargaining unit and leave will be granted subject to operational requirements.

9.10 Family Care Leave

Subject to operational requirements, a regular employee with a minimum of two years seniority, shall be granted leave without pay for the personal care and nurturing of the employee's pre-school age children or an aging parent(s) in accordance with the following conditions:

- (a) an employee shall notify the BCGEU in writing as far in advance as possible but not less than four weeks in advance of the commencement date and duration of such leave, unless because of an urgent or unforeseeable circumstance such notice cannot be given;
- (b) leave granted under this clause shall be for a minimum period of six months;
- (c) the total leave granted under the clause shall not exceed five years during an employee's total period of employment with the BCGEU;
- (d) an employee on leave of absence under this article shall not accrue seniority for the period of the leave. Seniority earned prior to the leave shall be reinstated upon completion of a six month period of re-employment;
- (e) notwithstanding clause 17.2, an employee shall return to work in the first available vacancy for which they are qualified at their former category level or a lower category if they so choose. An employee shall have the option of being placed into an available temporary vacancy until a regular position becomes available. When filling a temporary vacancy, temporary terms and conditions shall apply.
- (f) all benefits pursuant to this collective agreement will cease for the period of the leave;
- (g) an employee shall give the BCGEU a minimum of one month's notice should they choose to amend the duration of the leave as indicated in (a) above;
- (h) an employee must not engage in remunerative employment during the period of leave.

9.11 Leave for Medical or Dental Appointments

An employee will be allowed leave of absence with pay for medical or dental appointments that cannot be taken on a regularly scheduled day off. Where excessive travel is required, up to one day may be utilized, with approval. Such leave for medical or dental appointments shall not exceed 24 hours in any calendar year.

9.12 Donor Leave

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

9.13 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 26 weeks for the purpose of providing care or support to a gravely ill family member at risk of dying within 26 weeks. Notwithstanding clause 16.6, there will be no interruption in the accrual of seniority and employees shall remain eligible for benefits provided for under Article 12 for eight weeks.

Note: It is understood that where an employee is on compassionate care leave and such leave ends due to the death of a family member for which bereavement leave is provided under clause 9.2, the bereavement leave shall commence at the beginning of the week following termination of compassionate care EI payments. There shall be no pyramiding of EI payments and bereavement leave with pay.

9.14 Leave of Absence for Political Office

- (i) Prior to seeking nomination for any elective political office, a staff member will meet with the President of the BCGEU for a comprehensive discussion of the implications of seeking the nomination. The President will advise the staff member of the likely effect, including possible reassignment that the member's plans would have on their present assignment.
- (ii) A staff member who is nominated as a candidate for Member of Legislative Assembly or Member of Parliament, or any local government or school board, will be granted leave of absence without pay from the date of nomination until the day following the election or a shorter period requested by the staff member.
- (iii) If a staff member is elected to Political Office as a Member of Legislative Assembly or Member of Parliament, leave without pay shall be granted for a full legislative term, and any succeeding terms. They shall return to the first available position for which they are qualified.
- (iv) If the staff member is unsuccessful and is not elected, they will return to active employment subject to relocation or reassignment of duties at the discretion of the BCGEU.
- (v) The staff member will suffer no financial loss if not placed in their original position and will be subject to red-circling upon return.
- (vi) If a staff member is elected to a political office requiring only part-time duties, they will be granted leave of absence without pay to attend to the essential duties of that role on an as-needed basis. BCGEU will require advance notice of ten (10) business days for such leave. If insufficient notice is provided, BCGEU may approve or deny the leave on the basis of operational requirements.

9.15 Domestic and Sexual Violence Leave

If an employee has been the subject of domestic or sexual violence, they are entitled to use up to a maximum of ten days paid leave at any one time for issues related to domestic violence.

ARTICLE 10 - WAGE INDEMNITY & LONG TERM DISABILITY

10.1 Entitlement

Employees shall be entitled to coverage for short-term illness and injury and long-term disability as outlined in this Article.

10.2 Wage Indemnity Plan

- (a) Employees will be entitled to coverage under a Wage Indemnity Plan providing a benefit up to one year at 100% of basic pay.
- (b) Coverage shall commence on the first day of illness or injury. Doctor's verification of illness will be required after five consecutive work days of illness.
- (c) The parties agree that the employees are aware of their right to 5/12 of the savings resulting from the BCGEU's Employment Insurance Premium Reduction as a result of the Wage Indemnity Plan, and that since the inception of the Wage Indemnity Plan the Method of Sharing has been to apply savings to offset the costs of the Wage Indemnity Plan.
- (d) In the event the carrier of the Wage Indemnity Plan requests from the employee a medical report or certificate, the cost of producing the medical report or certificate shall be borne by the BCGEU.

10.3 Reporting Sick Leave

- (a) The employee shall report illness to Human Resources and their Director as soon as possible of their inability to report to work because of illness or injury and shall make every reasonable effort to advise Human Resources and their Director of the date of return to duty.
- (b) An employee absent from work through illness or injury shall, within seven days from the initial day of absence, submit a fully completed sick leave application form. The BCGEU may request that a report from a qualified medical practitioner accompany the application for sick leave if the absence is over three working days. The BCGEU may also request a report from a qualified medical practitioner if it appears that a pattern of absence is developing. Any doctor's report or certificates requested by the BCGEU shall be paid by the BCGEU, upon the production of a receipt.
- (c) An employee is not eligible for sick leave with pay for any period during which they are on leave of absence without pay, under suspension, on strike, on layoff or locked out.

10.4 Long Term Disability Plan

- (a) Regular employees shall be entitled to coverage under a Long Term Disability Plan provided and paid for by the BCGEU. The Long Term Disability Plan shall provide 70% of basic salary to a maximum of \$6,500 per month.
- (b)
 - (i) Employees on long term disability will continue to be covered by group life, extended health, dental and medical plans.
 - (ii) Employees going on long term disability who, prior to commencing on the short term plan, had opted into the Public Service Pension Plan will continue to be considered an employee for the purpose of pension.
 - (iii) Employees will not be covered by any other portion of the agreement but will retain seniority rights should they return to active employment in accordance with clause 10.5.
- (c) In the event the carrier of the Long Term Disability Plan requests from the employee a medical report or certificate, the cost of producing the medical report or certificate shall be borne by the BCGEU.

10.5 Employee Status

- (a) A Long Term Disability recipient will retain employee status with the BCGEU during the first two years of long term disability, and shall accrue seniority during this period.
- (b) A LTD recipient who, at the end of the second year of long term disability, is certified by a physician as able to work, shall have the right to return to a position of equal rank and basic pay.
- (c) A LTD recipient not able to return to work at the end of two years of long term disability benefits may cease to be an employee of the BCGEU. Each case will be evaluated on its merits. However, health and welfare benefits will continue for the duration of the LTD claim.

10.6 Subrogation

Where an employee is entitled to make a wage loss claim against a third party for which the employee received or would receive benefits under this Article, the employee shall sign a reimbursement agreement with the Plan Administrator to be eligible for wage indemnity provided by clause 10.2.

ARTICLE 11 - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

11.1 Purpose

The purpose of the Employee and Family Assistance Program is to recognize that a wide range of problems can adversely affect an employee's performance and that the BCGEU has a responsibility to offer and provide assistance in helping resolve these problems in an effective and confidential manner at the earliest possible time.

11.2 Employer Assistance

The BCGEU will endeavour to assist an employee who recognizes the presence of the personal problem, either physical, social or mental, which is adversely affecting their job performance. For the purpose of this policy, "*personal problems*" will be identified with issues such as marital or legal difficulties, financial concerns, psychological/stress related situations, drug and alcohol abuse and so forth.

The cost of the agreed upon referral agent will be borne solely by the BCGEU.

11.3 Benefits

- (a) An employee will be considered absent due to illness and will receive the benefits for which they are eligible pursuant to the Collective Agreement when:
 - (i) they require time off from work for medical counselling or treatment appointments recommended by the referral agent, or
 - (ii) they are unable to work but are following a prescribed program of treatment, or
 - (iii) they are accepted into the program through a voluntary, Union, fellow employee or family referral.
- (b) An employee will continue to be eligible for benefits under (a) above so long as they are cooperating fully in following the prescribed course of treatment.
- (c) The BCGEU will be responsible for costs and expenses not normally covered by the medical and benefit plans which are associated with their treatment program such as actual costs of residential treatment for chemical dependency.

ARTICLE 12 - HEALTH & WELFARE BENEFITS

12.1 Medical Plan

The B.C. Medical Plan shall be made available to all regular employees and dependents desiring same. The BCGEU shall pay the full premium cost for the employee's coverage under such plan.

12.2 Dental Plan

A mutually agreeable dental plan shall be made available to regular employees and dependents, as presently defined in the Plan, desiring same. The premium costs shall be fully paid by the BCGEU. The plan shall provide the following benefits:

- Plan A: 100% coverage
- Plan B: 80% coverage
- Plan C: 80% coverage with a \$7,000 lifetime maximum per patient
Effective April 1, 2018, 80% coverage with a \$7,000 lifetime maximum per patient.
- Plan D: 50% to a maximum of \$4,000 lifetime.

The Union has agreed to allow the BCGEU to self insure.

12.3 Extended Health Care Plan

A mutually acceptable Extended Health Care Plan shall be made available to all regular employees and their eligible dependants at no cost to the employee.

This extended health care plan shall include, but not be limited to, the following:

- *Acupuncture* - \$200 per individual per year to a maximum of \$500 per family per year.
- *Chiropractor* - \$900 total can be used on a combination of any of the three services OR on any one of the following practitioners: chiropractor, podiatrist, and naturopath.
- *Orthopedic Shoes or Foot Orthotics* - one pair per every 2 years for adults and one pair every year for children.
- *Psychologist/Counsellor* - \$2400 per year. Registered clinical counsellors, Canadian Certified Counsellors, Registered Social Worker and Registered Therapeutic Counsellors are recognized in combination with registered psychologists.
- *Hearing Aids* - \$1,500 per ear, every four years for adults; \$1,000 per ear, every two (2) years for children, no deductible, 100% payment.
- *Vision Care* – shall be \$1500 per 24 months with no change in the deductible portion.
- Employees will have the option of applying up to \$1500 of the vision care benefit to the cost of laser eye surgery instead of eye glasses or contact lenses within a 24 month period. This option may be used once.
- *Registered Massage Therapy* – to a maximum of \$2000 per calendar year.
- *Prescription Drugs* – 100% coverage. An employee/carrier identification card will be provided to permit point of sale prescription drug reimbursement.
- Coverage for tetanus, rubella, polio, measles, hepatitis A, B, and C, influenza, shingles, HPV and Covid related inoculations.
- Coverage for contraceptives for reimbursement of prescriptions.
- Coverage for PSA testing as required by physician.
- Maximum \$3,000,000 for active employees.
- Travel Medical Emergency Insurance
- Terminal Illness and Advance Payment

An advance payment of up to \$50,000 or 50% of the Group Life insurance, whichever is less, is available to eligible employees.

- See pamphlet for details of other coverage.
- Where applicable, premium costs shall include coverage for the employee's spouse and/or dependants.

12.4 Group Life Insurance

(a) Group Life (B.C. Government) Plan – two times annual salary.

(b) Group Life and Dependant Life (BCGEU) Plan – one times annual salary, to include funeral costs for partners and dependant children and optional coverage. Spouses will be entitled to purchase Group Life under this section at no cost to the BCGEU.

(c) Group AD&D Insurance (Union Business Travel) Policy

- Loss of Life \$100,000
- Supplementary Medical Expense \$2,500
- Temporary Total Disability \$150/per week

12.5 Medical Referral Travel and Accommodation Benefits

The BCGEU will provide the following Medical Referral Travel and Accommodation Benefits for employees:

(a) *Travel Benefit*

- (i) Transportation by scheduled air, bus or rail or equivalent self-transportation to and from the nearest locale equipped to provide the treatment required, when ordered by the attending physician or surgeon because, in their opinion, adequate treatment is not available locally.
- (ii) Said transportation will not normally be provided to points beyond Vancouver, B.C. Reimbursement for transportation to a locale outside of B.C. will be limited to the lesser of:
 - (i) the actual amount for such transportation, or
 - (ii) the amount which would have been paid if similar transportation were taken to Vancouver, B.C.
- (iii) Transportation of an attendant for the patient being transported under (a) above, when ordered by the attending physician or surgeon.
- (iv)
 - (1) Accommodation and expenses in a commercial facility to a maximum of \$175 per day to a maximum of seven days.
 - (2) Accommodation expenses at a BC Cancer Agency's treatment centre for the duration of treatment.
 - (3) Accommodation expenses at a family care centre to a maximum of \$750 per trip.

- (4) Accommodation expenses for an adult attendant when required on a referral up to a maximum of seven days at \$175.00 per day.
 - (5) Meal expenses for the employee and attendant.
 - (v) Cab/bus fares or car rental to and from the airport in the region, between the destination airport and accommodation and/or location of treatment, up to a maximum of \$300 per trip.
 - (vi) When referred by the BCGEU or family physician of an employee participating in the Employee and Family Assistance Program, the cost of transportation and expenses as in (i), (ii), (iii) and (iv) in reference to an approved alcohol and drug rehabilitation institute, shall be reimbursed.
- (b) *Payment of Benefits*

It is a condition for payment of benefits that the employee shall submit a completed claim form, receipts, and a referral card from the specialist or the attending physician or surgeon in respect of all eligible expenses, within 90 days of the date on which the expense was incurred.

Failure to submit claims within the 90 day period shall not invalidate any claim if the claim has been filed as soon as reasonably possible, and there were mitigating reasons for the delay.

(c) *Exclusions*

The following are not included in the aforementioned benefits: Expenses in respect of any injury, illness or condition for which care is provided, or hereafter may be provided, to the member or their dependents without cost, or at nominal charges by public authorities, or by a tax-supported agency, including services which are available under any *Workers' Compensation Act*, or by virtue of any statute, or from any government authority and expenses for which the Medical Services Plan of British Columbia is liable.

12.6 General Transition

The parties agree to the following general transition policy to cover transgender employees at work.

- (a) The parties will make every effort to protect the privacy and safety of trans workers at all times and during an accommodated transition.
- (b) Upon request by an employee, The BCGEU will update all employee records and directories to reflect the employee's name and gender change and ensure that all workplace related documents are also amended. This may include name tags, employee IDs, email addresses, organizational charts, health care coverage, schedules, and human resources documents. No records of the employee's previous name, sex, gender, or transition will be maintained unless required by law or as necessary to assist the employee's transition.
- (c) The BCGEU will provide safe washroom facilities to all trans workers. The parties recognize that a trans worker has the right to use the washroom of their lived gender, regardless of whether or not they have sought or completed surgeries or completed legal name or gender changes.

- (d) Health care benefit coverage for transition-related costs, and medical leaves of absence for transitioning employees, will be provided on the same terms as any other medical cost or leave.
- (e) Upon notification by an employee wishing to transition or in need of a gender support plan, or at the request of the Union, the BCGEU will work with the Union and the employee to tailor a transition or support plan to the employee's particular needs.
- (f) The BCGEU will put in place a group benefit plan with coverage for the costs of gender-affirming care, not covered by provincial health plans. This group benefit plan will cover the following:
- Breast augmentation/augmentation mammoplasty
 - Thyroid chondroplasty
 - Laryngoplasty
 - Permanent hair removal (laser or electrolysis) for pre-surgical areas
 - Hysterectomy
 - Vaginectomy
 - Salpingo-oophorectomy
 - Chest contouring/chest masculinization, other than liposuction/lipofilling
 - Implantation of penile and/or testicular prostheses
 - Permanent hair removal (laser or electrolysis) for excessive facial or body hair
 - Brow bone reduction/construction
 - Jawbone reduction/reshaping/contouring
 - Rhinoplasty, blepharoplasty and rhytidectomy
 - Liposuction of the waist
 - Gluteal augmentation (lipofilling or implants)
 - Chin and cheek augmentation
 - Chest contouring/chest masculinization including liposuction/lipofilling done to provide additional contouring
 - Pectoral implant

This plan will have a yearly maximum of \$15,000 and a lifetime maximum of \$40,000.

ARTICLE 13 - PENSIONS

13.1 Public Service Pension Plan

- (a) The BCGEU agrees to make the appropriate employer contributions required under the Public Service Pension Plan on behalf of regular employees who are eligible for coverage and who become contributors to the said Public Service Pension Plan. Enrolment in the Public Service Pension Plan shall be as required by Public Service Pension Plan Rules.
- (b) Employees who have reached maximum contributory service in the PSPP may make equivalent contributions to a Retirement Savings Plan and the BCGEU will match with equivalent contributions as those made to the PSPP for active plan members.

13.2 Retirement Allowance

Upon retirement, an employee who has completed 20 years of service with the BCGEU and who, under the provisions of the Public Service Pension Plan is entitled to receive a pension allowance 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.

The BCGEU will enrol the employee in the BCGEU's retiree dental plan to the end of the month in which they turn age 65.

13.3 Retirement Benefits

All employees who retire as per clause 13.1 shall receive premium subsidies for medical benefits while on PSPP benefits until age 65.

In no case will the BCGEU pay the premium for a benefit which is provided through one of the pension plans.

ARTICLE 14 - WAGES AND ALLOWANCES

14.1 Classification and Wages

Employees will be classified in accordance with the skills used and shall be paid not less than the minimum weekly or hourly rate for such classification in accordance with the table of categories as set forth in Appendix "A", which is attached hereto and made part of this Agreement.

14.2 New Positions

Any position not covered by Appendix "A", or any new position which may be established during the life of this Agreement, shall be subject to negotiations between the BCGEU and the Union.

14.3 Increment Entitlement

Employees shall progress automatically up the wage rate range for their classification in accordance with service in their position. Absence from work due to illness in excess of two months will not count as service towards an employee's next increment entitlement. Upon return to work an employee will become eligible for the increase by completing the service required.

14.4 Equal Pay

Where an employee has the necessary qualifications and proven their ability to handle the work, there shall be no discrimination between all employees in the matter of appointments to vacant positions or in salaries for such positions. The BCGEU recognizes equal pay for equal work.

14.5 Basic Pay Rate

Any employee working regularly on a combination of classifications shall be paid the basic pay rate of the highest classification worked.

14.6 Substitution Pay

- (a) An employee designated to substitute in or to perform the principal duties of a higher classification shall be paid at the higher basic rate for the period so employed. Designated substitutions shall be by seniority within the work units outlined in clause 18.10 and at Headquarters pursuant to clause 17.7 Substitution Procedure, provided the employee has the qualifications necessary to fulfill the duties of the higher job. This provision shall not apply for brief relief periods of less than one-half day except that if an employee is required to work at a higher classification on a recurring basis, i.e., each day, each week, or each month, the higher basic rate of pay shall apply as provided in clause 14.5 foregoing.
- (b) Payment for leave pursuant to Articles 8, 10 and 19 and clauses 9.2 and 9.3 will be made at the employee's basic pay rate, except that if an employee has been working in a higher classification for the majority of their regularly scheduled hours in the 60 days preceding their leave, the employee shall receive the higher rate.
- (c) Where vacation relief is required, the BCGEU will give qualified regular employees the opportunity to substitute in higher paying positions and at Headquarters, pursuant to clause 17.7 Substitution Procedure.

14.7 Minimum Hours

Any employee who is scheduled and reports for work shall be guaranteed a minimum of four hours pay.

14.8 Pay Days

All employees shall be paid by direct deposit on a bi-weekly basis on alternate Thursdays. If a statutory holiday falls on a Thursday which is designated as a pay day, the pay day shall be the preceding day.

14.9 Relocation Expenses

- (a) Regular employees who are required to move from one geographic location to another at the request of the BCGEU, and who meet the conditions of (b) below, shall be entitled to the following:
 - (i) *Initial Trip to the New Location to Seek New Accommodation* - The BCGEU shall grant, with no loss of basic pay, prior to relocation, at a time mutually agreeable to the BCGEU and the employee, up to five (5) days plus reasonable travel time, to an employee being relocated and shall reimburse the employee for travel expenses for the employee and spouse in accordance with the BCGEU Financial Policy.
 - (ii) the cost of moving their household effects and chattels up to a maximum of 8,165 kgs.;
 - (iii) legal fees to a maximum of nine hundred dollars \$900;
 - (iv) real estate mortgage penalties consisting of mortgage discharge fee to a maximum of \$75 and a mortgage payment penalty if any, and;
 - (v) hook up fees for utilities including sewer, water, power and cable to a maximum of \$200.

- (vi) reimbursement for cost of transporting one personal vehicle at the rate in accordance with the BCGEU Financial Policy.
- (b) The expenses provided for in (a) above shall be paid if the following conditions are met:
- (i) the employee has successfully completed their trial period;
 - (ii) the expenses are incurred and submitted to the BCGEU for payment within 12 months of the effective date of relocation, and;
 - (iii) the expenses are not reimbursed from another source including Employment Insurance or the BCGEU of another family or household member.

14.10 Computer Equipment Purchase

Regular employees, upon completion of the initial probationary period, shall be entitled to an advance once every three years for the purpose of purchasing personal computer equipment. The advance shall be issued to the employee upon submission of proof of purchase in the 30-day period prior to applying for the advance. The advance will not exceed the actual cost or \$2,500 whichever is lesser.

The advance shall be repaid to the BCGEU through payroll deduction at a minimum rate of \$100 per pay for 25 pay periods. The rate of repayment shall be established such that the entire advance is repaid at the end of the fiscal year in which the advance is issued to the employee.

If an employee's employment is terminated prior to complete repayment of the advance, the BCGEU shall deduct any amounts outstanding from any payments owed by the BCGEU to the employee.

14.11 Meal Allowance

Employees shall be entitled to receive meal allowances in accordance with the BCGEU Financial Policy when working away from their normal workplace.

14.12 Shift Premiums

The parties hereto agree as follows:

Definition of shifts and shift premiums

(a) *Identification of Shifts*

- (i) *Day shift* - all hours worked on any shift which starts between 6:00 a.m. and 9:00 a.m. inclusive;
- (ii) *Afternoon shift* - all hours worked on any shift which starts between 2:00 p.m. and 4:00 p.m. inclusive;
- (iii) *Night shift* - all hours worked on any shift which starts between 9:00 p.m. and 11:00 p.m. inclusive.

(b) *Shift Premiums*

- (i) 55¢ per hour for afternoon shift;
 - (ii) 65¢ per hour for night shift.
- (c) Where operational requirements necessitate the BCGEU to implement shifts, consultation will take place prior to such a change with the Union and the steward. Operational requirements would be defined as major contract negotiations or major disputes with an employer. Five working days notice will be given of any change in work schedules.

14.13 Senior Employee Recognition

In recognition of long service with BCGEU, employees with ten (10) years of service will be paid a one percent (1%) premium on all earnings, effective April 1, 2024.

ARTICLE 15 - CLASSIFICATIONS

15.1 Salary Protection

Any employee whose position is reclassified to one with the lower salary through no fault of their own, shall receive 50% of the negotiated salary increase applicable to the employee's new classification. This shall be known as the employee's "*out-of-line differential*". Such employee shall receive the full negotiated salary increase when the maximum salary of their classification equals or exceeds the salary which they are receiving.

15.2 Salary Determination

- (a) Where a new position is created or an existing position is substantially modified, the BCGEU will provide the Union with a new or changed job description. The Union and the BCGEU shall meet within 30 days to negotiate the salary for the new or substantially modified job if the Union does not agree with the salary established by the BCGEU.
- (b) If the BCGEU and the Union are unable to agree on a salary for the new or substantially modified job, the matter of the salary shall be referred to the dispute resolution mechanism below.
- (c) If the BCGEU creates a new administrative position that the BCGEU contends should be excluded from the bargaining unit, the parties shall meet and seek agreement. If no agreement is reached on whether the position is properly excluded from the bargaining unit, the Union may file an appeal as per Article 15.4 within 60 days of the position being filled.

15.3 Appeal of Current Duties and Salaries

Employees may bring any issues around their duties, responsibilities and ranking to the Joint Labour Management Committee. If the parties are unable to resolve the issues at the Joint Labour Management Committee, such issues may be referred to the dispute resolution mechanism below.

15.4 Classification Review Response Dispute Resolution Mechanism

If the Union and the BCGEU are unable to reach an agreement on new or a substantially modified position, or an issue referred pursuant to Article 15.2 (c) or 15.3 above, the matter may be referred to a Classification Referee within 30 days for a binding decision. The parties agree to Julie Nichols, Vicki Averill, Elaine Doyle, Dalton Larson and Ken Saunders as Classification Referees.

15.5 Classification – Administration Support

Note: All employees who as a result of the ranking system fall into a lower wage level, shall be green circled as long as they remain in their current position.

TEMPORARY EMPLOYEES (Level 1)

- *Temporary employees – overload work (e.g. filing, mail stuffing)*

TEMPORARY EMPLOYEES (MAIL CENTRE) (Level 2)

- *Temporary employees - Mail Centre Clerk: Duties may include processing mail, kit preparation, photocopying, answering phones, provide switchboard relief, operating office and mail centre equipment, typing lists, envelopes, memos and labels, keying in information, stuffing envelopes.*

ADMINISTRATION ASSISTANT (Level 3)

- Advocacy, HQ
- Communications, HQ
- HQ Float Pool
- Learning OH&S, HQ
- Member Benefits, HQ
- Organizing, HQ
- Negotiations, HQ
- WCB, HQ
- Area 01 – Victoria Area Office
- Area 03 – Lower Mainland Area Office
- Area 03 - Lower Mainland Area Office Float Pool
- Area 04 -Fraser Valley Union Centre
- Area 04 – Fraser Valley Union Centre Float Pool

Clerk

- Mail Centre, HQ
- Membership Records, HQ
- Receptionist, HQ

Duties may include maintaining files, statistics and records; answering general enquiries; receiving and distributing mail; operating switchboard; typing documents including forms, correspondence, agreements and reports from, handwritten or draft;; drafting replies to general correspondence; signing routine correspondence; making appointments and travel arrangements; taking minutes of meetings; maintaining files, logbooks, statistics and records; proofreading and correcting documents; operating office and mail centre equipment including photocopiers; updating and maintaining database information and producing reports; maintaining BCGEU website and calendars; responding to general enquiries and complaints.

SENIOR ADMINISTRATION ASSISTANT

(Level 4)

- Facilities, HQ
- Convention, Conference & Travel, HQ Senior Clerk
- Mail Centre, HQ
- Membership Records Clerk

In addition to the standard Administration support departmental duties other additional duties may include updating and maintaining database files; verifying rosters, maintaining security codes and assisting with area office codes; calculating strike pay and maintaining and keeping up to date some accounts in the mailroom; travel agent duties.

ADMINISTRATION ASSISTANT

(Level 5)

- Area 02 – North island Area Office
- Area 05 – Kamloops Area Office
- Area 06 – Cariboo Area Office
- Area 07 – Okanagan Area Office
- Area 08 – East Kootenay Area Office
- Area 09 – West Kootenay Area Office
- Area 10 – Peace River Area Office
- Area 11 – Prince George Area Office
- Area 12 – Northwest Area Office
- Convention, Conference & Travel, HQ
- Finance, HQ
- IT Services, HQ

Clerk

- Records Management, HQ

Librarian, HQ

Procurement Assistant, HQ

Shareholder Engagement Assistant, HQ

<p>*Note: Administrative Assistants/Clerks who are assigned to support a Component Executive Committee (term specific) *</p>

Duties may include compiling reports and statistical data; performing bookkeeping duties; typing documents including forms, call notes, correspondence, agreements and reports from handwritten or draft; replying to general correspondence for own or other signature; responding to general enquiries and complaints; setting up and maintaining records and files for a particular area, member referral to online resources.

CLERK

(Level 6)

- Finance, HQ

Regional Administrative Assistant

- Region 3
- Region 4

In addition to duties noted above at L3, Clerks' duties may include assigning non-routine work; monitoring and reporting performance problems; reassigning work to resolve conflicting priorities; monitoring training/orientation of new employees; circulating vacation schedules; reporting to supervising UWU representative; provides administrative support to Director and Assistant Coordinator in Regions 3 and 4.

SENIOR DEPARTMENTAL CLERK, IT APPLICATION/HELP DESK SUPPORT TECHNICIAN, EXECUTIVE

(Level 7)

IT Application/Help Desk Support Technician, HQ

Senior Departmental Clerk

- Area 01 – Victoria Area Office
- Area 03 – Lower Mainland Area Office
- Area 04 – Fraser Valley Area Office
- Advocacy, HQ
- Communications, HQ
- Learning & OH&S, HQ
- Member Benefits, HQ
- Membership Records, HQ
- Negotiations, HQ
- Organizing, HQ

Executive Administrative Assistant

Duties may include training staff on software programs and databases; providing PC and user support; assisting users with software applications, database and technical support; installing software and hardware.

SDC: In addition to duties noted above at L3, Senior Departmental Clerks' duties may include assigning non-routine work; monitoring and reporting performance problems; reassigning work to resolve conflicting priorities.

15.6 Job Descriptions and Review

- (a) The BCGEU is responsible for ensuring that job descriptions are current. In order to discharge this responsibility, the BCGEU shall carry out an annual review of all job descriptions and provide the Union with a copy of any changed job description.
- (b) If the BCGEU plans to post a position that has not been posted within the last two (2) years, the BCGEU will review the relevant job description and provide it to the Union prior to posting.

ARTICLE 16 - REGULAR SENIORITY

16.1 Seniority Defined

- (a) Seniority shall mean length of continuous service as an employee with the BCGEU and as a member in good standing of the Union including the seniority as provided in Clause 5.3.
- (b) Regular part-time employees will be credited with seniority on a pro rata basis in accordance with time worked.

16.2 Loss of Seniority

Regular employees shall lose their seniority only if they:

- (a) terminate employment with the BCGEU;
- (b) are discharged for just cause or terminated pursuant to proper application of this agreement;
- (c) are laid off for a period exceeding the specified recall period of one year.

16.3 Return to Bargaining Unit

- (a) An employee who terminates service with the BCGEU and subsequently returns shall be considered a new employee from the date of re-entering the unit for the purpose of determining seniority credit, except that 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 pension benefit contributions.
- (b) An employee who accepts a position with the BCGEU which is outside the MoveUP bargaining unit and who returns to the unit within one year shall continue to accrue seniority provided the MoveUP minimum dues are paid. Upon return to work, the employee shall be placed in their former position or in a position of equal rank and basic pay. The one year period may be extended by mutual agreement between the Union and the BCGEU.
- (c) The BCGEU agrees to notify an employee who accepts a position outside of the Union bargaining unit that, upon their return to the bargaining unit, their former position may not be available to them.

16.4 Seniority on Recall

An employee laid off and placed on the recall list under clause 18.5 will be credited with unbroken seniority upon recall within the recall period.

16.5 Seniority List

The BCGEU shall maintain a seniority list showing the seniority of each employee in the bargaining unit, including hire date, seniority date and classification. Such list shall be posted on the intranet and a copy sent to the Union office by January 31st and July 31st of each year.

- (a) The temporary employee seniority list shall be posted and distributed on the same dates as the regular employee seniority list, showing total recall hours to date.

16.6 Seniority for Periods of Leave

An employee on leave of absence under clause 9.7 shall not accrue seniority for periods of leave in excess of 30 calendar days, but shall retain seniority earned prior to that time upon return from such leave.

16.7 Bridging of Service

If a regular employee terminates and is re-employed as a regular employee, 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 three years of service seniority at time of termination;
- (b) the break in service shall be for no longer than six years;
- (c) the previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.

ARTICLE 17 - HIRING, PROMOTION AND TRANSFER

17.1 Rights

The Union recognizes the right of the BCGEU to hire, promote and transfer subject to the provisions of this Agreement and the right of the Union or the employee to grieve as provided in Article 24.

17.2 Vacancies/Transfers

- (a) Vacancies of a regular nature, positions of a temporary nature with an expected duration of three months or more, excluding trial periods, or new positions that are to be filled within the bargaining unit shall be posted in the office within which they occur for a period of five working days except where an employee on leave of absence under clause 9.10 meets the criteria as outlined in clause 9.10(e). The vacancy notice shall indicate the position classification. Copies of the posting shall be forwarded to the steward, the Union and all other work units outlined in clause 18.10.

- (b) Suitable regular employees applying from within the bargaining unit shall be given preference over outside candidates.
- (c) The BCGEU will not invoke a lateral transfer of an employee between offices as outlined in clause 18.10.
- (d) Notwithstanding (d) above, employees may either express an interest in a lateral transfer or may apply on a posting which would result in a lateral transfer. Such application(s) will be assessed pursuant to clause 17.5(a). It is clearly understood that the BCGEU retains the discretion to laterally transfer employees within offices without posting.

17.3 Appointment Letter

A letter of appointment shall be given to each new employee stating their employment status, classification and basic pay rate. A copy of this letter shall be forwarded to the steward and the Union.

17.4 Probationary Period

All new employees shall be considered probationary for the first six months of employment. The probationary period must be served in the position on which the applicant was successful, except by mutual agreement. Seniority will be effective from the first day of employment.

17.5 Promotions and Postings

- (a) Where feasible, employees will be interviewed during their regularly scheduled hours.
- (b) All job selections for positions which are posted shall be made on the basis of knowledge, skills, experience. All factors shall be weighted equally.
- (c) In the event knowledge, skills, and experience, are relatively equal, seniority shall be the deciding factor.
- (d) Upon promotion, an employee shall be paid the rate of the higher classification which recognizes the employee's maximum length of service with the BCGEU.
- (e) In order to enhance consistency of service to members, regular employees must complete 1 year of service in their current position.

This does not apply to application for promotional opportunities.

- (f) On written request, the BCGEU shall give an unsuccessful applicant, in writing, full reasons why the employee was not successful, no later than fourteen days after the request was made.

(g) *Trial Period*

An employee promoted to a higher classification or transferred to another position within the bargaining unit shall be working on a trial period for three months. Trial period for SDC position will be six months. Conditional on satisfactory service, the promotion shall become permanent upon completion of the trial period. Should the employee prove unsatisfactory in the position during the trial period, or be unable to perform the duties of the new classification, the employee shall be returned to their former position without loss of seniority and shall be paid their former salary plus any increments to which they may have become entitled had they not been promoted. Any other employee promoted or transferred because of the rearrangement of positions, shall also be returned to their former position and the foregoing seniority and salary policy shall apply.

(h) The employer will post the most recent job postings for all MoveUP positions on the BCGEU's intranet and shall maintain the BCGEU's intranet with the most up-to-date job postings thereafter. When job postings are revised, the new job posting will be copied to the appropriate MoveUP Executive Councillor.

17.6 Union Observer

The Union shall notify the Human Resources Department that a request for a Union Observer has been made as soon as possible after a posting closes. The President of the Union or their designate may sit as an observer on a selection panel, including panel deliberations for positions in the Union bargaining unit. The observer shall be a disinterested party. Leave with pay shall be granted for the attendance of an observer where no travel is required, if reasonable notice is provided. The BCGEU is not responsible for expenses incurred by the observer. The BCGEU will make a reasonable effort to coordinate interview scheduling with the Union Observer's calendar.

17.7 Substitution Procedure

Temporary vacancies of up to three months duration or trial period vacancies may be filled by a lateral transfer or by substitution in the vacancy by employees classified at a lower level.

In such cases, the senior qualified regular employee in the Director's department, within the next lower classification shall receive the first opportunity. If declined, the next senior qualified employee in the classification and department shall have the opportunity. If declined by all senior qualified employees in the classification and department, the opportunity will be given to the next most senior qualified employee within the next lower classification and so on.

Where no one qualified in the department is interested in the substitution opportunity, the same procedure will be followed amongst employees in other departments in the same geographic location.

In the Executive area, substitution opportunities will be given to employees within the respective Executive Director's departments.

ARTICLE 18 - LAYOFF AND RECALL

18.1 Pre-Layoff Canvass

In the event that it is necessary to issue a layoff notice, the Union shall be notified at the same time as layoff notice is provided to staff affected. The purpose of this notice is to provide the BCGEU and the Union with an opportunity to canvass the bargaining unit and determine if there are members who wish to resign with severance as provided in clause 18.4(b).

18.2 Layoff Options

If reduction of office staff is necessary, the BCGEU shall meet with the Union Representative and the following procedure shall be adopted:

- (a) The employee with the least amount of seniority in any classification will be the first laid off from the job, but they may displace an employee in the same or lower labour grade with the least seniority in such classification, providing they have the qualifications to satisfactorily perform the job and have greater seniority. Employees who are displaced from their jobs as a result of such bump-back procedure, may themselves move back and displace employees having less seniority in the same or lower classifications, providing such employees have the necessary qualifications and seniority.
- (b) Notwithstanding the above provisions, temporary employees shall be laid off prior to regular employees.
- (c) Layoff shall occur by layoff and recall units as outlined in clause 18.10.
- (d) Employees given notice of layoff shall have the following options:
 - (i) Elect to exercise layoff options as in clause 18.2(a) above; or
 - (ii) Elect severance pay as per clause 18.4 below
 - (iii) Elect to be placed on the recall list.
- (e) In the event of an area office closure, employees displaced by such closure shall have the following options:
 - (i) bump a more junior person in the same or lower classification from the BCGEU Burnaby Headquarters as outlined in clause 18.10, provided they have the qualifications to satisfactorily perform the job within a reasonable period of time; or
 - (ii) elect severance pay in accordance with clause 18.4.

18.3 Notice

All regular employees shall be given four weeks notice of layoff or one month's basic pay in lieu of notice.

18.4 Severance Pay

- (a) 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.

- (b) A regular employee who has selected severance pay pursuant to this Article shall be entitled to severance pay in an amount equal to three weeks pay for every year of service or major part thereof, to a maximum of 52 weeks.

18.5 Recall List

- (a) Any regular employee with six months or more service, who is laid off due to lack of work or redundancy, shall be placed on the recall list for a period of one year.
- (b) Recall shall be pursuant to the recall and layoff units as outlined in clause 18.10.

18.6 Recall

Notice of recall to an employee who has been laid off shall be made by registered mail to the employee with a copy to the Union. The employee must respond to such notice within 10 days of receiving it or possibly lose rights of seniority and recall. However, an employee who is prevented from responding to a recall notice because of illness or other reason beyond the employee's control shall not lose such rights thereby.

18.7 Recall Rights

Employees on the recall list shall have first rights to any vacancy in their former classifications or to a similar classification for which the employee is qualified, and the BCGEU will not hire for or promote to such a classification while an eligible employee is on the recall list.

18.8 Benefits While on Recall

All medical, dental, and extended health benefits coverage shall continue for the remainder of the calendar month that the layoff occurs and thereafter the laid off employee may remain on these benefits at no cost to the BCGEU for the duration of the recall period.

18.9 Recall Reinstatement

Recalled employees shall receive their former salary and any salary increments to which the employee would have become entitled during the period on the recall list. All rights due to seniority under this Agreement shall be unaffected by such a layoff period.

18.10 Layoff and Recall Units

- BCGEU Headquarters
- Lower Mainland Area Office
- Victoria Area Office
- North Island Area Office
- Fraser Valley Area Office
- Kamloops Area Office
- Okanagan Area Office
- East Kootenay Area Office
- West Kootenay Area Office
- Cariboo Area Office
- Peace River Area Office
- Prince George Area Office

- Northwest Area Office

ARTICLE 19 - DISCHARGE AND TERMINATION

19.1 Discipline

- (a) No employee shall be disciplined without just cause. The BCGEU will provide the employee with an explanation as to what any potential disciplinary meeting is regarding, written reasons for the disciplinary action being taken at the time the discipline is imposed, and a copy shall be forwarded to the Union Representative. For the purposes of this article, discipline shall include, but not be limited to, reprimand, demotion, suspension or discharge.
- (b)
 - (i) Should an employee be suspended or dismissed, the matter shall be arbitrated within 30 days of the implementation of the suspension or dismissal. In such cases, the matter in dispute will bypass the normal grievance procedure and proceed directly to arbitration.
 - (ii) The employee suspended or dismissed shall remain on pay and at work until the arbitrator has determined whether or not the suspension or dismissal is with just cause.
 - (iii) Should the arbitrator rule the suspension or dismissal is without cause, the remedy imposed shall be final and binding.
 - (iv) The arbitrator shall issue their award within 30 days of the conclusion of the hearing.
 - (v) Should the arbitrator fail to issue the award within 30 days of the dismissal or suspension being issued, the BCGEU may implement the suspension or dismissal on an interim basis until the award is issued by the arbitrator.
- (c)
 - (i) Notwithstanding (b)(ii) above, the BCGEU may remove the employee from active duty pending resolution of the suspension or dismissal if the continued presence of the employee at work jeopardizes the ability of the BCGEU to provide appropriate service to its members or if the employee's continued presence presents the risk of vexatious behaviour or disruption to BCGEU operations.
 - (ii) In the instances outlined in (c)(i) above, the employee shall continue to receive their regular pay and benefits, unless the circumstances in (b)(v) above apply.
- (d) The parties shall use an arbitrator from the agreed list in Appendix "C" of this Agreement and the arbitrators on the list shall be ones who accept the provisions and time limits prescribed in (b) above.
- (e) In all cases of discipline, the burden of proof of just cause will rest with the BCGEU.

19.2 Payments Upon Termination

An employee whose employment is terminated by the BCGEU as set forth in clause 19.1 shall be paid all vacation credits and salary due upon such termination of employment.

19.3 Unjust Discipline

If, upon joint investigation by the Union and the BCGEU or by decision of an arbitrator appointed pursuant to the terms of this Agreement, it shall be found that an employee has been unjustly disciplined, such employee, subject to the award of the said arbitrator or pursuant to the mutual findings of the Union and the BCGEU, shall have their discipline amended as determined by the arbitrator or mutual findings of the parties.

19.4 Termination Notice

If a regular employee is terminated, except as provided in clause 19.1, said employee shall receive two weeks written notice immediately prior to the date of termination, or the equivalent in basic pay. If notice is given prior to the vacation period of any employee, such employee shall receive two weeks basic pay in addition to vacation pay to which the employee is entitled, plus all other benefits.

19.5 Resignation Notice

If an employee resigns without giving two weeks written notice, such employee shall forfeit all their benefits.

19.6 Right to a Steward

- (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 the supervisor intends to interview an employee for disciplinary purposes, the supervisor shall make every reasonable 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 any undue delay in 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) In an area office where it is not possible to have a steward present at an interview which is the basis for disciplinary action, the Union member shall be informed in advance that they have the right to arrange a conference call between themselves, the supervisor, and a business representative of the Union for the purpose of conducting the interview, providing that this does not result in any undue delay in the appropriate action being taken. The cost of such calls shall be the responsibility of the Union.
- (c) A steward shall have the right to consult with a Union Representative and to have a 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 any undue delay in the appropriate action being taken.

19.7 Job Performance

- (a) When an employee's job performance demonstrates the existence of a problem, the employee's supervisor in consultation with the appropriate Director/Executive Director, shall discuss the employee's performance in detail with the employee privately and/or in conjunction with a Union representative.
- (b) If the employee's job performance continues to deteriorate, the employee's Director/Executive Director, shall discuss the employee's job performance in detail with the employee in conjunction with the Union representative.
- (c) The BCGEU will provide a written notice to the employee, with a copy to the Union office, outlining the inadequacies.
- (d) The supervisor and the employee will work together in an endeavour to raise the employee's performance to an acceptable level of competency and the employee will be apprised of their progress.

19.8 Personnel File

- (a) An employee shall be entitled to review the contents of their personnel file in the office in which the file is normally kept. Where it is not possible, the office steward may examine the record on behalf of an employee provided they have written authorization from the employee to do so.
- (b) The BCGEU agrees to inform an employee of any documents placed on their file which may be the basis of disciplinary action. In the event an employee disputes any such entry in their file, the grievance procedure shall apply. Upon the employee's request, any disciplinary documentation shall be removed from the employee's personnel file after 18 months from the date of issue provided there has not been a further infraction of a similar nature.

19.9 Workload

- (a) The Employer agrees to make every reasonable effort to ensure that the workload is fairly distributed amongst employees within the same job classification, department and headquarters.
- (b) When there are new technological programs that materially affect the work of support staff, the Employer commits to engage with support staff through the Joint Labour Management Committee.
- (c) Changes to standard work procedures will be discussed at departmental and/or regional meetings with support staff in attendance.
- (d) Where an employee or the Union has reason to believe that workload is not fairly distributed, as described above, or that work demands and priorities cannot be accomplished within appropriate time frames without unreasonable demands on staff, they shall first refer the matter to the Director. The Director will provide a reply, in writing, within fourteen (14) days of the concern being raised to discuss and try to resolve the concern.
- (e) Should the matter remain unresolved, it may be referred to the Labour Management Committee for resolution. Concerns referred to the Committee shall be dealt with in confidence, within twenty (20) days of referral.

- (f) Should the matter not be resolved at the Labour Management Committee, it may be referred to expedited arbitration pursuant to clause 24.9.
- (g) No disciplinary action shall be taken by the BCGEU against an employee for raising workload concern.

ARTICLE 20 - TECHNOLOGICAL OR PROCEDURAL CHANGES

20.1 Notice of Intent

Wherever possible, the BCGEU will provide the Union with six months notice of intention to introduce automation, equipment or procedures which might result in displacement or reduction of personnel or in changes of classification. Technological change shall not include normal layoffs resulting from a decrease in the amount of work to be done.

20.2 Retraining

Employees becoming redundant due to new equipment or procedures shall be eligible for retraining to equip them for the operation of such new equipment or procedure, or to qualify for new positions. Such retraining will be provided by the BCGEU without loss of pay to the affected employees.

20.3 Termination/Recall

In cases where the retraining of employees is not practical, or where other positions with the BCGEU are not available, the employee(s) shall elect for termination of employment or shall elect to be placed on the recall list. An employee on recall under this Article shall receive all the benefits they had accrued during employment at the end of the recall period or at such earlier time as they may elect to terminate.

20.4 Extension of Recall

A specified extension of the recall period, where recall is applied under clause 20.3, may be mutually agreed by the employee and the BCGEU, subject to written approval by the Union.

20.5 No Reduction

The BCGEU agrees that it will not reduce the bargaining unit work force due to the introduction of new technology.

ARTICLE 21 - DISCRIMINATION AND HARASSMENT

21.1 No Discrimination, Sexual, Racial, or Personal Harassment

The parties recognize the right of all employees to work in an environment free from sexual, racial, and personal harassment.

Neither the Union nor the Employer in carrying out its obligations under the Collective Agreement, will discriminate in matters of hiring, training, promotion, transfer, layoff discharge, or otherwise, because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person. Definition of these protected classes will be consistent with the definitions in the B.C. Human Rights Code.

Notwithstanding the above, the parties agree that should any new protected classes be added to the Human Rights Code during the life of this Agreement that they will be deemed to be included in this language.

21.2 Definitions

(a) Discrimination

Discrimination shall include the denial of opportunity to a person or a class or people, bases on any of the grounds prohibited under the B.C. Human Rights Code.

(b) Sexual Harassment

Sexual harassment is comment or conduct of sexual nature – verbal, physical or by innuendo – including sexual advances, requests for sexual favours, suggestive comments or gestures, physical contact, including assault, when any of the following occurs:

- i) the conduct is engaged in, or the comment is made by a person who knows, or ought reasonably to know, that the conduct or comment is unwanted or unwelcome.
- ii) the conduct or comment has the effect of creating an intimidating, humiliating, hostile or offensive work environment, and may include the expression of sexist attitudes, language or behaviour.
- iii) the conduct or comment is accompanied by a reward, or the express or implied promise of a reward, for compliance.
- iv) the conduct or comment is accompanied by reprisal or an express or implied threat of reprisal, for refusal to comply.
- v) the conduct or comment is accompanied by the actual denial of opportunity, or express or implied threat of the denial of opportunity.

(c) Racial Harassment

Racial harassment is defined as objectionable comment or conduct of racial nature, which results in intimidating, humiliating, hostile, or offensive work environment.

(d) Personal Harassment

Personal harassment is defined by the parties as behaviour which denies an individual their dignity or respect by creating an intimidating, humiliating, hostile, or offensive work environment.

21.3 Complaint Handling

(a) Possible avenues of complaint or grievance under the Collective Agreement.

- i) resolution of the complaint between the complainant and the respondent.
- ii) referral of the complaint to respectful Workplace Mediation.
- iii) filing a grievance in accordance with Article 24.

Once a complaint or grievance is filed with respect to an allegation of discrimination and/or harassment, the process selected will be carried through to conclusion and there will not be access to the process not selected.

(b) Nothing in this Article precludes the Employer of the Union from conducting its own investigation and from taking appropriate action, even if the employee withdraws a written complaint or grievance.

(c) No employee shall be subject to reprisal, threat of reprisal, or discipline as a result of filing a bona fide complaint of harassment or discrimination. If as a result of an investigation, a complaint is found to be vexatious, it will be considered a form of harassment and will be dealt with in accordance with this Article.

21.4 Respectful Work Place Mediation Procedure

(a) Intent of Procedure

Pursuant to the provisions of this Article, the following procedure will apply when dealing with personal harassment complaints; that is, complaints other than those related to grounds prohibited under the B.C. Human Rights Code. The intent of this procedure is to promote early intervention and access the mediation as a means of facilitating, where possible, a resolution. Where mediation occurs it will be conducted without prejudice to any further action by either part.

(b) Requesting Mediation

- i) Prior to requesting mediation, an employee who believes they are the recipient of inappropriate or unacceptable behaviour is encouraged to deal directly with the person(s) whose behaviour is at issue in an effort to come to a resolution.

- ii) If dealing directly with the person is either unsuccessful, or is considered inappropriate, the complainant may seek the confidential advice of the Union or the Director of Human Resources or Human Resources Officer.
- iii) Requests for mediation may be initiated through the Union, a Human Resources Officer or the Director of Human Resources. The nature of the offending behaviour, relevant dates, and the name of the person whose behaviour is at issue will be submitted in writing, signed by the complainant, to the Director, Human Resources. The Human Recourses Director will provide a copy of all mediation requests to the Union Representative.

(c) Mediation Process

- i) The Director of Human Resources will assign a Mediator within five (5) working days of receipt of the signed mediation request. Mediator assignment will be on rotational basis from a list of candidates deemed qualified and acceptable to the parties. Costs associated with Mediators will be shared by the Union and the Employer. The mediation will be completed within ten (10) working days from the date of assignment, or as soon thereafter as practicable.
- ii) Each party may be accompanied in the mediation process by a readily available Employer/Union Representative for support.
- iii) The Mediator will, in situations where the mediation results in a resolution, generate a settlement agreement within five (5) working days of the conclusion of the mediation. Settlement agreements will not alter, modify or amend any part of the Collective Agreement and will be administered in accordance with the terms of the Collective Agreement. The settlement agreement will be signed and exchanged by both parties with copies going to the Union President or designate and the Director Human Resources.
- iv) Should either party to the settlement agreement, within the first six months of the Agreement, be of the opinion the Agreement has been breached, they will make their views known to either the Union President or designate or the Director Human Resources. The President/designate and Director Human Resources, will work with the parties in an effort to restore the Agreement. This may involve referring the parties back to the original Mediator.
- v) Any initial issue arising between the parties to the settlement agreement, beyond the first six months of the Agreement, will be deemed to be new issue and will be dealt with through the appropriate mechanism.
- vi) In situations where, in the opinion of the Mediator, a resolution is not to be found, the Mediator will conclude the mediation. This will be done in consultation with the Union President/designate and the Director Human Resources. The Mediator will, within ten (10) working days of the conclusion of mediation, issue a report to the Union President/designate and the Director Human Resources outlining the reasons for concluding the mediation.

ARTICLE 22 - OCCUPATIONAL HEALTH AND SAFETY

22.1 Statutory Compliance

- (a) The Union and the BCGEU 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.

- (b) The BCGEU agrees to provide reasonable facilities with such comforts as are deemed necessary for congenial working conditions in accordance with the *Workers' Compensation Act*. The BCGEU further agrees to keep all office machinery, furniture and fixtures in a normal state of repair and working condition.
- (c) The BCGEU agrees to abide by the Workers' Compensation Board Occupational Health and Safety Regulation regarding workplace safety and ergonomics.

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. To this end, a Joint Occupational Health and Safety Committee will be established as required by WCB Regulations and will operate as outlined below.

- (a) The Committee shall consist of an equal number of worker representatives (including the Union members) and BCGEU representatives.
- (b) The Committee will function in accordance with 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 office and the BCGEU.
- (c) Unresolved issues from worksites without a Safety Committee may be referred to the Headquarters Joint Occupational Health and Safety Committee for consideration.
- (d) Employees who are representatives of the Joint Committee shall not suffer any loss of basic pay for time spent attending Committee meetings, or in carrying out other duties in accordance with WCB Regulations.
- (e) Committee meetings, training and other Committee business shall be scheduled during normal working hours whenever practicable.

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 Joint Occupational Health and Safety Committee; or
- (b) a person designated by the Joint Occupational Health and Safety Committee; or
- (c) a steward at a worksite where there is no Safety Committee,

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

All refusals of unsafe work will be reported to the local OH&S committee within five (5) days. The BCGEU agrees to deal with all reports of unsafe work in accordance with the applicable legislation.

22.4 Computer Monitors

(a) Eye Examinations

Employees who are required to work with computer monitors for a majority of their daily work time shall be entitled to the following:

- (i) eye examination by an Ophthalmologist/Optomtrist of the employee's choice once per year;
- (ii) the BCGEU shall grant leave of absence with pay for employees to have such tests and the BCGEU shall assume the costs of such test where such costs are not covered by insurance;

(b) Rest Breaks

Employees who operate computer monitors on a continuous basis shall be entitled to two 10 minute rest breaks per work day to be scheduled by agreement at the local level.

- (c) The BCGEU shall ensure that new equipment has adjustable keyboards and screens.

22.5 Occupational First Aid Requirements and Courses

- (a) The Union and the BCGEU agree that First Aid Regulations made pursuant to the *Workers Compensation Act* shall be fully complied with. Sufficient copies of the WCB Industrial Health and Safety Regulations as well as the First Aid Regulations made pursuant to the *Workers Compensation Act* shall be maintained at each work location.
- (b) Where the BCGEU requires an employee to perform first aid duties in addition to their normal requirements of the job, the cost of obtaining and renewing the occupational first aid certificate shall be borne by the BCGEU and leave to take the necessary courses shall be granted with pay. Opportunities to obtain these certificates will be made in order of seniority, if an opportunity is provided within the bargaining unit. The BCGEU shall make every reasonable effort to offer an opportunity to a female and a male when choosing the regular employees to become designated First Aid Attendants.

- (c) An employee taking the Occupational First Aid course, shall be granted one day leave with pay for each week of the course, in recognition of the homework that has to be done. An additional "*study*" day off will also be taken or granted in lieu of preparation for the examination. All leave under this article must be taken in conjunction with the course being completed.

22.6 First Aid Attendant Allowance

- (a) The person(s) designated as First Aid Attendant(s) shall receive a pay differential of \$45 per biweekly period.
- (b) The allowance shall be prorated for partial months. Employees designated to act as the Occupational First Aid Attendant in addition to their normal duties will receive the full allowance while on approved leave with pay of up to 80 hours or while on vacation leave with pay.
- (c) Where the BCGEU has an additional requirement for a First Aid Attendant on a temporary basis and the employee acts as the First Aid Attendant for a minimum of 48 hours in any pay period, they shall receive the full biweekly allowance.
- (d) The BCGEU will designate temporary First Aid Attendants from those regular employees holding an appropriate Occupational First Aid Certificate. These designations are in addition to the normal job requirements and are made in order of seniority, in accordance with clause 22.5(b).

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

22.8 Unresolved Safety Issues

Any Local Joint OH&S Committee may refer unresolved safety issues to the Provincial OH&S Committee for possible resolution. This provision does not limit any right to seek a resolution from the WCB.

22.9 Investigation of Accidents

- (a) Pursuant to WCB Occupational Health and Safety Regulations, all accidents involving Union members shall be investigated jointly by at least one appointed representative of the BCGEU and one Union Representative.
- (b) Reports shall be submitted on a mutually agreed investigation form and copies sent to:
- Workers Compensation Board
 - Joint Occupational Health and Safety Committee
 - BCGEU designate
 - Union Representative
- (c) In the event of a fatality, the BCGEU shall immediately notify the Union President or Union Representative of the nature and circumstances of the accident and arrange for a joint investigation as soon as possible.

22.10 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.
- (b) Where such potential exists:
 - (i) employees at those worksites or in those work situations shall receive training in the recognition and management of such incidents;
 - (ii) applicable physical and procedural measures to protect employees shall be implemented.
- (c) 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.

22.11 Employees Working Alone or in Isolation

- (a) Where employees are required to work alone or in isolation, they shall be supplied with a telephone check-in system in accordance with WCB Regulations.
- (b) Where employees are required to travel alone for work purposes and are travelling on a route with intermittent or no cellular service, they shall be supplied with a Spot GPS Messenger Device at their request.

22.12 Psychological Health and Safety

The Parties agree that a psychological health and safety committee shall be maintained in accordance with the terms of reference agreed to by the committee.

ARTICLE 23 - GENERAL

23.1 Tuition Fees

A regular employee may qualify for reimbursement of tuition fees for a course taken to upgrade their skills providing the following conditions are met:

- (a) they are a regular employee upon enrolment in such course;
- (b) an application is submitted to and written approval obtained from the BCGEU prior to their registration in such course;
- (c) the course taken is directly related to their present position and/or promotional path within the bargaining unit; and
- (d) The course is taken at a recognized accredited higher educational institution, business or vocational school, or technical institution.

The employee shall initially pay the tuition fees and qualify for reimbursement on proof of successful completion of such course.

- (e) An employee shall be granted leave without loss of regular pay to take courses at the request of the BCGEU. The BCGEU shall bear the cost of tuition, entrance or registration fees, course required books (which shall become the property of the BCGEU), travel, subsistence and other expenses, pursuant to the current financial policies of the BCGEU.

23.2 Training

The BCGEU shall provide training to employees who are required to use hardware or software assigned to them by the BCGEU.

23.3 Use of Personal Vehicle

Mileage will be paid to employees required to use their own vehicles for BCGEU business. The rate of compensation will be pursuant to the BCGEU's financial policy.

In the event of an accident or theft while on BCGEU business, the BCGEU will pay the deductible portion of the ICBC claim up to a maximum of \$300 for comprehensive and \$300 for collision. If ICBC refuses to provide comprehensive coverage for windshield claims, the BCGEU will pay the cost of windshield replacement to a maximum of \$300. Should an employee choose not to go through ICBC, the BCGEU will pay the equivalent of the deductible portion referred to above, upon receipt of the repair bill or proof of loss.

23.4 Transportation of Employees

Transportation will be provided to employees who are required to work beyond their normal working hours and who must travel to or from their home during the hours between 10:00 p.m. and 6:00 a.m. if public or other transportation is not conveniently available. The costs of commercial transportation will be reimbursed upon presentation of receipts.

23.5 Job Share

The parties agree to a Job Share Arrangement as provided for in Appendix "B" of this Collective Agreement.

23.6 Joint Labour/Management Committee

- (a) A Labour/Management Committee shall be established, consisting of a maximum of three bargaining unit members and the Union Representative and an equal number of representatives of the BCGEU.
- (b) The Labour/Management Committee shall concern itself with matters of the following general nature:
 - (i) To discuss and to attempt to resolve problems and complaints affecting either party to this Agreement in a cooperative endeavour to promote a harmonious relationship between the BCGEU, the employees and the Union.
 - (ii) The Labour/Management Committee shall consider and review training needs of employees and career planning, trends in education, employee development, as well as any other training issues.
 - (iii) The Labour/Management Committee will set quarterly meetings, or at the call of either party. Meetings can be cancelled at the request of either party. The parties shall set meeting dates for the upcoming year by December 31st of the preceding year.

(c) *Minutes*

Minutes shall be kept of all meetings of the Labour/Management Committee and a copy provided to each Committee member, the BCGEU and the Union. Minutes will be reviewed and confirmed as part of the Labour/Management Committee meeting and provided to the parties within five (5) business days of the meeting. Bring forward items as well as the party responsible for the action items shall be listed on the minutes. The approved minutes shall be posted immediately on Skynet.

(d) *Attendance*

It is agreed that the Union Representatives of the Labour/Management Committee, when required to attend during their work period, will be granted leave with pay to attend. Expense reimbursement for the members of the Union's committee, including travel time, shall be the responsibility of the Union.

ARTICLE 24 - GRIEVANCE AND ARBITRATION PROCEDURE

24.1 Grievance Defined

"*Grievance*" means any difference or any dispute between the persons bound by the agreement concerning the dismissal, discipline, or suspension of an employee; or concerning the application, interpretation, operation, or any alleged violation of this agreement, including a question of whether a matter is subject to arbitration. All grievances will be resolved without stoppage of work by one of the following procedures:

24.2 Right To Grieve

Any employee who considers themselves aggrieved shall have the right to initiate and to process a grievance under this agreement, subject to the consent of the Union.

24.3 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 between the parties within 60 days of becoming aware of the occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration as set out in this article.

- (b) Unless agreed by the parties, 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.

24.4 Procedure

The parties to this agreement agree that it is important to resolve grievances as quickly as possible. It is the intent that every effort will be made at each stage of the Grievance Procedure to resolve the grievance.

All grievances or disputes resulting from the operation of the Agreement or arising under specific clauses thereof, or in any way affecting relations between the BCGEU and the employees covered thereby shall be handled in the following manner:

A grievance filed by an employee shall commence with Step 1.

(a) *Step 1*

- (i) Any grievance must be filed within 20 calendar days after the grievance occurs, unless circumstances beyond the control of the aggrieved employee or if the nature of the grievance prevents such filing.
- (ii) The grievance shall be submitted in writing, with a copy to the Union, signed by the aggrieved employee, to the office steward, who will present such grievance to the BCGEU designate at Step 1, who will give it prompt attention. The Union officer or steward and the BCGEU designate shall hold a meeting to examine the facts and the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (iii) Within 14 calendar days of receipt of such Step 1 grievance, the meeting provided for above may take place in person or by telephone/video conference.
- (iv) In offices where there is no office steward, the grievance shall be presented in writing, with a copy to the Union signed by the aggrieved employee, to the steward of their choice, who will then take up the grievance as set forth in this Article.
- (v) The BCGEU designate at Step 1, following discussion with Human Resources, will render a decision in writing to the steward with a copy to the employee and the Union, within 20 calendar days of the date of the discussion at Step 1. The written settlements at Step 1 will be without precedence.

(b) *Step 2*

- (i) If no agreement can be reached in the grievance at Step 1, the matter may be referred to the BCGEU designate at Step 2. The grievance shall be submitted in writing, by the Union within 20 calendar days of receiving the BCGEU's written response at Step 1 or within 20 calendar days of that response being due. The BCGEU designate at Step 2 shall respond to the Union within 20 calendar days of receiving the Union's written referral to Step 2.

- (ii) The Union will present such grievance to the BCGEU designate at Step 2, who will give it prompt attention. The Union officer or steward and the BCGEU designate shall hold a meeting to examine the facts and the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
 - (iii) Within 20 calendar days of receipt of such Step 2 grievance, the meeting provided for above may take place in person or by telephone/video conference.
 - (iv) The BCGEU designate at Step 2 will render a decision in writing to the Union within 20 calendar days of the date of the discussion at Step 2.
 - (v) The processing of any grievance may begin at Step 2 by mutual agreement.
- (c) *Step 3*
- If no agreement can be reached within the time limit set out in Step 2, the matter may be referred to the arbitration procedure as outlined in this Article. The grievance shall be submitted to arbitration within 20 calendar days of receiving the BCGEU's written response at Step 2 or within 20 calendar days of that response being due.

24.5 Extension of Time Limits

The time limits herein set forth may be extended by mutual agreement between the Union and the BCGEU, but the same must be in writing.

24.6 Exchange of Information

The parties agree to provide each other with information relevant to the issue in dispute, in a timely manner. The exchange of such information is intended to assist the parties in resolving the dispute and is not intended to interfere with the legal rights of either party to prepare for or present a grievance at an arbitration hearing.

24.7 Attendance of Grievor at Grievance Meetings

The aggrieved employee may be present at any or all steps of the grievance procedure if they desire without loss of basic pay. This may take place in person or by telephone/video conference.

24.8 No Deviation from the Grievance Procedure

- (a) The BCGEU agrees that, after a grievance has been initiated by the Union, the BCGEU'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) 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.

24.9 Arbitration

If a grievance or dispute is not settled, it may then be referred to a single arbitrator as follows:

- (a) The party desiring arbitration under this Article will notify the other party, in writing, in accordance with the provisions of Step 3.
- (b) The parties to the dispute will thereupon meet to decide upon an arbitrator. Failing agreement on this within 10 calendar days of such notice or in the event one of the parties declines the procedure, notice of arbitration may be given by either party.
- (c) Upon agreed appointment of an arbitrator, the arbitrator shall hear the parties, settle the terms of question to be arbitrated and make his award within 15 calendar days of the appointment or within such extended period as may be mutually agreed to by the parties to the dispute. The arbitrator shall deliver his award, in writing, to each of the parties and this award shall be final and binding upon each of the parties and shall be carried out forthwith.
- (d) Each party shall pay their own costs and expenses of the arbitration and one-half the remuneration and disbursements or expenses of the arbitrator.

24.10 Expedited Arbitration

For the purpose of accelerating the resolution of applicable grievances, the Parties may mutually agree to refer to Expedited Arbitration any matter properly submitted as a grievance, in accordance with the provisions of the Grievance Procedure contained in this agreement.

- (a) An arbitrator shall be selected to hear the matter in dispute in accordance provisions of this Article.
- (b) The facts of the matter in dispute shall be presented during Expedited Arbitration by a designated representative of the Union and a designated representative of the Employer, who shall be employees of the Union or the Employer.
- (c) The decision of the Arbitrator shall be of no precedential value and shall not be referred to by either party in any other proceedings.
- (d) All other provision of this Article, with respect to arbitration and the arbitration process shall apply to Expedited Arbitration.

ARTICLE 25 - IMPACT OF LEGISLATION

25.1 Impact of Legislation

- (a) In the event that existing or future federal or provincial legislation makes invalid any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The Employer and the Union shall negotiate mutually agreeable provision to be substituted for the provision(s) so altered or invalidated.
- (b) The parties agree that the intent of negotiations referred to in this Article shall be to substitute equivalent provisions to make up for any rights, privileges, benefits or remuneration lost pursuant to the legislation.
- (c) If after forty-five (45) working days from the commencement of negotiations referred to in (a) above, the matter has become deadlocked, then either the Union or the Employer may refer the matter to an impartial arbitrator for final binding determination.

ARTICLE 26 - DURATION

26.1 Term of Agreement

This Agreement shall be in full force and effect on and after the 1st day following ratification to and including the March 31, 2026, and shall automatically be renewed from year to year thereafter. This Agreement may be opened for collective bargaining by either party giving written notice to the other party on or after December 1, 2025, but in any event not later than midnight, December 31, 2025.

Where no notice is given by either party prior to December 31, 2025, both parties shall be deemed to have given notice under this clause on December 31, 2025.

This Agreement shall remain in full force and effect during the period of bona fide collective bargaining.

26.2 Exclusion from Section 50(2) of the Labour Relations Code

It is mutually agreed by the parties specifically to exclude from this Agreement the operation of Section 50(2) of the *Labour Code of British Columbia*.








26.3 Effective Date of Agreement

The provisions of this Agreement shall come into full force and effect on date of ratification, except as otherwise indicated.

Signed this day of , 2024 at , B.C.

Signed on behalf of the B.C. General Employees' Union

Signed on behalf of MoveUP,
(Canadian Office and Professional Employees Union, Local 378)

		
		Phil Barga, Union Representative
		
Shannon Murray, Executive Director		Doris Stowe, Executive Councillor
		
Lisa Trolland, Human Resources Coordinator		Meaghan Morrice, Executive Councillor
		
Jennifer Ferguson, Human Resources Administrator		Tara Copeland, Job Steward
		
Melissa Gill, Human Resources Department Support Staff		Robelyn Martin, Job Steward

APPENDIX A
CLASSIFICATIONS AND WAGE RATES

		CURRENT EFFECTIVE APRIL 1, 2022		EFFECTIVE APRIL 1, 2023 6.75% Increase	
Grade	Step	Hourly	Annually	Hourly	Annually
L1	Step 1	<u>\$30.57</u>	<u>\$54,231.18</u>	<u>\$32.63</u>	<u>\$57,885.62</u>
	Step 2	<u>\$31.83</u>	<u>\$56,466.42</u>	<u>\$33.98</u>	<u>\$60,280.52</u>
	Step 3	<u>\$33.09</u>	<u>\$58,701.66</u>	<u>\$35.32</u>	<u>\$62,657.68</u>
L2	Step 1	<u>\$31.54</u>	<u>\$55,951.96</u>	<u>\$33.67</u>	<u>\$59,730.58</u>
	Step 2	<u>\$32.80</u>	<u>\$58,187.20</u>	<u>\$35.01</u>	<u>\$62,107.74</u>
	Step 3	<u>\$34.12</u>	<u>\$60,528.88</u>	<u>\$36.42</u>	<u>\$64,609.08</u>
L3	Step 1	<u>\$32.58</u>	<u>\$57,796.92</u>	<u>\$34.78</u>	<u>\$61,699.72</u>
	Step 2	<u>\$33.81</u>	<u>\$59,978.94</u>	<u>\$36.09</u>	<u>\$64,023.66</u>
	Step 3	<u>\$35.13</u>	<u>\$62,320.62</u>	<u>\$37.50</u>	<u>\$66,525.00</u>
L4	Step 1	<u>\$33.57</u>	<u>\$59,553.18</u>	<u>\$35.84</u>	<u>\$63,580.16</u>
	Step 2	<u>\$34.83</u>	<u>\$61,788.42</u>	<u>\$37.18</u>	<u>\$65,957.32</u>
	Step 3	<u>\$36.22</u>	<u>\$64,254.28</u>	<u>\$38.66</u>	<u>\$68,582.84</u>
L5	Step 1	<u>\$34.67</u>	<u>\$61,504.58</u>	<u>\$37.01</u>	<u>\$65,655.74</u>
	Step 2	<u>\$35.92</u>	<u>\$63,722.08</u>	<u>\$38.34</u>	<u>\$68,015.16</u>
	Step 3	<u>\$37.30</u>	<u>\$66,170.20</u>	<u>\$39.82</u>	<u>\$70,640.68</u>
L6	Step 1	<u>\$35.76</u>	<u>\$63,438.24</u>	<u>\$38.17</u>	<u>\$67,713.58</u>
	Step 2	<u>\$36.99</u>	<u>\$65,620.26</u>	<u>\$39.49</u>	<u>\$70,055.26</u>
	Step 3	<u>\$38.51</u>	<u>\$68,316.74</u>	<u>\$41.11</u>	<u>\$72,929.14</u>
L7	Step 1	<u>\$38.13</u>	<u>\$67,642.62</u>	<u>\$40.70</u>	<u>\$72,201.80</u>
	Step 2	<u>\$39.33</u>	<u>\$69,771.42</u>	<u>\$41.98</u>	<u>\$74,472.52</u>
	Step 3	<u>\$40.87</u>	<u>\$72,503.38</u>	<u>\$43.63</u>	<u>\$77,399.62</u>

- Step 1 and 2 rates are in effect for 1758 hours.

Date	Percentage Increase
April 1, 2024	<u>Effective April 1, 2024 a general wage increase equal to the annualized average of BC CPI over twelve months starting on March 1, 2023 to a minimum of 2% and a maximum of 3%</u>
April 1, 2025	<u>Effective April 1, 2025 a general wage increase of 2% or a “me too” to the general wage in the Public Service Main Agreement effective that date, whichever is greater. The Parties agree that if Public Service negotiations are not complete on April 1, 2025, all staff shall receive a 2% increase on April 1, 2025. Once negotiations are complete, any necessary adjustments will be made retroactive to April 1, 2025.</u>

Note: The April 1, 2024 percentage wage increase will be reduced by 0.3% to account for the addition of the Senior Employee Recognition agreed to as Article 14.13.

APPENDIX "B"

JOB SHARING

1 - Preamble

- 1.1 A Job Sharing Arrangement must be by mutual consent of the parties.
- 1.2 This Letter of Understanding establishes provision for two regular employees to voluntarily "*Job Share*" a single position.
- 1.3 A "*Job Sharing Arrangement*" is defined as two regular part time employees performing the duties of a position previously performed by one regular full time employee. This "*Job Sharing Arrangement*" also refers to a specific written agreement as attached to this Letter of Understanding, setting out the names of the participants, the position to be shared, how job duties and responsibilities will be shared, and the length of time for which the "*Arrangement*" shall be in effect. This arrangement shall be extended by mutual consent of the Job Sharing Partners and the BCGEU.
- 1.4 No "*Job Sharing Arrangement*" shall be entered into by any party named above which conflicts with the terms of the Collective Agreement.
- 1.5 This Letter of Understanding is attached to and forms part of the Collective Agreement between the parties.

2 - Participation

- 2.1 Participation of employees under these provisions shall be voluntary.
- 2.2 Participation shall be limited to existing regular or regular part time employees who have completed their probationary period.
- 2.3 The position being proposed for Job Sharing must currently be filled by one of the two partners proposing the Job Sharing Arrangement.
- 2.4 The Job Sharing Partners must be qualified for the position to be shared; at the same classification level; and performing their current duties satisfactorily. Should an employee at a higher classification level elect to job share in a position at a lower classification, they shall receive the rate of pay for the job.
- 2.5 Employees wishing to establish a Job Sharing Arrangement must jointly submit a written proposal to the BCGEU outlining the reasons for the arrangement, its feasibility, and operating details necessary to implement it such as commencement date, duration of the Job Sharing Arrangement and how job duties and responsibilities may be shared.
- 2.6
 - (a) Each Job Share arrangement shall be subject to an initial trial period of six months.
 - (b) If the trial period is successfully completed, the job share arrangement shall continue unless terminated pursuant to clause 9 of this Appendix.

3 - Maintenance of Regular Full Time Positions

- 3.1 Shared positions shall, in all respects be treated as though they were single positions with regard to scheduling and job descriptions.
- 3.2 Where a vacancy becomes available as a result of an employee participating in a job sharing arrangement described in 1.1 above, that position shall be filled by a single individual.
- 3.3 Upon expiry of the Job Sharing Arrangement, the shared position will revert to full time with the incumbent having the greatest service seniority having first right to the position.

4 - Schedules

A work schedule will be set out in advance showing days, hours to be worked and not worked by the job sharing partners.

5 - Benefits

The incumbents of a job sharing arrangement shall become Regular Part Time Employees for the duration of the Arrangement, and will be entitled to the provisions of Article 4 in the Collective Agreement.

6 - Sickness/Vacation Relief and Extended Absences

- 6.1 Where a Job Sharing Partner is absent for a period less than three months where notice can be given and/or due to vacation, leave pursuant to Article 8, and clauses 9.3(a), (d), (f) and (g), 9.6 and 9.8, the remaining partner shall work full time in the position.

Where a Job Sharing Partner is absent for a period less than three months due to sick leave and/or leave where notice cannot be given to the BCGEU, the remaining partner shall be given adequate time to make arrangements to work full time in the position. This "adequate time" shall be by mutual agreement.

- 6.2 If one of the Job Sharing Partners is absent on a continuous basis in excess of three months, the Job Sharing Arrangement will be terminated.
- 6.3 Notwithstanding 6.1 and 6.2 above, where one Job Sharing Partner is absent due to maternity, parental, adoption leave, the vacancy shall be filled by a temporary employee unless the remaining incumbent chooses to work full time.

7 - Training

Job Sharers will have the same access to training required to perform their regular duties as other full time employees.

8 - Seniority

- 8.1 If a Job Sharing Arrangement is terminated, the employee with the greater service seniority will be given the opportunity to work full time in the position. The employee will have one week to exercise their option under this provision. If the employee accepts to stay in the full time position, the other Job Sharing Partner with the lesser service seniority will be subject to the layoff and bumping provisions of clause 18.2 in the collective agreement, with the exception of the requirement of the BCGEU and the Union meeting prior to the layoff.
- 8.2 If the incumbent with the greater service seniority refuses to accept the full time position, they shall be laid off, subject to clause 18.2 as referenced in 8.1 above. In this event, the Job Sharing Partner with the lesser service seniority will stay in the full time position.

9 - Termination of Job Sharing Arrangement

A Job Sharing Arrangement shall be terminated upon sixty days notice for any of the following reasons:

- (a) upon the written request of either one or both Job Sharing Partners;
- (b) the BCGEU has bone fide operational reasons;
- (c) clause 6.2 of this Appendix.

SIGNED ON BEHALF OF THE & GENERAL EMPLOYEES' UNION:

Diane L. Wood
Gary Steeves
Deborah J. Boles
Barbara Jeanette

Dated: July 27, 1993

Agreed to

“original signed”

Signed on behalf of the BCGEU

Dated: June 2, 2015

B.C. SIGNED ON BEHALF OF OFFICE TECHNICAL EMPLOYEES UNION, LOCAL 15:

Rick Lampshire
Reta Walls
Marg Burns
Denise Anger

“original signed”

Signed on behalf of the Union

JOB SHARING ARRANGEMENT

This arrangement will, when signed by the Parties to the Collective Agreement between the Union and the BCGEU, give approval for _____ and _____ to share the position of _____ at _____.

Job Duties:

This arrangement will be in effect from _____ until _____.

While this Job Sharing Arrangement is in effect, the terms set out in the Letter of Understanding 5 regarding Job Sharing, will apply.

Participant

Participant

For the BCGEU

APPENDIX "C"
LIST OF ARBITRATORS

The following names is the list of Arbitrators agreed to between the parties:

Joan Gordon	Julie Nichols	Mark Brown
Chris Sullivan	Corinn Bell	
<u>Komi Kandola</u>	Mark Atkinson	
Jim Dorsey	Elaine Doyle	

And any other arbitrators agreed to by the parties.

Signed this 10th day of January, 2024 at , B.C.

**Signed on behalf of the B.C. General
Employees Union**

“original signed”

Thom Yachnin
Director

**Signed on behalf of MoveUP,
(Canadian Office and Professional
Employees Union of Local 378)**

“original signed”

Phil Barga
Union Representative

APPENDIX "D"
LATERAL TRANSFER

The parties agree that the definition of Lateral Transfer, as outlined in "*Definitions*" does not include a transfer from Headquarters staff located at the Victoria Area Office Building to the Headquarters facility located in Burnaby or vice versa.

**SIGNED ON BEHALF OF THE
& GENERAL EMPLOYEES' UNION:**

Diane L. Wood
Gary Steeves
Deborah J. Boles
Barbara Jeanette

Dated: May 4, 1995

**B.C. SIGNED ON BEHALF OF OFFICE
TECHNICAL EMPLOYEES UNION,
LOCAL 15:**

Rick Lampshire
Brenda Potter
Linda Lyttle
Barb Crowley

APPENDIX "E"
EMPLOYMENT EQUITY

- (a) The Union has representation on the BCGEU Employment Equity Committee.
- (b) Should the existing BCGEU Employment Equity Committee be disbanded for any reason, the parties to this agreement shall meet to establish a joint BCGEU/Union Employment Equity Committee.

**SIGNED ON BEHALF OF THE B.C.
GENERAL EMPLOYEES' UNION:**

Diane L. Wood, Secretary-Treasurer
Gary Steeves
Deborah J. Boles
Barbara Jeanette

**SIGNED ON BEHALF OF OFFICE &
PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 378:**

Ron Tuckwood, President
Bob McCartney
Jackie Stewart
Brenda Potter
Barb Crowley

Dated: March 14, 1997

APPENDIX "F"

DEFERRED SALARY LEAVE PLAN

The parties agree to establish a Deferred Salary Leave Plan effective April 1, 1997.

1. Description

- (a) The purpose of the Deferred Salary Leave Plan is to afford employees the opportunity of taking a six month or one year leave of absence with part pay by deferring salary for four years (two years for a six month leave) and taking leave in the fifth year (third year for a six month leave). It is expressly understood that the Plan is not established to provide benefits to employees on or after retirement.
- (b) The BCGEU and employees may enter into any variation of this Plan by mutual consent of the two parties involved, provided that such variations meet the requirements of paragraph 6801 (a) of the Income Tax Regulations.

2. Qualifications

- (a) An employee who has completed five years full-time employment in a regular position within the Union Bargaining Unit will be eligible to take leave under the Plan.
- (b) An employee must complete an additional five years from the completion of any leave under this Agreement before qualifying for a second leave.

3. Application

- (a) In order to participate, an employee must make written application to the BCGEU on or before November 30th, stating the date when the employee wishes to participate in the Plan. Eligible applicants will complete the agreed to Appendix.
- (b) The BCGEU will agree to two salary deferral leaves at any one time.
- (c) Proposals for leave will be considered in order of seniority of the applicants.
- (d) The BCGEU will review all proposals for each year in the month of December. The most senior applicant's proposal on file with the BCGEU by November 30th of each year will be reviewed and the two most senior proposals will be approved for the years requested. The Union will be informed of all approvals.

4. Payment Formula and Leave of Absence

The payment of salary, fringe benefits and the timing of a six month or one year leave of absence shall be as follows:

- (a) In the first four years of the Plan (two years for a six month plan), an employee will be paid 80% of their proper salary range. The remaining 20% of annual salary, based on a calendar year, will be accumulated and this amount shall be paid to the employee during the deferred salary leave of absence. Interest earned in the Plan on behalf of the participating employee shall be paid at the end of each calendar year. Any such interest paid to a participant under the Plan represents employment income rather than income from property. Accordingly, Form T4 should be used by the financial institution to report the interest and the usual tax withholdings and remittances must be made.
- (b) Employees' health and welfare benefits will be maintained by the BCGEU during their leave of absence. The BCGEU will pay such costs on behalf of the participant and deduct the money paid from the participant's salary payment. Any benefits tied to salary level shall be structured according to actual salary paid.
- (c) It is understood that employment insurance premiums will be based on the gross salary during the deferral period and will not be payable during the leave period, and that Canada Pension Plan (CPP) deductions will be based on net salary during both the deferral period and the leave period. Where the deferred amounts are paid to the employee by a trustee, that trustee is deemed to be an employer of the employee by the *CPP Act* and is therefore required to pay the BCGEU's contribution in respect of that employee.
- (d) The leave of absence may be taken only in the fifth year of the Plan (third year for a six month leave). Under special circumstances, exceptions may be granted, however, the deferral period must not exceed six years in total from the date the salary deferrals commenced, and the leave of absence must commence immediately after the deferral period.
- (e) With the approval of the BCGEU, an employee may select some alternative method of deferring salary other than that specified in (a) above; however, the annual deferral amount may not exceed 33.3% of the salary the participating employee would normally receive in one year.

5. Terms of Reference

- (a) The leave of absence shall occur according to and be governed by this Appendix rather than other leave provisions in the collective agreement in force between the BCGEU and the Union.
- (b) Payment to a participant on leave shall be in equal biweekly instalments. These instalments shall start two weeks after commencement of the leave. The final instalment shall be the balance of any moneys retained by the BCGEU for the participant in the Plan.
- (c) Upon no less than six months notice, a participant may request a one year postponement of the start of the leave requested in the initial application. Such postponement will be granted where it is not in conflict with the number of employees approved to take leave in that year and where such postponement does not violate 4(d) above.

- (d) On return from leave, an employee shall return to the position held immediately prior to going on leave for a period that is not less than the period of the leave of absence.
- (e) An employee participating in the Plan shall be eligible, upon return to duty, for any increase in salary and benefits that would have been received had the six month or one year leave of absence not been taken.
- (f) Employees who are laid off will be required to withdraw from the Plan and will be paid a lump sum adjustment for any monies deferred to the date of withdrawal, plus any interest earned. Repayment shall be made within 60 calendar days of withdrawal from the Plan.
- (g) Prior to taking their leave of absence, an employee may withdraw funds from the Plan only in the case of financial or other hardship (except where paragraph (d) applies). Upon withdrawal any monies accumulated plus interest owed, will be repaid to the employee within 60 calendar days of notification.
- (h) Should an employee die while participating in the Plan, any monies accumulated plus interest owed at the time of death, will be paid to the employee's estate.
- (i) It is understood that all amounts under the Plan will be paid to the participating employee no later than the end of the first taxation year of the employee that commences after the end of the deferral period.
- (j) There will be no interruption of a leave once it has commenced.

6. Salary

Throughout the period of the leave of absence, the employee may not receive any salary or wages from the BCGEU, or from any other person or partnership with whom the BCGEU does not deal at arm's length, other than:

- (a) amounts which were deferred under the Plan; and
- (b) the reasonable fringe benefits that the BCGEU usually pays to or on behalf of employees.

7. Fringe Benefits

- (a) During a leave of absence, the responsibility for payment of premiums for fringe benefits for a participant shall be established in the collective agreement. Where a participant is obligated to pay the cost of any fringe benefit during the period of leave, the BCGEU will pay such costs on behalf of the participant and deduct the money paid from money otherwise payable to the participant from the fund.
- (b) The BCGEU will make pension deductions for submission to the relevant pension plan and notify the Administrators of the Plan the contributions and salary levels for the purpose of pension adjustment reporting.

8. Termination or Amendment of the Plan

- (a) This Plan may be amended or terminated by agreement between the Union and the BCGEU. Any amendments shall be binding upon all present and future participants.
- (b) No amendment shall be made to the Plan which will prejudice any tax ruling which is applicable to the Plan prior to the amendment.

9. Employee Agreement

"I have read the terms and conditions of the Agreement between the Union and the BCGEU governing the Deferred Salary Leave Plan, and I understand it. I agree to participate in the Plan subject to its rules and on the following specific conditions:

Enrolment Date: *My enrolment in the Plan shall become effective January 1, 200 .*

Year of Leave: *I propose to commence my leave (yy/mm/dd), upon the approval of the BCGEU, for a period of months (up to one year).*

Funding of the Leave: *To accomplish the funding of the leave I hereby authorize the following amounts be withheld from my current compensation effective the date of my enrolment in the Plan:*

<i>First Year</i>	<i>%</i>
<i>Second Year</i>	<i>%</i>
<i>Third Year</i>	<i>%</i>
<i>Fourth Year</i>	<i>%</i>

Number of additional years
Percentage per additional year

The participant may, by written notice to the BCGEU prior to January 1st in any year, alter the percentage amounts for that and any subsequent year subject to 4(e) of the Deferred Salary Leave Plan

original signed"

Signature of Applicant

Date

Written approval of the BCGEU Treasurer

original signed"

Signature of BCGEU Treasurer

Date

10. Income Tax Act

This Appendix will be submitted for review to ensure that it complies with the requirements of the *Income Tax Act*. The parties agree that they will make any modifications to this Appendix that are necessary in order to comply with the *Income Tax Act*.

**SIGNED ON BEHALF OF THE B.C.
EMPLOYEES' UNION:**

Diane L. Wood, Secretary-Treasurer
Gary Steeves
Deborah J. Boles
Barbara Jeanette

**SIGNED ON BEHALF OF OFFICE & GENERAL
PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 378:**

Ron Tuckwood, President
Bob McCartney
Jackie Stewart
Brenda Potter
Barb Crowley

Dated: March 14, 1997

APPENDIX "G"

EARLY RETIREMENT INCENTIVE PLAN AND RELOCATIONS

1. Eligibility

The parties agree that regular employees will be eligible for an Early Retirement Incentive Plan (ERIP) as outlined below.

- (a) The ERIP is available to eligible employees, who are at least 55 years of age, on or before a date determined by the BCGEU, but in any event no later than March 31, 2012. ERIP is also available to those employees with sufficient pre-retirement leave entitlement to reach their 55th birthday.
- (b) For employees meeting the above criteria and subject to BCGEU approval based on operational requirements, ERIP shall provide for an unreduced pension if age plus years of contributory service add up to 80 (rule of 80). For those employees eligible to retire whose combined age plus service add up to less than 80, the pension is reduced by three percent for every year their age is less than 60 or their age plus service is less than 80, whichever is the lesser.
- (c) In addition, employees approved for ERIP will also receive a lump sum payment equal to six months base salary which may be used as pre-retirement leave. Benefits under this provision shall not exceed the time that would be required to reach the employees' maximum retirement age at 65.
- (d) The BCGEU will consult with the Union with respect to the timing, location and duration of the ERIP program. The BCGEU may establish reasonable time frames for employees to exercise their option to retire under ERIP. The employees last day of work prior to pension or pre-retirement leave under ERIP will be as determined by the BCGEU but in any event, no later than March 31, 2012.
- (e) The cost of the ERIP will be borne by the BCGEU and will not be charged to the Public Service Pension Plan.
- (f) An employee receiving a lump sum payment shall not be eligible for re-employment by the BCGEU. Employees who take advantage of ERIP shall waive their rights to any other severance payment provided in this collective agreement.

2. Relocation

- (a) It is understood by the parties that as a general policy, employees will not be required to relocate from one geographic location to another against their will. However, the BCGEU and the Union recognize that in certain cases relocation may be in the interests of the BCGEU and/or the employee. In such cases, an employee will receive 90 days written notice prior to the effective date of relocation and will be fully advised of the reason for their relocation as well as the possible result of refusal to be relocated.
- (b) Should a regular employee choose not to relocate, the employee shall elect prior to the date of relocation:

- (c)
 - (i) an available vacancy in their geographic location which does not result in promotion; or
 - (ii) early retirement as provided by the Early Retirement Incentive Plan; or
 - (iii) severance pay as provided by clause 18.4.

3. Term

This Appendix remains in force and effect from the date of ratification to March 31, 2012.

SIGNED ON BEHALF OF THE B.C. GENERAL EMPLOYEES' UNION:

Judi Fillion, Secretary-Treasurer
 Jaynie Clark, Director
 David Vipond, Director
 Deborah Boles, Coordinator
 Barbara Jeanette, Human Resources Administrator
 Maureen Feeney, Human Resources Administrator

SIGNED ON BEHALF OF CANADIAN OFFICE & PROFESSIONAL EMPLOYEES' UNION, LOCAL 378

Andy Ross, President
 Kelly Quinn, Union Representative
 Bobbi Flint, Bargaining Committee
 Karon Hardy, Bargaining Committee
 Debbie McMahon, Bargaining Committee

Dated: May 23, 2006.

Signed this day of , 2018 at , B.C.

Signed on behalf of the B.C. General Employees' Union

Signed on behalf of MoveUP, Canadian Office and Professional Employees Union, Local 378

"original signed"

"original signed"

Thom Yachnin
 Director

Stephen Von Sychowski
 Union Representative

MEMORANDUM OF AGREEMENT 1
RE: EARLY INTERVENTION PROGRAM

The parties agree that the goal of an Early Intervention Program is to complement the existing disability plans by facilitating a proactive and customized service for ill and injured employees to effectively return to work in a safe and timely manner.

1. Goals of the Early Intervention Program (“EIP”) are:
 - a. to initiate early contact with the ill/injured employee to convey the message that employees are valued;
 - b. to identify and provide appropriate case management of the ill/injured employee’s health issues;
 - c. to facilitate the rehabilitation of ill/injured employees while expediting a safe and timely return to work through and early return to work plan; and
 - d. to reduce the costs of wage indemnity (“WI”), long-term disability (“LTD”) and workers’ compensation claims.

2. Joint Steering Committee (the “Committee”)
 - a. A committee comprised of three (3) representatives of the Union and three (3) representatives of BCGEU shall be established within thirty (30) days of ratification of the renewal agreement. The purpose of the Committee is to develop an agreement for the delivery/implementation of an EIP that has case management component. The Committee shall call upon advisors, as required, and work with the BCGEU Human Resources Department and EIP provider.

 - b. Participation in the Committee shall be without loss of pay.

 - c. The Committee will be established with the following mandate:
 - develop the policies of the EIP, including the roles of the EIP provider, BCGEU, Employee, MoveUP, and EIP MoveUP Representative’
 - implement the EIP developed by the Committee by December 31, 2021;
 - promote the EIP to employees in the MoveUP unit;
 - develop and implement a communications plan for the EIP;
 - receive and analyze quarterly data reports to evaluate the effectiveness of the EIP and its impact on WI and LTD claims discuss issues arising from the implementation of the EIP;
 - establish the forms that will be used in EIP; and
 - determine who the EIP provider will be.

 - d. Confidentiality and the right to privacy protection is an important guiding principle of the EIP. The Committee will develop procedures and policies regarding what information is collected, from whom, under what circumstances it is shared, where and for how long it is stored. The EIP provider will hold and protect confidential medical information. The EIP provider will share only medical limitations, restrictions and prognosis with BCGEU

- e. The WI plan administrator will administer and provide the EIP unless Committee agrees to a different EIP provider.
- f. In the event the Committee cannot agree on the elements of the EIP including the EIP provider, they may refer the matter to mediation or expedited arbitration to resolve any disputes regarding the development or implementation of the EIP.

3. Participation in the Early Intervention Program

An ill/injured regular employee shall participate in the EIP and cooperate by:

- a. completing all required forms;
- b. speaking with the EIP case manager and/or Union representatives to discuss the potential for return to work or accommodation plans; and
- c. participating in an agreed upon early return to work/accommodation plan approved by the ill/injured employee's physician; and
- d. cooperating with any recommended medical and rehabilitation interventions plans, if approved by the attending physician.

4. Early Intervention Program Union Representative

- a. Employees participating in the EIP, should they choose, shall have access to and MoveUP Representative;
- b. The EIP Union Representative will be provided access to the EIP Case Manager and the employee's EIP case management file.
- c. The union shall appoint the EIP union Representatives(s), The EIP MoveUP Representative has the right to assist employees participating in the EIP without loss of pay should they be employed by the BCGEU.

5. Compliance

The EIP program will comply with applicable legislation and case law, collective agreement provisions, and EIP policies and procedures.

6. Dispute Resolution Process

- a. All case management disputes will be subject to the expedited arbitration process.
- b. The interpretation, application, operation or any alleged violation of the EIP are subject to the grievance and arbitration procedure set out in the collective agreement.

MEMORANDUM OF AGREEMENT 2
RE: REMOTE WORK

The parties agree to permit employees to work remotely from their residence in certain situations.

The BCGEU shall have the sole discretion to approve remote work arrangements subject to the terms of the Memorandum of Agreement (“MOA”)

1. This MOA shall only apply to regular employees of the BCGEU who have successfully passed their probationary period and who have not been subject to any documented performance or disciplinary concerns within the last 12 months. Temporary employees in posted positions may be considered for remote work arrangements after completing 880 hours of work for the BCGEU.
2. Only employees working in the following departments or offices are eligible for remote work arrangements:
 - a. Victoria Area Office
 - b. Nanaimo Area Office
 - c. Lower Mainland
 - d. Fraser Valley Area Office
 - e. Kamloops Area Office
 - f. Kelowna Area Office
 - g. Prince George Area Office
 - h. Administration (including Records Management and Membership Records)
 - i. Advocacy
 - j. Communications
 - k. Facilities including Convention & Travel (excluding Mail Centre and HQ Reception)
 - l. Finance
 - m. Learning & OH&S
 - n. Member Benefits
 - o. Negotiations
 - p. Organizing
 - q. IT Services
 - r. Executive
3. Where there are more requests for a particular day than the BCGEU can operationally approve, requests shall be granted on a rotating basis in order of seniority.
4. Eligible employees may request approval from their director for remote work arrangements. The BCGEU agrees remote work arrangements are not limited to specific number of days per week but are approved based on operational needs and shall not be requested or approved more than one (1) month in advance. Approval shall be subject to operational requirements and the following criteria:

- a. There must be sufficient employees at the workplace to perform any work required to be done and for member service to continue uninterrupted. Specifically, reception desks at area offices must always be staffed.
 - b. The employee must have no work that requires their attendance at the workplace on the relevant day.
 - c. The employee must be available to report to their normal office worksite during the relevant day within a reasonable period of time, if required.
 - d. The employee must have all the necessary furniture, space, and equipment to perform the full scope of their job duties during the relevant days.
 - e. There will be no additional costs from the remote work arrangement borne by the BCGEU.
5. Senior Departmental Clerks and Regional Secretaries may be considered for remote work arrangements and shall request approval from their director. In addition to general operational requirements outlined at Paragraph 4, Senior Department Clerks and Regional Secretaries must have no supervisory, training, or director support functions at the office on the requested day.
 6. The BCGEU may, at any time, review work performed at home in comparison to work performed in the office to assess whether remote work arrangements are appropriate for specific employees.
 7. Should any employee experience technical issues or internet service interruptions while working remotely, they shall immediately notify their director if able and report to their workplace as soon as possible.
 8. Employees seeking remote work arrangements are responsible for the following:
 - a. Ensuring the remote work location is adequately equipped and maintained from a safety perspective.
 - b. Ensuring appropriate dependant care arrangements are in place and that personal responsibilities do not prevent the employee from carrying on the full scope of their job duties.
 - c. Ensuring the privacy of BCGEU members is protected.
 9. Remote work arrangements under this MOA are voluntary.

MEMORANDUM OF AGREEMENT 3
RE: TRAVEL CLERKS

1. Where Travel Clerks are required to stand by 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 four hours standing by.

Travel Clerks on their normal day of work will be on standby from 1700 hours to 2100 hours.

Travel Clerks on standby on Saturday or Sunday will be compensated at 3 hours straight time, from 0900 hours to 2100 hours.

Travel Clerks will not be required to respond to emails or phone calls outside the hours indicated in this Memorandum of Agreement ("MOA").

Once a Travel Clerk works while on standby, the Travel Clerk will be compensated at the applicable overtime rates under the collective agreement.

Standby compensation will be paid out. Overtime compensation can be banked or paid out as per the terms of the collective agreement.

2. An employee designated for stand-by shall be immediately available for duty during the period of stand-by at a known telephone number. The BCGEU shall provide a BCGEU cell phone and laptop to perform the duties as required. Where possible initial requests should be directed to the convention representative who will then contact the Travel Clerk on duty to complete the tasks.
3. If due to an unforeseen emergency the employee is unable to be on standby on Saturday or Sunday, they shall receive prorated standby pay. If this occurs on a regular day of work, the standby will not apply, and the employee will be compensated by the appropriate agreement provision.
4. Travel Clerks required to stand by will not be required to stand by on two consecutive weekends or two consecutive designated paid holidays, except by mutual agreement. This provision will not apply in emergency situations.

PB:hb usw2009

MEMORANDUM OF AGREEMENT 4
RE: JOB DESCRIPTIONS

The parties agree that the BCGEU will institute job descriptions for all positions covered by this Collective Agreement.

The process for arriving at these job descriptions is as follows:

1. The BCGEU will provide the Union with draft job descriptions for all positions covered by this Collective Agreement on or before August 6, 2024
2. The Union will provide the BCGEU with their feedback to the draft job descriptions on or before November 15, 2024.
3. The BCGEU will provide the Union with updated draft job descriptions on or before December 15, 2024.
4. The Union will inform the BCGEU whether there are any remaining disputes regarding the job descriptions on or before January 15, 2025.
5. Should there be any remaining disputes, the parties shall submit those disputes for expedited mediation/arbitration.

PB:hb usw2009

MEMORANDUM OF AGREEMENT 5
RE: INFORMAL HARASSMENT PROCEDURE

The parties agree, during the term of this collective agreement, to institute the following informal harassment procedure notwithstanding any contradictory language at Article 21 of the collective agreement.

1. A complainant or complainants may request access to the informal harassment procedure by emailing the Director of Human Resources.
2. All timelines in Articles 21 and 24 of the collective agreement will be suspended as of the day the complainant sends the email referred to at paragraph 1 until the informal harassment procedure is concluded. The parties agree that the suspending of timelines does not operate to render a complaint or grievance timely that is not otherwise so.
3. The Director of Human Resources or their designate will work with the complainant(s), respondent(s), and all relevant Directors to find a mutually acceptable solution to the workplace issues.
4. The parties acknowledge that all discussions in the informal harassment procedure are without prejudice.
5. The complainant or complainants are entitled to have a shop steward present for all meetings under this Memorandum of Agreement (“MOA”).
6. The respondent or respondents shall be entitled to have a Union shop steward present for all meetings under this MOA if they are a member of the bargaining unit. If the respondent or respondents are a member of the B.C. Union Workers’ Union (“UWU”) bargaining unit they shall be entitled to have a UWU shop steward present at all meetings under this MOA.
7. The informal harassment procedure shall be concluded if no mutually acceptable solution is reached within thirty (30) days of the email referred to at paragraph 1. This period may be extended by mutual agreement of the parties.

PB:hb usw2009