

MEMORANDUM OF AGREEMENT

BETWEEN:

(hereinafter referred to as the "Employer")

PARTY OF THE FIRST PART

IAMAW District Lodge 250

AND:

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

(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

WHEREAS:

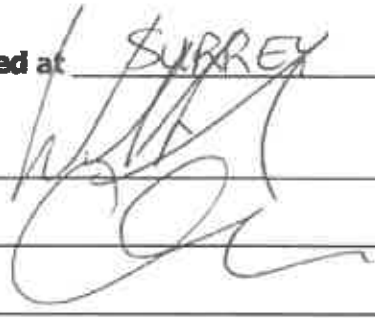
- A. The Parties are bound to a Collective Agreement effective from January 1st, 2020 through December 31st, 2022 (the "Collective Agreement").
- B. The Parties have engaged in collective bargaining to reach an agreement to renew the Collective Agreement.

THEREFORE:



- 1. The Parties agree that the Collective Agreement is renewed for a term of three (3) years from January 1st, 2023 to December 31st, 2025 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 January 1st, 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 All Items not addressed herein will be considered withdrawn on a without prejudice basis.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 SURREY, B.C. this 30th day of October, 2023



FOR THE EMPLOYER

FOR THE UNION

APPENDIX "A"

Attach all sign off as Appendix A



**IAMAW District Lodge 250
PROPOSALS 2023
Union Proposals (UP Item)**

(Canadian Office and Professional Employees
Union, Local 378)

Union			
Number	Affected Article/MOU	Date:	Time:
		July 10/23	11:40AM.
UP #1	Article	Housekeeping	

- (1) Amend cover page with new dates.
- (2) Amend all gender pronouns to gender neutral pronouns.
- (3) ~~Update table of contents to include heading~~

W

E&OE
Signed off this 10th day of July 2023
For the Union *[Signature]* For the Employer *[Signature]*



(Canadian Office and Professional Employees
Union, Local 378)

**IAMAW District Lodge 250
PROPOSALS 2023
Union Proposals (UP Item)**

Union		Date:	Time:
Number	Affected Article/MOU	July 10/23	11:43am
UP #2	Article 3.04	Amend	

3.04 Assignments of Wages and Employee Information

The Employer will honour written assignments of wages for Union dues, initiation fees and general membership assessments and shall remit such to the Union by the 15th of the following month ~~monthly~~ together with the following information as to the persons from whose pay such deductions have been made:

- (a) Employee id number
- (b) Name – address
- (c) Monthly salary
- (d) Amount of dues deducted
- (e) Job classification
- (f) Employee status
- (g) Date of hire
- (h) Work location
- (i) Telephone number, except where employees have expressly indicated to the Employer that their number is unlisted

In addition to the above the Employer will provide the Union monthly with a list of:

- i) New hires
- ii) Terminations
- iii) Promotions
- iv) Demotions
- v) Lateral moves
- vi) Salary revisions
- vii) Address and name changes
- viii) Employees on extended leave of absence
- ix) Acting pay appointments
- x) Overtime worked
- xi) Telephone number changes, except where employees have expressly indicated to the Employer that their number is unlisted

xii) Seniority

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

E&OE
Signed off this 10th day of July 2023
For the Union Phillip A. Da For the Employer [Signature]



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250 PROPOSALS 2023 Union Proposals (UP Item)

Union Number	Affected Article/MOU	Date: July 10/23	Time: 11:35am PB
UP #6	Article 8.01	Amend	

8.01 The Employer agrees to provide all 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	<u>National Day for Truth and Reconciliation</u>	Labour Day
Thanksgiving Day	Remembrance Day	Christmas Day
Boxing Day		

and any other day that may be stated a legal holiday by the Provincial and/or Federal Government. Any other holiday recognized by the Employer shall be provided, without loss of pay, to employees working for the Employer. Territorial or Civic Holidays, when declared, shall be provided to the employees working in the said location where the holiday is declared. The Employer further agrees that should one (1) of the above statutory holidays fall on either a Saturday, a Sunday, or an employee's regularly scheduled day off and no other day is proclaimed in lieu thereof, 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 or at a time mutually agreed by the Employer and the employee.

E&OE
Signed off this 10th day of JULY 2023

For the Union [Signature] For the Employer [Signature]



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250
PROPOSALS 2023
Union Proposals (UP Item)

Union Number	Affected Article/MOU	Date:	Time:
		July 10/23	3:58pm
UP#7	Article 10.08	New	

10.08 Domestic or Sexual Violence Leave

The Employer will grant a leave of absence to eligible employees who experience domestic or sexual violence. The terms and eligibility of the leave shall be those set out in the BC Employment Standards Act.

E&OE
Signed off this 10th day of July 2023

For the Union [Signature] For the Employer [Signature]



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250
PROPOSALS 2023
Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP 8	Article 10.09	JULY 10/23	2:26PM
		<i>New</i>	

10.09 First Responder Leave

Employees who are volunteer emergency and rescue workers will receive a maximum of five (5) days paid leave per year to provide emergency services when dispatched.

E&OE
 Signed off this 10th day of July 2023
 For the Union Phillip M. Bas For the Employer [Signature]



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250 PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date: September 27, 2023	Time: 2:09pm
UP #10	Article 11.06	Employer Counter	

11.06 Extended Health Benefit Plan

An Extended Health Benefit Plan shall be made available to all regular full-time employees. This plan shall include an eyeglass option of ~~five hundred~~ six hundred and fifty dollars (~~\$500.00~~ 650.00) every twenty-four (24) months, ~~excluding~~ including dependents. Premium costs shall be fully paid by the Employer.

E&OE
 Signed off this 27th day of SEPTEMBER 2023
 For the Union [Signature] For the Employer [Signature]



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250 PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date: September 27, 2023	Time:
UP 11	Article 14.04	Employer Counter	

14.04 Notice of Lay-off

All regular employees shall be given in writing the following notice of lay-off or salary in lieu of notice:

- a) Two (2) weeks' notice where the employee has been employed less than three (3) years.
- b) After the completion of a period of employment of three (3) consecutive years, one (1) additional weeks' notice, and for each subsequent completed year of employment, an additional week's notice up to a maximum of ~~eight-ten (8-10)~~ weeks' notice.
- c) In the event of office closure, Clause 14.04(b) will apply. (This shall not apply to temporary job sites.)

The period of notice shall not coincide with an employee's annual vacation.

E&OE

Signed off this

27th

day of

SEPTEMBER 2023

For the Union

Philip M. Ba

For the Employer

[Signature]

Agreed to Item to Conclude a Collective Agreement

Between

**International Association of Machinists and Aerospace Workers
Northwest District Lodge 250**

And

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

Add: 

ARTICLE 15 – GENERAL

15.01 *The Employer will reimburse the cost of the training for an employee who successfully completes and passes a recognized Level 1 first aid training certification course. Prior approval of training must be obtained and upon successful completion a monthly premium of \$50.00 will be paid to the holder of a valid Level 1 first aid training certification.*



For Cope 378



For the IAM&AW District 250

Agreed this 10th day of July 2023



(Canadian Office and Professional Employees Union, Local 378)

IAMAW District Lodge 250 PROPOSALS 2023 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP #13	Article 24.01	Amend	2:06pm

24.01

- a) This Agreement will be in full force and effect on and after the 1st day of January, ~~2020~~23, to and including the 31st day of December, ~~2022~~ 25, and shall automatically be renewed from year to year thereafter, unless either Party serves written notice to commence collective bargaining upon the other Party hereto, at least sixty (60) days prior to the 31st day of December, ~~2019~~25, or sixty (60) days prior to the 31st of December, in any year subsequent thereto.
- b) When such notice is given, the provisions of this Agreement shall continue in full force and effect until a new Agreement is signed and executed or the Union commences strike action or the Employer commences a lock-out, whichever first occurs.

E&OE
 Signed off this 27th day of September 2023
 For the Union Phillip M. [Signature] For the Employer [Signature]

Agreed to Item to Conclude a Collective Agreement

Between

**International Association of Machinists and Aerospace Workers
Northwest District Lodge 250**

And

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

LETTER OF UNDERSTANDING No.1

**BETWEEN: ~~INTERNATIONAL ASSOCIATION OF MACHINISTS AND
AEROSPACE WORKERS NORTHWEST DISTRICT LODGE 250~~**

**AND: ~~MoveUP - CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION, LOCAL
378~~**

Student Employee:

~~Any person who is classified as a Student must be registered full time and be attending an educational institution. Full time enrolment for the purpose of this Letter of Understanding is considered to be an average of three (3) courses per semester or full time in any technical trade school. Student status will be reviewed each spring.~~

~~Student employees will be limited to working during school breaks (spring break, Easter, the summer period, and Christmas.) They will be eligible for four percent (4%) vacation pay, they will also be eligible for Statutory Holidays when applicable. Student employees will also be entitled to a bonus of 2% based on gross earnings paid at December 31st of each year.~~

~~They shall not displace or replace any Member of the Bargaining Unit nor shall they be employed when any Member of the Bargaining Unit is on layoff.~~

Duties and Responsibilities:

- ~~1. Assemble New Members Kits.~~
- ~~2. Assemble Shop Stewards Kits.~~
- ~~3. Crew Copies.~~
- ~~4. Assist in pin, certificate and union member card program.~~
- ~~5. Mail.~~
- ~~6. Filing — membership cards, contracts, index tabs, other filing as required.~~
- ~~7. Assist in supply order.~~
- ~~8. Document procedures.~~
- ~~9. Archive old files on server, scan and fax.~~

~~Students will be deducted Union dues as per the Collective Agreement and will receive the Student pay rate as outlined below:~~

Phillip M. Bar
For Cope 378

[Signature] Agreed this 16th day of July 2023
For the IAM&AW District 250

Agreed to Item to Conclude a Collective Agreement

Between

**International Association of Machinists and Aerospace Workers
Northwest District Lodge 250**

And

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

Amend as follows:

LETTER OF UNDERSTANDING No. 4

**BETWEEN: INTERNATIONAL ASSOCIATION OF MACHINISTS AND
AEROSPACE WORKERS NORTHWEST DISTRICT LODGE
250**

**AND: MoveUP - CANADIAN OFFICE AND PROFESSIONAL
EMPLOYEES UNION, LOCAL 378**

Apprenticeship Scale:

The parties agree that given the desire of the employer to have the ability to hire an individual and to train for the work performed in the office, much of which specific to the IAM &AW's own operating systems. There will be the opportunity to offer a three-year apprenticeship, to allow for the training required to reach the desired competency of a Category 3.

The apprentice will receive the appropriate wage scale for the given length of time served, as well as the Category of the work they are being asked to train in.


Effective January 1, 2019

Monthly Increments are as follows:

	<u>65%</u> <u>1st six</u>	<u>70%</u> <u>2nd six</u>	<u>75%</u> <u>3rd six</u>	<u>80%</u> <u>4th six</u>	<u>85%</u> <u>5th six</u>	<u>90%</u> <u>6th six</u>	<u>100%</u> <u>thereafter</u>
<u>Category</u>							
<u>1 Hourly</u>	<u>\$20.98</u>	<u>\$22.60</u>	<u>\$24.21</u>	<u>\$25.82</u>	<u>\$27.44</u>	<u>\$29.05</u>	<u>\$32.28</u>
<u>Category 2</u>							
<u>Hourly</u>	<u>\$21.87</u>	<u>\$23.56</u>	<u>\$25.24</u>	<u>\$26.92</u>	<u>\$28.60</u>	<u>\$30.29</u>	<u>\$33.65</u>
<u>Category 3</u>							
<u>Hourly</u>	<u>\$22.78</u>	<u>\$24.53</u>	<u>\$26.28</u>	<u>\$28.03</u>	<u>\$29.78</u>	<u>\$31.54</u>	<u>\$35.04</u>



For Cope 378



Agreed this

10th

day of

July

2023

For the IAM&AW District 250

Agreed to Item to Conclude a Collective Agreement

Between

**International Association of Machinists and Aerospace Workers
Northwest District Lodge 250**

And

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

APPENDIX "A"

CATEGORIES, CLASSIFICATION AND SALARIES

Add:

Wages shall increase January 1st, 2023 7.66%, January 1st, 2024, January 1st, 2025 as determined by the average of the percent increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as published by the US Department of Labor Bureau of Labor Statistics and the Canadian Consumer Price Index as published by statistics Canada. (Language taken from the January 1st, 2023 IAMAW Constitution)


For Cope 378

Agreed this 27th day of September 2023


For the IAM&AW District 250

Agreed to Item to Conclude a Collective Agreement

Between

**International Association of Machinists and Aerospace Workers
Northwest District Lodge 250**

And

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

Amend as follows:

APPENDIX "B"

JOB DESCRIPTIONS

CATEGORY 1 - Office Assistant

Employees in this category ~~are typically hired as casual employees to provide assistance from time to time for a specified purpose as outlined below.~~ They work under direct supervision, *perform and are responsible for the following:*

BASIC PURPOSE

- To assist with basic clerical support functions on an as and

when needed basis. **DUTIES AND RESPONSIBILITIES**

1. Performs a variety of basic clerical and support functions including answering telephones, stuffing envelopes, assisting with mail-outs, filing, and data entry as needed.
2. Lays out and types from rough draft or verbal instructions a variety of material including correspondence.

Note: Employees in this category are expected to perform data entry functions and may use spreadsheets for the data entry.

EQUIPMENT USED

- Photocopier, postage machine, folder, fax, personal or network computer, phone – switchboard, printer, shredder, adding machine/calculator, typewriter, spiral binding machine.

QUALIFICATIONS

- ~~Grade 10 or six (6) months office experience.~~
- *Grade 12 with 1-2 years office experience or equivalent.*
- Word Processing.
- *Demonstrates a positive attitude and has the ability to work as part of a Team.*

CATEGORY 2 - Administrative Assistant 1

Employees in this category perform a variety of office functions with or without supervision. Employees may perform duties ranging from a basic to intermediate level in the use of office applications. *Exercises independent judgment and acts in a confidential manner.*

BASIC PURPOSE

- To provide intermediate clerical and/or administrative support to the office.

DUTIES AND RESPONSIBILITIES, *CAN PERFORM AND ASSIST IN THE DUTIES OF A CATEGORY 1 POSITION AND IN ADDITION TO:*

1. Lays out and types from rough draft or verbal instructions a variety of material including correspondence, reports, minutes of meetings and forms.
2. Performs various clerical duties including data entry, takes dictation, transcribes and operates typewriter/word processing machines.
3. Performs a variety of accounting functions including utilizing basic and intermediate office applications to produce statistical, mathematical or financial applications; basic bookkeeping, prepares invoices, receives dues and incoming cash, and maintains membership records, ensures member is in good standing, and maintains dispatch records.

EQUIPMENT USED

- Photocopier, postage machine, folder, fax, personal or network computer, phone - switchboard, printer, shredder, adding machine/calculator, typewriter, spiral binding machine.

QUALIFICATIONS

- Grade 12 or equivalent and dependent on the position and the needs of the office.
- ~~6-12 months~~ *2 Years* office experience and completion of a recognized secretarial program or successful completion of basic bookkeeping, or office systems, or word processing or formal data control training and one-year experience related to any of the programs noted above.
- *Attention to Detail*
- *Demonstrates a positive attitude and has the ability to work as part of a Team*

CATEGORY 3 - Administrative Assistant 2

Employees in this category perform at an advanced level in the use of office applications. Employees work independently, referring unusual problems/concerns to supervisor. *Exercises independent judgment and acts in a confidential manner. May be required to act as a Confidential Secretary to one or more persons.*

BASIC PURPOSE

- Provides a variety of high level administrative, general clerical, accounting/bookkeeping, and basic technical office systems support functions.

DUTIES AND RESPONSIBILITIES, *CAN PERFORM AND ASSIST IN THE DUTIES OF A CATEGORY 2 POSITION AND IN ADDITION TO:*

1. Operates a personal computer (PC) to input, update, edit or analyze research information; prepares from draft a variety of reports, submissions, grievances, contract proposals, MOA's, Collective Agreements, media releases etc., for signature as appropriate. May perform advanced computer related functions to create and design elementary databases to process a variety of forms, communications, reports, statistics, and statements. This can include indexing, macros and mail merge, spreadsheets and tables and creates queries to extrapolate/manipulate data; also, graphics, basic desktop publishing and clipart methods for in-house or external printing.
2. Produces financial information/reports on membership dues, accounts payables/receivables, performs bookkeeping functions, monthly reconciliations, year-end financial statements; prepares accounting statements and performs some electronic banking.
3. Ensures adequate stock of office stationery and supplies including maintaining inventory of same.
4. Assists in the planning of events, general meetings, conferences, annual banquets; this may include arranging for meals, reserving meeting rooms, arranging for travel and accommodation which may include negotiating rates.

EQUIPMENT USED


Photocopier, postage machine, folder, fax, personal or network computer, phone- switchboard, printer, shredder, adding machine/calculator, typewriter, spiral binding machine.

QUALIFICATIONS

- Grade 12 or equivalent and three (3) years related experience or, depending on the position:
- successful completion of a recognized secretarial program and two (2) years related experience.
- successful completion of bookkeeping courses and two (2) years related experience.
- successful completion of office systems program and two (2) years related experience.
- successful completion of word processing courses and two (2) years related experience.
- *Attention to detail.*
- *Demonstrates a positive attitude and has the ability to work as part of a Team.*
- *Ability to work independently and establish priorities.*


For Cope 378

Agreed this 27th day of SEPTEMBER 2023


For the IAM&AW District 250