

MEMORANDUM OF AGREEMENT

BETWEEN:

Capilano University

(hereinafter referred to as the "Employer" or "University"))

PARTY OF THE FIRST PART

AND:

MoveUp, CANADIAN OFFICE AND PROFESSIONAL EMPLOYEE'S UNION,

LOCAL 378

(hereinafter referred to as the "Union")

PARTY OF THE SECOND PART

By signature(s) of their duly authorized representative(s) hereinafter affixed, the Employer and the Union ("the Parties") do hereby expressly and mutually agree as follows:

1. This Memorandum of Agreement ("Memorandum") shall be deemed to include all attachments hereto affixed as Appendix "A".
2. It is agreed that the terms and conditions of the current Collective Agreement including all attachments (MOA, LOA, LOU, MOU, Appendices) in force and effect between the Employer and the Union from July 1, 2022 to June 30, 2025, inclusive, shall become the successor Collective Agreement between the Parties, except as expressly provided otherwise by this Memorandum.
3. It is agreed that the terms and conditions of the attached amendments (Appendix "A") shall be included in the current successor Collective Agreement between the Parties
4. All the terms and conditions to be included in the current successor Collective Agreement between the Parties shall be effective from July 1, 2025 to June 30, 2029, unless otherwise specified in Appendix "A".
5. It is mutually agreed that this Memorandum is subject to ratification by the respective principals of each of the Parties.

6. The Members of both the Union's Negotiating Committee and the Employer's Negotiating Committee hereby expressly agree that they will unanimously recommend acceptance of this Memorandum to their respective principals.
7. It is mutually agreed that any proposal(s), in whole or in part, of the Employer or the Union, and any related commentary of either Party, arising during shall be deemed to be both introduced and withdrawn on a "without prejudice" basis and, accordingly, shall not be introduced as evidence by either the Employer or the Union in any arbitration or any other proceeding in law.
8. It is understood that the attachments hereto affixed as Appendix "A", and the successor Collective Agreement arising therefrom, shall be subject to any editorial, renumbering, and/or referencing change(s) deemed necessary by both Parties.
9. In the event of any dispute between the Parties concerning the interpretation, application, operation or any alleged violation of any provision of this Memorandum including, but not limited to, all the attachments hereto affixed as Appendix "A", this Memorandum in its entirety shall be deemed to be incorporated into the then current Collective Agreement between the Parties as if set forth in full therein in writing, and shall so apply, and any such dispute shall, consequently, be subject to resolution in accordance with the grievance and arbitration procedures contained in said collective agreement.
11. All grievances and other disputes involving the Employer and the Union which are not expressly resolved by this Memorandum shall be deemed to be unresolved by this Memorandum.

Signed at Vancouver, B.C. this 24 day of October, 2026.

For the Union



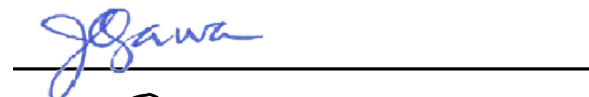
Eric Roberts

Farnosh Sam

For the Employer

Stephanie Kellar

Nazanin M. Fard



D. Levongis



(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP8 EP5 EP10	2, 9	Housekeeping, and new exempt reporting process	

ARTICLE 2 - UNION RECOGNITION AND NEGOTIATION

2.01 BARGAINING UNIT DEFINED

The bargaining unit is as in the Certification issued by the Labour Relations Board of British Columbia on December 17, 1974, ~~as amended on March 31, 1983, November 18, 1986, and on February 20, 2009.~~ and as varied by the Board.

[...]

2.03 NEW POSITIONS

[...]

- (c) Subject to Article 2.03 (a) and (b), the Parties recognize that certain positions are excluded from the bargaining unit. The University may add or delete excluded positions.
- (d) If the Union does not agree with changes to excluded positions, it may ask the Labour Relations Board to review the changes and make a final determination of the bargaining unit status of the positions in question.
- (e) The University will provide the Union with a list of excluded positions within thirty (30) calendar days of the ratification of the Collective Agreement. In addition, the University will advise the Union of any changes, in writing, within thirty (30) calendar days.

[...]

9.01 EMPLOYEE DEFINED

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

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Employee shall mean all ~~clerical, technical and service~~ employees who are covered by the Certification granted to the Union by the British Columbia Labour Relations Board on December 17, 1974 ~~as amended on March 31, 1983, November 18, 1986, and February 20, 2009~~ and as varied by the Board, except those excluded positions pursuant to article 2.03(c) Appendix N who shall be considered exempt for the purposes of this Agreement.

It is recognized that other positions which are in dispute may be referred by either party to the Labour Relations Board of British Columbia for a decision pursuant to the Labour Relations Code.

[...]

E&OE
Signed off this 24 day of October 2026

For the Union



For the Employer

SKellar

CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	
UR Proposal #	4
Article:	4.05; 4.11; 4.13
Main Article:	4
Other Affected Articles:	
Type of Change:	
Date:	October 21, 2026
Time:	

4.05 UNIVERSITY AND UNION SHALL ACQUAINT NEW EMPLOYEES

(a) Agreement in Effect

The University agrees to acquaint new employees with the fact that an Agreement is in effect, with the conditions of employment set out in the Articles dealing with Union Security and Check-off of Union Dues.

(b) Union Steward to Acquaint

A Union Steward shall interview each new employee within regular working hours, without loss of pay to Steward or employee, for the purposes of acquainting the new employee with the benefits and duties of Union membership and to provide the employee with a copy of the Collective Agreement. The length of the interview shall be kept to a reasonable time (e.g. one-half hour to an hour).

The Employer shall provide a list of recent hires to the Union on a monthly basis for the purposes of scheduling orientation meetings with these new members.

[...]

4.11 UNION INSIGNIA

(a) Wearing or Displaying

Union members shall have the right to wear or display the recognized insignia of the Union.

(b) Inclusion in Documents

The recognized insignia of the Union shall include the designation "MoveUP". This designation shall, at the employee's option, be placed on any e-mail or document which is prepared or processed in any form or manner, in whole or in part, by any member of the Union. This designation shall be placed at the bottom of the last page of any such document.

Without Prejudice

CAPILANO UNIVERSITY PROPOSALS 2026

(c) Union Officer Identification

Job Stewards and Executive Councillors may identify themselves as such in their Capilano University e-mail signatures.

4.12 INFORMATION TO BE ROUTINELY PROVIDED TO THE UNION

Once every month the University shall provide to the Union a list of employees within the bargaining unit setting out the employees':

- address
- telephone number
- payroll number

this provision is in addition to the University's obligations under Articles 9.09(c) and 25.04.

Once every four (4) months the University shall provide the Union with a list of employees within the bargaining unit setting out their seniority in terms of hours worked.

4.13 UNION COMMUNICATIONS AND VOTING

- (a) The University agrees that the Union shall have the right to use the University's email and to communicate with the employees in the bargaining unit. Employees shall have the right to use the University's email to communicate with the Union. Both the Union and the employees shall at all times adhere to the University's policies regarding email usage. Failure to do so will cause this provision to come to an end. The University's policies can be found on its website.
- (b) It is agreed that the Union shall have the right to place ballot boxes in the workplaces of the University for the purposes of conducting Union elections, referenda, polling or collective agreement votes.
- (c) The University shall provide a link to the Union's website on the intranet.

Signed off this ____21____ Day of __October__ 2026____

For the Union (MoveUP)



For the Employer (Capilano University)

SKellar



(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP7	7.04	Elder Support	

7.04 GRIEVANCE PROCEDURE

(a) An employee shall have Union Representation present at all grievance meetings after Step 1.

(b) In addition to the right to Union representation, Indigenous employees may request the assistance of an Indigenous Elder or Indigenous community member for support.

(c) All grievances shall be dealt with in the following manner:

[...]

E&OE

Signed off this 24 day of October 20²⁶

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

Capilano University
PROPOSALS 2025
Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP8 EP19	9.10, 9.12	Work Practicum, Students 1\2	

9.10 WORK PRACTICUMS

The Union recognizes and agrees that from time to time during the term of this Agreement there will be work performed by students as a part of their work experience practicums.

(a) Definition

When such students undertake practicum work experiences which may occur at the University, and when the duties undertaken while on such practicums might otherwise have been performed, had they been undertaken, by employees of the University covered by the Union certification; the parties agree that if practicum students are employed by the University for work performed during their practicum, they are considered employees and fall within the Union's certification.

(b) Employee Responsibilities

Such employees:

(i) MoveUP employees may assist such- practicum students to assimilate to the work location through orientation, supervision and training, as necessary;(ii)who undertake such orientation, supervision and training during student practicums shall not be eligible for reclassification based on these functions alone.

(c) Limitations

Unpaid student practicums shall be limited to one three students per semester per work area and up to ten students in the Children's Centre per semester for a period of normally not longer than 250 hours in total hours consistent with their enrolled educational program requirements, per student, per semester. Additional students may be requested with the consent of the Union.

(d) Notification to Union

The University shall notify the Union in advance of the number of students being placed for unpaid practicum work experience within the University.

[...]

E&OE

Signed off this 24 day of October 2026

For the Union

For the Employer

9.12 STUDENT EMPLOYMENT PROGRAMS

- ~~(1) The parties acknowledge the value to Capilano students of being able to participate in Student Employment Programs on campus and the positive impact such programming has on overall student recruitment and retention.~~
- ~~(2) The parties recognize that Student Employment Programs provide practical learning opportunities for students' within their academic programs and are of value in assisting students in obtaining work experience and financial support as part of the educational experience.~~
- ~~(3) The parties recognize and agree that students will not displace MoveUP members. The University further recognizes that in areas where services are provided by MoveUP members, students can be employed to only complement the services provided and not for the purpose of eroding the scope of the bargaining unit or replacing any employee(s) in the bargaining unit, including but not limited to, any such employee who is on layoff status under the Collective Agreement.~~
- ~~(4) Prior to the posting of any new student position the University shall notify the Union in writing of the nature of work to be performed, work location(s), duration of employment and hours of work per week.~~
- ~~(5) The Union shall have the right to refer any violation of Article 9.12 directly to expedited arbitration pursuant to the applicable provisions of the Collective Agreement.~~

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer



CAPILANO UNIVERSITY PROPOSALS 2025

ER Proposal #	n/a
UP Proposal #	UP# 10
Article:	11.07
Main Article:	Article 11 - Seniority
Other Affected Articles:	
Type of Change:	Counter Proposal
Date:	
Time:	

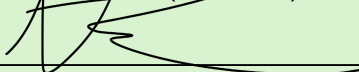
11.07 SENIORITY LIST

The University shall maintain a seniority list.

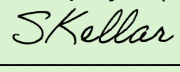
The seniority list shall be revised every four (4) months. The list shall show the date upon which each employee's service commenced and the total seniority each employee has accrued. The Union shall be supplied with an electronic copy. ~~In addition, a~~ A copy of the seniority list shall be made available to all employees on the University's intranet.

Signed off this 8 Day of July 20 26

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2025

GREEN

ER Proposal #	n/a
UR Proposal #	11
Article:	12.03, 12.08
Main Article:	12
Other Affected Articles:	
Type of Change:	Substantive
Date:	October 8, 2026
Time:	

12.02 TYPE 1 LAYOFF (Involuntary Cessation of Work)

An involuntary cessation occurring during the term of an employee's appointment which may be of a temporary nature to a maximum of one hundred and twenty-three (123) calendar days, or may be of a permanent nature.

Subject to operational requirements and after consultation with the Union, the University shall determine which positions layoff shall occur. When possible, layoff shall be in the reverse order of seniority, first for Temporary employees, and then for Regular status employees.

12.03 Notice

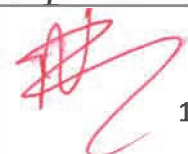
(a) Temporary Layoff (Type 1)

~~(i) Subject to operational requirements and after consultation with the Union, the University shall determine in which positions layoff shall occur. When possible, reducing its temporary workforce through the expiry of their appointments.~~

~~(ii) Subject to 12.03(a)(i), layoff shall be in the reverse order of seniority, first for Temporary employees, and then for Regular status employees.~~

~~(iii) The University shall attempt to minimize the option of bumping by selecting for layoff positions those incumbents who have either the least seniority or have shorter appointments, or have both.~~

~~(iv)(i)~~ If a temporary layoff occurs the University shall inform the Union and the employees to be laid off, in writing, not less than thirty (30) calendar days before the layoff is to commence. The notice shall state the date the layoff shall



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CAPILANO UNIVERSITY PROPOSALS 2025

commence.

~~(v)~~(ii) An employee shall be considered laid off at the date established under 12.03(a)(iv)(i) above.

(iii) The University shall attempt to minimize the option of bumping by selecting for layoff positions those incumbents who have either the least seniority or have shorter appointments, or have both.

(b) Permanent Layoff (Type 1)

- (i) The University shall provide the Union and affected employee(s) with not less than ninety (90) calendar days notice, in writing, of its intention to introduce a permanent layoff.
- (ii) At the time notice is provided, the University shall provide the Union with the reasons for the introduction of the permanent layoff and with as much information related to it as possible.

[...]

12.05 NOTE: TIMELINES

Employees are cautioned to carefully monitor time lines set out in 12.03(a)(iv)(i) and 12.03(b)(i). For example, if the bumping option is chosen, a decision should be made early after notice is received to avoid the possibility of being on leave without pay awaiting the opportunity to access position bumped. It must be remembered that bumped employees are also entitled to notice periods (see 12.06(d), 12.07(e) and 12.07(f)).

[...]

12.08 PERMANENT LAYOFF OPTIONS - Job Vacancy/Retraining

[...]

(c) Possession of Knowledge, Skills and Abilities

When an employee has elected a job vacancy, they shall have first right to it provided they already reasonably possess the required skills and

CAPILANO UNIVERSITY PROPOSALS 2025

abilities, or ~~provided~~ that they will possess the required skills and abilities for the job ~~vacancy~~ upon completion of retraining.

[...]

(e) Need for Retraining

Retraining, if ~~ne~~cessary, must commence after the expiry of the notice period and be ~~a~~ccomplished within a reasonable period, as determined by the appropriate Administrator, not to exceed five (5) months.~~four (4) months.~~

[...]

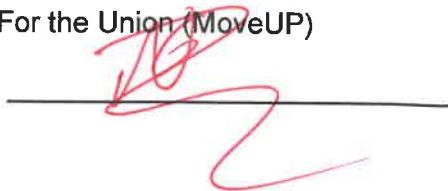
(h) Reconsideration Upon Completion of Retraining

If during or ~~immedi~~ately upon completion of retraining the employee wishes to ~~reconsi~~der their earlier election, or if they do not successfully complete retraining, they shall at that time have the option of receiving severance pay ~~as~~ provided in Article 12.09. The University may deduct ~~all—reasonable, receipted or invoiced~~ costs of retraining, including the ~~employee's salary while retraining,~~ from the amount of severance pay.

[...]

Signed off this 20 Day of OCTOBER 20 26

For the Union (MoveUP)



For the Employer (Capilano University)

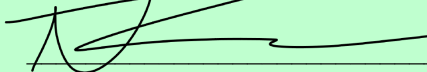
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CAPILANO UNIVERSITY PROPOSALS 2025

Article:	13.12
Main Article:	13.12 Exceptional Work Day, Letter of Understanding #4 – Exceptional Work Day – Centre for Sport & Wellness
Other Affected Articles:	
Type of Change:	Housekeeping
Date:	September 29, 2026
Time:	
13.12	Exceptional Work Day An employee hired to work in the Theatre <u>and the Centre Sport & Wellness</u> during a production, ~~or~~ performance, a <u>special event</u>, may agree to work an exceptional work day of longer than seven (7) hours per day. The employee shall be paid at the overtime rate for all hours in excess of ten (10) hours per day or thirty-five (35) hours per week. ... LETTER OF UNDERSTANDING 4 BETWEEN: CAPILANO UNIVERSITY (the “University”) AND: MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEE’S UNION, LOCAL 378) (the “Union”) Re: Exceptional Work Day – Centre for Sport & Wellness ~~With respect to the above subject matter, the University and the Union (“Parties”) do hereby expressly and mutually agree that an employee hired to work in the Centre for Sport & Wellness for a special event may agree to work an exceptional work day of longer than seven (7) hours per day. The employee shall be paid at the overtime rate for all hours in excess of ten (10) hours per day or thirty five (35) hours per week.~~ ~~This letter of understanding will expire June 30, 2022 with the expiry of the current Collective Agreement.~~

Signed off this 29 ____ Day of September _____ 2026 _____

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2025

Article:	15.09, 16.02
Main Article:	15 – Overtime, 16 - Holidays
Other Affected Articles:	
Type of Change:	University Proposal
Date:	
Time:	
15.09	TRAVEL (a) International Travel International travel is travel outside of Canada. Except for those employees where international travel is a requirement of the job, international travel is voluntary. Employees on international travel will continue to receive their regular pay for the duration of the trip. Where travel is required on either Saturday, ~~or~~ Sunday, <u>or another day of rest</u>, a regular day in lieu will be given to the employee. Lieu days will be scheduled at a mutually agreeable time between the employee and their Administrator and will be taken within thirty (30) days of the return from the trip. (b) Domestic Travel Domestic travel is travel within Canada. Except for those employees where domestic travel is a requirement of the job, domestic travel is voluntary. Employees on domestic travel will continue to receive their regular pay for the duration of the trip. Where travel is required on either Saturday, ~~or~~ Sunday, <u>or another day of rest</u>, a regular day in lieu will be given to the employee. Lieu days will be scheduled at a mutually agreeable time between the employee and their Administrator and will be taken within thirty (30) days of the return from the trip. (c) Travel Insurance Employees booking travel using a University credit card are covered by travel insurance benefits provided by the credit card carrier. Employees are encouraged to book travel using a University credit card in order to receive this coverage. ... ARTICLE 16 – HOLIDAYS ... 16.02 HOLIDAYS FALLING ON A SATURDAY OR SUNDAY

CAPILANO UNIVERSITY PROPOSALS 2025

(b) Other Than Saturday or Sunday

Subject to subsection 16.02(c), when a paid holiday falls on an employee's day of rest other than on a Saturday or Sunday, the employee shall be given a day off with pay in lieu at a mutually agreeable time within thirty (30) days of the holiday.

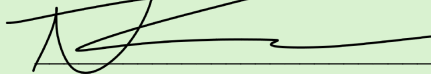
(c) Modified Work Week

If the day of rest on which the paid holiday falls is such by reason of an employee working a modified work week, the employee shall be given seven hours off with pay in lieu at a mutually agreeable time within thirty (30) days of the holiday.

...

Signed off this 29 Day of September 2026

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	13
UR Proposal #	19
Article:	16/18/20a
Main Article:	Statutory Holidays\Bereavement Leave
Other Affected Articles:	None
Type of Change:	Substantive
Date:	October 8, 2026
Time:	

16.01 (d) Holiday Substitution

~~Employees who practice recognized religions and wish to observe those by taking holidays on days not designated above shall, reasonably in advance, discuss the matter with their Supervisor. The employee and Supervisor shall endeavour to arrive at a mutually acceptable arrangement. In any event, the request shall be accommodated in accordance with the Human Rights Code.~~

- i) Employees who practice other faiths or celebrate cultural holidays not designated above may substitute up to two (2) alternate paid days of holiday in lieu and work on the holiday designated above in exchange.
- ii) Employees shall notify the University of their request to substitute designated holidays by the end of January in the calendar year applicable, and the Employer will make a reasonable effort to accommodate employees' substitution requests. The University will consider substitution requests made after the end of January, or requests exceeding the threshold in sub-article (d)(i), on a case-by-case basis.

CAPILANO UNIVERSITY PROPOSALS 2026

20.01 BEREAVEMENT LEAVE**(a) Leave**

In the event of critical illness or death in an employee's immediate family, the employee not on leave of absence without pay shall be entitled to paid leave of absence as follows:

- i) Up to and including ~~seven (7) consecutive calendar~~ five (5) days for critical illness;
- ii) Up to and including ~~seven (7) consecutive calendar~~ five (5) days for death; or
- iii) Up to and including fourteen ~~(14) consecutive calendar~~ ten (10) days for combined critical illness and death.

(b) Timing

Leave granted for critical illness will terminate in the event of death of the immediate family member and the employee will then be entitled to bereavement leave. Leaves under this Article ~~shall must~~ be taken during or in relation to the time of the actual occurrence of the critical illness or death. Any additional leave shall be without pay, or as a charge to earned time off or vacation time

(c) Definition of Immediate Family

- Members of the immediate family include:
- Partner/spouse of the employee;
- Child, step-child or foster child of the employee or of the employee's partner/spouse;
- Parent, step-parent or foster parent of the employee or of the employee's partner/spouse;
- Grandparent or step-grandparent of the employee or of the employee's partner/spouse;
- Grandchild or step-grandchild of the employee or of the employee's partner/spouse;
- Partner/spouse of a child of the employee;
- Sibling of the employee;
- Sibling-in-law of the employee;
- Children of sibling or sibling-in-law of employee or partner
- Traditional or customary adopted children of employee or partner
- A relative of the employee who permanently resides with the employee and who is dependent upon the employee for care and assistance.

In addition to bereavement leave for immediate family as outlined above, employees shall be entitled to request, by email to their Administrator with a copy to Human Resources, up to and including ~~seven (7) consecutive calendar~~ five (5) days for the death of any other person having a close

CAPILANO UNIVERSITY PROPOSALS 2026

personal relationship with the employee. If the employee is uncomfortable disclosing the nature of "close personal relationship" the request may be made directly to Human Resources.

[...]

20.14 DOMESTIC OR SEXUAL VIOLENCE LEAVE

An employee may require an absence from work to seek medical attention, counselling or other social or psychological services, or legal advice, or to seek new housing due to an employee and/or an employee's dependent child or a dependent person under their care experiencing domestic/sexual violence. In such a case, the employee shall be granted leave consistent with the applicable legislation and the Employer will provide up to ~~three (3)~~ five (5) days of leave with pay per calendar year, up to five (5) days of unpaid leave per calendar year, and up to fifteen (15) weeks additional unpaid leave per calendar year.

Such leave may be taken intermittently or in one continuous period. The Employee, or the Union on the Employee's behalf, may request additional leave as provided elsewhere in this collective agreement including Article 20.07. Such request shall not be unreasonably denied.

The parties agree that if additional paid domestic or sexual violence leave is legislated into the Employment Standards Act in excess of what is provided under this article, the University will honor the amount of paid leave provided in the Employment Standards Act.

Signed off this 8 Day of oct 20 26

For the Union (MoveUP)



For the Employer (Capilano University)





(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP16	17.02	Vacation	

ARTICLE 17 - ANNUAL VACATION

17.01 CALENDAR YEAR

For the purpose of computing vacation entitlement "calendar year" means the twelve (12) month period from January 1st to December 31st, inclusive.

17.02 VACATION ENTITLEMENT

[...]

(b) Vacation Entitlement

The basic vacation entitlement (expressed for Full Time status) is:

	Days per month:	Days per annum:
~~Initial incomplete & first four complete calendar years~~	1.25	15
~~5th through 8th~~	1.667	20
~~9th~~	2.083	25
~~10th~~	2.167	26
~~11th~~	2.25	27
~~12th~~	2.333	28
~~13th~~	2.417	29
~~14th & subsequent~~	2.5	30

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

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	<u>Days</u> <u>per</u> <u>month:</u>	<u>Days per annum:</u>
<u>Initial incomplete & first two</u> <u>complete calendar years</u>	<u>1.25</u>	<u>15</u>
<u>3rd</u>	<u>1.333</u>	<u>16</u>
<u>4th</u>	<u>1.417</u>	<u>17</u>
<u>5th</u>	<u>1.75</u>	<u>21</u>
<u>6th</u>	<u>1.833</u>	<u>22</u>
<u>7th</u>	<u>1.917</u>	<u>23</u>
<u>8th</u>	<u>2.0</u>	<u>24</u>
<u>9th</u>	<u>2.167</u>	<u>26</u>
<u>10th</u>	<u>2.25</u>	<u>27</u>
<u>11th</u>	<u>2.333</u>	<u>28</u>
<u>12th</u>	<u>2.417</u>	<u>29</u>
<u>13th</u>	<u>2.5</u>	<u>30</u>
<u>14th & subsequent</u>	<u>2.5</u>	<u>30</u>

[...]

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer



CAPILANO UNIVERSITY PROPOSALS 2025

Article:	Articles 17.11, 21.02, 21.03, 21.04, 29.08, 29.10
Main Article:	Articles 17, 21, 29
Other Affected Articles:	
Type of Change:	Housekeeping
Date:	
Time:	

The University proposes replacing all references to Administrative Head with appropriate Administrators, as outlined below.

ARTICLE 17 - ANNUAL VACATION

...

17.11 NO CHANGE IN SCHEDULED VACATION OR BRIDGE PERIOD WITHOUT EMPLOYEE'S CONSENT

- (a) An employees' vacation schedule once approved, in accordance with this Agreement (Article 17.04), shall not be changed by the University without the consent of the employee. In the event that an employee changes position, job or work location, the employee's scheduled vacation will be subject to approval by the appropriate ~~Administrative Head~~ Administrator.

...

ARTICLE 21 – MATERNITY / PARENTAL LEAVE

...

21.02 MATERNITY / PARENTAL LEAVE

(a) Prior to the Date of Birth

- (i) An employee will be granted unpaid leave of absence for maternity or parental reasons relating to the birth or adoption of their child. Any absence granted under this policy will not exceed seventy-eight (78) continuous weeks, except as provided under Article 21.02(c). Thirty (30) days prior to commencement of the leave of absence, the employee will notify their ~~Administrative Head~~

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CAPILANO UNIVERSITY PROPOSALS 2025

appropriate Administrator of the number of weeks of leave they will be taking.

...

21.03 CESSATION OF EMPLOYMENT OR RETURN TO WORK

...

(b) Return to Employment

Employees wishing to return to regular employment following maternity/parental leave shall notify their ~~Administrative Head~~ appropriate Administrator in writing at least thirty (30) calendar days prior to the desired date of return.

21.04 POST MATERNITY OR PARENTAL JOB POSTING RIGHTS**(a) Job Postings/Competitions**

The employee may apply while they are on maternity/parental leave. On temporary postings, the employee must be available to return to work within fourteen (14) days of notification of being the successful applicant in a job competition; otherwise the ~~Administrative Head~~ appropriate Administrator will consider them to have withdrawn from the competition.

...

ARTICLE 29 - GENERAL CONDITIONS**29.08 EMPLOYEE FILE**

...

(b) Incidental Information

The University and the Union agree that in the interest of good communication, employees shall receive copies of incidental written complaints and positive reports on their performance which, although they do not constitute Personnel file documentation, have been brought to the attention


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CAPILANO UNIVERSITY PROPOSALS 2025

of an ~~Administrative Head~~ appropriate Administrator. Employees will be given the opportunity to reply to incidental complaints.

...

29.10 CAPILANO UNIVERSITY COURSES

...

(d) Time Spent Attending a Course

Such courses shall be taken outside the employee's normal working hours. If such courses are only offered during regular working hours, permission shall be obtained from the ~~Administrative Head~~ appropriate Administrator responsible to enable course attendance provided that arrangements satisfy the making up of time absent at no cost to the University. Where permission has been granted, the employee may request to use their accrued and unused vacation time, subject to the Administrator's approval, instead of making up the time.

Signed off this

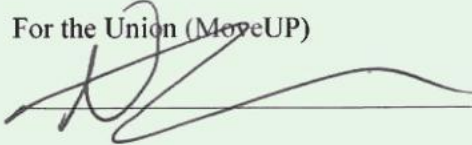
8

Day of

July

20 26

For the Union (MoveUP)



For the Employer (Capilano University)

SKellar

CAPILANO UNIVERSITY PROPOSALS 2025

Article:	Articles 19.03(a)(i), 20.02 (b), 20.06 (a) and 20.07
Main Article:	Articles 19 and 20
Other Affected Articles:	
Type of Change:	Housekeeping
Date:	
Time:	
The University proposes updating all references to Manager of Human Resources to Human Resources. This includes, but is not limited to, references in Articles 19.03 (a)(1), 20.02 (b), 20.06 (a) and 20.07.	
19.03	TRAINING LEAVE - EMPLOYEE REQUESTED (a) Request for Career Development When an employee requests a leave of absence with pay for career development, the following shall apply: (i) Requests for training leave must be made to ~~the Manager of~~ Human Resources and must be accompanied by an outline of the purpose of the leave, a statement of the training activity to be engaged in by the employee while on leave, and an assessment of the request against the purpose of Article 19.01. ...
20.02	SPECIAL LEAVE WITH PAY Any employee shall be entitled to special leave at their regular rate of pay for the following: (a) Citizenship Attend their formal hearing to become a Canadian citizen - one day. (b) Mourning Upon request to ~~the Manager of~~ Human Resources, reasonable leave to attend a funeral as a mourner. (c) Family Responsibility Upon request to ~~the Manager,~~ Human Resources, an employee may take up to

CAPILANO UNIVERSITY PROPOSALS 2025

four (4) days per year to meet responsibilities related to the care, health or education of their immediate family. Such time off work may be taken at one (1) time or in increments of one (1) or more hours to a total of twenty-eight (28) hours.

An employee on leave of absence without pay shall not be entitled to these leaves and an employee on vacation shall not be entitled to (b) Mourning or (c) Family Responsibility leaves.

...

20.06**LEAVE OF ABSENCE WITHOUT PAY****(a) Requesting**

Employees may request leave of absence without pay. Such request for leave shall be in writing to ~~the Manager~~ of Human Resources, who shall review the request and make every reasonable effort to obtain University approval. All approved leaves will be subject to the provisions outlined in Article 28.09 (b).

(b) Emergency Absence

In the event of a personal emergency, such as sudden notification of a serious family illness, which prevents the application for leave to be made in writing, the employee shall make every effort to personally advise the University, or shall have the University advised, of the reasons for an emergency absence, which the employee wishes to have treated as such leave.

20.07**PERSONAL LEAVE WITH PAY**

Employees may request Personal Leave with Pay in circumstances where existing entitlements as set out in this Agreement prove insufficient. Such requests for leave shall be in writing stating the reason for the request to ~~the Manager~~ of Human Resources.

...

Signed off this

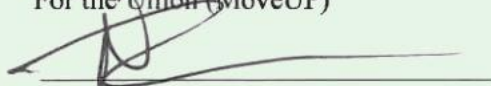
8

Day of

July

20 26

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	n/a
UR Proposal #	UP#18
Article:	19 – Career Development
Main Article:	
Other Affected Articles:	
Type of Change:	
Date:	October 21, 2026 V2
Time:	

ARTICLE 19 - CAREER DEVELOPMENT
19.01 PURPOSE

The welfare of the University, the job related competence of employees, fostering and facilitating career advancement, and the opportunity to prepare for more responsible jobs that now exist or will exist in the foreseeable future are among the prime considerations in exercising the provisions of this Article.

The provisions of this Article are intended to encourage and assist employees in maintaining and improving skills, advancing their careers, or to assist in preparing them for foreseeable jobs within the University.

(a) Dispersal of Funds

The Staff Career Development Committee will make recommendations to the University on the dispersal of staff career development funds, made available by the University in the amount of not less than ten thousand (\$10,000) dollars annually. The Committee will be comprised of five employees appointed by the Union. The Committee will receive 175 hours of release time in each calendar year, funding for such shall be over and above the funds allocated to staff career development.

(b) Carry Forward

In the event that the sum allocated for the aforementioned career development in any year is not fully utilized in the intended year, the unutilized amount shall carry forward as funding available for Staff Career Development in subsequent years, in addition to that amount referenced in 19.01(a).

19.02 TRAINING LEAVE - EMPLOYER REQUIRED

When the University requires an employee to take refresher courses or to further their job related training, the University shall grant a leave of absence with pay to the employee. Further, the University shall bear the full cost of the courses or training, including tuition, entrance or registration fees, laboratory fees and required books. The University shall also reimburse the employee for such travelling, subsistence and other

CAPILANO UNIVERSITY PROPOSALS 2026

related expenses as are previously approved by the University. The employee shall not be required to make up any time missed from work because of their participation in the required courses or training.

19.03 TRAINING LEAVE - EMPLOYEE REQUESTED**(a) Request for Career Development**

When an employee requests a leave of absence with pay for career development, the following shall apply:

- (i) Requests for training leave must be made to the ~~Manager of Human Resources~~ University and must be accompanied by an outline of the purpose of the leave, a statement of the training activity to be engaged in by the employee while on leave, and an assessment of the request against the purpose of Article 19.01. A copy of the request will be provided to the Union.
- ii) Requests for training leave may be submitted at any time. However, requests for leave of greater than four (4) months duration will be considered once a year and the deadline for this is April 1 of each year. By the following May 30th, the University shall advise employees as to the disposition of their leave request.
- (ii) Requests for leaves of four (4) months or less will be considered as they are received and every effort will be made to inform the employee as to the disposition of their request within thirty (30) days of its receipt.

(b) Eligibility

Any employee may request training leave of four (4) months or less; only regular employees with a minimum of ~~9,100~~ 7,280 hours of seniority may apply for training leave of greater than four (4) months. ~~Normally, an employee shall not be eligible for a further leave in excess of four (4) months until 7,280 hours of seniority have occurred from the completion of the previous such leave.~~

(c) Pay During Leave

Employees whose request for training leave is approved, will be paid at the rate of 60% of salary and benefits, pro-rata where applicable.

(d) Accrual of Seniority During Leave

Seniority shall continue to accrue during all leaves granted pursuant to this Article.

CAPILANO UNIVERSITY PROPOSALS 2026

(e) Discretion of University

At the University's discretion, an employee's request for training leave may be granted pursuant to 19.02.

(f) Prohibition

The presence of this article is not to prohibit requests for leaves of absence without pay for educational purposes being made under Article 20.06.

19.04 LIMITATION

The University may impose reasonable limitations upon the number and nature of such training sessions that individual employees may participate in. Employees shall be provided with written reason for declination or limitations of requests.

[...]

Signed off this 22 Day of October 2026

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2025

ER Proposal #	n/a
UR Proposal #	20
Article:	22.09, 22.10
Main Article:	22
Other Affected Articles:	
Type of Change:	Substantive
Date:	October 15, 2026
Time:	

[...]

22.09 SEXUAL VIOLENCE PREVENTION TRAINING

The University will make appropriate sexual violence prevention training available to employees in accordance with applicable legislation and University policies. ✓

22.10 HAZARDOUS MATERIAL EXPOSURE

Where an inspection by the WorkSafeBC, or another applicable regulatory authority results in a finding that hazardous materials exceed prescribed exposure limits, the University will inform the Union and affected employees of the outcome of the inspection. ✓

Signed off this 20 Day of OCT 20 26

For the Union (MoveUP)

For the Employer (Capilano University)

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CAPILANO UNIVERSITY PROPOSALS 2025

Article:	23
Main Article:	23 – Work Clothing
Other Affected Articles:	
Type of Change:	University Proposal
Date:	
Time:	

ARTICLE 23 - WORK CLOTHING

23.01 SUPPLY OF WORK CLOTHING

When an employee is required by the University to wear specific clothing or safety footwear other than that found in their personal wardrobe, the University shall provide the designated clothing and safety footwear at no cost to the employee.

23.02 PROTECTIVE CLOTHING AND SAFETY ACCESSORIES

The University shall provide protective clothing and safety accessories for any job which requires it at no cost to the employee.

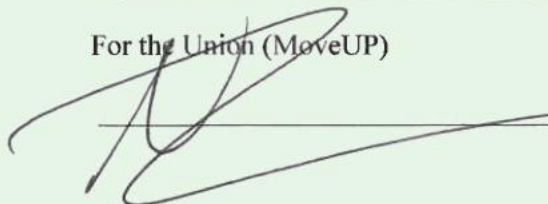
23.03 MAINTENANCE OF WORK CLOTHING

It shall be the University's responsibility that clothing issued under sections 23.01 and 23.02 of this document, is maintained, cleaned and repaired and replaced as necessary, at no cost to the employees.

Signed off this 8 Day of July 20 26

For the Union (MoveUP)

For the Employer (Capilano University)

CAPILANO UNIVERSITY COUNTER PROPOSAL 2026

ER Proposal #	
UR Proposal #	22
Article:	25.07
Main Article:	25
Other Affected Articles:	
Type of Change:	Substantive
Date:	October 8, 2026
Time:	

25.07 APPOINTMENTS

[...]

(e) Criminal Record Check

The University shall not require any employee or applicant to submit to a criminal record check, except where such a check is legally required by legislation, such as the BC Criminal Records Review Act, and where such a check is directly relevant to the duties of the position in question. In those circumstances, all fees for processing the criminal record check shall be borne by the University.

Signed off this 8 Day of OCT 20 26

For the Union (MoveUP) [Signature]

For the Employer (Capilano University) [Signature]

CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	16
UR Proposal #	23
Article:	26.01, 26.03, 26.07, 26.08
Main Article:	26 - CLASSIFICATIONS
Other Affected Articles:	
Type of Change:	ER Counter
Date:	September 29, 2026
Time:	

26.01 CLASS SPECIFICATIONS
(h) Preparation

Class specifications shall be prepared by the University in consultation with the incumbent(s), wherever possible. Class specifications shall be issued for all positions ~~with a duration of hire of three (3) months or more.~~

[...]

26.03 CLASSIFICATION REVIEW
(a) Request

Request for a classification review may originate with the employee, the Union or the University. These requests must be in writing to the Human Resources Department with one copy to the Union. Employer representatives in receipt of employee-initiated classification reviews are responsible for ensuring they are forwarded to the Human Resources department.

(b) Duties Have Changed

In the interest of maintaining the integrity of the evaluation plan, A a reclassification review of a job is appropriate only will be evaluated by the Parties when the job duties or responsibilities have substantively changed because of changes in the work, or when the University or Union feels the job has been incorrectly classified.

(c) Process

A Human Resources Department Representative and Union Representative shall review the request with the employee. The classification review procedure must include the following:

- (i) a review of the changes to the class specification submitted in the request;
- (ii) the establishment, if possible, of the date on which the change of job duties occurred.

[...]

CAPILANO UNIVERSITY PROPOSALS 2026

26.07 SALARY ON RECLASSIFICATION

[...]

(b) Step Placement

On reclassification of an employee's position, the employee shall move to the same step in the new ~~salary~~ pay group as they were in the former pay group.

(c) Increment, Seniority and Benefits

Reclassification will not affect an employee's increment date, seniority, or entitlement to fringe benefits.

(d) Decrease in Salary

A decrease in salary resulting from a classification review shall mean that an employee's salary will be maintained above the maximum of the salary range for their job until such maximum is raised to a level above their salary—, ~~also known as red~~ circled salary treatment as defined in Article 32. Any employee whose salary is blue circled at the date of this agreement will remain blue circled under this provision.

26.08 ADJUDICATION**(a) Adjudicator**

The Parties agree to select a Classification Adjudicator on a rotational basis, depending on availability, from the following list:

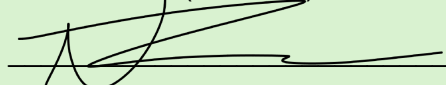
~~Heather Laing~~
~~John Kinsey~~
Elaine Doyle
Dalton L. Larson

The adjudicator's responsibility is to resolve classification disputes arising from this Article through the application of the agreed upon classification plan. The adjudicator shall proceed as soon as practical to resolve classification appeals by investigating the dispute, consulting with the parties, and may include a hearing and on-the-job review by the adjudicator. The adjudicator's decision will be final and binding on the parties.

[...]

Signed off this 29 Day of September 2026

For the Union (MoveUP)



For the Employer (Capilano University)



CAPILANO UNIVERSITY PROPOSALS 2025

Article:	27.02
Main Article:	27 – Payment of Wages and Allowances
Other Affected Articles:	
Type of Change:	Housekeeping
Date:	July 27, 2026
Time:	

27.02 PAY DAYS

(a) **Semi-monthly Pay**

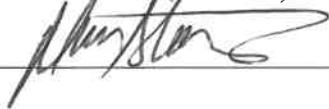
Employees shall be paid semi-monthly. Where the pay dates fall on other than normal business days of the University, the applicable pay date shall be on the preceding business day prior to the pay date.

(b) **Method of Pay**

The University shall deposit an employee's pay cheque in an account at a financial institution designated by the employee. This provision applies to all employees paid on a semi-monthly (as opposed to hourly) basis.

Signed off this 27 Day of July 2026

For the Union (MoveUP)



For the Employer (Capilano University)





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP27	28	Benefits 1\2	

ARTICLE 28 - HEALTH AND WELFARE

If the following amendments to the benefit plan are agreed, corresponding references through Article 28 will be amended.

Effective January 1, 2027

- **Psychologist:** Increase coverage from \$200 to \$1,000 per year.
- **Dental:** Increase the combined annual maximum for preventive, maintenance and major restorative services from \$1,750 to \$2,500 per person.
- **White fillings:** Add coverage for white fillings on molars.
- **Dental implants:** Add coverage for dental implants.
- **Dependent orthodontics:** Increase the lifetime maximum for dependent children under age 19 from \$2,500 to \$3,000.
- **Employee orthodontics:** Add coverage at 50% reimbursement, to a lifetime maximum of \$3,000.
- **Deductible:** Reduce the core plan deductible from \$50 to \$25.
- **Continuous glucose monitoring:** Add coverage for continuous blood glucose monitors and related supplies.
- **Hearing aids:** Increase coverage for hearing aids and repairs from \$300 to \$3,000 in any four consecutive years.
- **Naturopathic services:** Increase coverage from \$300 to \$500 per year.
- **Dietician services:** Add coverage of \$500 per year.

Effective January 1, 2028

- **Fertility and family building:** Add coverage for fertility drugs, fertility services and surrogacy-related expenses, to a combined lifetime maximum of \$15,000 per family.
- **Gender affirmation:** Add coverage to a lifetime maximum of \$25,000.
- **Vaccinations:** Add coverage for vaccinations, including the shingles vaccine.

E&OE

Signed off this 24 day of October 2026

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
EP18	29	PIP	

29.09.1 PERFORMANCE MANAGEMENT

If the Employer determines that a permanent employee is failing to meet the performance expectations of their job due to competency-related inadequacies, on a non-culpable basis, the following provisions will apply:

- the University will provide a written notice to the employee, with a copy to the Union, outlining the inadequacies.
- the Administrator and the employee will work together, for a period of not less than ~~four (4)~~ three (3) months, or an extended period by mutual agreement, in an endeavour to raise the employee's performance to an acceptable level of competency.
- the employee will be apprised of their progress during the aforementioned period at intervals of not less than one (1) month.
- if the Employer determines that the employee's performance remains below the acceptable level of performance or competency at the end of the performance management period outlined above, the Union and the University shall meet to discuss remedial options which may include the placement of the employee in a vacant position at the University for which they would be more suited and have the required knowledge, skills and abilities.
- should such vacancy exist, and provided the University, Union and employee agree, the employee shall be placed into that position.
- should no such vacant position exist, (or where all three parties do not agree on a placement), the University may place the affected employee on unpaid leave until such a position becomes available, ~~or~~ another arrangement is mutually agreed-upon, or for a maximum

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

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period of nine (9) months. Upon the expiry of the nine (9) month period, where no placement or other mutually agreed upon arrangement has been reached, the employee's employment shall end

E&OE
Signed off this 24 day of October 2026

For the Union



For the Employer

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CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	n/a
UR Proposal #	29
Article:	29.10
Main Article:	Article 29 – General Conditions
Other Affected Articles:	
Type of Change:	Substantive
Date:	October 24, 2026
Time:	

29.10 CAPILANO UNIVERSITY COURSES**(a) Credit Courses**

Any employee with an employment status of twenty (20) or more hours per week may register for unlimited Capilano University credit courses without payment of tuition fees and registration fees.

Article 29.10 (b) does not apply for this collective agreement as per LOU: Tuition Waiver for Dependent Children

(b) Continuing Education Courses

Any employee and their current spouse and children may register for a total of three (3) Capilano University continuing education courses (credit free) in any calendar year without payment of tuition fees. In the case of continuing education courses (credit free) the employee shall be entitled to the waiver only after the minimum enrolment has been met by fee payers. There shall be no waiver for non-tuition costs such as travel costs for field trips, excursions, and tours.

(c) Cost Recoverable/Non-base Funded Courses

In the case of credit courses that are offered on a cost recoverable basis (i.e. non-base funded courses), only the amount of tuition equivalent to the fees for a regular base funded credit course shall be waived; any additional tuition costs must be paid by the employee.

(d) Time Spent Attending a Course

Such courses shall be taken outside the employee's normal working hours. If such courses are only offered during regular working hours, permission shall be obtained from the Administrative Head responsible to enable course attendance provided that arrangements satisfy the making up of time absent at no cost to the University. Where permission has been granted, the employee may request to use their accrued and unused vacation time, subject to the

CAPILANO UNIVERSITY PROPOSALS 2026

Administrator's approval, instead of making up the time.

(e) Commencement and Completion

All courses taken must commence and end within the duration of an employee's employment status. If an employee ceases to be employed by the University before completion of a course, they may be required to pay the tuition fees for the course.

LETTER OF UNDERSTANDING # (NEW)

BETWEEN:

CAPILANO UNIVERSITY (the "UNIVERSITY")

AND:

MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION, LOCAL 378) (the "UNION")

Re: Tuition Waiver for Dependent Children

Article 29.10(b) of the Collective Agreement will be suspended and have no force or effect for the term of this Agreement. That article will be replaced by the following:

This will take effect on September 1, 2027.

Definition and Eligibility of Dependents

For the purposes of this LOU, dependent children are defined as immediate family residing in the employee's home who is under the age of twenty-five (25). Dependent children of a regular ongoing employee, who are enrolled as a student at the University and who are not employed by the University, are eligible for a tuition waiver of applicable tuition fees.

Scope of Waiver

A tuition waiver applies solely to domestic tuition fees within certificate, diploma, and degree programs offered at Capilano University and does not extend to non-tuition-related fees or supply costs, which must be paid by the student as required.

An active regular employee may apply a maximum of **three (3) tuition waivers in total per calendar year for all dependent children combined**. Under no circumstances may more than three (3) tuition waivers be applied in a calendar year, regardless of the number of dependent children the employee has.

Tuition waivers will be redeemed on a per course basis at the standard or average course rate.

Conditions for Tuition Exemption

It is understood that:

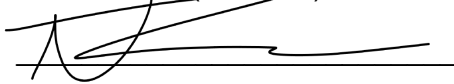
Without Prejudice

CAPILANO UNIVERSITY PROPOSALS 2026

1. The dependent child receiving the tuition waiver must be admitted into a program of study and must meet the required pre-requisites for the course being taken.
2. The dependent child receiving a tuition waiver cannot be included in the minimum enrollment requirements for a course.
3. Tuition waivers only apply to tuition and cannot include any other auxiliary fees, textbooks costs, etc.
4. The dependent child may initially register as a fee-paying student to secure a seat. If there is no prospective fee-paying student on the wait list, the dependent child will be entitled to a tuition waiver.
5. The granting of a tuition waiver to a dependent child cannot result in any additional material or instructional costs to the University (as determined by the University).
6. The University reserves the right to limit the total number of individuals on tuition waivers enrolled at the University at any one time and/or to exclude specific programs from waiver eligibility.

Signed off this 24 Day of October 2026

For the Union (MoveUP)



For the Employer (Capilano University)

SKellar



(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP30 EP9	31	Duration	

ARTICLE 31 - DURATION OF CONTRACT

31.01 DURATION

This agreement shall be binding from July 1, 20225 to midnight, June 30, 20259.

31.02 NEW AGREEMENT

Either party to this Agreement may, not more than four (4) months and not less than one (1) month prior to June 30, 20259, present to the other party, in writing, proposed terms of a new or further agreement, or amendments to this agreement.

31.03 CONTINUATION OF PRESENT AGREEMENT

In the event that a new Collective Agreement is not entered into by the parties on or before the 30th day of June 20259, this Agreement shall continue in force and effect until the parties ratify a new or renewed Collective Agreement.

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP33	33	Workload	

WITHIN NINETY (90) CALENDAR DAYS OF RATIFICATION, THE PARTIES MUST APPOINT REPRESENTATIVES TO SIT ON THE JOINT WORKLOAD REVIEW COMMITTEE AND FINALIZE TERMS OF REFERENCE WITHIN THIS TIME PERIOD.

ARTICLE 33 – WORKLOAD

33.01 REASONABLE WORKLOAD

Employees' workload shall be fair and reasonable when compared with the workload of other staff employees of the University. This provision is not intended to diminish the University's ability to address employee performance issues.

33.02 WORKLOAD DISPUTES

When an employee believes that their workload is not fair or reasonable as cited in Article 33.01 they may refer the matter to the Joint Workload Review Committee. This referral may occur after the employee has attempted to resolve the issue with their supervisor. The committee will review the complaint and issue recommendations on it to the parties.

33.03 JOINT WORKLOAD REVIEW COMMITTEE

The parties agree to establish a Joint Workload Review Committee comprised of an equal number of representatives of the University and of the Union, with each party selecting its own representatives.

The committee shall:

- (a) Complaints
investigate complaints concerning workloads;
- (b) Recommendations
make recommendations to the parties for corrective action if warranted.

The committee shall meet in response to specific complaints. Employees, who are committee members, will receive time off with pay for their work on the committee. The committee may also refer systemic workload issues to the Joint Standing Committee.

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

SK



(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP36	App F	Support Staff Innovation Fund	

APPENDIX H BETWEEN:

CAPILANO UNIVERSITY (the "UNIVERSITY")

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION, LOCAL 378)
(the "UNION")**

Re: Support Staff Innovation Fund

Capilano University agrees to establish a Support Staff Innovation Fund to encourage specific transportation initiatives and address recruitment and retention issues. The amount of the fund will be:

Effective January 1, 2027 \$240,000 annually

~~Effective July 1, 2022: \$130,000 plus a one time adjustment of \$57,427 for a total of \$187,427~~
~~Effective July 1, 2023: \$151,864 annually~~

Funds not allocated within a calendar year will be carried over for one year only.

SPECIFIC INITIATIVES

A. GREEN TRANSIT INITIATIVES

(i) TRANSPORTATION SUBSIDY

As part of its efforts to reduce its carbon footprint, the University shall provide to regular employees who commute to and from work by public transit, a transportation incentive of fifty (\$50.00) one hundred (\$100.00) dollars per month toward a monthly transit pass, or other receipted public transit expenses.

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

SK

In order to receive the transportation subsidy employees shall, on a quarterly basis, submit a copy of their transit payment receipts (ie. Compass Pass payment receipt) through the normal expense reporting process. Payment will be issued quarterly.

(ii) **CARPOOLING PILOT PROJECT**

To encourage carpooling as a transportation option to employees, the parties have agreed to participate in a carpooling pilot project.

The University will provide 10 spaces for MoveUp members who carpool. Employees who carpool do not have to pay for parking. As the pilot progresses, this number will be reviewed to determine the necessity of increasing spaces to a maximum of 20.

Carpools must consist of at least 2 MoveUp members who arrive on campus together, in one vehicle, park in the designated carpool area, and exit the vehicle together. As per current regulations around carpooling, if the registered drivers listed for the carpool do not exit the car together upon parking, the driver will lose their carpooling privileges for the remainder of the pilot project. The application form and further terms and conditions can be found on the University's Frontlines web site under "Carpool Terms & Conditions". The project will be extended year to year subject to continued 80% utilization.

B. TARGETTED PARKING REIMBURSEMENT PROJECT

Up to \$40,000 per calendar year of the Fund shall reimburse bargaining unit employees for receipted parking expenses incurred at University campuses while attending work on or after January 1, 2027. Parking fines are not eligible.

Employees in pay groups 20 and below shall be eligible for reimbursement, to a maximum of \$150.00 per employee per calendar year.

The Parties will meet annually and may mutually agree to expand eligibility to additional pay grades where funds remain after eligible claims have been processed.

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP37	App H	WSA	

APPENDIX I

BETWEEN:

CAPILANO UNIVERSITY (the "UNIVERSITY")

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION, LOCAL 378)
(the "UNION")**

Re: Wellness Spending Account

The parties agree that in order to assist in the enhancement of the health and wellness of employees, a Wellness Spending Account (WSA) shall be provided to eligible employees, defined as: all Regular employees (Full-Time and Part-Time) with an employment status of twenty (20) or more hours per week.

~~Effective on the date of ratification or July 1, 2023, whichever is later, e~~Each eligible employee shall be allocated an individual WSA account of ~~\$350~~. This account shall be replenished allocated to \$300 on January 1, 2025 and each anniversary thereafter of each calendar year.

The WSA will be subject to Canada Revenue Agency rules and requirements for taxable benefits. Employees shall be permitted to use their WSA towards health & wellness initiatives, such as:

- Membership and/or admission to fitness facilities;
- Textbooks and/or related media on health and/or wellness related topics;
- Smoking cessation, weight loss or addictions programs;
- Classes/courses for health/wellness enhancement or for personal or professional development
- Fitness Instruction/ Personal Trainers
- Wellness Activities and ~~Lessons~~ and supplies (including, but not limited to Art classes, Music lessons, Pre-natal classes, Parent/Tot fitness classes, language and sign language classes, etc.)

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

SK

- Ski Passes, Parks Canada Passes, Passes for other outdoor activities, camping site fees
- Fitness Equipment (Treadmill, exercise bike, bicycle, etc.)
- Active Wear and Sports Equipment
- Recreational licenses
- Sports fees (registration, equipment, team fees, lessons, race entry)
- Alternative and Holistic Wellness Activities
- And other wellness activities, as agreed by the University and Union.

~~It is understood the WSA shall not be used for the purchase of physical items (such as fitness equipment). However, for physical items directly related to a health & wellness initiative otherwise approved, employees may on an exceptional basis make a special request for approval.~~

To promote employee wellness this benefit is to be used during the calendar year in which it is earned. However, any unused amount may carry over up to one (1) year. After one (1) year, the carry over amount is forfeited and will be re-allocated to the Support Staff Innovation Fund by mutual agreement by the Parties.

Employees must submit receipt(s) for purchases made within the applicable calendar year for approval of reimbursement, pursuant to the process to be established by the Employer. Reimbursement shall be processed on a quarterly basis.

If an employee has unused WSA funds when they leave the employ of Capilano University, that unused allowance is forfeited.

When an expense is submitted and there is a question about its eligibility for reimbursement under the WSA, the expense will be referred to a two-person committee for a decision. The committee will include one member designated by the Union and one member designated by the University. The committee is authorized to approve a request and decisions will be made by consensus. If consensus is not achieved at this committee, the expense will be referred to the Joint Standing committee for a decision.

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer



E&OE

Signed off this _____ day of _____ 20_____

For the Union

For the Employer



(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP#35, 38 EP#8	GW	The Parties agree to re-signing LOUs The Parties agree to GWI increases to the wage grid as follows	

The Parties agree to replace MOA1 with the section below, and make the necessary changes to the appended wage grids accordingly :

“SALARY INCREASE

All salary scales for classifications or positions in the collective agreement shall be increased by the following percentages effective on the dates indicated:

- (a) Effective **July 01, 2025**, all annual salary scales in the collective agreement which were in effect on **June 30, 2025** shall be increased by **3%**. The new rates of pay shall be rounded to the nearest whole cent or dollar as applicable.
- (b) Effective **July 01, 2026**, all salary scales in the collective agreement which were in effect on **June 30, 2026** shall be increased by **3%**. The new rates of pay shall be rounded to the nearest whole cent or dollar as applicable.
- (c) Effective **July 01, 2027**, all salary scales in the collective agreement which were in effect on **June 30, 2027** shall be increased by **3%**. The new rates of pay shall be rounded to the nearest whole cent or dollar as applicable.
- (d) Effective **July 01, 2028**, all salary scales in the collective agreement which were in effect on **June 30, 2028** shall be increased by **3%**. The new rates of pay shall be rounded to the nearest whole cent or dollar as applicable.

These salary increases shall apply to all current employees who are members of the bargaining unit on the date of ratification of the collective agreement.

Notwithstanding the foregoing, any other former employees who resigned from the University or whose contract(s) expired between July 1, 2025, and the date of ratification must apply to the University within six (6) weeks of ratification in order to be eligible and receive the increased amount as retroactive pay.

Any employee who left the employ of the University and received payment to end their employment such as severance pay, an early retirement incentive, voluntary departure incentive

E&OE

Signed off this _____ day of _____ 20_____

For the Union

For the Employer

SK

etc. is not eligible for retroactive pay.

It is understood that any retroactive payments will be processed when practicable.”

LETTERS OF UNDERSTANDING

The Parties agree to the re-signing of LOUs 1-3, 5-7, 9-12.

The Parties agree to the removal of LOU 13, 15.

The Parties agree to re-number Letters of Understanding sequentially.

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer

SKellar



(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP8 EP5 EP10	2, 9	Housekeeping, and new exempt reporting process	

APPENDIX N – EXCLUSIONS

It is agreed that the following positions are excluded from the bargaining unit. The University may add positions to, or delete positions from, this list. If the Union does not agree with changes to the list it may ask the Labour Relations Board to review the changes and make a final determination of the bargaining unit status of the positions in question.

~~Managing Director, Performing Arts~~
~~Associate Director, Planning and Projects~~
~~Associate Director, Safety, Health and Emergency Management~~
~~Assistant Registrar~~
~~Associate Registrars~~
~~Vice President, People Culture & Diversity~~
~~Associate Vice President, Student Success~~
~~Financial Planning & Analysis Advisor~~
~~Chief Information Officer~~
~~Conflict Resolution Advisor~~
~~Deans~~
~~Director, Academic Initiatives and Planning~~
~~Director, Athletics and Recreation~~
~~Director University Relations and Capital Campaigns~~
~~Director, Philanthropy & Alumni Relations~~
~~AVP, International~~
~~Director, Teaching and Learning~~
~~Director, Risk Management~~
~~Director, Continuing Studies & Executive Education~~
~~AVP, CARS & Graduate Studies~~
~~Director, Communications~~
~~Director, Enterprise Risk Management~~
~~Director, Facilities and Campus Planning~~
~~Director, Film Centre~~
~~Director of Finance~~

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

SK

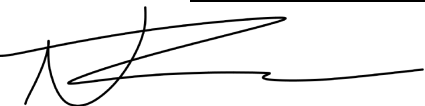
~~Director, Indigenous Education and Affairs~~
~~Director, IT Operations~~
~~Director, Academic and Enterprise Systems~~
~~Director, Marketing & Digital Experience~~
~~Director, Organizational Development & EDI~~
~~Director, Strategy, Analytics and Institutional Research~~
~~Benefits Advisor~~
~~Equity, Diversity and Inclusion Advisor~~
~~Executive Assistant, AVP Student Success~~
~~Executive Assistant, Finance and Administration~~
~~Executive Assistant, President~~
~~Executive Assistant to Vice President, People, Culture and Diversity~~
~~Executive Assistant, Director CIE~~
~~Executive Assistant to the Board~~
~~Executive Assistant, Vice President Academic and Provost~~
~~Executive Assistant, VP Strategic Planning, Assessment and International Effectiveness~~
~~Executive Assistant, VP University Relations~~
~~Executive Offices Assistant~~
~~Senior Communications Officer~~
~~General Manager, Performing Arts Theatre~~
~~Human Resources Analyst~~
~~Human Resources Advisor~~
~~Human Resources Assistant~~
~~Human Resources Associate~~
~~Human Resources Manager~~
~~Human Resources Business Partner~~
~~Interim Associate Vice President, Strategic Growth, Analytics & Continuing Studies~~
~~Manager, Accounting Services~~
~~Manager, Alumni Relations~~
~~Manager, Bookstore Manager, Accounting—Capital & Restricted Funds~~
~~Manager, Campus Planning~~
~~Manager, Campus Security~~
~~Manager, Career Services~~
~~Manager, Centre for International Experience~~
~~Manager, Children's Centre~~
~~Manager, Client Services~~
~~Manager, Creative Manager, Contracts~~
~~Manager, Cybersecurity~~
~~Manager, Development & Alumni Relations~~
~~Manager, University Events & Ceremonies~~
~~Manager, Facilities Building Systems~~
~~Manager, Facilities~~
~~Manager, Facilities Project Management~~
~~Manager, Financial Planning & Analysis~~
~~Manager, Indigenous Digital Accelerator~~
~~Manager, Indigenous Education and Affairs~~
~~Manager, International Student Recruitment~~

E&OE

Signed off this _____ day of _____, 20____

For the Union

For the Employer





~~Manager, IT Endpoint
Manager, IT Infrastructure
Manager, IT Enterprise Systems
Manager, Marketing
Manager, Safety and Emergency Management Systems
Manager, Payroll & Benefits
Manager, Philanthropy
Manager, Policy, Privacy and Governance
Manager, Project Management Office
Manager, Purchasing
Manager, Student Affairs
Manager, Student and Academic Systems
Manager, Student Financial Accounts
Manager, Student Housing Services
Manager, University Relations
Payroll Team Lead
Policy & Governance Analyst
Program Director, Blueshore Theatre Centre for Performing Arts
Project Manager, Facilities
President
Regional Director, Kálabay/Sunshine Coast
Residence Life Facilitator — Student Housing
Registrar
Senior Communications Advisor
Senior Advisor, Public Affairs
Senior Human Resources Advisor
Senior Privacy & Policy Analyst
Strategic Director, People, Culture and Diversity
Student Right and Responsibilities Advisor
Student Support Advisor
University Librarian
Vice President, Academic and Provost
Vice President, Finance & Administration
Vice President, Strategic Planning, Assessment and Institutional Effectiveness
Vice President, University Relations
Vice Provost and Associate Vice President, Academic~~

~~The University will provide the Union with the names of the individuals currently in excluded positions within thirty (30) calendar days of the ratification of the Collective Agreement. In addition, the University will advise the Union of any changes, in writing, within thirty (30) calendar days.~~

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

Capilano University PROPOSALS 2025 Union Proposals (UP Item)

Union			
Number	Affected Article/MOU	Date:	Time:
UP8 EP19	App XX	Students 2\2	

APPENDIX # **STUDENT EMPLOYEES**

The parties acknowledge the value to Capilano students of being able to participate in Student Employment Programs on campus and the positive impact such programming has on overall student recruitment and retention.

Student employment opportunities are available only to active enrolled and in good academic standing Capilano University Students.

The parties recognize the value in supporting students in their employment and studies and agree the provisions of the collective agreement apply in full subject to the following amendments:

Category of Employees

Student employees will be considered temporary part-time, on a "as and when" basis, unless stated otherwise on their job description.

Probationary Period

Student employees are subject to a three (3) month probationary period.

Any student employee that is appointed into a non-student employee position will be subject to a probationary period of six (6) months, per article 25.08(c).

Minimum Hours

Temporary part-time student employees reporting for work at the call of the University shall be entitled to their regular wage for the entire period spent at the place of work, with a minimum of one (1) hour pay for each call out.

Capilano University Courses

Article 29.10 shall not apply to student employees.

SIGNED this ____ day of October, 2026:

E&OE

Signed off this ____ 24 ____ day of ____ October ____ 2026

For the Union

For the Employer

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**

CAPILANO UNIVERSITY

Nathan Beausoleil, Union Representative

Stephanie Kellar, People, Culture &
Diversity

E&OE

Signed off this _____ day of _____ 20_____

For the Union

For the Employer

CAPILANO UNIVERSITY PROPOSALS 2025

Article:	LOU 2 – re: University Closure Policy UCP V2
Main Article:	Letter of Understanding
Other Affected Articles:	
Type of Change:	University Proposal
Date:	
Time:	

LETTER OF UNDERSTANDING 2

BETWEEN:
CAPILANO UNIVERSITY (the “University”)

AND:
MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEE’S UNION, LOCAL 378) (the “Union”)

RE: University Closure Policy

It is agreed that the staff shall receive equal treatment with faculty ~~under the~~ during University Closure Policy-University closures. Should the University, or an area of the University, be officially closed temporarily due to environmental conditions, utility disruptions, road conditions, acts of God, or other reasons beyond the control of the employees covered by this Agreement, employees shall receive salary maintenance during the closure, provided the employee was scheduled to work.

Those employees required to remain on duty to provide essential services shall be given the equivalent time off with such time off to be taken within the following calendar month. Should these employees be required to remain beyond their normal hours of work, the usual provisions for overtime would apply.

Employees who are requested to report for work for an afternoon or night shift which commences during a closure shall receive equivalent time off for all hours worked on the shift, with such time off to be taken within the following calendar month. Should these employees be required to remain beyond their normal hours of work, the usual provisions for overtime would apply.

SIGNED this 18th day of June, 2020:

MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)

CAPILANO UNIVERSITY

****Original Signed****

****Original Signed****

Nathan Beausoleil, Union Representative

Mike Knudson, Associate VP Human Resources

Signed off this 23 Day of September 2026

For the Union (MoveUP)

For the Employer (Capilano University)





CAPILANO UNIVERSITY PROPOSALS 2026

ER Proposal #	n/a
UR Proposal #	UP#7
Article:	New LOU
Main Article:	
Other Affected Articles:	Article 7 – Grievance and Article 8 - Arbitration
Type of Change:	V3
Date:	October 20 2026
Time:	

LETTER OF UNDERSTANDING #

BETWEEN:

CAPILANO UNIVERSITY (the “UNIVERSITY”)

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL
EMPLOYEES’ UNION, LOCAL 378) (the “UNION”)**

Re: ALTERNATIVE DISPUTE RESOLUTION

The Parties agree to establish an Alternative Dispute Resolution process as an informal, expedited and non-precedential mechanism to assist in resolving disputes that have progressed through the grievance procedures and would otherwise proceed to arbitration. This process is intended to provide the Parties an opportunity to resolve disputes efficiently without limiting either Party’s rights under the Collective Agreement or applicable legislation.

The Parties agree to the following alternative dispute resolution process, to be introduced on a pilot basis for the duration of this Agreement. Prior to the expiry of the Agreement, the Parties will meet to decide whether the process ought to be continued, amended, or discontinued, effective June 30, 2029.

- (a) The Parties shall meet every four (4) months or as often as required to review outstanding grievances which have exhausted the grievance procedure to determine, by mutual agreement, which if any grievance(s), if any, are suitable for an alternative dispute resolution, and to discuss dates and other relevant logistics.
- (b) The Parties will select an Arbitrator by mutual agreement.



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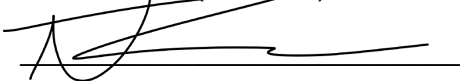
Without Prejudice

CAPILANO UNIVERSITY PROPOSALS 2026

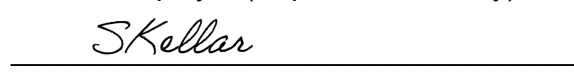
- (c) Case referred to this alternative dispute resolution process shall typically have evidence restricted to the grievor and reporting manager, and reliance on case law will be limited to Canadian Labour Arbitration ('CLA'), by D.J.M. Brown and D.M. Beatty for citations and excerpts. Either Party may include one (1) additional case not cited in CLA, at their election.
- (d) The Parties agree that disclosure of information and documents will take place prior to the hearing and in a timely manner.
- (e) Interpretive matters are not eligible for referral to alternative dispute resolution, unless mutually agreed.
- (f) Presentation of the case will be performed by Human Resources or an Administrator delegate and by a Union Representative.
- (g) The intention of this process is to select an Arbitrator to hear grievance(s) in an expedited and informal manner, with the goal of rendering a decision shortly after the hearing.
- (h) The Arbitrator has the authority to act as a Mediator provided such action does not unduly delay a written decision.
- (i) Written decisions will be final and binding on both parties, without prejudice or precedent to similar matters going forward.
- (j) The Parties will bear their own costs and share the cost of the Arbitrator.
- (k) Any grievance may be removed from the alternative dispute resolution process by either Party at any time prior to hearing and forwarded to a regular or expedited Arbitration hearing.

Signed off this ____21____ Day of __October__ 2026____

For the Union (MoveUP)



For the Employer (Capilano University)





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
EP8	LOU8	Vaca	

LETTER OF UNDERSTANDING 8

BETWEEN:

CAPILANO UNIVERSITY (the "University")

AND:

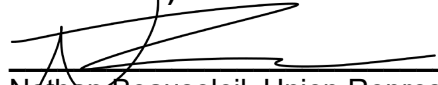
**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION,
LOCAL 378) (the "Union")**

**RE: GRANDPARENTED VACATION BANKS IN EXCESS OF 20 DAYS PER ARTICLE
17.08 (b)**

For employees who have a vacation bank in excess of 20 days as of the date of ratification, they may retain that bank until ~~December 31, 2023~~. Effective, all employees until August 31, 2027. Effective September 1, 2027 all employees shall adhere to Article 17.08(b) and the maximum vacation bank of 20 days. Any vacation banked in excess of 20 days as of that date shall, at the election of the Administrator, be scheduled by the Administrator or forfeited with pay.

SIGNED this 24 day of October, 2026:

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**


Nathan Beausoleil, Union Representative

CAPILANO UNIVERSITY


Stephanie Kellar, People, Culture
& Diversity

E&OE

Signed off this _____ day of _____ 20____

For the Union



For the Employer

CAPILANO UNIVERSITY PROPOSALS 2025

Article:	LOU #11
Main Article:	LOU #11 – Re Children’s Centres
Other Affected Articles:	
Type of Change:	University Proposal
Date:	July 28, 2026
Time:	

LETTER OF UNDERSTANDING 11

BETWEEN:

CAPILANO UNIVERSITY (the “UNIVERSITY”)

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES’
UNION, LOCAL 378) (the “UNION”)**

Re: Children’s Centres

WHEREAS

MoveUP members in the Children’s Centres have expressed interest in increasing their daily work hours.

AND WHEREAS

An increase in work hours will support the operational needs of the Children’s Center and community/family needs of its users.

AND WHEREAS

The Parties agree that testing the increase by implementing a pilot (hereinafter referred to as the “work hour pilot”) to increase full-time regular work week hours in the Children’s Centres is the most balanced approach where due diligence can be exercised to review and respond on the impact of increased hours on the service levels at the Children’s Centres and the impact on employees.

THEREFORE:

By signature(s) of their duly authorized representative(s) hereinafter affixed, the Employer and the Union (“the Parties”) do hereby expressly and mutually agree as follows:

1. Regular full-time employees employed (as of the date of ratification of this 2025-2029 Agreement) in the Children’s Centres can opt-in to the work hour pilot project and increase their full-time hours up to eight (8) hours per day, totaling up to forty (40) hours per week.



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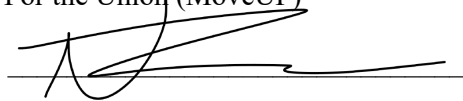
CAPILANO UNIVERSITY PROPOSALS 2025

RFTs employed following the date of ratification are required to work 8 hours per day, totaling 40 hours per week.

2. Overtime Calculations under articles 15.01(a) and 15.03(a) affecting MoveUP members in the pilot shall be adjusted to reflect the increased regular daily and weekly hours.
3. MoveUP members reserve the right to opt-out of the work hour pilot at any point during the pilot with 14 calendar days notice.
4. The work hour pilot expires at the expiry of the current term of the collective agreement or by mutual agreement of the Parties. Either party can discontinue the pilot following a discussion between the parties and by providing at least thirty (30) days notice.

Signed off this 28 Day of July __ 2026 _____

For the Union (MoveUP)



For the Employer (Capilano University)





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP27	LOUX	Benefits	

LETTER OF UNDERSTANDING # NEW

BETWEEN:

CAPILANO UNIVERSITY (the "UNIVERSITY")

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION,
LOCAL 378) (the "UNION")**

Paramedical and Vision Care Enhancement Fund

The parties agree to allocate \$100,000 to a fund to improve paramedical and vision care benefits to be effective January 1, 2027.

SIGNED this 24 day of October, 2026:

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**



Nathan Beausoleil, Union Representative

CAPILANO UNIVERSITY



Stephanie Kellar, People, Culture &
Diversity

E&OE

Signed off this 24 day of _____ 20____

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
EP UP XX	LOUXX	Cultural Safety Training	

LETTER OF UNDERSTANDING XX

BETWEEN:

CAPILANO UNIVERSITY (the "University")

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION,
LOCAL 378) (the "Union")**

Cultural Safety Training

The parties agree to allocate \$50,000 to provide for opportunities to participate in cultural safety training hosted by the University over the life of the collective agreement.

SIGNED this 24 day of October, 2026:

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**



Nathan Beausoleil, Union Representative

CAPILANO UNIVERSITY

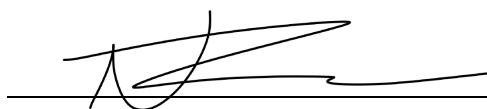


Stephanie Kellar, People, Culture &
Diversity

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP22	LOUXX	Crosstrain	

LETTER OF UNDERSTANDING #

BETWEEN

CAPILANO UNIVERSITY (the "University")

AND:

**MoveUP
(CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION LOCAL 378) (the
"Union")**

Collectively (the "Parties")

The Parties acknowledge there is value in creating cross-training opportunities to facilitate adequate work coverage and provide temporary cross training opportunities for regular employees to develop knowledge, skills and abilities that may support their career development.

Temporary cross-training may occur within an employee's department or in another department.

Participation in a cross-training opportunity is subject to operational requirements, including the University's ability to maintain appropriate staffing and service levels in the employee's regular work area.

A cross-training opportunity may not exceed a duration of four (4) months, unless extended by mutual agreement.

Employees assigned to a cross-training opportunity are not expected to work the full scope of the position. An employee assigned to a cross-training opportunity shall continue to receive their regular rate of pay.

Employees will be provided with a list of duties and responsibilities to perform upon placement.

Employees return to their former position upon completion of the cross-training opportunity.

Circumstances cross-training opportunities may be available:

E&OE

Signed off this _____ day of _____ 20____

For the Union

For the Employer

SK

1. where a vacancy is posted and no candidate has the required knowledge, skills and abilities; and
2. leaves that are expected to be of a duration of up to four (4) months

To be considered eligible for cross-training opportunities, employees must:

1. register their interest with the University for cross-training in their positions of interest; and
2. have demonstrated aptitude for the position as determined by the University.

If there are multiple eligible employees interested and available for assignment into a cross-training opportunity, the opportunity will be provided to the most senior previously registered employee who has expressed interest.

Employee availability for a cross-training opportunity is subject to operational requirements.

During cross-training opportunities provided for vacancies without qualified candidates, employees participating in a cross-training opportunity will be permitted to complete the duration of the offered opportunity prior to the start date of the successful candidate appointed to the position of the vacancy.

Upon completion of the cross-training placement, the administrator shall provide the participating employee with an assessment of their performance of the applicable duties and responsibilities.

This cross-training LOU shall be considered as a pilot. This pilot expires at the current term of the collective agreement.

SIGNED this 24 day of October, 2026:

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**



Nathan Beausoleil, Union Representative

CAPILANO UNIVERSITY



Stephanie Kellar, People, Culture &
Diversity

E&OE

Signed off this 24 day of October 2026

For the Union



For the Employer





(Canadian Office and Professional Employees Union, Local 378)

**Capilano University
PROPOSALS 2025
Union Proposals (UP Item)**

Union			
Number	Affected Article/MOU	Date:	Time:
UP35	LOUXX	Hybrid Office Program	

LETTER OF UNDERSTANDING # NEW

BETWEEN:

CAPILANO UNIVERSITY (the "UNIVERSITY")

AND:

**MoveUP (CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES' UNION,
LOCAL 378) (the "UNION")**

Re: Hybrid Office Program (HOP)

In support of employee well-being, Capilano University has a program to create optional flexible remote work arrangements where it is operationally feasible to do so and always within a "student first" mindset.

The program framework and appeal process can be found on the University's intranet.

The University reserves the right to amend the program and supporting materials at its discretion.

The University will reasonably administer the program. Any disputes arising from the program may be filed under provisions of the program framework.

SIGNED this 24 day of October, 2026:

**MoveUP (CANADIAN OFFICE AND
PROFESSIONAL EMPLOYEES UNION,
LOCAL 378)**

CAPILANO UNIVERSITY

Nathan Beausoleil, Union Representative

Stephanie Kellar, People, Culture &
Diversity

E&OE
Signed off this 24 day of October 2026

For the Union

For the Employer