

# **MEMORANDUM OF AGREEMENT**

**BETWEEN:**

**Community Savings Credit Union  
(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, 2018 through June 30, 2022 (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 four years from July 1, 2022 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, 2022 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 All items not addressed herein will be considered withdrawn on a without prejudice basis.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 Burnaby, B.C. this 22 day of July, 2022.**

*Dalell Amed*

Kirsten l'Anson

**FOR THE EMPLOYER**

*[Signature]*

*[Signature]*

*[Signature]*

**FOR THE UNION**

USW2009

# APPENDIX "A"

**Attach all sign off as Appendix A**

MoveUp / Community Savings Credit Union  
FRAMEWORK FOR SETTLEMENT  
Community Savings Credit Union Proposal  
Framework for Settlement -  
July 22, 2022 – At 11:00 a.m.

E&OE

The Union proposes that the following framework for settlement proposal resolves, in full, all matters that have arisen in Collective Bargaining between the Parties 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 and employees who have retired during this term. This excludes employees who have resigned.

**UP7 – SIGNED**

**ARTICLE 5 — DEFINITION of EMPLOYEES**

**5.03 Temporary Employee**

A temporary employee is one so informed by the Employer at the start of employment. Temporary employment shall be for a specified period not exceeding three (3) months, except when replacing for temporary periods due to extended leave, maternity, parental, long-term illness or when extended by mutual agreement between the Union and the Employer. Temporary positions for maternity leave replacement shall be posted. These employees shall be paid in accordance with the salary scales in Appendix "A", and shall advance through the scales based on length of service. After three (3) months service the benefits shown under Article 10.01 and 10.02 shall apply except for short term and long term disability. ~~Effective March 1<sup>st</sup>, 2003 temporary~~ Temporary employees' contract must be for at least one (1) year to have coverage for Basic Life Insurance, Optional Life, and Accidental Death & Dismemberment. ~~Existing employees hired prior to March 1<sup>st</sup>, 2003 whose fixed terms are less than one (1) year, are grandfathered for Basic Life Insurance, Optional Life and Accidental Death & Dismemberment.~~

MoveUp / Community Savings Credit Union  
FRAMEWORK FOR SETTLEMENT

UP 13 - SIGNED

**ARTICLE 7 — STATUTORY HOLIDAYS**

**7.01**

- (a) The Employer agrees to provide all full-time 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	Thanksgiving Day
<b><u>National Day for Truth and Reconciliation</u></b>	Remembrance Day	Christmas Day
Boxing Day	*Three (3) Floating Days	

and any other day that may be stated a legal holiday by the Provincial, Civic and/or Federal Government. The Employer further agrees that should one of the above Statutory Holidays fall on an employee's normal day(s) off the employee shall receive an additional day or days off, with pay, to be taken the working day preceding the holiday or the working day succeeding the holiday.

UP21 - SIGNED

**ARTICLE 10 — BENEFIT PLANS and SICK LEAVE**

**10.01**

- (b) The Employer shall pay one hundred (100%) per cent of the premiums for any of the following plans for which the employee is enrolled:
- i) ~~Medical Services Plan of BC.~~
  - ii) Extended Health Benefit Plan.
  - iii) Dental Plan.

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FRAMEWORK FOR SETTLEMENT

~~Wage Indemnity~~ **Short-term** and long-term disability remain as 100% employee paid.

**Should Medical Service Plan of B.C. or similar service be re-introduced in B.C., the Employer shall pay one hundred (100%) per cent of the premiums. Such service shall be available on the first (1<sup>st</sup>) of the month following the starting date of employment.**

- (a) All employees shall receive a Health Care Spending Account (HCSA) in the amount of **three five hundred (\$300 500)** per calendar year which may be spent on health, **vision**, or dental benefits as determined and adjudicated by the benefit provider.

UP 22

ARTICLE 10 — BENEFIT PLANS and SICK LEAVE

**10.02 Sick Leave For ~~Part-Time Regular Employees and~~ Casual Employees**

**All casual employees shall receive five paid sick leave days every calendar year. This entitlement will be amended according to any improvement in the Employment Standard Act.**

**All casual employees become eligible after ninety (90) calendar days of employment.**

**10.03 Sick Leave For Full-time Regular Employees**

Full-time regular employees who are unable to work because of illness shall receive pay on the following basis:

- (a) All **Full Time Regular** employees on the payroll as at January 1st of each year will be given credit for twelve (12) days sick leave for that year. New employees starting during the year shall receive ~~a pro-rated portion~~ **five (5) paid sick leave days per year plus any extra additional paid sick leave earned after 5 months of employment calculated at the rate of one (1) day per month worked up to the twelve (12) days.** ~~calculated at one (1) day per month worked to a maximum of twelve (12) days.~~

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FRAMEWORK FOR SETTLEMENT

~~New employees shall not be covered during their probation period, but~~  
Upon completion of their probationary period they will be reimbursed for any lost wages due to illness, up to that year's maximum entitlement.

- (b) Employees must bank days accrued to a maximum of ~~ten~~ five (10-5) days to cover the waiting period required for Short Term Disability coverage, Article 10.02 (c). Sick days accumulated beyond the ~~ten~~ five (10-5) day bank shall be paid out (one-half (½) day per full day accumulated) in the following January of each year. Upon termination banked days accumulated and the current years pro rated days of entitlement shall be paid out on the basis of one-half (½) day for each full day accumulated.

**All employees will have a voluntary option to bank up to 10 days.**

Sick days shall be banked from the unused sick leave at each year end. They shall be banked at the rate of three (3) days per year and at the employee's option more may be used to refill the bank. Upon separation from employment, the employee shall be paid for one-half (½) of their unused sick leave earned plus one-half (½) of their sick leave banked.

- (c) Upon becoming eligible for Short Term Disability, an employee will receive 66 2/3% of the first \$3000 of regular earnings plus 45% of the next \$3000 of regular earnings plus 40% of regular earnings in excess of \$6000, up to \$15000 per month from the insurance plan for the duration of illness in accordance with the provisions of the plan. It is the responsibility of the employee to complete and file the necessary application forms to receive payment.
- (d) The employee, upon request of the Employer, shall provide proof of illness which involves paid leave. The employer will reimburse the reasonable cost of up to two (2) medical certificates (doctor's notes) annually.
- (e) It is understood that employees granted twelve (12) days "credit" on January 1st of each year ~~are actually "earning" those days at one (1) day per month worked.~~ Upon termination of employment an employee having used more sick days than "earned" (as per Article 10.1 (a)) shall be required to reimburse the Employer from ~~his/her~~ their final pay.
- (f) While on Short Term Disability employees must ensure that premium payments are continued. The Employer shall continue to pay the

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FRAMEWORK FOR SETTLEMENT

premiums for benefits provided for in Article 10.01(a), (except Short Term Disability and Long-Term Disability) during the Short Term Disability period.

UP 25 - SIGNED

ARTICLE 11 – SALARY POLICY

11.04 Promotional Increases

Upon promotion, an employee will be paid at a step in the higher salary range which will ensure an increase of at least ~~fifty (\$50.00)~~ **sixty (\$60.00)** dollars per month.

UP26 - SIGNED

ARTICLE 11 – SALARY POLICY

11.07 Training & Cross-Training

- (a) 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 ~~his or her~~ **their** salary level of ~~his or her~~ **their** regular position so long as the transfer to the cross-training position does not exceed sixty (60) working days.
- (b) The provision of cross-training will not be used or apply to an employee who is filling a vacancy and will not be used to replace incumbents.
- (c) A training bonus of ~~\$1.00~~ **\$2.00** per hour shall be paid to any employee who, in addition to ~~his/her~~ **their** own duties, is expected to train another employee. This training bonus is for employees that do not have a training function in their job description. The training is expected to be for a period of approximately one (1) month in duration. An employee paid this bonus shall be accountable and evaluated on the training provided. The trainer will be selected on their ability to train and not on seniority. It is the responsibility of the trainer to track the hours trained.



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FRAMEWORK FOR SETTLEMENT

(d) The Employer shall give the trainer a scope of responsibilities and training duration. A trainer will receive a premium of \$2 per hour in addition to their hourly rate for the duration.

UP27 - SIGNED

ARTICLE 11 – SALARY POLICY

11.08 In- charge Premium

- (a) An employee who, in the absence of a Manager has been designated, for a maximum of six (6) weeks, to be “in charge”, shall be paid an additional amount, at the minimum of \$3 per hour, for each full day that ~~he/she~~ the employee is designated as being “in charge”. Seniority shall not be suspended during this period.
- (b) In-charge premium applies when there is no manager on site for four (4) or more hours.

UP 32 - SIGNED

ARTICLE 14 – SENIORITY

14.03

Except as otherwise provided in this Agreement, an employee who leaves the bargaining unit and subsequently returns will be considered a new employee from the date of rejoining the Union for purposes of seniority credit.

~~Any employee who is temporarily promoted out of the bargaining unit shall have their seniority suspended.~~

An Employee who accepts a temporary position to an excluded position with the Employer outside of the bargaining unit shall accrue seniority for a period not to exceed eighteen (18) consecutive months from the date of commencement of such work. Upon expiry of this time limit, and continuation in the position outside of the bargaining unit, the Employee shall lose all seniority accumulated under this Agreement. An Employee choosing to return to the bargaining unit will return to their most recently held position within the bargaining unit. An Employee shall only have the right to accrue seniority while working outside the bargaining unit one (1) time in any eighteen (18) consecutive month period. It is understood that the Employer will continue to

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FRAMEWORK FOR SETTLEMENT

remit Union dues paid by the employee, based on their former bargaining unit wage, during this period.

UP33

ARTICLE 16 – GENERAL

16.01

No work which is customarily performed by employees within the bargaining unit covered by this Agreement shall be sub-contracted by the Employer to any agency, or person outside the bargaining unit except where work is of a short-term nature (~~2~~ **3 months** or less and on a non-recurring basis) where work requires high level technical skills not available within the bargaining unit. This does not limit the Employer from using the same agency or person for a different project. Work permit fee will be paid in lieu of union dues.

Managers or other employees outside of the bargaining unit shall not perform the duties normally, customarily or properly performed by employees within the bargaining unit, except in cases of emergency when bargaining unit members who can perform the required work are not available.

The Employer shall provide the Union a written notice outlining the commencement date and end date of a project that needs to be extended beyond three (3) months. ~~and such extension shall be mutually agreed between the parties.~~ **The parties shall discuss particulars of any extension. In the event that the parties cannot agree to particulars of the extension, the matter can be referred to arbitration.**

UP 39 - SIGNED

ARTICLE 20 – HEALTH AND SAFETY

~~Three months after ratification, the parties will discuss and finalize a work alone policies and procedures at the next Standing Committee meeting. The finalized copy will be provided to all employees.~~

UP 41 - SIGNED

APPENDIX "A" - JOB CLASSIFICATIONS

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FRAMEWORK FOR SETTLEMENT

**TRAINEE**

**Group I**

Member Service Representative 1  
Receptionist

**Group II**

Member Service Representative 2  
Loans Clerk  
Accounting Technician  
**Marketing Coordinator**  
Financial Services Administrator

**Group III**

Senior Member Service Representative  
Loans Interviewer / Member Service Representative 3  
Accounts Payable Technician  
Commercial Services Administrator  
Senior MSR/ULO Support  
**Junior Accountant**  
**Loans Clerk/Commercial Services Analyst**

**Group IV**

Loans Interviewer 4  
Member Services Supervisor  
Senior Accounting Technician

**Group V**

Commercial Loans/Risk Management Officer  
Loans Officer  
Senior Mortgage Underwriter

**SYSTEMS**

Information Technology Support Specialist/ **Digital Content/ UX Coordinator**  
Business/Quality Assurance Analyst  
**Programmer/Business Analyst**  
Senior Business/Quality Assurance Analyst

**UP43 - SIGNED**

**APPENDIX "A" -- SALARY RANGES**

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APPENDIX "A—2"

**CASUAL RATE**

This rate will be payable to a casual employee for working on a call basis to handle – mailing, labelling, stuffing, posting, etc. This will be relative to the handling and processing of mail, special mailings, statements, annual and monthly items and any additional hours would be offered to part-time employees first.

**CALCULATION of HOURLY RATES**

Monthly salary x 12 / 1820 hours

**\* PART-TIME REGULAR EMPLOYEES**

Hourly rate of pay shall be calculated by applying the above formula to the job group salary steps shown below and then increasing the result by six percent (6%) premium for the first ~~sixty~~ **ninety (90)** working days with the premium increased to ~~ten~~ **eleven** percent (~~10~~ **11%**) thereafter, to compensate for statutory holiday pay, **paid sick leave and floater days** and in lieu of all the ~~benefits as set out in the Agreement.~~

It is agreed that part-time employees shall be paid at the part-time rate ~~which was previously named the part-time without benefits rate.~~

**TRAINEE**

This is an entry position in which an employee performs routine clerical and teller duties under close supervision. Employee moves to start rate Group I Salary Range after not more than ~~sixty (60)~~ **ninety (90)** working days service.

**UP 44 - SIGNED**

**APPENDIX "B" - SYSTEMS DEPARTMENT**

All provisions of this Collective Agreement shall apply to the employees of the Systems Department except as modified or amended herein as follows:

**ARTICLE 6 — HOURS of WORK and OVERTIME**

**6.08 Systems Department Hours of Work and Overtime**

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FRAMEWORK FOR SETTLEMENT

The standard day shift shall consist of up to nine (9) per day, between the hours of 6:00 a.m. to 12:00 midnight.

- (a) Only when overtime is required will a systems employee work beyond nine (9) hours.
- (b) The standard work week shall consist of thirty-five (35) hours, Monday to Sunday inclusive.
- (c) Meal periods may be taken as one-half hour or one hour. The employee may elect to combine the two coffee breaks to make a meal period.
- (d) A rest period of ten (10) hours is to be provided between shifts. Only on an emergency fill-in basis would someone be requested to work a double shift.
- (e) Part-time employees shall be paid overtime rates after seven (7) hours of work.
- (f) **In the event that any work is required after regular hours, the Employer will make temporary scheduling changes to meet the operational needs of the business; however, the Employer shall work with the Employee to make mutually beneficial arrangements within the scope of the business requirements.**
- (g) **The Employer shall provide the employee a two-week notice before any permanent shift change.**

6.09

~~Telephone Consultation~~

~~Where an employee is consulted by a Supervisor or his delegate by telephone outside of his their normal hours of work concerning a problem of work, a telephone consultation premium will be paid as follows:~~

**Where an employee is contacted outside their normal working hours concerning a problem of work and a work action is required, a consultation premium will be paid as follows:**

- (a) **First Call**  
Two (2) hours or length of the call, whichever is greater, at the employee's overtime hourly rate.
- (b) If a second or successive telephone consultation takes place within two (2) hours of the start of the first call, it will be construed as being part of the first call, and therefore not be paid unless the combined time exceeds the minimum period in (a) above.
- (c) Calls made after two (2) hours from the start of the first call shall be paid for at the employee's overtime hourly rate for two (2) hours or the length of the call, whichever is greater.

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- (d) Where the problem of work is a result of the consulted employee not having followed a pre-defined procedure, the telephone consultation premium shall not be paid.

**6.10 Stand By Duty**

A premium for Stand By duty equal to one (1) hours pay for each day that the person is required to be on stand by.

~~Shift Premium — Effective July 1, 1996~~

In the event that the employer re-introduces shifts for the Systems department:

- (a) For time worked between 17:30 hours (5:30 p.m.) and 08:00 hours (8:00 a.m.), Monday through Thursday, the following premium will apply — ~~additional \$1.00~~ **2.00** per hour.
- (b) For time worked between 18:30 hours (6:30 p.m.) Friday and 08:00 hours (8:00 a.m.) Saturday, the following premium will apply — ~~additional \$1.00~~ **2.00** per hour.
- (c) For time worked between 15:30 hours (3:30 p.m.) Saturday and 08:00 hours (8:00 a.m.) Monday, the following premium will apply — ~~additional \$1.25~~ **2.00** per hour.

**UP 45 - SIGNED**

**APPENDIX "C" - SERVICE CHARGES**

Community Savings Credit Union will provide the following service charges to all employees (permanent full-time and permanent part-time) once their probationary period has been successfully completed. Free service charges will also be provided to temporary and casual employees.

Each employee would be entitled to have chequing accounts exempt from service fees for staff and/or staff chequing accounts joint with spouse (only).

Monthly chequing charges - personal chequing	Free
Encoded cheque/pre-authorized debits clearing charges	Free
ATM transactions at Community Savings Credit Union machines or at any ATM with the Exchange or Acculink logo	Free

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Interac transactions at other Canadian machines	Maximum four per month free
*Personalized cheques	Free
Utility bill payments over the counter on approved list only	Free
Stop payments	Free
Official Cheques and USD Drafts	Free
Direct payment transactions	Free
Staff variable RRSP — withdrawal privileges prior to August 1, 1991	Free (max. 2 per year)
Self directed RRSP annual administration fee	Free
Collabria Visa – Various Options	Discounted Annual Fee and Interest Rate as noted in the prevailing “Master Services Agreement” between “Collabria Financial Services Inc.” and “Central 1 Credit Union”
24-hour telephone banking including utility bills	Free
Internet banking including utility bills	Free
Withdrawals from chequing, Plan 24, special savings	Free
transfers from demand accounts	Free
Membercard	Free
Email Money Transfers	Free

\* All other service charges apply. Refer to Product Pricing Guide.

Employees are entitled to free use of one (1) small safety deposit box, subject to availability (if they request a larger safety deposit box, the employee would pay the difference).

Employees are entitled up to ~~\$10,000~~ **\$20,000**. U.S. cash each calendar year at the staff buy rate providing these funds are for the employee’s personal travel use only.

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FRAMEWORK FOR SETTLEMENT

**APPENDIX "A" -- SALARY RANGES**

*The Parties agree to discuss wage increases, retroactive pay and recruitment and retention plans with a view to table new language.*

**UPDATE WAGE TABLES**

Year 1 (2022): 5%

Year 2 (2023): 3%

Year 3 (2024): 2%

Year 4 (2025): 2%

**If the posted average Bank of Canada CPI rate (based on the 12-month period: May to May from the previous year) is greater than the July 1st stated pay increase, the Employer agrees to process an annual percentage increase of the difference, up to a maximum of 5% total annual increase.**

**Signing Bonus of \$500 at ratification**

**\*Salary Tables to read: the first step increase will incur at the end of probationary period.**

For explanation of part-time without benefits, see bottom of systems salaries.

**APPENDIX "A":**

As compensation for loans/MSR3 with mutual fund licences who are required to sell mutual funds, they shall be paid at category 4 for the month of February at their appropriate service step.

It is understood that the selling of Mutual funds is not exclusively bargaining unit work.

**APPENDIX "A":**

~~"A training bonus of \$1.00 \$2.00 per hour shall be paid to any employee who, in addition to his/her own duties, is expected to train another employee. This training bonus is for employees that do not have a training function in their job description. The training is expected to be for a period of approximately at least one (1) month in duration." "An employee paid this bonus shall be accountable and evaluated on the training provided. The trainer will be selected on their~~



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FRAMEWORK FOR SETTLEMENT

~~ability to train and not on seniority. It is the responsibility of the trainer to track the hours trained."~~

~~"In-charge premium applies when there is no manager on site for four (4) or more hours."~~

**CSCU 7 - SIGNED**

**8.02**

Regular full-time employees shall earn paid vacations in accordance with the following entitlements:

- (a) During the first (1st) vacation year of employment, an employee shall earn a paid vacation entitlement of one and a quarter (1.25) working day for each month or major portion of a month worked, up to a maximum of ~~ten~~ fifteen (15) days.
- (b) Second vacation year – fifteen (15) working days;
- (c) Third (3rd) vacation year – sixteen (16) working days;
- (d) Fourth (4th) vacation year – seventeen (17) working days;
- (e) Fifth (5th) vacation year – nineteen (19) working days;
- (f) Sixth (6th) vacation year – twenty (20) working days;
- (g) Seventh (7th) vacation year – twenty-one (21) working days;
- (h) Eighth (8th) vacation year – twenty-two (22) working days;
- (i) Ninth (9th) vacation year – twenty-three (23) working days;
- (j) Tenth (10th) vacation year – twenty-four (24) working days;
- (k) Eleventh (11th) vacation year – twenty-five (25) working days;
- (l) Twelfth (12th) vacation year – twenty-six (26) working days;
- (m) Thirteenth (13th) vacation year – twenty-seven (27) working days;
- (n) Fourteenth (14th) vacation year – twenty-eight (28) working days;
- (o) Fifteenth (15th) vacation year – twenty-nine (29) working days;
- (p) Sixteenth (16th) vacation year – thirty (30) working days.

**CSCU 9 - SIGNED**

**10.01**

- (a)
  - i) All full-time and part-time regular employees regularly scheduled to work sixty (60) hours per month or more shall become entitled to coverage for:
    - Medical
    - Dental
    - Extended Health, and

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FRAMEWORK FOR SETTLEMENT

- Employee and Family Assistance Program

All full-time and part-time regular employees regularly scheduled to work an average of fourteen (14) hours per week (which would mean sixty (60) hours per month or one hundred and eighty-two (182) hours per quarter) or more shall become entitled to coverage for:

- Basic Life Insurance
- Optional Life Insurance, and
- Accidental Death & Dismemberment Insurance

All full-time and part-time regular employees regularly scheduled to work a minimum of fourteen (14) hours per week or more shall become entitled to coverage for:

- Short Term, and
- Long Term Disability

If you do not maintain the minimum required work hours, you will not be eligible for disability benefits.

The above benefits to be administered by BC Credit Union Employee Benefits Trust, or equivalent. (Details of the Plans are contained in brochures provided by the Employer).

- ii) For the purpose of coverage of common-law spouses, the partners must have lived together for a term of one (1) year. Where any marital relationship is terminated, where they are no longer living together, the spouse is no longer an eligible dependant and coverage must be cancelled.

~~iii) Medical Plan~~

~~On the first (1st) of the month following starting date of employment.~~

- iv) All Other Plans

On the completion of the ~~ninety (90) working days probationary period~~  
**three calendar months of employment.**

MoveUp / Community Savings Credit Union  
FRAMEWORK FOR SETTLEMENT

**5.04**

**Part-Time Regular**

- (b) A part-time regular employee hired on a regular full-time basis who has not completed a ~~sixty~~ **ninety** (~~60~~**90**) working day probationary period in the position applied for will be required to complete the probationary period.



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 04	2.01, 2.02, 2.03	<i>Amend 2.01, 2.03, 2.04 New 2.04</i>	

## ARTICLE 2 — UNION SECURITY and RECOGNITION

### 2.01

The Employer recognizes the Union as the sole bargaining authority for all employees in its offices within the jurisdiction of the Canadian Office and Professional Employees Union Local 378, hereinafter referred to as "MoveUP", and within the classifications of office and clerical workers listed in Appendix "A" or within such new classifications as may from time to time be agreed and established by the Parties. It is expressly agreed that this agreement shall not apply to any elected or appointed officer, business agent or representative of the Employer.

### 2.02

The Employer agrees that all employees as per Article 2.01 above, as a condition of employment, shall, within fifteen (15) days from the date of employment, become and remain members of the Union.

### 2.03

The Employer will honour written assignments of wages for union dues, initiation fees and general membership assessments and shall remit such to the union monthly together with the following information as to the persons from whose pay such deductions have been made:

- Name
- Mailing address
- Email address
- Monthly salary
- Amount of dues deducted
- Job classification
- Employee status
- Date of Hire
- New Hires
- Terminations

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

E&OE

Signed off this 21 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 07	5.03	<i>Amend</i>	

**ARTICLE 5 — DEFINITION of EMPLOYEES**

**5.03 Temporary Employee**

A temporary employee is one so informed by the Employer at the start of employment. Temporary employment shall be for a specified period not exceeding three (3) months, except when replacing for temporary periods due to extended leave, maternity, parental, long-term illness or when extended by mutual agreement between the Union and the Employer. Temporary positions for maternity leave replacement shall be posted. These employees shall be paid in accordance with the salary scales in Appendix "A", and shall advance through the scales based on length of service. After three (3) months service the benefits shown under Article 10.01 and 10.02 shall apply except for short term and long term disability. ~~Effective March 1<sup>st</sup>, 2003 temporary~~ Temporary employees' contract must be for at least one (1) year to have coverage for Basic Life Insurance, Optional Life, and Accidental Death & Dismemberment. ~~Existing employees hired prior to March 1<sup>st</sup>, 2003 whose fixed terms are less than one (1) year, are grandfathered for Basic Life Insurance, Optional Life and Accidental Death & Dismemberment.~~

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E&OE  
Signed off this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

For the Union

For the Employer

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(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 09	5.06	<i>Amend</i>	

## ARTICLE 5 — DEFINITION of EMPLOYEES

### 5.06 ~~Inter-Branch Floaters~~ Mobile Employees for the Mainland Branches, Victoria Branch Excluded

- a) ~~Inter-Branch Floaters~~ Mobile employees are employees that would work at all of the mainland branches. All terms and conditions apply except for 5.04(d)(iv).
- b) For the purposes of travel compensation only, an employee will be assigned a branch location by the Employer at the time of hire. Travel compensation will be provided as is set out in the Reimbursement of Personal Vehicle Use Policy and calculated based upon the aforementioned assigned branch.

E&OE

Signed off this 21 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> <del>May 30, 2022</del>	<b>Time:</b>
UP 10	6.02, 6.03	<i>Amend</i>	

## ARTICLE 6 — HOURS of WORK and OVERTIME

**6.02** A one (1) hour unpaid lunch period will be provided and taken between 11:00 a.m. and 3:00 p.m. of the regular working days, ~~excluding Saturday.~~ The Employer shall provide a thirty (30) minute unpaid lunch period for any shift exceeding 5 hours and less than a regular working day.

**6.03** 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:

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

Lunch Hour	Morning Rest Period	Afternoon Rest Period
11 - 12 p.m.	0 min.	30 min.
12 - 1 p.m.	15 min.	15 min.
1 - 2 p.m.	15 min.	15 min.
2 - 3 p.m.	30 min.	0 min.

E&OE

Signed off this 22 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 17	9.02	<i>Amend</i>	

## ARTICLE 9 — LEAVE of ABSENCE

### 9.02 Pregnancy/Parental/Adoption Leave

Leave of absence in case of pregnancy/parental/adoption leave shall be granted in accordance with the Employment Standards Act. Such leaves will not affect sick leave or seniority provisions.

A regular employee shall be entitled to six (6) months leave without pay upon completion of the pregnancy/parental/adoption leave period. The Employer is not responsible for the costs of the benefit plan premiums beyond the time required by the Employment Standards maternity/parental benefits. 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.

If an unpaid leave is taken after the completion of the pregnancy/parental/adoption leave period, sick days and vacation days will not continue to accrue during the unpaid portion of the leave. Seniority will continue to accrue.

A regular employee returning to work after being on pregnancy/parental/adoption leave shall return to ~~his or her~~ their former position or a comparable position at their home branch, where returning to their home branch is operationally feasible.

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

Vacancies arising under the provisions 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.

E&OE  
Signed off this 21 day of June 2022.

For the Union

For the Employer





(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 18	9.03	<i>Amend</i>	

## ARTICLE 9 — LEAVE of ABSENCE

### 9.03 Bereavement Leave

- (a) In case of death in the immediate family of a full-time or part-time regular employee, the employee shall be granted leave of absence without loss of pay for up to five (5) consecutive days, for immediate family.

Immediate family are: fiancé, common-law spouse, spouse, mother, father, legal guardian, sister, brother, children, foster children, grandparents, step parents and step children and grandchildren.

In the event of the death of the immediate family, one (1) of the days mentioned above may be taken on the day of the burial/wake/ceremony.

- (b) In case of death of other family members, the employee shall be granted up to three (3) consecutive days leave of absence without loss of pay and up to five (5) days where travel warrants it, i.e.: one (1) day travel and one (1) day additional.

Other family members are: mother-in-law, father-in-law, grandparents-in-law, sibling-in-law, niece and nephew ~~grandparent, grandchild or legal guardian~~.

In the event of the death of the other family member, one (1) of the days mentioned above may be taken on the day of the burial/wake/ceremony.

- (c) For any relatives not mentioned in the above 9.03 (a) or (b), to be entitled up to one (1) day leave to attend a funeral without loss of pay.

The leave of absence will not be charged against paid sick leave or annual vacation entitlement.

E&OE  
Signed off this 21 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

<b>Union - Counter</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> June 21, 2022	<b>Time:</b>
CSCU 12	11.02		

**ARTICLE 11 – SALARY POLICY**

**11.02 Job Descriptions**

Are written with the intent to set forth the general duties and requirements of the job and to indicate the level of skill required and shall not be construed as imposing any restrictions on the right of the Employer to create a new job or to assign duties to employees other than those specifically mentioned in job descriptions, providing always, that if the assignment of such duties changes the job content sufficiently to justify a review of the job rate, the Local Union shall be notified and a revised rate may be negotiated between the Parties. The effective date for the new rate shall be that date the job was submitted for review.

~~The job descriptions tabled in the 2011 negotiations will become the recognized job descriptions subject to any objections there to.~~

The Employer shall post all current job descriptions on its internal intranet.

In the event of any objections, such objections will be referred Alternate Dispute Resolution as provided below:

The objection will be referred to a a mediator who will investigate the matter, define the issue(s) in the difference and make recommendations to settle the difference.

E&OE

Signed off this 21 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 30	12.04	<i>Amend</i>	

## ARTICLE 12 – JOB POSTING

### 12.04

An employee promoted to a higher rated position shall be on trial for the first thirty (30) working days. If during the first thirty (30) working days ~~he/she~~ the employee is considered to be unsuitable, or considers ~~himself/herself~~ themselves unsuitable, ~~he/she~~ the employee shall be returned to ~~his/her~~ their former position at their former work location, where operationally feasible, or one of equal rank and shall be paid ~~his/her~~ their former salary plus any increments which ~~his/her~~ they may have been entitled to had ~~he/she~~ the employee not been promoted.

Job postings will be posted with a minimum of five (5) working days from the release date to the closing date. Employees absent at time of posting may apply within one (1) week of posting closure. Employees shall be responsible for notifying the Employer of interest in various vacancies that may occur during vacation periods of two (2) or more weeks.

E&OE

Signed off this 21 day of June 2022.

For the Union

For the Employer

*Dalell Amed*



(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 37	19.06	<i>NEW</i>	

**ARTICLE 19 – ARBITRATION**

**19.06** The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties.

E&OE

Signed off this 20 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 38	20.03	<i>Amend</i>	

## ARTICLE 20 – HEALTH AND SAFETY

### 20.03

A joint Health and Safety Committee will be established in accordance with the requirements of the Occupational Health and Safety Regulation. The Committee will be composed of two (2) employee representatives and two (2) Employer representatives. The joint Health and Safety Committee shall submit its report, which includes recommendations to the Standing Committee on a monthly basis.

The Employer is committed to providing a safe and healthy environment and promoting a positive and proactive attitude towards the safety of employees.

E&OE

Signed off this 21 day of June 2022.

For the Union

For the Employer

*Dalell Amed*



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 46	Appendix E	<i>Amend</i>	

## APPENDIX "E" - REGISTERED RETIREMENT SAVINGS PLAN

### Contributions

Upon completion of your probationary period, Community Savings Credit Union will contribute an amount equal to ~~eleven-thirteen~~ (~~± 13%~~) percent of your regular monthly salary for full-time and part-time employees toward a Registered Retirement Savings Plan in your name, ~~increasing to twelve (12%) on July 1, 2017.~~ Any future contribution increases will be set out under Article 10.03. If you wish, you may contribute voluntarily to the plan through payroll deductions up to the maximum allowable under the Income Tax Act, anytime after your probationary period. Contact the Human Resources Department in order to set this up.

~~Employees who commenced employment prior to August 1, 1991 had the option to decide what portion was to be locked in but at least fifty (50%) percent of the Registered Retirement Savings Plan was required to be locked in. **Locked-in means that these funds cannot be withdrawn while employed by Community Savings Credit Union.** The percentage of RRSP funds that were not locked in would still be allowed withdrawal privileges to a maximum of twice per year. The locked-in percentage cannot be decreased.~~

~~Employees who commenced employment August 1, 1991 or later no longer have the above option and are required to participate 100%.~~

### Features

The Registered Retirement Savings Plan has the following features:

Funds will be deposited to Community Savings Credit Union's standard variable Registered Retirement Savings Plan and you determine how you wish to invest these funds. Interest is compounded semi-annually. The rate of interest will be Community Savings Credit Union's posted variable rate.

E&OE

Signed off this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

For the Union

For the Employer

\_\_\_\_\_

\_\_\_\_\_



(Canadian Office and Professional Employees Union, Local 378)

## Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

Proceeds may be used to purchase Mutual Funds administrated by Aviso Wealth Inc.. The administration costs are paid by the employee. Contact Community Savings Credit Union's Manager, Investment Services for details.

Employees can negotiate bid rates.

The funds will remain in the plan during your employment with Community Savings Credit Union. Community Savings Credit Union's contribution to RRSP's are taxable and will therefore appear on your annual earnings statement (T4) under the heading Employment Income as well as under the heading Other Taxable Allowances and Benefits.

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E&OE

Signed off this 22 day of June 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 48	LOU 4	<i>Amend</i>	

## LETTER OF UNDERSTANDING #4 - LIVING WAGE – CASUAL RATE

**BETWEEN:**           **Community Savings Credit Union**

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

As A Living Wage employer, the casual rate of pay will be increased to the latest published Metro Vancouver Living Wage per hour (inclusive of benefits provided), ~~to be in line with the current Living Wage.~~ While the Living Wage increases are occurring there will be no general wage increases for casual employees. Should the Living Wage program become obsolete, the rate will remain unchanged during this collective agreement.

In the event, the Living Wage increases no longer occur the parties will meet within 60 days to negotiate the casual rate going forward. The parties agree there will be no reduction in the rate.

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E&OE  
Signed off this 22 day of June 2022.

For the Union

For the Employer





(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 49	LOU-5 Article 9	NEW	

## ~~LETTER OF UNDERSTANDING #5 — DOMESTIC OR SEXUAL VIOLENCE LEAVE~~

~~BETWEEN: — Community Savings Credit Union~~

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

### 9.09 – DOMESTIC OR SEXUAL VIOLENCE LEAVE

The Employer will grant an employee up to ten (10) days of paid leave to deal with issues related to domestic violence. Notwithstanding the above, the Employer also agrees that requests for unpaid leaves of absence submitted by employees in order for them to deal with issues related to domestic violence shall not be unreasonably denied.

In addition, the Employer will grant in each calendar year:

- (a) Up to ten (10) days of unpaid leave, in units of one or more days in either a nonsequential or sequential period, and
- (b) In addition to the period of time referred to above, up to fifteen (15) weeks of unpaid leave.

It is further agreed that privacy and confidentiality should be maintained and the Union and/or Employer should not disclose more personal information than is reasonably necessary to protect workers from injury. This means sharing only reasonably necessary information and only with those who need to know. All personal information concerning domestic violence should be kept confidential and no information should be kept on the employee's personnel file without their express written permission.

~~SIGNED ON BEHALF OF THE EMPLOYER — SIGNED ON BEHALF OF THE UNION~~

*Original signed*

"Mike Schilling, President and CEO"

"Scott Wilcox, Union Representative"

E&OE  
Signed off this 21 day of June 2022.

For the Union

For the Employer

*Dalell Amed*



(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

~~"Cam Gillet, AVP, Innovation & Experience"~~

~~"Graeme Hutchison, Executive Board"~~

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E&OE

Signed off this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

For the Union

For the Employer

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(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 01	Various	<i>Housekeeping</i>	

**Gender Neutral Language**

The Union proposes the entire collective agreement be updated to become gender neutral.

- ie. 'he/she' be changed to 'the employee'
- 'her/his' be changed to 'their'

E&OE  
Signed off this 30 day of May 2022.

For the Union

For the Employer

*Dalell Amed*



(Canadian Office and Professional Employees Union, Local 378)

**Community Savings Credit Union  
PROPOSALS 2022  
Union Proposals (UP Item)**

<b>Union</b>			
<b>Number</b>	<b>Affected Article/MOU</b>	<b>Date:</b> May 30, 2022	<b>Time:</b>
UP 02	Various	<i>Housekeeping</i>	

**Change Sections to Articles**

Rename all references to "Section" to "Article" throughout the Collective Agreement.

**Change Manager to manager**

Change "Manager" to "manager" throughout the Collective Agreement.

**Change Company to Employer**

Change "Company" to "Employer" throughout the Collective Agreement.

**Change employer to Employer**

Change "employer" to "Employer" throughout the Collective Agreement.

**\*Change "union" to "Union"**

Change "union: to "Union: throughout the Collective Agreement.

E&OE

Signed off this 30 day of May 2022.

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

# Community Savings Credit Union PROPOSALS 2022 Union Proposals (UP Item)

Union - Counter			
Number	Affected Article/MOU	Date: May 30, 2022	Time:
CSCU 15	21	<i>Amend</i>	

## ARTICLE 21 – EMPLOYMENT STANDARDS

The Employer agrees that any provision of the Employment Standards Act 1995 as it read in 1995, not specifically covered by this Collective Agreement or which is superior to a provision of this Collective Agreement as it applies to a particular group of employees, shall be deemed to be a part of this Collective Agreement for that particular group of employees.

E&OE  
Signed off this 21 day of June 2022.

For the Union

For the Employer

*Dabell Amed*