

MEMORANDUM OF AGREEMENT

BETWEEN:

Ladysmith & District 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:

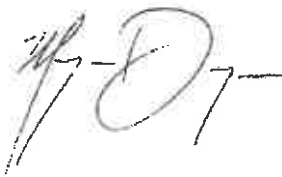
- A. The Parties are bound to a Collective Agreement effective from July 1, 2021, through June 30, 2025, (the "Collective Agreement").
- B. The Parties have engaged in collective bargaining to reach an agreement to renew the Collective Agreement.

THEREFORE:

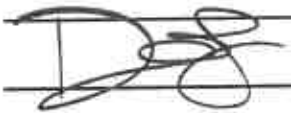
- 1. The Parties agree that the Collective Agreement is renewed for a term of four (4) years from July 1, 2025, to June 30, 2029, with the changes set out in the Memorandum of Agreement subject to the following conditions.
- 2. The Parties agree that this Memorandum of Agreement is subject to ratification 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, 2025, 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 All items not addressed herein will be considered withdrawn on a without prejudice basis.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 ninety (90) calendar days of the date of completion of the ratification vote and the Employer shall thereafter have thirty (30) 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 10th day of October, 2025



FOR THE EMPLOYER



FOR THE UNION

APPENDIX "A"



(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union		Date:	Time:
Number	Affected Article/MOU		
UP 01	Housekeeping	09/25/25	9:45am

HOUSEKEEPING

- Change "LDCU" to "**Ladysmith & District Credit Union**"
- Change "Collective Agreement" to "**Agreement**"
- Change "Paragraph" "Clause" "Section" to "**Article**"
- Adjust the numbers of articles to accommodate changes or additions where appropriate
- Italicize laws and legislation references e.g. *Human Rights Code, Labour Relations Code*
- Change Contents page to include name of headings for every sub-article
- Change "employer" to "**Employer**"
- Change "union" to "**Union**"
- All numerical references to be spelled out followed by the number(s) in brackets. e.g. Ninety-two (92)
- Change "his/her" to "**employee**" or "**they/their/them**"

The Union proposes that the Parties agree to work collaboratively to address any other grammatical, typographical or structural discrepancies in the production of the Agreement.

E&OE

Signed off this

25

day of

Sept

20, 25

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union		Date:	Time:
Number	Affected Article/MOU		
UP 03	3.01	09/25/25 Amend	9:45am

ARTICLE 3 – UNION AND EMPLOYER REPRESENTATION

- 3.01 Recognition of Union Executive Board Members, Councilors, Job Stewards, and Union Representatives, and members of the Joint Occupational Health and Safety Committee.

The Employer will recognize individuals and/or employees elected, appointed and/or designated by the Union as its qualified Executive Board Members, Councilors, Job Stewards and Union Representatives, and members of the Joint Occupational Health and Safety Committee. ~~The Union may identify one Job Steward as the Chief Steward.~~

The Union will notify the Employer in writing as to who are the elected, appointed and/or designated Executive Board Members, Councilors, Job Stewards, and Union Representatives authorized by the Union to discuss and wherever possible resolve problems arising out of the Collective Agreement.

In the event that an alternative to the Job Steward is assigned by the Union to discuss and, wherever possible, resolve a problem arising out of the Agreement, reasonable notice will be provided in advance by the Union to the Employer.

E&OE

Signed off this

25

day of

Sept

20 25

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: 25Sep2025	Time: 6:56pm
UP 04	3.02	Amend	

- 3.02 The Employer shall recognize up to ~~three (3)~~ four (4) employees elected or appointed by the Union to act as Job Stewards, ~~one (1)~~ of which shall be identified as the Chief Steward. These employees must have completed their probationary period of employment. The Union shall inform the Employer, in writing, of the names of the Job Steward(s). In addition to the above, the Employer will also recognize one (1) employee elected or appointed by the Union to act as Job Steward in each of the branch offices.

E&OE

Signed off this

25

day of

Sept

20 25

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union		Date:	Time:
Number	Affected Article/MOU		
		09/25/25	9:45am
UP 05	6.01	Amend	

ARTICLE 6 – HOURS OF WORK AND OVERTIME

- 6.01 a) The standard work week shall consist of thirty-five (35) hours over five (5) consecutive days, Monday to Saturday inclusive, and as follows:

Monday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm
Tuesday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm
Wednesday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm
Thursday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm
Friday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm
Saturday Eight and one-half (8.5) hours between 8:00 am and 8:00 pm

Any shift work ending after 6:00 pm up to and including 8:00 pm, will be paid a premium of five percent (5%) above the employee's regular rate for all hours worked beyond 6:00pm.

The maximum hours worked in any one (1) day shall be eight and one half (8.5) hours. The standard FTE hours shall be one thousand eight hundred and twenty (1820) hours annually.

E&OE
Signed off this 25 day of Sept 20 25

For the Union

For the Employer

Article 8 – Annual Vacation and Supplementary Vacations

8.02 All regular employees shall be entitled to a vacation entitlement in accordance with the following schedule:

- a) ~~Upon completion of six (6) months' service in their first year of employment, an employee shall be entitled to receive a paid vacation of five (5) working days which if taken, will be deducted from their total entitlement for that year. Such vacation entitlement for new employees shall be pro-rated for any partial employment year. Such vacation period must be taken at a time mutually agreed to by the Employer and the employee concerned. Upon hire, an employee will receive a prorated allotment of up to ten (10) working days of paid vacation for the remainder of the calendar year, based on the start date.~~

Example: If you start on July 1, you will be entitled to 5 working days of paid vacation for the remainder of that calendar year (10 days × 6/12).

- b) Each employee who completes one (1) years' service shall receive fifteen (15) working days paid vacation. ~~Pay for such vacation shall be at the employee's current salary or six (6%) percent of gross earnings for the period in which vacation was earned, whichever is greater. Pay for paid vacation for each completed year of service shall be as follows:~~

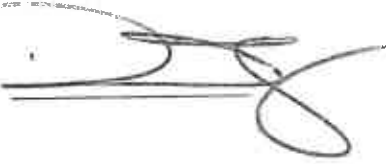
- c) ~~Paid vacation upon two (2) years' service and for each completed year of service thereafter shall be as follows:~~

1 years' service	15 working days
2 years' service	15 working days
3 years' service	16 working days
4 years' service	17 working days
5 years' service	20 working days
6 years' service	20 working days
7 years' service	20 working days
8 years' service	21 working days
9 years' service	22 working days
10 years' service	25 working days
11 years' service	26 working days
12 years' service	27 working days
13 years' service	28 working days
14 years' service	29 working days
15 years' service	30 working days
20 years' service	33 working days
More than 20 years' service	33 working days

- c). Vacation pay for entitlements set out in 8.02(c)(b) shall be at current salary or at the appropriate percentage of gross salary for the period in which the vacation was earned, whichever is greater. The appropriate percentage shall be at the rate of two (2%) percent per week of vacation entitlement.

Signed off this 8 day of Oct 2025

For the Union

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end, positioned above a horizontal line.

For the Employer

A handwritten signature in black ink, featuring a stylized 'M' or 'W' shape followed by a horizontal line and a small flourish, positioned above a horizontal line.



(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date: 25Sep2025	Time: 7:24pm
UP 07	8.03	<i>Amend **the parties shall discuss and create clear, fair, and efficient language for the annual vacation selection/scheduling process.</i>	

8.03 Vacation scheduling

Senior employees shall be given preference in the selection of vacation periods.

Annual vacation will be divided into two (2) request periods. The first request period will cover vacation taken from January 1st to March 31st. The second request period will cover vacation taken from April 1st to December 31st.

The deadline for vacation selection for the first vacation period (January 1st to March 31st) will be October 31st of the preceding year. The deadline for vacation selection for the second vacation period (April 1st to December 31st) will be March 31st of the respective vacation year. The employer will provide a response of all annual vacation selection within fifteen (15) calendar days from the deadline of vacation selection.

Any subsequent vacation requests after the annual vacation approval dates will be on a first come first served basis for the remainder of the said vacation period. The employer will provide a response of these subsequent vacation requests within fifteen (15) calendar days from the date requested.

Employees who wish to take their vacation in broken periods instead of one (1) period may do so subject to the following:

- the periods are a minimum of five (5) working days or multiples of a full week.
- Employees shall select their vacation periods in order of seniority as defined in this Agreement. However, only one (1) vacation period shall be selected by seniority until all employees in the signing group have had the opportunity to select one (1) vacation period. Subsequently, those employees who have chosen

E&OE

Signed off this 25 day of Sept 2025

For the Union

For the Employer

to take their vacations in separate periods shall select the periods in order of seniority.

- c) ~~Employees may elect to take one (1) week, (five (5) working days) of their vacation entitlement in one (1) day increments, at such times that are mutually agreeable to the Employer and the employee. Should employees wish to take any vacation days in one (1) day increments, approval shall be granted based on operational needs and no requests shall be unreasonably denied.~~
- d) ~~Vacations may be started on any day of the week that is mutually agreeable to the Employer and the employee.~~

E&OE

Signed off this

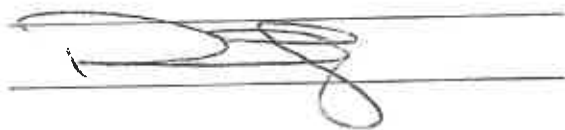
25

day of

Sept

20 25

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**Ladysmith & District
Credit Union
PROPOSALS 2025
Union Proposals (UP Item)**

Union Number	Affected Article/MOU	Date:	Time:
UP 11	9.XX	09/25/25 New	9:45am

Inclement Weather Leave

- Regular full-time and part-time employees are eligible to utilize their accrued paid leave, such as vacation or supplementary days, for inclement weather leave. If no paid leave is available, the employee may take unpaid leave. The use of inclement weather leave shall not affect the employee's attendance record, if applicable.
- Employees must be scheduled to work on the day of inclement weather and are required to notify their supervisor as soon as reasonably possible if they are unable to safely commute due to inclement weather. The notification should be communicated by phone and email.
- Employees are expected to return to work as soon as it is safe to do so. The Employer will monitor weather conditions and provide updates regarding reopening and work resumption.

E&OE
Signed off this 25 day of Sept 2025

For the Union

For the Employer

Union			
Number	Affected Article/MOU	Date:	Time:
		10Oct2025	1:58pm
UP 16	9.XX	<i>New</i>	

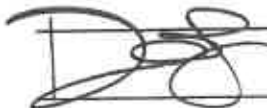
Compassionate Care Leave

This Article replicates the Compassionate Care Leave provisions of the BC Employment Standards Act and will be amended in accordance with the legislated changes to that Act.

In the case of serious illness in the immediate family and where there is no other caregiver available, the Employer shall grant reasonable leave of absence. The Compassionate Care Leave provisions of the BC Employment Standards Act shall apply.

E&OE
Signed off this 10th day of October 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 26, 2025 @ 9:30 am

UP 18

17.05 Severance Pay

- a) Employees with two (2) or more years of service who are laid off due to changes in administrative procedures, automation, consolidation, or suspension of business shall be entitled to severance pay as follows:

~~One (1) week for each year of service up to and including five (5) years.
Two (2) weeks per year thereafter, up to a maximum of thirty (30) weeks.~~

- One (1) weeks' regular pay after three (3) months of employment
- Two (2) weeks' regular pay after one (1) year of employment
- Two (2) weeks' regular pay after two (2) years of employment
- One (1) week regular pay for each year of service up to and including five (5) years
- Two (2) weeks per year thereafter, up to a maximum of thirty (30) weeks

Signed off this 26 day of Sept 2025

For the Union



For the Employer



Union			
Number	Affected Article/MOU	Date:	Time:
		26Sep2025	9:39am
UP 21	XX	New	

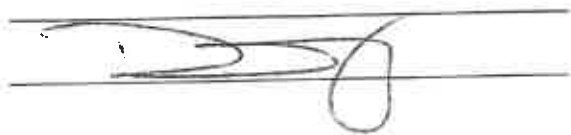
Duty to Accommodate

The employer agrees to comply with all provincial and federal statutes and regulations.

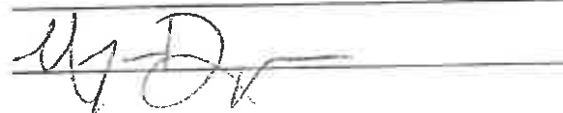
1230pm

E&OE
Signed off this 26 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 9:00am

LDCU-2

ARTICLE 6 – HOURS OF WORK AND OVERTIME

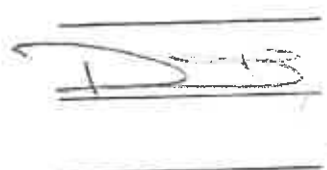
6.01 b) **Existing wording** – “...In the event of any changes in starting and quitting times of shifts, the Employer agrees to give at least fifteen (15) days’ notice of any change.”

Proposed Wording – “...In the event of any changes in starting and/or ending times of shifts, the Employer agrees to give at least fifteen (15) days’ notice of any change.”

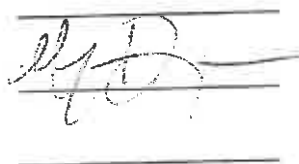
Agreed 12:26

Signed off this 25 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 9:00am

LDCU-3

ARTICLE 6 – HOURS OF WORK AND OVERTIME

Proposal

6.04

a) Part time employees will have an opportunity to pick up additional shifts that may become available on the basis of seniority as provided in this Article. Overtime premiums will not apply to such shifts provided no daily or weekly allowable hours are exceeded.

Agreed 1230

Signed off this 25 day of Sept 20 25

For the Union

For the Employer

MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 9:00am

LDCU - 4

ARTICLE 15 – GENERAL PROVISIONS

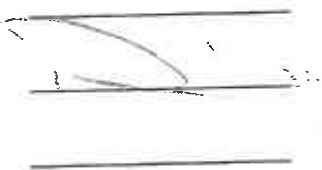
15.13 a) **Existing wording** – “Based on Proceeds of Crime and Money Laundering legislation, all new employees will be expected to complete online courses relating to Money Laundering and Debit Card Fraud within twelve (12) months of commencing employment...”

Proposal – “Based on Proceeds of Crime and Anti-Money Laundering legislation, all new employees will be expected to complete online courses relating to Anti-Money Laundering immediately upon commencing employment...”

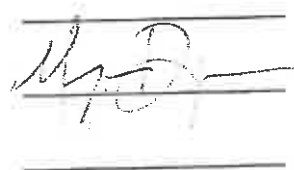
Agreed 12:30

Signed off this 25 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 3:00 pm

LDCU-5

ARTICLE 15 – GENERAL PROVISIONS

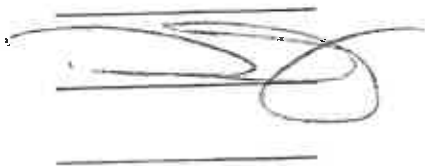
15.13 b) **Existing wording** – “All new employees will complete the CUIC 185 Products and Services Course within eighteen (18) months of their start date...”

Proposed wording – “All new Financial Services employees will complete the CUIC 185 Products and Services Course within eighteen (18) months of their start date...”

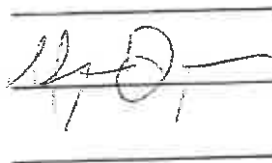
Agreed @ 3:00

Signed off this 25 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 9:00am

LDCU-7

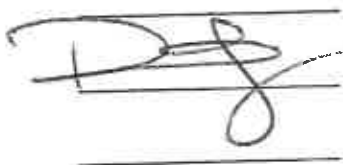
ARTICLE 21 – DURATION

21.01 **Existing wording** – “This Agreement shall be in full force and effect from and including July 1st, 2021, to and including June 30th, 2025, 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 and 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.”

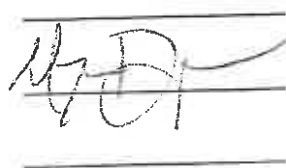
Proposed wording – “This Agreement shall be in full force and effect from and including July 1st, 2025, to and including June 30th, 2029 and shall continue in full force and effect from year to year thereafter subject to the right of either Party to this Agreement within four (4) months immediately preceding the expiration, or immediately preceding July 1st, in and 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.”

Signed off this 8 day of Oct 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
FRAMEWORK FOR SETTLEMENT – October 8, 2025 @ 12:30 am

LDCU-8

JOB CLASSIFICATIONS & WAGE RATES

4-year term expiring June 30, 2029

General Wage Increases as follows:

Year	Group 1 – 2	Group 3 – 6
July 1, 2025	3.00% Market Adjustment	5.00% Market Adjustment
July 1, 2025	3.25%	3.25%
July 1, 2026	3.00%	3.00%
July 1, 2027	3.00%	3.00%
July 1, 2028	3.00%	3.00%

* RSR is all positions to be added
on wage scales / Loc where
applicable

* Retro pay on separate paycheque
on non pay week.

* Retro pay is new wages to be
processed w/in 30 days from
ratification date.

Signed off this 8 day of Oct 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 25, 2025 @ 9:00am

LDCU-9

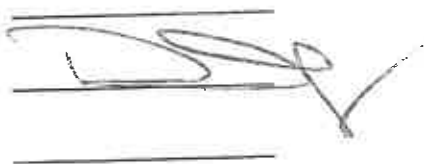
LETTER OF UNDERSTANDING #1

To be renewed

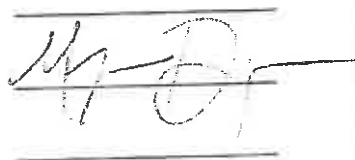
Agreed 12:38

Signed off this 25 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
FRAMEWORK FOR SETTLEMENT – October 8, 2025 @ 12:30 am

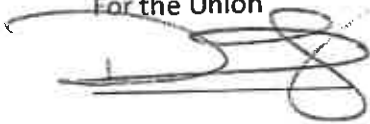
LDCU-10

LETTER OF UNDERSTANDING #2

To be renewed

Signed off this 8 day of Oct 2025

For the Union

A handwritten signature in dark ink, consisting of several loops and a horizontal line at the bottom, positioned over a horizontal line.

For the Employer

A handwritten signature in dark ink, featuring a stylized 'M' and 'D' followed by a horizontal line, positioned over a horizontal line.

MoveUp / Ladysmith & District Credit Union
FRAMEWORK FOR SETTLEMENT – October 8, 2025 @ 12:30 am

LDCU-15

LETTER OF UNDERSTANDING #2

48 Month Step Increase

(General Wage Increase, Market Adjustment, plus additional 0.25% to be applied to the below wages as of July 1, 2025)

Between: Ladysmith & District Credit Union

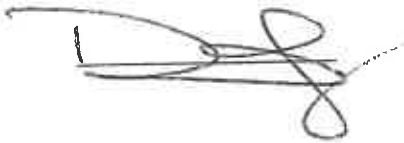
AND: Canadian Office and Professional Employees Union, Local 378

The Parties agree that during the term of the 2025-2029 Collective Agreement that the Insurance wage scale will include an additional 48-month step. Those employees who have reached 48 months service as of July 1, 2025 ~~to~~ will be placed at the 48-month step.

wage chart to be included.

Signed off this 8 day of Oct 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union PROPOSAL – September 26, 2025 @ 10:45 am

LDCU-13

Salary Bands for Insurance Positions

Filing Clerk
Admin only
Group 1
Level I Agent Trainee
Drivers License Agent Trainee
Group 2
Level I Agent
Drivers License Agent
Group 3
Level II Agent
Group 4
Level III
Nominee Manager

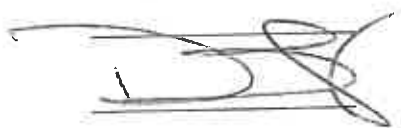
11:15am

The parties agree that Job Classifications will be ammended as above provided that agreement is reached regarding Job Descirption and Job Classification for Drivers License Agent Trainee and Drivers License Agent within 60 days of ratification of this agreement.

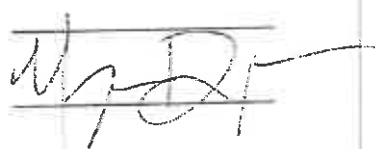
Due to regulatory requirements, unlicensed employees are not authorized to touch or view client files. All filing work is now done by any licensed employee and therefore there is no longer a need for a Filing Clerk. The Nominee Manager role no longer exists as the Nominee License is required to be held by the Insurance Manager.

Signed off this 26 day of Sept 2025

For the Union



For the Employer



MoveUp / Ladysmith & District Credit Union
PROPOSAL – September 26, 2025 @ 9:30 am

LDCU-14

Accountant Level I and Accountant Level II

The Employer proposes to redesignate the Accountant Level I role as Accounting Clerk to more accurately reflect the work that is being done within the role. Due to changes in the departmental needs over the years and efficiencies created with improved technologies, there is no longer an Accountant Level II role and thus, it will be eliminated.

Signed off this 26 day of Sept 20 25

For the Union

Original copy signed

For the Employer

Original copy signed