

MEMORANDUM OF AGREEMENT

BETWEEN:

(hereinafter referred to as the "Employer")

PARTY OF THE FIRST PART

AND:

MoveUP, Local 378 of the Canadian Office and Professional Employees Union

(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

WHEREAS:

- A. The Parties are bound to a Collective Agreement effective from July 1, 2019 through June 30, 2023 (the "Collective Agreement").
- B. The Parties have engaged in collective bargaining to reach an agreement to renew the Collective Agreement.

THEREFORE:


- 1. The Parties agree that the Collective Agreement is renewed for a term of written three years from July 1, 2023 to June 30, 2026 with the changes set out in the Memorandum of Agreement subject to the following conditions.
- 2. The Parties agree that this Memorandum of Agreement is subject to ratification by the Parties' respective principals.
- 3. The Parties agree to recommend this Memorandum of Agreement, without reservation, to their respective principals.
- 4. The changes to the Collective Agreement contained in this Memorandum of Agreement will be effective from July 1, 2023, unless specifically stated otherwise.
- 5. All items not addressed herein will be considered withdrawn on a without prejudice basis.

6. Any amendment to this Memorandum of Agreement must be confirmed in writing by both Parties.
7. The Parties agree that this Memorandum of Agreement is, to this date, the entire agreement between the Parties with respect to collective bargaining for the renewal of a Collective Agreement.
8. If this Memorandum is ratified, the Union agrees to provide the Employer with a draft copy of the resultant Collective Agreement both in "hard-copy" and digital form within thirty (30) calendar days of the date of completion of the ratification vote and the Employer shall thereafter have fifteen (15) calendar days within which to respond to the draft Collective Agreement provided by the Union. The Parties agree the objective will be to have a finalized Collective Agreement within sixty (60) calendar days of the date of completion of the ratification vote.

Signed at _____, B.C. this _____ day of _____, 20__

FOR THE EMPLOYER



FOR THE UNION

APPENDIX "A"

Attach all sign off as Appendix A



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
(CCCU)
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: Thursday, June 22, 2023	Time:
Comprehensive	Various		

The Union proposes that the following framework for settlement proposal resolves, in full, all matters that have arisen in Collective Bargaining between MoveUP and Coastal Community Credit Union as follows:

1. All matters previously agreed to between the Parties shall form part of this settlement agreement.
2. All items not referred to in this document are considered withdrawn without prejudice.
3. Retroactive pay shall apply to all active employees. This excludes employees who have resigned and retired during this term.

UP22 – AGREED

9.5 Supplemental Employment Benefit for Maternity, Parental and Adoption Leave (“SEB”)

Effective on the ratification of this Agreement, when on any leave described under Article 9.4, employees will receive a supplemental payment added to their Employment Insurance benefits. The Maternity Leave allowance shall consist of one (1) week at 100% of the employee’s base/regular pay prior to the leave.

- a) In order to receive the SEB allowance, employees must qualify to receive employment insurance benefits in accordance with the *Employment Insurance Act*.
- b) Employees who qualify shall be paid the benefit in the pay week immediately following the start of their leave.
- c) Base pay/regular pay for Part-Time Employees is defined as the employee’s average base pay/regular pay for twelve (12) months prior to the leave.
- d) Should the employee fail to return to work at the conclusion of the leave and remain in the employ of the Employer for a period of six (6) months as a regular employee, the employee shall reimburse the Employer for allowance received under this Article.

*Renumber the remaining articles

ARTICLE 10 — BENEFIT PLANS and SICK LEAVE

10.2 RRSP/Pension Plan

All regular employees shall be entitled to participate in the in-house RRSP upon the completion of one (1) years service, or two hundred (200) working days for part-time employees. Employer contribution to the RRSP is as follows:

RRSP Contributions

- | | |
|-----------------------|---------------|
| • January 1, 2016 | 11.00% |
| • January 1, 2019 | 11.25% |
| • July 1, 2022 | 11.50% |
| • <u>July 1, 2025</u> | <u>11.75%</u> |

Employer contribution to the RRSP will be a percentage of earned salary, per pay period. Funds in this plan are not available for withdrawal, unless the participant can demonstrate to the Employer special circumstances which are beyond the control of the employee and warrant such consideration. Exceptions to the above are for Home Buyers Plan, a Lifelong Learning Plan or other circumstances as set out in the *Income Tax Act* or discontinuance of employment with or retirement from Coastal Community Credit Union.

RRSP's on deposit with the Employer and registered in the employee's name shall be entitled to a preferred rate. The preferred rate shall be one-half (0.50%) percent above the applicable rate for members, for the term selected. With regards to those funds in locked-in terms, this one-half (0.50%) percent would be applicable on the next anniversary date. It is also confirmed that employees will be entitled to invest in products available through Coastal Community Credit Union and their RRSP Plans available.

Employees will have the option of participating in the BC Central Credit Union Defined Contribution Plan.

ARTICLE 10 — BENEFIT PLANS and SICK LEAVE

- 10.4** The employee, upon request by the Employer, shall provide proof of illness which involves paid leave. The costs of Independent Medical Evaluation and medical questionnaires requested by the Employer shall be covered by the Employer. The costs of doctor's notes

and medical documentation requested by the Employer's insurance carrier shall not be covered by the Employer.

The current application of this section re: incidental sick leave will include Family Responsibility Leave. All employees will receive up to ten (10) paid working days of Family Responsibility Leave per illness/ event. The Employer's Family Responsibility Leave policy and the Employment Standards Act shall govern the parameters of Family Responsibility Leave. Family Responsibility Leaves shall not be unreasonably denied.

The sick leave plan will not be amended but will also apply to family responsibility leave with one clarification, should any particular instance under family responsibility leave lead to an absence from employment in excess of ten (10) consecutive working days the coverage under this section shall cease at the end of the tenth day. This is so that the Employer is not providing costs in excess of what they would to an employee who qualifies for wage indemnity or long-term disability. Confirmation of this ten day period shall be done as a policy of the Credit Union.

UP 31 – AGREED

ARTICLE 11 — SALARY POLICY

11.6 An employee assigned to a higher job classification or temporarily replacing another employee in such higher classification, shall be paid at the higher rate as determined by ~~Section 4 above~~ Article 11.4, for the period so employed. ~~This provision shall not apply for brief relief periods of three (3) days or less accumulated in a calendar year.~~ Where employees temporarily assume additional responsibilities without an actual change in classification, the Union and the Employer shall meet to decide if the added responsibilities are sufficient to change the job level and if so, shall set a new salary level.

Training and Cross-Training

An employee assigned to a higher job classification on a temporary basis for the purposes of cross-training shall not be entitled to the higher rate salary and shall maintain their salary level of their regular position so long as the transfer to the cross-training position does not exceed sixty (60) working days.

While training and cross-training is being done, the trainer will be present.

UP42 – AGREED

ARTICLE 22 — DURATION

22.1 This Agreement shall be in full force and effect from and including July 1, ~~2019~~ 2023 to and including June 30, 2026, a 3 year term, and shall continue in full force and effect from year to year thereafter subject to the right of either Party to this Agreement within four (4) months immediately preceding the expiration, or immediately preceding July 1st, in any subsequent year, by written notice to the other Party, to require the other Party to commence collective bargaining with a view to the conclusion of a renewal or revision of the Collective Agreement, or a new Collective Agreement.

UP44 – AGREED

APPENDIX “A-2”

Job Classification & Wage Scale – Full-Time Employees

July 1, 2023 – 4.75%	4.25%	<u>4.50%</u>
July 1, 2024 – 3.75%	<u>3.75%</u>	
July 1, 2025 – 3.00%	3.00%	

The signing bonus is \$500 per full-time employee. The signing bonus is to be prorated for part-time employees.

UP45 – AGREED

APPENDIX “B-1” – Benefit Plan Outline

Particulars of the Benefit Plan will remain unchanged during the term of the collective agreement (Subject to Article 10 of the Collective Agreement)

Basic Life <ul style="list-style-type: none"> • 3 times annual earnings • Reduces 50% at age 65
Optional life Employee/Spouse <ul style="list-style-type: none"> • Multiples of \$10,000 up to \$500,000
Dependent life <ul style="list-style-type: none"> • \$5,000 spouse & \$2,500 Child
Basic AD&D <ul style="list-style-type: none"> • 3 times annual earnings • Maximum of \$750,000
Short Term Disability <ul style="list-style-type: none"> • 85% of regular earnings • No top up needed, already at 85% <i>for entire benefit period</i>
Long Term Disability <ul style="list-style-type: none"> • 66 2/3 of first \$6,000 of earnings per month and 50% of the balance (Taxable benefit-Employer paid)
Employee & Family Assistance

<ul style="list-style-type: none"> • Included
<p>Extended Health Care</p> <ul style="list-style-type: none"> • \$25 per family annual deductible • 100% reimbursement for all eligible expenses, \$1,000,000 lifetime maximum • Drug Card 100% coverage • Massage Therapy and Physiotherapy – No maximum (the employee must provide a note from their doctor after twelve sessions) • Chiropractic Therapy – \$400 cap • <u>Acupuncture - \$100 cap</u> • <u>Psychologists/Social Workers - \$200 combined cap</u> • <u>Speech Therapy - \$100 cap</u> • Diabetic Supplies, Oral Contraceptives • Smoking Cessation \$500/lifetime • Semi or Private Hospital room • Emergency Ambulance Service • Paramedical Services • Nursing \$7,500/calendar yr • Wigs \$500/lifetime per person • Hearing Aids \$750/5 years adult and children • Orthopedic Shoes/Orthotics \$300/year • Respiratory Apparatus • Elastic Support Stockings 4/year • Surgical Bras 4/year • <u>Emergency Travel Assistance</u> • <u>Out of Country Non-Emergency Referral Treatment 80%/\$50K/lifetime maximum</u> • 24 month survivor benefit
<p>Vision Care</p> <ul style="list-style-type: none"> • Eye exams \$100/24 months rolling (carrier paid) • Glasses, contact lenses, and laser eye surgery \$500/24 months rolling (adult and child) (carrier paid) Internal payment eliminated • (\$600 total benefits available / 24 months rolling) • 24 month survivor benefit
<p>Dental Care</p> <ul style="list-style-type: none"> • No Annual Deductible • 80% Basic & Preventative • 75% Major Restorative • 50% Orthodontics – immediate qualification • Orthodontics \$2,500/lifetime max • 24 month survivor benefit
<p>Eligibility</p> <ul style="list-style-type: none"> • Eligibility will be sixty (60) hours per month

LETTER OF INTENT – Maternity/Parental/Adoption Top Up

LETTER OF INTENT 4

BETWEEN: Coastal Community Credit Union

AND: MoveUP (Canadian Office and Professional Employees, Union Local 378)

RE: Maternity/Parental/Adoption Supplemental Benefit

This Letter is to confirm the Employer will explore the option to enhance the Supplemental Benefit for employees taking Maternity, Parental or Adoption leave within one hundred and twenty (120) days following the ratification of this Agreement. The Employer will bring the results of the review to the Standing Committee for review and discussion, and if required will work with a working committee of the Standing Committee to further review the option for employees.

It is the intention of the Parties through these discussions to reach a mutually agreed recommendation to be proposed at the next round of collective bargaining. The conclusions of the research and discussions may or may not result in a supplemental benefit for employees.

LETTER OF INTENT – Individual/Team Incentive Program

LETTER OF INTENT 5

BETWEEN: Coastal Community Credit Union

AND: MoveUP (Canadian Office and Professional Employees, Union Local 378)

RE: Individual/Team Incentive Program

Details:

The Parties agreed during collective bargaining in 2023 that within one hundred and twenty (120) days following the ratification of this Agreement, an initial meeting of the Standing Committee will take place with representatives of the Union and the Employer to establish a working committee pertaining to the potential development of an Individual/Team Incentive Program.

Each party will not appoint more than three (3) members to join the working committee. The Union's Representative and a Senior Management Representative from the Employer may attend such meetings.

It is the intention of the Parties through these discussions to reach a recommendation to be proposed at the next round of collective bargaining. The recommendation will include the full

details respecting the operation and application of this program including a complete outline of any benefits which may flow through to any individual employee.

E&OE
Signed off this 22nd day of June 20 23

For the Union

For the Employer



Bruno Dragani
Chief People & Administration Officer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 01	Various	COUNTER PROPOSAL from CCCU	

Throughout the collective agreement:

- Change “Company” to “**Employer**”
- Change “union” to “**Union**”
- Change “employer” to “Employer”
- Change “article” to “**Article**”
- Change “Section” to “**Article**”
- Change “local union” to “**Union**”
- Change “Official Union Representative” or “Business Representative” to “**Union Representative**”
- Change “Job/Office Steward” to “**Job Steward**”
- Change “the Parties” to “**the parties**”
- Change “his/her” to “the employee”
- Change “paragraph (x)” to “**Article X (x)**”
- Change “union-management consultation” to “**union-management consultation**”
- Change “Companies Act” to “**Company Act**”
- Italicize any legislations or laws, i.e.
 - *Labour Relations Code*
 - *BC Human Rights Code*
 - *Company Act*

MoveUp to provide a listing to Employer of all changes to be made per this bullet list of housekeeping items in order to verify the changes are not material to the agreement.

“employer” to change to “Employer” appears twice in Article 9.7 and once in Article 15.13.

E&OE
Signed off this 12th day of May 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

COASTAL COMMUNITY CREDIT UNION PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 03	Article 1.3	Amend	

The Union proposes replacing Article 1.3 with the content of the Letter of Understanding #5.

ARTICLE 1 — PURPOSE

- 1.3** ~~The Employer recognizes the right of an employee to work in an environment free from sexual harassment. Employees who feel they are being sexually harassed may initiate a grievance.~~

~~The Union and the Employer recognize the right of an employee to work in a harassment free environment. The Employer shall take such actions as are necessary respecting an employee engaging in harassment in the workplace in accordance with the policy "Harassment Policy" set out by the Employer. The Employer will provide the Union with a copy of the Harassment Policy and Procedure.~~

The Union and the Employer recognize the right of an employee to work in a harassment free environment. The Employer shall take such actions as are necessary to prevent and address workplace bullying and harassment in accordance respecting an employee engaging in harassment in the workplace in accordance with the policy "Harassment Policy" set out by the Employer. The Employer will provide the Union with a copy of the Harassment Policy and Procedure.

An employee who wishes to pursue a concern arising from an alleged harassment may submit a complaint, in writing, to the Employer, within thirty (30) days of the alleged occurrence as per the Harassment Policy and Procedure located in the Human Resource Policy and Procedure Manual. Upon completion of the investigation, the Employer will provide a summary report of the investigation finding to the Union.

If the complaint is not resolved within thirty (30) days following the date the complaint was filed, the complainant may file a grievance at Step (3) of the grievance procedure and will have the right to union representation at this stage in the process. Any extension required to resolving the complaint is mutually agreeable between the Parties.

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

~~Alternatively, the complainant may choose to file a grievance pursuant to the Collective Agreement, beginning as step 3.~~

Should a complainant elect to file a grievance, beginning at Step 3, pursuant to the Collective Agreement, the complainant will, by doing so forfeit any and all rights to pursue the complaint through any other forum including an application under the *Human Rights Code*.

E&OE
Signed off this _____ day of _____ 20____

For the Union



For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 09	Article 3.2	Signed by CCCU	

ARTICLE 3 – UNION and EMPLOYER REPRESENTATION

- 3.2** The Job Steward(s) may, within reason, carry out their duties in Article 3.1 Rights of Job Stewards (a), (b), and (e) ~~above~~, without loss of pay, during regular business hours and it shall be considered as time worked. Time spent by Job Stewards beyond their regular working hours will not be paid by the Company unless requested to do so by the Employer. Before carrying out their duties relating to Article 3.1(a), (b), and (e), during regular working hours, the Job Steward will first obtain permission from the manager or their designate at their location. Such permission will not be unreasonably withheld. It is understood that the Job Steward will carry out their duties in a manner as to cause a minimum of interference to normal job duties and business operations.

E&OE
Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

COASTAL COMMUNITY CREDIT UNION PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 10	Article 3.3	Amend	

ARTICLE 3 – UNION and EMPLOYER REPRESENTATION

3.3 Committees

- a) Each Party to this Agreement shall appoint a Standing Committee.
- b) The Union's Committee shall be composed of not more than ~~three (3)~~ five (5) regular employees who have completed their probationary period and are Union members.
- c) Each Party shall notify the other by letter of the names of their Committee members and any changes which may take place from time to time.
- d) The purpose of the Standing Committee shall be to meet together at the request of either Committee to discuss matters related to the administration of the Collective Agreement and to attempt to resolve any problems that may arise or can be foreseen. A decision by the Union's Standing Committee must be confirmed by an Official Representative of the Union, to bind the Union.
- e) The Parties agree to appoint members of the Standing Committee pursuant to ~~a~~Article 3.3 within one month following ratification of a renewal Collective Agreement. Meetings will be scheduled to take place in February, June and October of each year although more frequent meetings may be held if the parties are agreed that there are sufficient issues which necessitate the need for additional meetings. By joint agreement, the meeting dates may be amended.
- f) The Parties also agree to set agenda items for each meeting and to exchange agenda items for discussion at upcoming meetings in advance of such meetings. Agenda items must be exchanged no later than two (2) weeks prior to the date of the scheduled meeting. This does not preclude the discussion of any issue which either Party may view as requiring immediate review. However, the Parties agree to make every reasonable effort to exchange agenda items in advance. Agenda items will include matters such as Management Performing Bargaining Unit Work, Work Loads and Respectful Work Environment, Expressions of Interest, Job Postings, Benefit Program Review, Regular Shifts for Part-Time Employees, and Rights of Job Stewards, ~~inclusion and exclusion of the bargaining unit~~ and any other subject matter under the administration of the collective agreement.
- g) The Employer will provide workshops regarding respectful work environments.

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

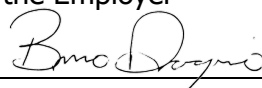
h) The Union's full-time Representative may attend such meetings.

E&OE

Signed off this 12th day of May 20 23

For the Union

For the Employer





(Canadian Office and Professional Employees Union, Local 378)

COASTAL COMMUNITY CREDIT UNION PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date: May 11, 2023	Time:
UP 11	Article 3.4	CCCU Signed	

ARTICLE 3 – UNION and EMPLOYER REPRESENTATION

3.4 a) Union Management Consultation

Coastal Community Credit Union and the Union recognize the benefits of establishing a mechanism for the ongoing discussion of a variety of issues which may be of interest to both and the benefits that open and early discussions is a positive step in building a stronger relationship between both parties.

b) Objectives and Functions

The union-management consultation mechanism will provide a process whereby representatives from union and management will meet from time to time to discuss issues of interest and/or concerns.

This process is one in which the parties seek information, provide advice and exchange views on specific matters; it is a means of fostering understanding of the other parties' concerns and particular views pertaining to specific issues and developments within the business. The consultation process allows the parties the opportunity to develop meaningful dialogue, to bring forth their particular points of view, and in a spirit of good faith, attempt to find solutions to concerns and issues raised by each party.

The main objective of union-management consultation is to provide an effective ongoing communication vehicle between union and management which facilitates discussion of issues, if not resolution.

Union-management consultation does not imply any agreement on issues discussed nor does it in any way interfere with the management's authority or obligation to manage, or the union's legal rights under the [Labour Relations Code](#) of British Columbia, or the Collective Agreement.

c) Matters for Discussion

Since the purpose of the union-management consultation process is to reduce tension and promote understanding between the parties, generally there shall be no limitation on the issues that may be raised in consultation. However, it is recognized that this process is intended for the sharing of ideas and information at the earliest possible

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

time and as such operational initiatives and customer service issues including hours of operation, and matters pertaining to issues related to mergers and acquisitions are generally seen as appropriate topics for discussion.

d) Meetings

Meetings will be scheduled to take place in February, June and October of each year although more frequent meetings may be held if the parties are agreed that there are sufficient issues which necessitate the need for additional meetings. Meetings will be scheduled in conjunction with the Standing Committee Meeting. Union Management Consultation Meeting consultation dates will occur in line with Standing Committee dates. By joint agreement, the meeting dates may be amended.

e) Participants

The total number of official Union and Employer representatives will not exceed ~~eight (8)~~ ten (10), ~~four (4)~~ five (5) from the union and ~~four (4)~~ five (5) from the Employer. ~~Official~~ Union Representatives to this process will be named by the Union and will include the Union's ~~Business~~ Representative.

Other advisers, observers, and visitors may attend the consultation meetings but only with the concurrence of both the union and the Employer; these persons will not be able to actively participate in the proceedings except with the agreement of both the union and the Employer.

It is the union's intention to minimize any disruption to the Employer's operations while booking participants for this purpose.

f) Procedures

The Employer and the Union shall establish a pre-determined schedule of meetings for each calendar year every January. In advance of each meeting the parties may each submit issues for discussion. An agenda will be prepared and circulated at least fourteen (14) days in advance of each meeting; if there are papers, memoranda or reports related to the items(s) on the agenda, they should be distributed at the same time as the agenda.

During the course of the meeting a non-adversarial climate should be maintained, therefore, formal proceedings such as motions and votes will not be utilized.

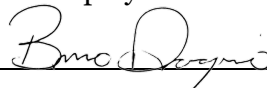
E&OE

Signed off this 11th day of May 2023

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 12	Article 5.3	CCCU Signed	

ARTICLE 5 – DEFINITION OF EMPLOYEES

5.3 Temporary

A temporary employee is one so informed by the Employer at the start of employment. Temporary employment/[assignment](#) shall be for a specified period not exceeding [a](#) ninety (90) calendar days duration, except for temporary assignments known to be longer than [a](#) ninety (90) calendar days duration such as maternity or long-term illness leaves, and except when extended by mutual agreement between the Union and the Employer. A temporary employee reaching regular status will have rights under this Agreement which is based on length of service or seniority dated from the start of continuous employment.

E&OE

Signed off this 27th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article	Date: April 26, 2023	Time:
UP 13	Article 6.1	Version 2	

ARTICLE 6 – HOURS of WORK and OVERTIME

- 6.1** a) The standard day shift shall consist of seven and one-half (7½) continuous hours per day between the hours of 8:00 a.m. and 6:00 p.m. The standard work week shall consist of thirty-five (35) hours, Monday through Saturday, inclusive.
- b) The determination of the starting time of daily and weekly work schedules shall be made by the Employer and such schedules may be changed by the Employer from time to time to suit varying conditions of business. In the event of any changes in starting and quitting times of shifts, the Employer agrees to give at least fifteen (15) days notice of any change.
- c) **Monday Opening**
~~In the event it becomes necessary to open the Credit Union for business on Mondays, the Employer agrees that a schedule of days off will be negotiated with the Standing Committee.~~ It will not be the intent of the Employer to work employees six (6) consecutive days. The Employer agrees with the principle of two (2) consecutive days off, wherever it is possible.
The principle of two (2) consecutive days off shall prevail for ~~full-time~~ Full Time Regular employees and wherever possible to apply only to ~~part-time~~ Part Time Regular employees. The Employer is prepared to do everything they can to provide two (2) consecutive days off for part-time employees but is not prepared to ~~and~~ guarantee that one (1) of those days shall be Sunday.
- d) Any shift work ending after 6:00 p.m. up to and including 8:30 pm, will be paid a premium of five percent (5%) above the employee's regular rate for all hours worked beyond 6:00 pm.
- e) **Extended Hours of Operation – Relationship Centre**
The Relationship Centre will have extended hours of operation between the hours of 7:30 am and 8:30 pm.
~~A shift premium will apply to employees as set out in Appendix "A-2 Job Classification and Wage Scale Shift Premium".~~

E&OE
Signed off this 12th day of May 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 14	Article 6.2	Signed by CCCU	

ARTICLE 6 — HOURS of WORK and OVERTIME

- 6.2** a) A one (1) hour unpaid lunch period will be provided and taken within the three (3) hours in the middle of the regular working day. Precise time to be arranged between the Employer and the employee.
- b) A half (1/2) hour unpaid lunch period will be provided when an employee works ~~more than~~ in excess of five (5) hour work day and less than a standard work day within the three (3) hours in the middle of the work day. Precise time to be arranged between the Employer and the employee.

E&OE
Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 15	Article 6.3	Signed by CCCU	

ARTICLE 6 – HOURS of WORK and OVERTIME

6.3 Two (2) relief periods per day of fifteen (15) minutes each, one (1) in the morning and one (1) in the afternoon, shall be provided without loss of pay. Part-time employees will be entitled to the following, without loss of pay:

Two (2) to five (5) hours worked – one (1) fifteen (15) minute rest period; in excess of five (5) hours worked – two (2) fifteen minute rest periods.

E&OE
Signed off this 26th day of April 20 23

For the Union

For the Employer

Proposal #	Affected Article	Date: April 26, 2023
CCCU2	7.1 (a)	Time: 9am

PROPOSAL #2 - ARTICLE 7.1(a) – STATUTORY HOLIDAYS

Proposed Amendment:

Article 7.1 (a)

The Employer agrees to provide all full-time regular and part-time regular employees with the following Statutory Holidays, without loss of pay:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
BC Day	Labour Day	National Day of Truth and Reconciliation
Thanksgiving Day	Remembrance Day	Christmas Day
Boxing Day		

and any other day that may be stated a legal holiday by the Provincial, Civic and/or Federal Government. Should one (1) of the above holidays fall on an employee's normal day(s) off, the employee shall receive an additional day or day(s) off, with pay to be taken adjacent to the employee's normal day(s) off or at a time mutually agreed between the employee and the Employer.

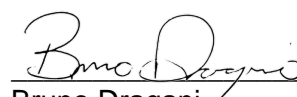
[*Statutory Holiday pay at 5.2% will be included in the regular wage rates for part-time employees and paid on each pay period.](#)

SIGNED ON BEHALF OF THE UNION
EMPLOYER



Anny Chen
Union Representative

SIGNED ON BEHALF OF THE



Bruno Dragani
Chief People & Administration Officer

Date: _____

Date: 04.26.2023



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 17	Article 8.1	Signed by CCCU	

ARTICLE 8 – ANNUAL VACATION and SUPPLEMENTARY VACATIONS

- 8.1** The vacation year shall be defined by calendar year (January 1st to December 31st), but will be accrued according to employment date. Employees currently earning vacation credits on a calendar-year basis will continue to earn credits on that basis until such time as their service with the Employer ends. Credits will be earned in accordance with ~~the current CCCU Collective~~ this Agreement.

E&OE
Signed off this 26th day of April 20 23

For the Union

For the Employer

PROPOSAL #4 - ARTICLE 9.4 – PREGNANCY/PARENTAL/ADOPTION LEAVE

Current:

Article 9.4 Pregnancy/Parental/Adoption Leave:

Leave of absence without pay shall be granted in accordance with the Employment Standards Act. Such leaves will not affect sick leave or seniority provisions. All pregnancy/parental/adoption leave of absence requests shall be in writing and shall show the last day to be worked and the expected date of return to work.

Employees desiring to return to regular employment following Parental leave shall notify the Employer at least thirty (30) days prior to the desired date of return, or thirty (30) days prior to the expiry date of the Parental Leave.

A regular employee returning to work after being on pregnancy/parental/adoption leave shall return to their former position or to a comparable position.

A regular employee on the additional six (6) months leave without pay may continue to be covered under the benefit plans during her/his leave provided they pay the monthly premiums in advance.

Vacancies arising under the provision will be posted as “up to eighteen (18) months.”

In the event the expected date of return is for twelve (12) months but is extended for an additional six (6) months, the vacancy created by the leave will not have to be reposted.

Proposed Amendment:

Article 9.4 Pregnancy/Parental/Adoption Leave:

Leave of absence without pay shall be granted in accordance with the Employment Standards Act. Such leaves will not affect sick leave, **benefit coverage** or seniority provisions. All pregnancy/parental/adoption leave of absence requests shall be in writing and shall show the last day to be worked and the expected date of return to work.

Employees desiring to return to regular employment following Parental leave shall notify the Employer at least thirty (30) days prior to the desired date of return, or thirty (30) days prior to the expiry date of the Parental Leave.


A regular employee returning to work after being on pregnancy/parental/adoption leave shall return to their former position or to a comparable position.

~~A regular employee on the additional six (6) months leave without pay may continue to be covered under the benefit plans during her/his leave provided they pay the monthly premiums in advance.~~

Vacancies arising under the provision will be posted as “up to eighteen (18) months.”

In the event the expected date of return is for twelve (12) months but is extended for an additional six (6) months, the vacancy created by the leave will not have to be reposted.

SIGNED ON BEHALF OF THE UNION



Anny Chen
Union Representative

Date: _____

SIGNED ON BEHALF OF THE EMPLOYER



Bruno Dragani
Chief People & Administration Officer

Date: 11 May 2023



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date - May 1, 2023	Time:
UP 25	Article 9.9	CCCU Counter - Signed	

ARTICLE 9 — LEAVE of ABSENCE

9.9 Compassionate Care Leave

The Employer shall grant, upon request, unpaid Compassionate Care Leave in accordance with the *Employment Standards Act*. An employee who requests leave under this Article is entitled to up to twenty-seven (27) weeks of unpaid leave (or per any improvements of the *Employment Standards Act*) to provide care or support to a family member when a certificate stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks or as outlined in the *Employment Standards Act*.

Where an employee is on a compassionate care leave, pursuant to Part 6 of the *Employment Insurance Act*, the employee will be considered to be continuously employed for the purpose of calculating annual vacation and will continue to accrue seniority and maintain eligibility for benefits.

E&OE

Signed off this 1st day of May 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: April 26, 2023	Time:
UP 30	Article 11.5	CCCU COUNTER PROPOSAL	

ARTICLE 11 — SALARY POLICY

11.5 Salary Progression

- a) Except as provided in ~~paragraph Article 11.5~~ (b) following, employees shall progress to each such succeeding step in the salary range for their job group in accordance with the service required to qualify for such step. Time spent on short-term and long-term disability leave shall not qualify as “service” under this section.
- b) When employees return to work from disability leave, they shall be advanced to the applicable step in their salary range on a non-retroactive basis.
- c) An employee placed on a step in their salary range at a point higher than they would qualify for length of service (on being hired, or promoted in accordance with ~~Section 4 of this Article 11.4~~) shall move to the next step in their salary range upon completion of twelve (12) months service following such placement, subject to ~~paragraph Article 11.5~~ (c) of this Section.
- d) Advancement from one salary step to another may be withheld due to inadequate performance under the following circumstances:
- the employee has been counselled regarding inadequate performance following the employee’s last job service salary increase; and
 - notice of intent to withhold the next service salary increase is given to the employee and the Union one (1) month prior to the date such increase is due.
- e) When employees restore their performance, they shall be advanced to the ~~next applicable~~ step in their salary range on a non-retroactive basis.

E&OE
Signed off this 11th day of May 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Employer			
Number	Affected Article/MOU	Date:	Time:
6		Revised	

12.8 Progression from Level 1 to Level 2 (MSR)

An MSR shall move from Group I to Group II after becoming qualified to perform the duties outlined in the Member Service Representative II Job Description. This includes completing the in-house MSR II training program and examination.

CUIC 185 or a comparable course as designated by the Employer shall be completed within twelve (12) calendar months from the conclusion of the employee's probationary period.

The movement from Group I to Group II shall be in accordance with Article 11.4, which ensures an increase of at least sixty dollars (\$60.00) per month. Regular part-time employees shall be entitled to move from Group 1 to Group II on the same basis as full-time employees in accordance with the time accumulated under Article 14.7. as agreed between the parties in Letter of Understanding #2.
~~It is understood that an MSR Group 1 employee will become an MSR Group 2 employee upon successful completion of the CUIC 185 course or comparable courses designated by the Employer and the two-week in-house training and examination provided by the Employer. Employees who were hired on or before January 1, 2002 will not be required to complete the CUIC 185 or comparable courses.~~

This transition from Group I and Group II is expected to transpire prior to reaching the eighteen (18) months from the employee's hire date.

E&OE
Signed off this 11th day of May 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 27, 2023	Time:
UP 40	Article 19.1	CCCU SIGNED	

ARTICLE 19 – ALTERNATE DISPUTE RESOLUTION

19.1 At the conclusion of the discussions pursuant to the grievance procedure set out above, should a grievance remain unresolved, either party may refer the unresolved grievance to Alternate Dispute Resolution as set out below.

1. The purpose of Alternate Dispute Resolution is in keeping with the wish of the parties to resolve grievances as quickly as possible following the formal grievance procedure but prior to arbitration pursuant to Article 21 – Arbitration.
2. Should either party seek a third party “non-binding option”, the parties agree to exchange a brief written statement including the following:
 - a) a summary of the grievance
 - b) the alleged violation of the collective agreement, and
 - c) the remedy sought
3. Such written statement will be referred to Mediator ~~Dave McPhillips~~ or Jim Dorsey, Ken Saunders, Cathy Knapp or as mutually agreed upon between the Union and the Employer for mediation and a non-binding recommendation to settle the grievance.
4. The parties may provide to the Mediator above, an Agreed Statement of Facts.
5. The Mediator’s recommendations will be issued within two (2) weeks of the Mediation.
6. The Mediator’s recommendations will be privileged and will not be referred to at any time for any purpose.
7. The Mediator’s recommendations will be without prejudice and will have non-precedential value in any other proceeding.
8. The parties acknowledge that the credibility of this process depends upon both recognizing that this is a problem solving and dispute resolution process rather than an adjudicative process.
9. The cost of the Mediator’s intervention will be shared equally by the parties.
10. The continued credibility of the process depends upon both parties recognizing the scope of this Alternate Dispute Resolution process.

E&OE

Signed off this 27th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 41	Article 21.1	Amend Counter Employer's Proposal #7	

ARTICLE 21— ARBITRATION

21.1 If a difference arises between the parties relating to the dismissal or discipline of an employee, or to the interpretation, application, operation or alleged violation of this agreement, including a question as to whether a matter is arbitrable, either of the parties, without stoppage of work, may, after exhausting the grievance procedure established by this agreement, notify the other party in writing of its desire to submit the difference to arbitration and the parties must agree on a single arbitrator from the list below or as mutually agreed upon between the Union and the Employer. The arbitrator must hear and determine the issue and render a decision, which is final and binding on the parties and any person affected by it. List of Arbitrators:

J. Dorsey; ~~W. Moore~~; ~~D. McPhillips~~ Cathy Knapp; Ken Saunders

Failing agreement on one of the arbitrators named above, either party may apply to the Collective Agreement Arbitration Bureau (CAAB) to appoint an arbitrator.

E&OE
Signed off this 26th day of April 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 46	LOU 1	The Union proposes renewing this LOU	

LETTER of UNDERSTANDING #1

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Administration of Article 6 Section 6

The Parties mentioned above, hereby agree to administer Article 6, Section 6 – Time off in lieu of Overtime and Article 7, Section 1(b) – Time off in lieu of a Statutory Holiday of the Collective Agreement as follows:

1. Employees may request periods of time off up to thirty (30) days prior to the date such periods are required.
2. Such requests will be approved by the Employer on the following basis:
Seniority will govern when more than the allowable number of employees request the same period of time off work, giving due consideration to the requirements of efficient operation of the Credit Union.
1. Employees will be advised whether their requested period of time off is approved or declined within one (1) day of making such request.
2. Once approval has been given, no other employee may exercise their seniority to displace that employee from the approved time period.

This Letter of Understanding shall remain in full force and effect from contract to contract unless mutually agreed to amend or delete.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 48	LOU 3	The Union proposes renewing this LOU	

LETTER of UNDERSTANDING #3

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Extended Hours of Operation

1. Possible Extended Hours of Operation at Central Operations

The Employer and the Union agree to the importance of remaining relevant in an ever changing financial environment. Therefore the hours of operation set out in Article 6 may need to be adjusted in particular areas of Central Operations. The extended hours of operation will include hours between 7:30 am to 8:30 pm.

In the event the Employer decides to extend operational hours at Central Operations the Employer will meet with the Union to review the Business Plan. The Business Plan will state the particulars respecting the changes to be made and the effect on employees at the location. No employee will be required to work extended hours past 6:00 pm unless that employee posts into an extended shift past 6:00 pm, with specific hours to be clearly outlined in the job posting. Job selections will be made pursuant to the collective agreement. Existing employees at Central Operations as of July 7, 2016 will not be required to start shifts any earlier than 8:00 am but can work a 7:30 am shift by mutual agreement between the employee and the Employer.

In the event that no qualified employees apply to the posting, the position will be posted externally. **It may be necessary to temporarily fill the role by the assignment of the junior employee at the location to the shift on an interim basis until such time as the shift can be filled on a regular basis.**

2. Central Operations

The shift premium outlined in Appendix-2 of the Collective Agreement will apply if extended operational hours are implemented in any area of Central Operations.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: June 20, 2023	Time:
UP 50	LOU 6	CCCU Counter V2	

LETTER of UNDERSTANDING #6

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Benefits During the Term of this Collective Agreement

There will be no change in any benefit during the term of the Collective Agreement. If changes are initiated by the carrier(s), then Coastal Community Credit Union shall give the Union a minimum of thirty (30) days written notice or longer if possible. The Parties agree to meet for the purposes of discussing such changes including the possibility of alternate carriers.

The Parties recognize the importance of regular monitoring of the rise in benefit costs and the impact benefit costs have on the organization. As such the Parties agree that regular and ongoing dialogue is essential in understanding the impact the rise in benefit costs has on the organization.

The Parties agree to discuss this issue at the regular meeting of the Standing Committee pursuant to Article 3.3.

This Letter of Understanding will ~~expire on June 30, 2019~~ be valid for the term of this Agreement and will not continue unless the Parties agree.

~~Signed this 13th day of May, 2021.~~

E&OE

Signed off this 20th day of June 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 51	LOU 8	The Union proposes renewing this LOU	

LETTER of UNDERSTANDING #8

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Letters of Expectation

The Parties agree that “Letters of Expectation” issued to employees are intended for the purpose of providing coaching, guidance, and counseling to employees in an effort to improve and clarify overall performance expectations of the employee on the job.

In an effort to achieve a desirable outcome for the employee, support for the employee may be provided through training and/or other resources the Employer may see as appropriate such as, but not limited to, job shadowing and one-on-one training.

The Employer will manage this process with the employee and will take into account input from the employee in keeping with the expectations set by the Employer. Employee feedback is welcome.

The Employer will closely review the employee performance to ensure ongoing improvement on a regular basis and will communicate such progress to the employee.

Letters of Expectation are not considered to be disciplinary in nature and will not be used as a foundation for any progressive discipline.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 52	LOU 9	The Union proposes renewing this LOU	

LETTER of UNDERSTANDING #9

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Job Descriptions

1. Sixty (60) days following ratification of the collective agreement, the Employer will provide to the Union, a copy of all established job descriptions currently active and in effect (See updated Appendix "A-1" Job Titles and Classifications).

2. In the event that the Union has any issue(s) suggesting that a new position has been established or that the duties of an existing position are significantly changed (see article 11.2/11.3), the issue(s) will be reviewed by the Standing Committee in an effort to resolve the matter. If the issue(s) is not resolved and the Standing Committee is of the view that the matter requires further review, a sub-committee, established by the Standing Committee, will be struck, and terms of reference, for the ongoing review, will be set by the Standing Committee.

3. The sub-committee, as instructed by the Standing Committee, will conduct a review of the issue(s) and report findings to the Standing Committee for consideration.

4. If the matter remains unresolved at this stage of the review the unresolved issue(s) will be referred to Article 19 – Alternative Dispute Resolution.

Signed this 13th day of May, 2021.

E&OE

Signed off this 12th day of May 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: May 12, 2023	Time:
UP 53	LOU 11	CCCU Counter V4	

LETTER of UNDERSTANDING #11

BETWEEN: Coastal Community Credit Union

AND: MoveUP (Canadian Office and Professional Employees Union, Local 378)

RE: Regional Employees

It is the intent of the Employer to transition away from the regular use of regional employee positions in the next 6-12 months from the ratification date.

To ensure effective transition and usage of regional employees, matters pertaining to the usage and transition of regional employees are matters that may be properly raised for discussion and review at the Standing Committee pursuant to Article 3.3 as necessary.

The Employer's commitment is all roles are domiciled to a single location and where it is determined that a regional role is required per business needs, the Employer will bring this discussion forward to the Union.

Over the next 3 months from the ratification date, the Employer and the Union commit to collaborate on a transition plan and road map that will direct the transition of regional positions to non-regional positions within the employee's region. The intention is to place employees within their current home location where possible.

~~It is not the intent of the Employer have all branch employees become regional.~~

~~Regional employees may be required in any branch within their respective region based on the needs of the region/branch as determined by the Employer.~~

~~To ensure effective usage of regional employees, matters pertaining to the usage of regional employees are matters that may be properly raised for discussion and review at the Standing Committee pursuant to Article 3.3 as necessary.~~

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

Signed this 13th day of May, 2021.

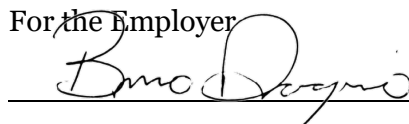
E&OE

Signed off this 12th day of May 20 23

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: May 1, 2023	Time:
UP 54	LOU 12	CCCU signed	

LETTER of UNDERSTANDING #12

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Work From Home

The Employer and the Union agree that some positions within Coastal Community Credit Union have the ability to successfully perform the duties of the role working from home. The Parties recognize Work from Home is a viable work option that permits an employee to perform all or a significant portion of their job responsibilities at a location other than the traditional offices of the Employer.

The priority for the Employer will always be to ensure bricks and mortar locations have sufficient staffing and will not to fully replace premises-based roles with Work from Home roles.

In this Letter of Understanding:

“remote work arrangement” (or collectively referred as to the “Plan”) means performing work from the employee’s home workplace.

“flexible workplace” means the employee’s residence located within British Columbia, Canada.

“job posting” is how employees apply to participate in the Plan.

The Collective Agreement applies in all respects except as specifically amended by this Letter.

Preparation

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

To be considered for the Plan the role must meet the required criteria, as determined by the Employer. Decisions will be made by the Employer based on the individual business and operational needs of each location/branch/department. The participation in this alternative work arrangement shall be limited to functions which, according to the Employer, can be carried out from home.

- a. The Employer will from time to time review all job profiles and identify additional roles, if any, to be included in the Plan. The Employer agrees to discuss any additional job profiles with the Union prior to implementation. Any significant changes, such as changing the maximum percentage of Work from Home roles, would be mutually agreed to prior to implementation.
- b. The Employer identified the appropriate job profiles for the Plan, including:
 - i. Relationship Centre – up to ~~40~~60% of roles may work remotely.
 - ii. Credit Recovery – up to 100% of roles may work remotely.
 - iii. Central Operations – up to ~~40~~30% of positions may work remotely.

Eligibility

All employees who meet the job requirements are eligible to apply for positions within the Plan. The Employer agrees to post vacancies specifically for the Plan. Employees must adhere to and sign the Work From Home Acknowledgement to be eligible for the Plan.

Selection

- a. The Employer will award available positions per the Collective Agreement.
- b. The Employer shall select in order of qualifications, ability to do the job and seniority.
- c. The Employer shall provide written policies and procedures to all employees in the Plan.
- d. Employees selected for the Plan will comply with all Coastal Community requirements. Employees must acknowledge and adhere to all employer policies, including Privacy Protection, Confidentiality, IT Security, and Working From Home, in addition to WorkSafe BC requirements, and changes to policy as required.
- e. Employees that are new to the Plan will be assessed within ninety (90) calendar days for suitability. Should the Employee and/or the Employer decide that the Employee's participation is unsuitable, the Employee shall be returned to their former position or to one closest to their former location within their municipality.

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

- f. If an Employee does not follow all requirements and expectations, or does not perform successfully in the role, the arrangement will be discontinued. Should this occur, the Employee may be considered for other available positions within their municipality, for which they are qualified.
- g. Any arrangement may be cancelled at any time by the Employer by giving at least a three (3) week advance notice.
- h. Employees participating in the Plan are required to attend the Employer's office for meetings or training as required by the Employer. The Employer will make reasonable efforts to provide at least fifteen (15) days advance notice for any mandatory in-person meeting or training.
- i. At each Standing Committee meeting, the Employer will provide a list of employees and their respective job profile under this Plan to the Union.

Administration

- a. The employee shall not be expected to perform work remotely while on sick leave or any approved leave of absence.
- b. In the event the employee experiences any technical disruption, flood, power outage or any other household emergency while performing work remotely, the employee shall report such disruption to their immediate manager and the employee may be required to temporarily relocate to the employee's home branch office, (or the closest unionized branch office), to continue work, provided the employee can relocate to that location before the end of their scheduled shift. In any event, the employee will be paid for their full shift, including any applicable overtime and expenses (e.g., parking, ferry, and automobile mileage).
- c. Subject to the terms of this Letter of Understanding, while working remotely, the employee retains all rights and benefits of the Collective Agreement, including WCB coverage during the employee's working hours.
- d. During a working day, there shall not be any split shifts.

Occupational Health & Safety

The Employer is committed to the protection and integrity of employees and the work performed, regardless of location. Employees are expected to perform their duties in a safe and healthy environment that conforms to the Employer's security and confidentiality protocols. Upon award of a position in the Plan, and on an annual basis, the Employee must review and sign off on all relevant policies and procedures.

- a. Employees are expected to review and comply with the Employers health and safety policies and WCB regulations.

E&OE

Signed off this _____ day of _____ 20_____

For the Union

For the Employer

- b. The Employer has the right to inspect the employee's workplace to ensure ongoing compliance with the requirements and will give the employee a 48-hour advance notice in writing.

Equipment and Expenses Working from home is a shared responsibility as described in the Flexible Work Arrangement Policy and Work From Home Procedure –

Employer Responsibilities:

- a. The Employer will provide the tools and technology.
- b. The Employer shall provide the employee with all equipment, including but not limited to computer monitors, (or other viewing devices), printer, or laptop, cables; and peripherals (e.g. computer mice, computer keyboard). The Employer shall provide all necessary stationary.
- c. The Employer shall bear the costs of maintenance, upgrade and replacement of all corporate properties.

Employee Responsibilities - the Employee is responsible for the home office including:

- a. The physical working space.
- b. The cost of electrical and heating services.
- c. The cost of internet services.
- d. Additional premium cost arising from their home insurance policy when the employee participates in the Plan.

Medically supported accommodations are a joint responsibility of the Employee, the Employer and the Union and will be managed on a case by case basis.

Special Provisions

The Employer shall provide the Union with no less than four (4) months' notice of intention to terminate the Plan, in part or in full.

This Letter shall remain in full force and effect as long as the parties mutually agree to its terms and conditions.

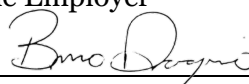
E&OE

Signed off this 1st day of May 2023

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Number	Affected Article/MOU	Date: May 11, 2023	Time:
UP 55	LOU 13 NEW	CCCU Counter	

LETTER of UNDERSTANDING #13

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

RE: Financial Consultants

In-branch Financial Consultant compensation structure includes base salary as per Collective Agreement and a variable pay component.

The variable compensation plan will continue to evolve each year through periodic and annual review of the program. Coastal Community Credit Union reserves the right to make changes to the program at any time to ensure it remains competitive and continues to support the organization's goals.

On an annual basis, the Employer will provide a written update to each employee in the FC role and the Union outlining any changes in the variable pay component.

E&OE

Signed off this 11th day of May 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 56	LOI 1	The Union proposes renewing this LOI.	

LETTER OF INTENT #1

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

This is to confirm that it is the policy of Coastal Community Credit Union to not layoff full-time employees of the Credit Union and replace them with part-time employees.

It is also the intention of Coastal Community Credit Union to continue this policy unless economic conditions deteriorate to the point where such a policy becomes impossible.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 2023

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 57	LOI 2	The Union proposes renewing this LOI.	

LETTER OF INTENT #2

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

This is to confirm that it is the policy of Coastal Community Credit Union that should a reduction in staff become necessary, then every effort will be made to achieve this reduction through normal attrition of staff.

It is also the intention of Coastal Community Credit Union to continue this policy unless economic conditions deteriorate to the point where such a policy becomes impossible.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 58	LOI 3	The Union proposes renewing this LOI.	

LETTER OF INTENT #3

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

Employee Appraisals

This is to confirm that appraisals will be done at least once per year on all employees and that a copy of the appraisal will be given to the employee. Employees will acknowledge receipt of the appraisal in writing and will have the opportunity to provide written feedback to be filed with the employee's appraisal. Appraisals will not be used as a disciplinary measure.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 20 23

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**COASTAL COMMUNITY CREDIT UNION
PROPOSALS 2023
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: April 25, 2023	Time:
UP 59	LOC 1	The Union proposes renewing this LOC.	

LETTER OF COMMITMENT #1

BETWEEN: Coastal Community Credit Union

**AND: MoveUP (Canadian Office and Professional Employees Union,
Local 378)**

Employees Performing Volunteer Work

The Union and the Employer agree that making a visible and meaningful difference in building healthier communities is in the general interest.

In keeping with this "Community Experience" the Union and the Employer encourage employees to actively participate in community programs and events that demonstrate the Credit Union's care for the communities in which they live, work and conduct business.

The Parties recognize that there may be times when employees may be unable to participate in community programs and events. Under such circumstances this will not be used in any performance assessment evaluation or any promotional opportunity.

Signed this 13th day of May, 2021.

E&OE

Signed off this 26th day of April 2023

For the Union

For the Employer