

2012 - 2015

COLLECTIVE AGREEMENT

between

**THE RICHMOND PUBLIC LIBRARY BOARD**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL UNION 3966**

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2012 - 2015

THIS AGREEMENT MADE AND ENTERED INTO

BETWEEN:

**THE RICHMOND PUBLIC LIBRARY BOARD**  
(hereinafter called the "Employer"),

PARTY OF THE FIRST PART:

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL UNION 3966**  
Chartered by the Canadian Union of Public Employees  
and affiliated with the Canadian Labour Congress.  
(hereinafter called the "Union"),

PARTY OF THE SECOND PART.

1. PREAMBLE

WHEREAS it is the desire of both parties to this Agreement:

- (a) To maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Union;
- (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services;
- (c) To encourage efficiency in operation;
- (d) To promote the morale, well-being and security of all the employees in the bargaining unit of the Union;

AND WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement;

NOW THEREFORE, THIS AGREEMENT WITNESSETH: That the Parties hereto in consideration of the mutual agreement and covenants hereinafter contained, agree with the other as follows:

2. TERM OF AGREEMENT

This Agreement shall be for a term of four (4) years with effect from 2012 January 01 to 2015 December 31, both dates inclusive. Should either party hereto at any time within four (4)

months immediately preceding the date of expiry of this Agreement by written notice require the other party hereto to commence collective bargaining, or should the parties be deemed to have given notice under Section 46 of the Labour Relations Code, this Agreement shall continue in full force and effect, and neither party shall make any change or alter the terms of this Agreement until:

- (a) The Union can lawfully strike in accordance with the provisions of Part V of the Labour Relations Code; or
- (b) The Employer can lawfully lock out in accordance with the provisions of Part V of the Labour Relations Code; or
- (c) The parties shall have concluded a renewal or revision of this Agreement or shall have entered into a new Collective Agreement;

whichever is the earliest.

The operation of sub-sections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from, and shall not be applicable to the new Agreement.

### 3. EMPLOYEE DEFINITIONS

#### 3.1 Regular Full-Time Employee

A Regular Full-Time Employee is an employee who is employed on a full-time, regular schedule of thirty-five (35) hours per week for an indefinite period of time.

#### 3.2 Regular Part-Time Employee

A Regular Part-Time Employee is an employee who is employed on a regular part-time schedule of less than thirty-five (35) hours per week for an indefinite period of time.

#### 3.3 Temporary Full-Time Employee

A Temporary Full-Time Employee is an employee who is employed for thirty-five (35) hours per week for a definite and limited period of time (which may be extended or cut short by circumstances which could not be foreseen at the time of hiring but in no event shall exceed six (6) months) except in the case of maternity/parental leave replacements where such period of time shall not exceed fifty-two (52) weeks.

#### 3.4 Temporary Part-Time Employee

Effective 2013 March 09:

A Temporary Part-Time Employee is an employee who is employed for twenty-one (21) to twenty-eight (28) hours per week for a definite and limited period of time (which may be



extended or cut short by circumstances which could not be foreseen at the time of hiring but in no event shall exceed six (6) months) except in the case of maternity/parental leave replacements where such period of time shall not exceed fifty-two (52) weeks.

3.5 Auxiliary Employee

An Auxiliary Employee is any other employee.

4. RECOGNITION AND NEGOTIATIONS

- (a) The Employer recognizes the Canadian Union of Public Employees, Local Union 3966, as the sole and exclusive collective bargaining agency for all of its employees save and except the Executive Assistant, Manager of Reference and Information Services, Coordinator of Technical Services, Coordinator of Computer and Circulation Services, Manager of Public Services, Manager, Branches (Ironwood and Steveston) and those excluded by the Labour Relations Code, and hereby consents and agrees to negotiate with the Union or any of its authorized committees covering all matters affecting the relationship between the parties to this Collective Agreement, looking toward a peaceful and amicable settlement of any differences that may arise between them.
- (b) No employee shall be required or permitted to make any written or verbal agreement with the Employer or their representatives which may conflict with the terms of this Collective Agreement.

5. MANAGEMENT RIGHTS

- (a) The management, supervision and control of the Employer's operation and the direction of the working force shall remain the exclusive function of Management provided that such management and direction does not contravene the express provisions of this Agreement nor the Human Rights Code of British Columbia.
- (b) The question of whether one of these rights is limited by this Agreement shall be decided through the grievance procedure.

6. UNION SECURITY

Effective 2013 March 09:

All bargaining unit employees of the Employer, as a condition of employment, shall become and remain members of the Union provided no employee shall be deprived of employment by reason of loss of membership in the Union for reasons other than failure to pay the regular Union dues.

## 7. CHECK-OFF OF UNION DUES

The Employer agrees to the check-off of all Union dues, fees and assessments levied in accordance with the Constitution and/or By-Laws of the Union for all employees as a condition of continuing employment. The Union agrees to advise the Employer of the amounts of such Union dues and/or assessments as may be determined from time to time by the said Union. The Employer, upon receipt of such advice from the Union, shall thereupon deduct from the earnings of the employees such dues, fees and assessments each pay day and shall forward to the Union the total of such amounts deducted, together with a list of those employees from whom such deductions were made, such deductions to be remitted to the Union Treasurer not later than the pay day following that from which the deductions were made.

## 8. LABOUR MANAGEMENT RELATIONS

### 8.1 Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its Officers. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

### 8.2 Bargaining Committee

(a) A bargaining committee shall be appointed and consist of not more than three (3) members of the Union and not more than three (3) employees of the Employer. The bargaining committee may be increased in size by the addition of other representatives who are not employees of the Employer. The Union will advise the Employer of the Union nominees to the committee.

(b) Effective 2013 March 09:

Provided prior approval of the Employer has been obtained, not more than four (4) official representatives of the Union may be granted leave of absence without loss of pay for the purpose of collective bargaining with the Employer. Such permission shall not be unduly withheld. The Union will be billed for the cost of the four (4) official representatives for wages and benefits, including statutory costs (i.e. EI, CPP, and WCB).

### 8.3 Labour Management Committee

(a) A Labour Management Committee shall be established for the purpose of addressing matters of mutual concern providing under no circumstances will the Committee replace the grievance procedure process.

- (b) The Committee shall be composed of up to four (4) representatives of the Employer to be appointed by the Employer and up to four (4) representatives of the Union to be appointed by the Union. Employees shall have the privilege of attending committee meetings held within working hours without loss of remuneration.
- (c) In the event either party wishes to call a meeting of the Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than six (6) calendar days after the request has been given.

#### 8.4 Representative of C.U.P.E.

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance, and shall notify the Employer on each such occasion.

#### 8.5 Technical Information

The Employer and the Union agree to exchange such information as: job descriptions, positions in the bargaining unit, job classifications, wage rates, a break-down of point ratings in job evaluation, pension and welfare plans, and all other technical information and reports, records, studies, surveys, manuals, directives, or documents required for collective bargaining purposes.

#### 8.6 Changes Affecting the Agreement

The Employer agrees that any reports or recommendations dealing with matters covered by this Agreement including recommendations for changes in method of operation that may affect wage rates, workloads or reduction of employment will be communicated to the Union at such interval before they are dealt with by the Employer as to afford the Union reasonable opportunity to consider them and make representations to the Employer concerning them and further that if employees are deprived of employment by any implementation of such change, they shall receive priority consideration for other employment with the Employer.

### 9. GRIEVANCE PROCEDURE

Should any difference arise between the persons bound by this Agreement concerning its interpretation, application, operation, or any alleged violation thereof, including any question governing the dismissal or suspension of any employee bound by the Agreement, and including any question as to whether any matter is arbitrable, there shall be no stoppage of work on account of such difference and an earnest effort shall be made to settle the difference in the following manner:

### 9.1 Step 1

Within ten (10) working days of the date on which the incident giving rise to the grievance occurred, or the date when the employee(s) first became aware of the incident, whichever is later, the employee(s) shall submit the grievance in writing, including the particulars of the alleged violation and the remedy being sought, to the Deputy Chief Librarian or designate. Should the Deputy Chief Librarian or designate be unable to settle the matter following receipt of the written grievance within ten (10) working days, Step 2 shall be invoked.

### 9.2 Step 2

Within ten (10) days of being referred to Step 2, a Grievance Committee of the Union and a Grievance Committee of the Employer shall discuss their respective points of view with the Chief Librarian or designate who shall render a decision within ten (10) days of hearing the matter. Failing settlement at this Step the matter may be referred to Arbitration.

### 9.3 Arbitration

- (a) A Board of Arbitration shall be formed to hear the grievance. Either party shall notify the other, in writing, of the question(s) to be arbitrated and the name and address of its chosen representative on the Arbitration Board. After receiving such notice and statement, the other party shall within ten (10) working days appoint its representative on the Arbitration Board and give notice in writing of such appointment to the other party. Such representatives shall endeavour to select a third member who shall be Chair. Should the representatives fail to select such third member within ten (10) working days from the appointment of the last representative, either party may request the Director of the Collective Agreement Arbitration Bureau to appoint a Chair. The expenses and compensation of the representatives selected by the parties shall be borne by the respective parties. The expenses and compensation of the Chair shall be shared equally between the parties.
- (b) Following the establishment of the Board of Arbitration, it shall report its decision on the grievance. The majority decision of the Board of Arbitration shall be final and binding on all persons bound by this Agreement.
- (c) In the event the Board of Arbitration finds that an employee has been dismissed or suspended for other than proper cause, the Board of Arbitration may direct the Employer to reinstate the employee and pay to the employee a sum equal to the wages or salary lost by reason of such suspension or discharge, or such lesser sum as in the opinion of the Board of Arbitration is fair and reasonable or make such other order as it considers fair and reasonable having regard to the terms of the Collective Agreement between the parties.

### 9.4 Time Limits

Extensions to the time limits of ten (10) working days herein above may be agreed upon by mutual consent of the parties. In any case where a grievance has not been advanced to

Arbitration within ninety (90) calendar days from the conclusion of Step 2, the grievance is deemed to be abandoned.

10. SENIORITY

10.1 General

The parties hereto recognize that all employees are entitled to a measure of employment security, based on seniority; and that the employee shall accrue certain preference in this respect as provided in this Agreement.

10.2 Seniority Defined

Seniority is defined as the length of accumulated hourly service in the bargaining unit since the last date of hire and shall be used in determining preference or priority for promotion, transfer, layoff and recall, in accordance with the provisions of the Agreement, provided the employee has the skill, knowledge and ability to perform the duties of the position. Seniority shall operate on a bargaining unit-wide basis.

10.3 Calculation of Seniority - Regular Full-Time and Regular Part-Time Employees

Seniority for Regular Full-Time Employees and Regular Part-Time Employees shall be defined in accordance with 10.2 above and shall be calculated on the accumulation of straight-time hours from the last date upon which the employee commenced regular employment with the Employer.

10.4 Probationary Period

- (a) Newly hired Regular Full-Time Employees and Regular Part-Time Employees shall be considered to be on a probationary basis up to the completion of six (6) months' satisfactory employment. Effective 2013 March 09, for Regular Part-Time Employees, the probationary period shall be the same number of hours as a full-time employee would work during the applicable six (6) month time period.
- (b) The probationary period shall be for the purpose of determining an employee's suitability for regular employment. During the probationary period employees shall be entitled to all rights and privileges of the applicable provisions of the Collective Agreement.
- (c) After completion of the probationary period, seniority shall be effective from the original date of hire.

10.5 Auxiliary Assessment

Effective 2013 March 09:

All Auxiliary Employees will be assessed during their first six (6) calendar months of employment to determine their suitability for continued employment on the Auxiliary list. Should an employee not be found satisfactory for continued employment, they shall be removed from the Auxiliary list.

#### 10.6 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced and the accumulation of hours. An up-to-date seniority list shall be sent to the Union semi-annually during the months of January and July.

#### 10.7 Retention of Seniority

Seniority shall be retained and accumulated on the following basis:

- (a) Employees who are laid off after six (6) months but less than one (1) year's service shall retain seniority for a period of six (6) calendar months;
- (b) Employees who are laid off after one (1) year's service shall retain their seniority for a period of one (1) year;
- (c) Absence due to a bona-fide sickness, provided such sickness is attested to by a qualified medical practitioner;
- (d) Authorized leave of absence;
- (e) Absence while serving in the Armed Forces, during a national emergency for a period of ninety (90) days after honourable discharge.

#### 10.8 Loss of Seniority

- (a) An employee shall not lose seniority rights if absent from work because of sickness, accident, or leave of absence approved by the Employer.
- (b) An employee shall only lose seniority in the event the employee:
  - (1) is discharged for just cause and is not reinstated;
  - (2) resigns;
  - (3) is absent from work in excess of two (2) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;
  - (4) fails to return to work within ten (10) calendar days following a layoff and after being notified by registered mail to do so, unless through sickness or other just cause, provided, however, that the ten (10) calendar days commences on date

the Employer registers the notification of recall. It shall be the responsibility of the employee to keep the Employer informed of the employee's current address;

- (5) is laid off for a period longer than one (1) year.

#### 10.9 Reverting Without Loss of Seniority

Regular Full-Time Employees and Regular Part-Time Employees who transfer to positions made available by augmenting the regular staff or by a special project of limited duration shall upon completion of said assignment be returned to their former positions without loss of seniority and scheduled rate of pay.

#### 10.10 Employees Filling Positions Made Available by a Re-assignment

Temporary Full-Time Employees and Auxiliary Employees employed to fill those positions made available by the re-assignment of Regular Full-Time Employee and Regular Part-Time Employee positions shall be laid off. Employees laid off shall retain their seniority as provided in clause 10.9.

#### 10.11 Temporary Full-Time and Auxiliary Employees Applying for Vacancies

- (a) Temporary Full-Time Employees and Auxiliary Employees may apply for posted vacancies on the regular staff, however, no regular position shall be filled by such employees until all provisions applying to Regular Full-Time Employees and Regular Part-Time Employees have been fulfilled.
- (b) Notwithstanding provisions contained in this Article, it is agreed and understood that where the Temporary Full-Time Employee or the Auxiliary Employee is the successful applicant to a regular posted position, seniority on the regular staff commences from the date of appointment to a regular position.

#### 10.12 Transfers and Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without the employee's consent. If an employee is transferred to a position outside of the bargaining unit, the employee shall retain seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. If such an employee later returns to the bargaining unit, the employee shall be placed in a job consistent with the employee's seniority. Such return shall not result in the layoff or bumping of an employee holding greater seniority.

### 11. PROMOTIONS AND STAFF CHANGES

#### 11.1 Job Postings

- (a) When a vacancy occurs or a new position is created for Regular Full-Time Employees and Regular Part-Time Employees, the Employer shall notify the Union in writing and

post notice of the position in all branches and on bulletin boards for staff notices in the library for at least seven (7) calendar days.

- (b) If the Employer deems it necessary to fill the vacancy during the posting and recruiting period, the Employer may employ a Temporary Full-Time Employee or Auxiliary Employee for a period not to exceed thirty (30) calendar days. Such period of time may be extended by mutual consent of both parties in writing.

#### 11.2 Information in Postings

Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range. Such qualifications may not be established in an arbitrary or discriminatory manner.

#### 11.3 Method of Making Appointments

- (a) Appointments, promotions and transfers shall be made on the basis of skill, knowledge, ability and seniority with seniority prevailing where skill, knowledge and ability are relatively equal.
- (b) In any arbitration pursuant to this provision, if the Union is able to demonstrate that the senior applicant has the skill, knowledge and ability to perform the job the Employer must establish that such skill, knowledge and ability is not relatively equal to that of the successful candidate.
- (c) Appointments from within the bargaining unit shall be made within four (4) weeks of posting.

#### 11.4 Trial Period

The successful applicant shall be placed on trial for a period of four (4) calendar months. Conditional on satisfactory service, such trial promotion shall become permanent after the period of four (4) calendar months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee is unable to perform the duties of the new job classification, the employee shall be returned to the employee's former position without loss of seniority and wage or salary. Any other employees promoted or transferred because of the rearrangement of positions shall also be returned to their former position without loss of seniority and wage or salary.

#### 11.5 Increase in Hours

When a position held by a Regular Part-Time Employee is increased in hours it shall not become a new position and that when a part-time position is increased in hours the incumbent shall accept the position of the total hours.



## 11.6 Union Notification

The Employer agrees to notify the Union, in writing, when an employee covered by this Agreement is hired, promoted, demoted, transferred, laid-off, recalled, resigns, is suspended, or is terminated.

## 12. LAYOFFS AND RECALLS

### 12.1 Layoff and Recall Procedure

- (a) In the event of a layoff, employees shall be laid off in reverse order of seniority provided that an employee may displace a junior employee only in cases where the senior employee is qualified to fill a lower or equally rated (same pay rate) position. Employees being moved laterally shall move to the position occupied by the least senior employee in a position with the same rate of pay for which the employee is qualified.
- (b) Employees shall be recalled in order of their seniority provided they are qualified to perform the work.
- (c) Employees on recall shall retain their right of recall for a period of twelve (12) calendar months.

### 12.2 No New Employees

No new employees will be hired until those laid off and who are qualified to do the work have been given an opportunity of re-employment.

### 12.3 Notice of Layoff

The Employer shall notify, in writing, employees who have acquired seniority rights, and who are to be laid off, at least ten (10) working days prior to the effective date of layoff. If the employee has not had the opportunity to work their regular shifts during the ten (10) days referred to above, the employee shall be paid for those regular shifts for which work was not made available. The ten (10) working day notice period is not applicable in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the Employer.

## 13. WORKING CONDITIONS

### 13.1 Hours of Work

- (a) Employees' regular hours of work shall be seven (7) hours per day, excluding one-half ( $\frac{1}{2}$ ) hour for meal time, and thirty-five (35) hours per week, Monday to Friday, inclusive.

- (b) Notwithstanding the provisions contained in the above paragraph, employees may elect to take one (1) hour for meal time.
- (c) Employees, whose regular work week is other than Monday to Friday, inclusive, shall be required to work within a five (5) day work week followed by two (2) consecutive days of rest, with the first (1st) day of rest deemed to be Saturday and the second (2nd) day of rest deemed to be Sunday.
- (d) Auxiliary Employees shall be permitted to work up to seven (7) hours per day and up to thirty-five (35) hours per week, Monday to Sunday.

### 13.2 Overtime

- (a) Employees working less than seven (7) hours per day shall be paid at straight time rates for all hours worked up to seven (7) hours per day, then prevailing overtime rates shall be paid.
- (b) Regular Full-Time Employees, Regular Part-Time Employees and Temporary Full-Time Employees shall be paid at overtime rates for all overtime worked:
  - (1) immediately following the employee's regular shift;
  - (2) immediately preceding the employee's regular shift consequent upon an oral or written notice given prior to the end of the employee's previous regular shift;
  - (3) at any time other than at the times set forth in (b)(1) or (b)(2) above consequent upon an oral or written notice given prior to the end of the employee's previous regular shift except as otherwise provided in Article 14.5.
- (c) Regular Full-Time Employees, Regular Part-Time Employees and Temporary Full-Time Employees shall be paid for the performance of overtime work scheduled by the Employer under paragraph (b) at the following overtime rates:
  - (1) time and one-half (1½T) the regular hourly rate of pay for the first two (2) hours of overtime worked immediately preceding or immediately following an employee's regular shift on any regular working day of the employee;
  - (2) double (2T) the regular hourly rate of pay for all overtime in excess of the first two (2) hours thereof worked immediately preceding or immediately following an employee's regular shift on any regular working day of the employee;
  - (3) double (2T) the regular hourly rate of pay for all overtime worked at any other time than at the times set forth in (1) or (2) of Article 13.2(b); employees shall be paid a minimum of one and one-half (1½) hours at double time (2T) for pre-scheduled overtime worked pursuant to Article 13.2(b)(3).

(d) Early Reporting

An employee who is at the work place prior to the commencement of the employee's regular shift and who is required to commence work prior to the commencement of the employee's regular shift, shall not be eligible for callout but shall be paid in accordance with the overtime provisions for the actual time worked prior to the commencement of the employee's regular shift.

## (e) Auxiliary Employees who work overtime shall be paid as follows:

(1) time and one-half (1½T) the regular hourly rate for the first four (4) hours and double (2T) the regular hourly rate thereafter;

(2) double (2T) the regular hourly rate for all hours worked on the first (1st) and second (2nd) day of rest.

(f) Overtime hours worked as above may be authorized by the employee in charge of a branch or department provided the Chief Librarian or designate is notified with explanation not later than the next working day.

(g) Overtime work shall be divided equally among the employees in the unit who are willing and capable to perform the work that is available.

13.3 Overtime Bank

Effective 2013 March 09:

All overtime worked in excess of the hours so stated shall be paid on the following pay period in which it was earned except that:

(a) employees can accrue overtime at the rate of pay in effect at the time it was worked to a maximum of five (5) working days, to be taken in addition and at the time of their annual vacations;

(b) accrued overtime in excess of five (5) working days shall be paid at the rate in effect at the time it was worked and shall be paid at the time of their annual vacations but in no event later than March 31<sup>st</sup> of the year following the year in which it was earned;

(c) employees may elect to take time off at the appropriate overtime rate of pay in effect at the time the overtime was worked, in lieu of payment for overtime, at a time mutually agreed upon between the Employer and the employee;

(d) accrued overtime in excess of time off in lieu of payment for overtime shall be paid at the time of annual vacations, at the rate of pay in effect at the time the overtime was worked but in no event will it be paid later than March 31<sup>st</sup> of the year following the year in which it was earned.

#### 13.4 Callout

- (a) The following provisions shall apply to Regular Full-Time Employees and Temporary Full-Time Employees:
- (1) Callout is to be defined as being called back to work at any time following completion of an employee's regular shift except when prescheduled by notice provided prior to the end of the employee's previous regular shift which is defined as overtime in Article 13.2.
  - (2) An employee who is called back to work shall be paid double (2T) the regular hourly rate of pay for the time actually worked plus one (1) hour's allowance for travelling to and from home, with a minimum of three (3) hours' pay at double (2T) the employee's regular hourly rate of pay. (The minimum includes one (1) hour for travelling time.)
  - (3) If additional calls are made upon the employee prior to the expiry of the three (3) hour period or prior to arrival home, whichever last occurs, such additional calls shall not attract an additional three (3) hour minimum, but the employee shall be paid for the time actually worked plus an additional one (1) hour's allowance for travelling to and from home. If two (2) separate callouts are completed within a three (3) hour period, the minimum payment shall be four (4) hours at double (2T) the employee's regular hourly rate of pay. (The minimum includes two (2) hours for travelling time.)
- (b) For Regular Part-Time Employees and Auxiliary Employees, the offer of additional hours of work shall not be deemed a Callout. An employee who has worked a shift of less than seven (7) hours and is offered additional work that day shall be paid at their regular hourly rate until they have worked a total of seven (7) hours. They shall be paid at the applicable overtime rates under Article 13.2 for any hours worked beyond seven (7) hours that day.

#### 13.5 Rest Periods

All employees shall be permitted a rest period of fifteen (15) consecutive minutes both in the first and the second half of a shift at a time convenient to the work load.

#### 13.6 Shift Preferences

Seniority shall determine shift preference, subject only to ability to perform the job required. Should any dispute arise in the interpretation of this section, the matter shall be referred to the Labour Management Committee in accordance with Article 8.3.

#### 13.7 Shift Premium

A shift premium of seventy-five cents (75¢) (effective 2013 March 09, eighty-five cents (85¢)) per hour shall be paid for all regular hours worked outside the hours of 7:00 a.m. to 6:00 p.m.

provided that where the majority of an employee's regular hours fall outside the period described above, the shift premium shall apply to all hours worked during the entire shift.

### 13.8 Sunday Staffing

- (a) In the event the Employer elects to provide library services on Sundays (Sunday opening of the library), staffing of the library for such Sundays will be provided for in accordance with the provisions of Schedule "B" which is attached to and forms part of this Agreement.
- (b) Employees who work between the hours of 7:00 a.m. and 6:30 p.m. on Sundays shall be paid at time and one-quarter (1¼T) their regular hourly rate of pay.

### 13.9 Notice of Change of Shifts

Not less than twenty-four (24) hours' notice shall be given before change of shift. Failure to provide at least fifteen (15) hours' rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during such normal rest period.

### 13.10 Auxiliary Employment

Effective 2013 March 09:

In order to maintain an employment relationship, Auxiliary Employees are required to be available for work opportunities, unless the employee has made prior arrangements regarding their availability, such as maternity leave.

Auxiliary Employees are expected to be available for work not less than two (2) shifts per week. Where shifts are available and where Auxiliary Employees have indicated their availability for work and either do not respond or refuse to be available on four (4) occasions to attend work during a ninety (90) calendar day period, their name shall be removed from the auxiliary list.

### 13.11 Computer Department Standby

Computer staff may, from time to time, be required to carry a cell phone or pager while off shift during regular library hours. Employees shall be compensated for such time, to be known as "standby" as follows:

- (a) For each day that an employee is required to be on standby, they shall be paid one hour at their regular rate of pay.
- (b) In addition, calls received while on standby shall be recorded as paid overtime and the employee shall receive such overtime pay at regular overtime rates, recorded in ¼-hour increments.

- (c) Matters requiring the physical presence of the employee in the Library shall be treated as Callout for which the employee will be compensated in accordance with the terms set out in the Collective Agreement.

#### 14. GENERAL HOLIDAYS

##### 14.1 List of Holidays

- (a) All employees shall receive pay for the following General Holidays from the date of employment:

New Year's Day	B.C. Day
Family Day (effec. 2013 March 09)	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any other day proclaimed as a General Holiday by the Federal and Provincial Government. Payment for such holidays shall be paid on a pro-rated basis according to the employees' daily hours worked. Effective 2013 March 09, if and when Family Day ceases to be a Provincial public holiday under the laws of British Columbia, Family Day will no longer be considered a Public Holiday for the purposes of this Collective Agreement.

- (b) For the purpose of this Article 14, all Temporary Full-Time Employees and Auxiliary Employees hired by the Employer shall have worked for the Employer at least fifteen (15) days in the thirty (30) calendar day period immediately prior to General Holiday to qualify.

##### 14.2 Compensation for Holidays Falling on Saturday

When any of the above-noted holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this Agreement.

##### 14.3 Compensation for Holidays Falling on Sunday

When any of the above-noted holidays falls on a Sunday and is not proclaimed as being observed on some other day, the following Monday (or Tuesday, where the preceding clause already applies to the Monday) shall be deemed to be the holiday for the purpose of this Agreement.

#### 14.4 Holidays on Day Off

When any of the above-noted holidays fall on an employee's scheduled day off, the employee shall receive another day off with pay immediately following the employee's two (2) consecutive days of rest.

#### 14.5 Holiday Pay

- (a) Employees who are not required to work on the above holidays shall receive holiday pay equal to one (1) normal days' pay. Double time (2T) shall be paid for all hours worked on General or Proclaimed Holidays in addition to regular holiday pay.
- (b) Time worked on a General Holiday or the day off given to the employee in lieu of the General Holiday shall not be treated as overtime except as provided in Article 13.2.

### 15. ANNUAL VACATIONS

#### 15.1 Annual Vacation

All Regular Full-Time Employees, Regular Part-Time Employees and Temporary Full-Time Employees covered by this Agreement shall receive an annual vacation with pay on the following basis:

- (a) For the purpose of this Article, calendar year shall be the period January 1<sup>st</sup> to December 31<sup>st</sup>, inclusive.
- (b) In the first (1<sup>st</sup>) part calendar year of service, vacation will be granted on the basis of one-twelfth ( $\frac{1}{12}$ ) of fifteen (15) working days for each month or portion of month greater than one-half ( $\frac{1}{2}$ ) worked by December 31<sup>st</sup>.
- (c) Fifteen (15) working days of annual vacation during the second (2<sup>nd</sup>) up to and including the seventh (7<sup>th</sup>) calendar year of service.
- (d) Twenty (20) working days of annual vacation during the eighth (8<sup>th</sup>) up to and including the fifteenth (15<sup>th</sup>) calendar year of service.
- (e) Twenty-five (25) working days of annual vacation during the sixteenth (16<sup>th</sup>) up to and including the twenty-third (23<sup>rd</sup>) calendar year of service.
- (f) Thirty (30) working days of annual vacation during the twenty-fourth (24<sup>th</sup>) and all subsequent calendar years of service.

#### 15.2 Annual Vacation - Librarians

Notwithstanding the above, professional librarians shall receive twenty-two (22) working days' annual vacation effective in the second (2<sup>nd</sup>) year of employment.

### 15.3 Added Vacation

Where an employee becomes eligible for added vacation on January 1<sup>st</sup> in any year, the employee shall be entitled to such added vacation at the time of taking their annual vacation.

### 15.4 Vacation Scheduling

(a) On or before February 1<sup>st</sup> of each calendar year, Regular Full-Time Employees and Regular Part-Time Employees shall submit their requests for annual vacations and on or before February 28<sup>th</sup> (29<sup>th</sup>) of each calendar year, the Employer shall approve the scheduling of annual vacations for Regular Full-Time Employees and Regular Part-Time Employees.

(b) Where a Regular Full-Time Employee or Regular Part-Time Employee has made arrangements for annual vacation which has been approved by the Employer and subsequently such Regular Full-Time Employee or Regular Part-Time Employee is required by the Employer due to emergent conditions to change or interrupt such vacation, then the employee shall be entitled to have the vacation day(s) replaced and in addition the employee shall receive 2X their rate of pay for the time spent performing the work with a minimum of three and one-half (3.5) hours at double time.

### 15.5 Auxiliary Employees

Auxiliary Employees shall be paid six percent (6%) (effective 2013 March 09, eight percent (8%)) of their gross earnings in lieu of annual vacation. Such payment shall be paid each pay day.

### 15.6 General Holiday During Vacation

When a General Holiday falls or is observed during an employee's annual vacation period, the employee shall be granted an additional day's vacation for each General Holiday in addition to their regular vacation time.

### 15.7 Unbroken Vacation Period

Unbroken Vacation Period: - An employee shall be entitled to receive vacation in an unbroken period unless otherwise mutually agreed upon between the employee concerned and the Employer.

### 15.8 Vacation in the Year of Retirement or Termination

Regular Full-Time Employees and Regular Part-Time Employees who terminate their employment with the Employer after having reached minimum retirement age as defined in the Municipal Pension Plan, shall in their year of retirement be entitled to their full annual vacation with pay. All other employees upon terminating their employment shall in their year of termination receive entitlement pro-rated in accordance with the number of months worked in that year.



### 15.9 Early Retirement

An employee entitled to twenty-five (25) or more days of annual vacation shall be entitled to defer up to five (5) days per year of vacation into an Early Retirement Bank. An employee entitled to thirty (30) or more days of annual vacation shall be entitled to defer up to ten (10) days per year of vacation into an Early Retirement Bank. Such deferred vacation may only be taken immediately prior to retirement.

### 15.10 Deferred Vacation

- (a) A Regular Full-Time Employee who is entitled to annual vacation of twenty (20) working days or more in any year:
  - (1) shall take at least fifteen (15) working days of such annual vacation during the year in which the employee earned such vacation; and
  - (2) may defer the taking of any part of such annual vacation in excess of fifteen (15) working days.
- (b) The maximum deferred vacation which an employee may accumulate at any one time pursuant to this Clause shall be twenty (20) working days.
- (c)
  - (1) Employees wishing to defer a portion of their vacation as outlined in (a)(2) above, must notify their Department Head on or before February 1<sup>st</sup>;
  - (2) Employees wishing to take their deferred vacation along with their regular scheduled vacation must notify their Department Head prior to February 1<sup>st</sup> in the year they wish to take such vacation.
- (d) Regular Part-Time Employees whose vacation entitlement allows for four (4) weeks of prorated vacation or more, shall be eligible to defer one (1) week of their prorated entitlement per year to a maximum of four (4) prorated weeks in accordance with conditions set out above.

### 16. SUPPLEMENTARY VACATION

Each Regular Full-Time Employee and Regular Part-Time Employee shall become entitled to the following paid vacation (supplementary vacation) in addition to the annual vacation to which the employee is entitled under Article 15.

- (a) Each employee upon commencing the eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, thirty-sixth, forty-first or forty-sixth calendar year of service shall thereupon become entitled to five (5) working days of supplementary vacation.
- (b) Each employee shall become entitled to supplementary vacation under this Article 16 on the first day of January in the year in which the employee qualifies for such

supplementary vacation. An employee shall retain supplementary vacation entitlement notwithstanding that such employee's employment is terminated prior to the end of the period to which the entitlement applies. (An explanatory note and table is annexed hereto as Schedule "C" for the purposes of clarification.)

17. SICK LEAVE PROVISIONS

17.1 Notification of Illness

Employees shall notify their respective Department Head or Supervisor or designate during the first two (2) working hours prior to the commencement of their scheduled shift that sick leave is being used.

17.2 Sick Leave Reimbursement

Where an employee is paid wages by the Employer while absent from employment by reason of any disability and the employee subsequently recovers such wages or any part thereof from any source, then the employee shall pay the amount so recovered, less those legal fees attributable to processing the wage loss claim, to the Employer. Upon receiving such amount the Employer shall credit the employee's sick leave account with the number of sick leave days proportionate to the amount so recovered.

17.3 Definition

For purposes of Article 17, "regular classified rate of pay" shall mean the employee's basic rate of pay excluding premiums. In the event an employee becomes ill during an acting assignment, the employee shall receive benefits based on the rate of pay (excluding premiums) for the acting assignment. If the employee continues to be ill beyond the expected duration of the acting assignment, benefits shall be based on the employee's basic rate of pay excluding premiums.

17.4 Rescheduled Vacation During 30-Day Requalifying Period

For purposes of Article 17, vacation which is rescheduled to occur during the thirty (30) day re-qualifying period for Medium Term Sick Leave and Long Term Disability, shall not be considered an active return to work.

17.5 Short Term Sick Leave Plan

Effective 2013 March 09:

- (a) The Short Term Sick Leave Plan shall provide employees the use of up to ten (10) non-accumulative days per year for absence(s) due to illness or non-occupational injury and shall not include an illness or accident resulting from an illness or accident on the job for which the employee is covered by Workers' Compensation payments.

- (b) Regular Full-Time Employees, Regular Part-Time Employees and Temporary Full-Time Employees who are eligible for benefits shall be enrolled in the Short Term Sick Leave Plan and shall be eligible to receive the benefit effective the first day following the completion of three (3) calendar months of employment.
- (c) Eligible Regular Part-Time Employees shall receive the prorated benefit (approximate net pay) for the employee's regularly scheduled weekly hours during the period of absence.
- (d) Where a Regular Full-Time Employee does not have sufficient days to qualify for Medium Term Sick Leave, i.e. ten (10) consecutive days of sick leave credits, the employee will not be eligible for the Medium Term Sick Leave Plan until they have met the requirement of ten (10) consecutive days of Sick Leave. The Employer may approve unpaid leave or the use of banked time to meet this requirement.
- (e) Where a Regular Part-Time Employee does not have sufficient days to qualify for Medium Term Sick Leave, i.e. ten (10) consecutive days of sick leave credits based on their regular schedule of weekly hours, the employee may apply to the Union to consider a one-time bridging of up to four (4) days towards Medium Term Sick leave.
- (f) The Short Term Sick Leave Plan shall provide for a benefit of up to ten (10) days of illness per year, non-accumulative, providing for the employee's approximate net pay. The employees will fund the Short Term Sick Leave Plan. The amount of such contributions shall be based on a payroll deduction of a percentage of straight-time pay sufficient to fund authorized Short Term Sick Leave absences.
- (g) Contributions to the Municipal Pension Fund will continue to be based on the employee's regular classified rate of pay. Benefit premiums shall continue to be paid in accordance with the Collective Agreement.
- (h) Where no one other than the employee can provide for the needs of an immediate member of the employee's family during an illness, an employee, upon approval of the Employer, may use up to five (5) sick leave days with pay per illness for this purpose. Employees may be required to provide medical evidence to support their request.

#### 17.6 Medium Term Sick Leave Plan

Effective 2013 March 09:

- (a) Medium Term Sick Leave covers eligible employees for the next sixteen (16) continuous weeks of any absence due to illness or non-occupational injury or illness after ten (10) continuous days of absence as part of the Short Term Sick Leave Plan and its conditions.
- (b) Regular Full-Time Employees and Regular Part-Time Employees who are eligible for benefits shall be enrolled in the Medium Term Sick Leave Plan and shall be eligible to

receive the benefit effective the first day following the completion of three (3) calendar months of employment.

- (c) An eligible Regular Part-Time Employee shall receive the prorated benefit, based on the number of regularly scheduled weekly hours of work during the period of absence and where that is unknown or where the absence exceeds the scheduled hours then it will be based on the employee's regular schedule of hours set out in their appointment letter.
- (d) The Medium Term Sick Leave Plan shall provide for eighty-five percent (85%) of the employee's regular classified rate of pay for the first two (2) weeks of the Medium Term Sick Leave Plan followed by eighty percent (80%) for the remaining fourteen (14) weeks of Medium Term Sick Leave. The benefit will be reduced by the initial amount of a CPP disability benefit, if applicable. The Medium Term Sick Leave Plan is funded by the Employer.
- (e) Subject to approval from the Municipal Pension Plan, Medium Term Sick Leave shall be considered an approved leave of absence and contributions to the Municipal Pension Plan will continue to be based on the employee's regular classified rate of pay at the time of disability. Benefit premiums shall continue to be paid in accordance with the Collective Agreement.
- (f) The initial credit of sixteen (16) weeks shall be reinstated in full immediately after an employee who has used any portion of the sixteen (16) week entitlement has actively returned to work for a continuous period of thirty (30) working days.
- (g) Subject to 17.8, an employee who has a subsequent illness or non-occupational injury prior to having the sixteen (16) week credit reinstated shall be entitled to use the residual balance of the original sixteen (16) week credit, if any, after receiving benefits under the Short Term Sick Leave Plan. Following this the employee shall be on unpaid sick leave until a total of sixteen (16) continuous weeks of Medium Term Sick Leave has been used at which time the employee shall be eligible to apply for Long Term Disability.

#### 17.7 Long Term Disability Plan

- (a) Effective 2013 March 09:

Regular Full-Time Employees and Regular Part-Time Employees who are eligible for benefits, shall be eligible for coverage under the Long Term Disability Plan in accordance with the rules, regulations and policy provided by the carrier and shall be eligible to receive the benefit following the completion of nine (9) months of continuous employment. An eligible Regular Part-Time Employee shall receive the prorated benefit based on the number of hours the employee was regularly scheduled to work during the period of absence and where that is unknown or where the absence exceeds the regularly scheduled hours, then the benefit will be based on the regular schedule of hours set out in their appointment letter.

- (b) Upon:
- (1) the expiry of the eighteen (18) weeks of coverage provided by the Short Term and Medium Term Sick Leave Plans; and
  - (2) approval by the carrier of an employee's application and receipt of medical evidence satisfactory to the carrier;
- an eligible disabled employee will receive a benefit which will provide sixty-seven percent (67%) of the employee's regular classified rate of pay at the time of disability reduced by the initial amount of disability pension granted by the Canada Pension Plan to the employee, not including benefits that may be payable as a result of the disability for dependent children.
- (c) An eligible employees will receive such benefit for a period of two (2) years providing that during such period the employee remains unable to engage in the employee's "own occupation".
  - (d) Thereafter the benefit will continue until the employee is eligible for an unreduced pension with a minimum of ten (10) years' pensionable service under the Municipal Pension Plan, age 65, date of retirement, resignation, recovery, or death, whichever first occurs, provided that the benefit will be payable only in the event that evidence satisfactory to the carrier is provided which indicates the employee continues to be unable to engage in "any occupation".
  - (e) Where the employee receives compensation from other sources (other than an employee's privately purchased insurance), such as Workers' Compensation, any disability pension benefits pursuant to the Canada Pension Plan, any periodic payments related to the disability under a no-fault automobile insurance policy, which when added to the disability benefit provided by this plan, shall not exceed eighty percent (80%) of the employee's regular classified rate of pay at the time of disability.
  - (f) Benefit premiums shall continue to be paid based on the cost-sharing arrangements set out in the agreement for the first year of disability. In the case of Group Life, where there is a premium waiver, no premiums are payable.
  - (g) Thereafter the employee shall pay the full premiums for Medical, Extended Health, Dental and Group Life unless, in the case of Group Life, the premium has been waived.
  - (h) An employee who has been granted a Long Term Disability benefit shall retain full employee status for the purpose of earning other benefits or perquisites such as but not limited to vacation, public holidays or increments for only the first year on the Long Term Disability Plan. In the case of seniority, time will continue to accrue for the two (2) year own-occupation portion of the LTD Plan.
  - (i) Employees who return to work within the two year own-occupation period shall be returned to their previous position or to a comparable position. Beyond the second

year, employees shall only remain employees for the purposes of receiving benefits under the Long Term Disability Plan, save and except for an additional year they shall retain a residual right to apply for a vacancy as an internal applicant.

- (j) Where it is medically determined, while an employee is in the two year own-occupation portion of the Long Term Disability Plan, that the employee will never return to work, the employee will be advised that their position will be posted and if they were to recover within the two year portion of the LTD Plan then they would be entitled to return to a comparable position.
- (k) Subject to receiving approval from the Municipal Pension Plan, the period of Long Term Disability will be considered as pensionable service.
- (l) The Employer agrees to pay the premium associated with a Long Term Disability Plan to a maximum of \$2.75 per \$100 of benefit payable. It is understood that the extent of the Employer's liability is limited to the payment of premiums subject to the maximum referred to herein for the Long Term Disability Plan described herein.

#### 17.8 Recurrent Sick Leave

- (a) An employee who returns to work following an absence on sick leave pursuant to Articles 17.5, 17.6, or 17.7, and has a recurrence of the same illness or non-occupational injury within thirty (30) working days of returning to work, shall commence sick leave on the appropriate sick leave plan at the point reached prior to return to work.
- (b) A recurrence of the same illness or non-occupational injury after an employee has actively returned to work for a period longer than thirty (30) working days shall be considered to be a separate sick leave incident and the employee shall commence sick leave under the Short Term Plan.

#### 17.9 Certification of Illness or Disability

The Employer may require an employee to periodically provide medical certification at the employee's expense during the employee's illness, disability, or incapacity to work, or continuing illness, disability, or incapacity to work and the date when the employee is expected to be able to return to regular duties on a full- or part-time basis. Failure to provide proper medical certification may result in the denial of Sick Leave or Long Term Disability benefits.

#### 17.10 Rehabilitation

Where an employee qualifies for Long Term Disability, the employee, if approved by the employee's medical doctor in consultation with the medical doctor of the carrier, may be required to enroll in a retraining or rehabilitative program for alternate employment either with the Employer or an alternate Employer in order to remain eligible under the Plans. If an employee is receiving income from an approved rehabilitative employment, disability benefits will be reduced to the extent necessary to ensure the amount of disability income in

combination with rehabilitation income does not exceed one hundred percent of the employee's regular classified rate of pay.

17.11 WorkSafeBC and Sick Leave

- (a) Where the first day or part day is not paid by WorkSafeBC, this day or part day shall be paid by the Employer.
- (b) During a period of WorkSafeBC delay prior to accepting a claim for temporary disability benefits, the employee may draw from the Short and Medium Term Sick Leave Plans or Long Term Disability benefits on the basis of receiving their approximate net pay in accordance with the benefit payable under the Plans until WCB determines acceptance or rejection of the claim.
- (c) Where an employee's claim for WorkSafeBC temporary benefits is accepted, the employee shall assign the WorkSafeBC cheque to the Employer for such period. To the extent that the Employer is reimbursed, the Employer shall credit the Sick Leave Plans and Long Term Disability Plan with the number of sick leave days proportionate to the amount so recovered.
- (d) Where it is rejected, the employee will receive an adjustment if necessary, to reflect what they would have received under normal sick leave during this period.
- (e) In no case shall an employee who is in receipt of WorkSafeBC temporary disability benefits as a consequence of any other employment, be entitled to pay under any of the Sick Leave Plans or Disability Plan described under items 17.5, 17.6, 17.7 or 17.12.
- (f) Employees receiving WorkSafeBC allowance for a recurrence of an injury or ailment suffered prior to employment with the Employer shall be paid wage loss directly by WorkSafeBC.
- (g) Where an employee is absent on WorkSafeBC in excess of one (1) year, the employee's annual vacation pay shall be prorated by the period of absence that exceeds one (1) year and the employee shall not accrue vacation for the period of absence that exceeds one (1) year nor shall the employee be entitled to General Holiday pay.
- (h) Where WorkSafeBC ceases paying temporary disability benefits to an employee and the employee is unable to return to work, the time absent on WorkSafeBC shall be integrated with the Sick Leave and Long Term Disability Plans and the employee shall be placed on the appropriate Plan at the point reached when WorkSafeBC payments ceased.

17.12 Entitlement to Frozen Sick Leave Bank

## (a) Effective 2013 March 09:

An employee may elect to use their sick leave bank to top up the eighty percent (80%) or eighty-five percent (85%) days available in the Medium Term Sick Leave Plan or for absences of less than a full day of Short Term Sick Leave. Where it occurs for less than a full day on Short Term Sick Leave it will be deducted from the bank based on actual hours worked.

## (b) For as long as an employee has accumulated sick leave credits, the employee may use such days from their sick leave banks for any unpaid short term sick leave days.

## (c) Where an employee is not eligible to receive pay for the residual balance of the Medium Term Sick Leave Plan pursuant to 17.6(g), the employee shall be entitled to use their sick leave bank to cover the unpaid portion of the plan where such situation occurs.

## (d) Where an employee uses available sick leave credits after the Medium Term Sick Leave, the two (2) year own-occupation period on the Long Term Disability Plan shall be correspondingly reduced by the number of days during which accumulated sick leave credits were used.

18. RETIREMENT PAY

## (a) Employees retiring from the service of the Employer shall be paid at the rate of two (2) days' pay for each year of service with the Employer to a maximum of twenty-two (22) working days.

## (b) For the purpose of Retirement Pay, the following definitions shall apply:

(1) "Retirement" - shall be defined as an employee leaving the service of the Employer in accordance with the provisions of the Municipal Pension Plan; and shall apply to all employees as though contributing under the said Plan, provided they retire at the retirement ages permitted in the Municipal Pension Plan.

(2) "Day's Pay" - shall be defined as pay for one (1) day at the then current rate of pay for the classification in which the employee was then regularly employed.

## (c) In the event of death all such accrued retirement pay shall be paid to the employee's estate.



19. LEAVE OF ABSENCE

19.1 Leave for Grievances

Representative(s) of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry out duties related to a grievance provided the employees have obtained the prior approval of the Employer. Such approval shall not be unduly withheld.

19.2 Leave for Union Duties

(a) Effective 2013 March 09:

Official representatives of the Union may be granted leave of absence without pay, to attend Union Conventions or perform any other function on behalf of the Union and its affiliation, provided not more than four (4) Union representatives shall be away at any one time and provided the prior approval of the Employer has been obtained. Such leave of absence shall not affect the employee's seniority and/or benefits contained in this Agreement.

Union agrees to provide a minimum of two (2) weeks' notice for union leave to attend union conventions, library related conferences, union sponsored educational workshops, and union financial meetings of an obligatory nature.

(b) Any employee who is elected or selected for a full-time position with the Union or any body with which the Union is affiliated, may be granted leave of absence without pay and without loss of seniority by the Employer for a period up to one year and may be renewed each year on request during the term of office.

19.3 Bereavement Leave

Effective 2013 March 09:

An employee shall be granted up to a total of three (3) regularly scheduled work days' leave, within a thirty (30) day period, without loss of salary or wages in the case of death or serious illness of a parent, spouse (including same sex partner), brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchildren and grandparents. Where the burial occurs outside the Province, such leave may include, as well, reasonable travelling time, and at the Employer's discretion, the latter not to exceed seven (7) days without pay.

19.4 Mourner's Leave

Effective 2013 March 09, three and one-half (3½) hours' leave shall be granted without loss of salary or wages to attend a funeral as a pall-bearer or mourner.

### 19.5 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Such approval shall not be withheld unjustly.

### 19.6 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or Crown witness in any court. The Employer shall pay such an employee the employee's normal earnings. The payment the employee receives for jury service or court Crown witness, excluding payment for travelling, meals, or other expenses shall be handed over to the Employer together with proof of service and the amount of pay received.

### 19.7 Maternity and Parental Leave

#### (a) Length of Leave

##### (1) Birth Mother

- (a) A pregnant employee shall be entitled to up to seventeen (17) consecutive weeks of maternity leave and up to thirty-five (35) consecutive weeks of parental leave, all without pay. The parental leave must immediately follow the maternity leave.
- (b) In the event the birth mother dies or is totally disabled, an employee who is the parent of the child shall be entitled to both maternity and parental leave without pay.

##### (2) Parent Other Than Birth Mother

Other than an employee in (1) above, an employee who is the parent of the child shall be entitled to up to thirty-seven (37) consecutive weeks of parental leave without pay. The employee shall take the leave within fifty-two (52) weeks of the child's birth or date the child comes within the care and custody of the employee.

##### (3) Extensions - Special Circumstances

- (a) An employee shall be entitled to extend the maternity leave by up to an additional six (6) consecutive weeks' leave without pay where a physician certifies the employee as unable to return to work for medical reasons related to the birth.
- (b) An employee shall be entitled to extend the parental leave by up to an additional five (5) consecutive weeks' leave without pay where the child is at least six (6) months of age before coming into the

employee's care and custody and the child is certified as suffering from a physical, psychological or emotional condition.

- (4) Provided however, that in no case shall the combined maternity and parental leave exceed fifty-two (52) consecutive weeks following the commencement of the leave.

(b) Notice Requirements and Commencement of Leave

- (1) An employee who requests parental leave for the adoption or caring of a child shall be required to provide proof of adoption or birth of the child.
- (2) An employee shall provide written notice, at least four (4) weeks in advance, of the intended commencement date of the maternity and/or parental leave. (In the case of adoption of a child, the employee shall provide as much notice as possible.)
- (3) The Employer may require a pregnant employee to commence maternity leave where the duties of the employee cannot reasonably be performed because of the pregnancy. In such cases, the employee's previously scheduled leave period will not be affected.
- (4) An employee on maternity leave or parental leave shall provide four (4) weeks' notice prior to the date the employee intends to return to work.
- (5) An employee who wishes to return to work within six (6) weeks following the actual date of the birth may be required to provide a certificate from a medical practitioner stating the employee is able to return to work.
- (6) Where a pregnant employee gives birth before requesting maternity leave or before commencing maternity leave, the maternity leave will be deemed to have started on the date of birth.

(c) Return to Work

On resuming employment an employee shall be reinstated to their previous or a comparable position and for the purposes of pay increments, seniority and benefits, referenced in (e) herein, and vacation entitlement (but not for public holidays or sick leave) maternity and parental leave shall be counted as service. Vacation pay shall be prorated in accordance with the duration of the leave and an employee may elect not to take that portion of vacation which is unpaid.

(d) Sick Leave

- (1) An employee on maternity leave or parental leave shall not be entitled to sick leave during the period of leave.

- (2) Subject to paragraph (d)(1), an employee on maternity leave or parental leave who has notified the Department Head of their intention to return to work pursuant to paragraph (b)(5) and who subsequently suffers any illness or disability which prevents them from returning to work as scheduled, whether or not such illness or disability is related to pregnancy, shall be entitled to sick leave benefits commencing on the first day on which the employee would otherwise have returned to work.

(e) Benefits

- (1) MSP, Dental, EHB, and Life Insurance (including A.D. & D) benefits shall continue uninterrupted during the period of time the employee is on maternity and/or parental leave provided that the employee makes arrangements prior to commencing the leave to pay their share of the benefit premiums for that period where the premiums are cost-shared. Where an employee makes arrangements to continue benefits coverage all benefits named in this paragraph shall continue.
- (2) Pension contributions will cease during the period of the leave unless the employee makes arrangements prior to commencing the leave to pay the contributions pursuant to the provisions of the Municipal Pension Plan.

(f) Supplementary Employment Insurance Benefits (SEIB)

- (1) Birth mothers who are entitled to maternity leave and who have applied for and are in receipt of Employment Insurance benefits are eligible to receive SEIB Plan payments.
- (2) Subject to the approval of the Employment Insurance Commission, birth fathers who, due to the death or total disability of the birth mother, have applied for and are in receipt of Employment Insurance maternity benefits are eligible to receive SEIB Plan payments.
- (3) The SEIB Plan is intended to supplement the Employment Insurance benefits received by employees while they are temporarily unable to work as a result of giving birth.
- (4) The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and ninety-five percent (95%) of their gross weekly earnings and is paid as follows:
  - (a) for the first six (6) weeks, which includes the two week Employment Insurance waiting period; and
  - (b) up to an additional eleven (11) weeks will be payable if an employee continues to receive Employment Insurance benefits and is unable to

work due to a valid health reason related to the birth and provides the Employer with satisfactory medical evidence.

- (5) The Plan meets the requirements of Section 38 of the Employment Insurance Regulations, specifically that, when combined with an employee's weekly Employment Insurance benefit, the payment will not exceed the claimant's normal weekly earnings from employment and an employee's accumulated leave credits will not be reduced.
- (6) Income tax rules or regulations may require a payback of Employment Insurance earnings, depending upon the tax rules in effect at the time an employee is receiving benefits. Under the SEIB Plan, the Employer does not guarantee any specific level of earnings but rather are liable only for the payment of the benefit as described above. The Employer, under no circumstance, will be responsible for any paybacks arising from changes to or the application of the tax regulations.

#### 19.8 Leave to Write Examinations

Leave of absence with pay shall be granted to allow employees time to write examinations for courses approved by the Employer.

### 20. PAYMENT OF WAGES AND ALLOWANCES

#### 20.1 Equal Pay for Equal Work

The principle of equal pay for equal work shall apply, regardless of gender.

#### 20.2 Pay Days

The Employer shall pay salaries and wages bi-weekly on a Thursday in accordance with Schedules attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an itemized statement of wages and deductions.

#### 20.3 Application of Pay Adjustments

Individual pay adjustments arising from periodic increments, reclassifications, reevaluations and promotions (but not for acting in a higher capacity) are to commence at the beginning of the bi-weekly pay period the first day of which is nearest the calendar date of the pay adjustment.

#### 20.4 Derivation of Bi-Weekly and Monthly Rates

The hourly rates set forth in Schedule "A" shall be the basis for application of any general salary increases. The formula for converting the hourly rates to bi-weekly and monthly rates is as follows:

$$\begin{array}{rclcl} \text{hourly} & & & & \\ \text{rate} & \times & \text{bi-weekly} & = & \text{bi-weekly rate (taken} \\ & & \text{hours} & & \text{to 2 decimal places)} \\ \\ \frac{\text{bi-weekly rate} \times 26.089}{12} & & & = & \text{monthly rate (taken to} \\ & & & & \text{the nearest dollar)} \end{array}$$

The resultant hourly and bi-weekly rates are the pay rates to which salaried employees are entitled. The monthly salaries shall be calculated to the nearest dollar. (e.g. 50¢ or more shall be increased to the next highest dollar and less than 50¢ shall not be counted.)

#### 20.5 Part-Time Employees

Regular Part-Time Employees shall receive the wage rates, conditions of employment, and perquisites specified in this Agreement on a pro-rata basis according to their hours of work.

#### 20.6 Daily Guarantee

- (a) Employees reporting for work on the call of the Employer, except school students reporting for work on school days: The employee's regular rate of pay for the entire period spent at the place of work in response to the call, with a minimum in any one (1) day of:
- (b) Two (2) hours' pay at the employee's regular rate, except where the employee's condition is such that the employee is not competent to perform the employee's duties, or has failed to comply with the Occupational Health and Safety Regulations of WorkSafeBC; and
- (c) If the employee commences work, four (4) hours' pay at the employee's regular rate, except when work is suspended because of inclement weather or other reasons completely beyond the control of the Employer.
- (d) School students reporting for work on school days on the call of the Employer: The employee's regular rate of pay for the entire period spent at the place of work in response to the call, with a minimum in any one (1) day of two (2) hours' pay at the employee's regular rate.

#### 20.7 Pay During Temporary Transfers

When an employee is required by the Employer to temporarily substitute in, or perform the principal duties of a higher paying position, the employee shall receive immediately the rate for the job. Where a pay range is in effect, the employee shall receive the rate in the pay range that is immediately higher than the employee's regular rate of pay. When an employee is assigned to a position paying a lower rate, such employee shall incur no reduction in pay.

20.8 Temporarily Assigned Outside the Scope of the Agreement

Employees temporarily assigned to positions outside the scope of this Collective Agreement shall be paid from the first day in the temporary assigned position, ten percent (10%) above the assigned employee's regular classification rate. In each assignment the employee shall be notified in writing in advance of the temporary assignment.

20.9 Educational Allowances

- (a) The Employer shall pay the full cost of any course of instruction required by the Employer for an employee to be better qualified to perform the job. Employees shall be paid fifty percent (50%) of the course fee upon enrolment and the balance on completion.
- (b) The Employer shall pay the cost of employees attending on the Employer's behalf training programmes, conferences, seminars and work shops.

20.10 Rate for Relief Shift Supervisors

Employees who are designated as relief Shift Supervisors shall be paid a premium of two (2) pay grades while they are working as relief Shift Supervisors to a maximum of pay grade 16.

20.11 Professional Fees and Licenses

The Employer shall pay professional fees for any employee who is required to be a member of a professional association, and license for any employee who is required to be licensed.

20.12 Car Allowance

Car allowance will be reimbursed according to the Car Allowance Policy of the Board.  
(Copy of the current rate schedule available in the Chief Librarian's office.)

20.13 In Charge Premium

Employees who are designated as being in charge of a branch shall be paid a premium of two (2) pay grades while they are in charge to a maximum of pay grade 18. This provision is not applicable to employees working in a classification that includes in charge responsibilities.

21. CHANGES IN CLASSIFICATION

- (a) Where the duties and responsibilities of a position have significantly changed and/or the employee or Union believe that the position is improperly classified, the employee shall complete a standard questionnaire provided by the Employer within five (5) working days of a request and shall return the completed form to the Deputy Chief Librarian. The date the completed questionnaire is received by the Deputy Chief Librarian will be the official date of any change that may occur.

- (b) The incumbent completing the questionnaire will be interviewed, if necessary, and a decision on the employee's request where possible will be issued to the employee within ninety (90) working days with a copy to the Union.
- (c) Where there is a disagreement as to the decision, the employee shall have the right to appeal through the grievance and arbitration procedures.

## 22. EMPLOYEE BENEFITS

### 22.1 Municipal Pension Plan

All Regular Full-Time Employees and Regular Part-Time Employees appointed to permanent positions and who have completed six (6) calendar months' service and who are employed for a minimum of twenty (20) hours per week, shall participate in the Municipal Pension Plan. Employees who are ineligible to make contributions under the Municipal Pension Plan shall be exempted from its provisions, except as otherwise provided for in Article 18--Retirement Pay.

### 22.2 Group Medical, Dental and Insurance Benefits

- (a) The Employer agrees to provide, and each Regular Full-Time Employee, Regular Part-Time Employee and Temporary Full-Time Employee shall be required to participate in, the following benefits as a condition of employment, unless otherwise covered, on completion of three (3) calendar months' service. Except that the Employer agrees to provide, and each Temporary Full-Time Employee shall be required, unless otherwise covered, to participate in the Dental Plan on completion of nine (9) calendar months' service.

- (1) Medical and Surgical Benefits through the B.C. Medical Plan, inclusive of Extended Health Benefits.

The Extended Health Benefits Plan includes, among other benefits, coverage for eye exams to a maximum payable of \$75.00 (effective 2013 April 01, \$100.00) per person in a two (2) calendar year period and coverage for vision care to a maximum payable of \$300.00 (effective 2013 April 01, \$400.00) per person in a two (2) calendar year period. The Plan has an annual deductible of \$50.00 (effective 2013 April 01, \$125.00). The provision of the benefits shall be subject to the provisions of the Plan.

- (2) Group Life Insurance in an amount equal to one and one-half (1½) times the employee's basic annual salary, which shall then be rounded to the next highest \$1,000.00, with a minimum coverage of ten thousand dollars (\$10,000.00). The coverage shall be subject to the terms and conditions of the group life insurance policy.
- (3) Accidental Death and Dismemberment Insurance in an amount equal to the Group Life Insurance coverage, subject to the terms and conditions of the



accidental death and dismemberment insurance policy, with a minimum coverage of ten thousand dollars (\$10,000.00).

- (4) Dental Plan coverage shall provide the following:
- (a) Basic dental service (Plan A) paying for seventy percent (70%) of the approved schedule of fees.
  - (b) Restorative dental service (Plan B) paying for fifty percent (50%) of the approved schedule of fees.
  - (c) Orthodontics (Plan 'C') paying for fifty percent (50%) of the approved schedule of fees to a lifetime maximum of \$3000.00 (effective 2013 April 01, \$3500.00) per person covered by the Plan.
  - (d) Where the Employer changes carriers, the level of benefit in effect prior to the change shall not be reduced. A copy of the carrier's policy will be provided to the Union every time a change is made to the coverage or carrier.
- (b) The cost of providing Group Medical, Dental and Insurance Benefits shall be borne one hundred percent (100%) by the Employer.

## 23. HEALTH AND SAFETY

### 23.1 Co-operation on Safety

The Union and the Employer shall co-operate in continuing and perfecting regulations which will afford adequate protection to employees engaged in hazardous work.

### 23.2 Union-Employer Safety Committee

A Health and Safety Committee shall be established and composed of two representatives appointed by the Employer, and two representatives of the Union. The Employer shall be responsible for the total operating costs of the Committee, including the normal wages of employees while engaged in committee duties. Additional Union and Management representatives may be added for a specific duration of time upon mutual consent between the Union and Employer.

### 23.3 Meetings of Committee

The Health and Safety Committee shall hold meetings as requested by the Union or by the Employer and all unsafe, hazardous or dangerous conditions shall be taken up and dealt with at such meetings. Minutes of all Health and Safety Committee meetings shall be kept and copies of such minutes shall be sent to the Employer, the Union and WorkSafeBC.

#### 23.4 Safety Measures

Employees working in any unsanitary or dangerous jobs shall be supplied with all the necessary tools, safety equipment, and protective clothing.

#### 24. TECHNOLOGICAL CHANGE

##### 24.1 General Provision re Technological Change

Disputes between the Employer and the Union arising in relation to technological change shall be resolved by arbitration, without stoppage of work.

##### 24.2 Displacement

No regular employee shall be dismissed by the Employer because of mechanization or technological changes. An employee who is displaced by virtue of technological change or improvements will suffer no reduction in normal earnings and will be given the opportunity to fill other vacancies according to seniority.

##### 24.3 Training Program

In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by employees under the existing methods of operation, such employees shall, at the expense of the Employer, be given a minimum period, not to exceed one year, during which they may perfect or acquire the skills necessitated by the new methods of operation. There shall be no change in wage or salary rates during the training period of any such employee and no reduction in pay upon being reclassified in the new position.

##### 24.4 Significant Technological Change

Where the Employer introduces, or intends to introduce a technological change, that:

- (a) affects the terms and conditions, or security, of employment of a significant number of employees to whom this Collective Agreement applies; and
- (b) alters significantly the basis upon which the Collective Agreement was negotiated,

either party may refer the matter to an Arbitration Board constituted pursuant to Article 9 of this Agreement.

##### 24.5 Arbitration Board Decision on Technological Change

The Arbitration Board shall decide whether or not the Employer has introduced, or intends to introduce, a technological change, and upon deciding that the Employer has introduced or

intends to introduce a technological change, the Arbitration Board may make any one or more of the following orders:

- (a) That the change be made in accordance with the terms of the Collective Agreement unless the change alters significantly the basis upon which the Collective Agreement was negotiated.
- (b) That the Employer will not proceed with the technological change for such period, not exceeding ninety (90) days, as the Arbitration Board considers appropriate;
- (c) That the Employer reinstate any employee displaced by reason of the technological change;
- (d) That the Employer pay to that employee such compensation in respect of such displacement as the Arbitration Board considers reasonable;
- (e) That the matter be referred to the Labour Relations Board;

and an order made under this clause is binding on all persons bound by this Collective Agreement.

## 25. JOB SECURITY

No bargaining unit employee shall be laid off as a result of the Employer contracting out any of its present work or services.

## 26. PRESENT CONDITIONS AND BENEFITS

### 26.1 Present Conditions to Continue

All rights, benefits, privileges and working conditions which employees now enjoy, receive or possess as employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

### 26.2 Continuation of Acquired Rights

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, or if there is an amalgamation, annexation, merger or other structural change of the Employer, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the employees shall remain in existence and either party, upon notice to the other, may reopen this present Agreement for negotiation.

27. CROSSING OF LEGAL PICKET LINES

No employee covered by this Agreement except in emergency conditions will be required to enter any building, property or business where a picket line is in evidence, when such picket line is established under the Statutes of the Province of British Columbia or the Statutes of the Federal Government. Failure to cross such a picket line by the members of this Union shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action. Pay for such loss of time shall be at the discretion of the Employer.

28. ACCESS TO PERSONNEL RECORDS

- (a) An employee or designate shall have access to all material in their official file at a time mutually convenient to the employee and Library Administration.
- (b) Examination of the contents of their official personnel file shall be in the presence of a person authorized by Library Administration.
- (c) An employee and Union shall be provided with a copy of all letters of reprimand, censure, and any other document which may be the basis of disciplinary action at the time of filing.
- (d) An employee upon request, shall be entitled to receive a copy of any document contained within their file at the time of examination.
- (e) Should an employee dispute any entry or document in their personnel file, they shall be entitled to recourse to the Grievance Procedure.
- (f) Eventual resolution of any dispute shall be part of the person's official personnel file.
- (g) The Employer agrees not to introduce as evidence in any hearing any document from the official personnel file of any employee, the existence of which the employee was not aware at the time of filing.
- (h) Letters of censure, reprimand, discipline and all adverse statements shall be removed from the employee's file after the expiration of three (3) years from the date it was issued, provided there has not been a further infraction.

29. GENERAL29.1 New Employees

The Employer agrees to acquaint new employees with the fact that a Union agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.

29.2 Copies of Agreement

On commencing employment, the Employer's department head shall introduce the new employee to the Union steward or representative, who will provide the employee with a copy of the Collective Agreement.

29.3 Interviewing Opportunity

A representative of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and the responsibilities and obligations to the Employer and the Union.

30. SEXUAL HARASSMENT

The Employer and the Union agree that sexual harassment shall not be tolerated in the workplace.

31. SCHEDULES

The schedule of wages for all employees of the Employer covered by this Agreement shall be in accordance with Schedule "A" attached hereto and forming part of this Agreement.

IN WITNESS WHEREOF BOTH PARTIES HERETO HAVE EXECUTED THEIR PRESENTS.

SEALED WITH THE SEAL OF THE RICHMOND  
PUBLIC LIBRARY BOARD AND SIGNED IN THE  
PRESENCE OF ITS PROPER OFFICERS:

SEALED WITH THE SEAL OF THE CANADIAN  
UNION OF PUBLIC EMPLOYEES, LOCAL UNION  
3966 AND SIGNED IN THE PRESENCE OF ITS  
PROPER OFFICERS:

\_\_\_\_\_  
"Peter Kafka"  
CHAIR

\_\_\_\_\_  
"C. Ghashghaee"  
PRESIDENT

\_\_\_\_\_  
"Greg Buss"  
CHIEF LIBRARIAN

\_\_\_\_\_  
"Katherine Adams"  
SECRETARY

\_\_\_\_\_  
October 30, 2013  
Date Signed

\_\_\_\_\_  
November 5, 2013  
Date Signed

SCHEDULE "A"

RICHMOND PUBLIC LIBRARY  
WAGE SCHEDULE  
2012 JANUARY 01 - 2015 DECEMBER 31

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 2015 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
10	Clerk Processing	A	18.41	19.14	19.87	20.71	21.51
		B	18.73	19.47	20.22	21.07	21.89
		C	19.06	19.81	20.57	21.44	22.27
		D	19.44	20.21	20.98	21.87	22.72
10	Library Clerk	A	18.41	19.14	19.87	20.71	21.51
		B	18.73	19.47	20.22	21.07	21.89
		C	19.06	19.81	20.57	21.44	22.27
		D	19.44	20.21	20.98	21.87	22.72
12	Circulation Clerk	A	19.87	20.71	21.51	22.36	23.29
		B	20.22	21.07	21.89	22.75	23.70
		C	20.57	21.44	22.27	23.15	24.11
		D	20.98	21.87	22.72	23.61	24.59
12	Receptionist - Administration	A	19.87	20.71	21.51	22.36	23.29
		B	20.22	21.07	21.89	22.75	23.70
		C	20.57	21.44	22.27	23.15	24.11
		D	20.98	21.87	22.72	23.61	24.59
13	Building Service Worker	A	20.71	21.51	22.36	23.29	24.26
		B	21.07	21.89	22.75	23.70	24.68
		C	21.44	22.27	23.15	24.11	25.11
		D	21.87	22.72	23.61	24.59	25.61
13	Clerk – Technical Services	A	20.71	21.51	22.36	23.29	24.26
		B	21.07	21.89	22.75	23.70	24.68
		C	21.44	22.27	23.15	24.11	25.11
		D	21.87	22.72	23.61	24.59	25.61

SCHEDULE "A" (cont'd)

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 20151 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
14	Customer Service Clerk	A	21.51	22.36	23.29	24.26	25.22
		B	21.89	22.75	23.70	24.68	25.66
		C	22.27	23.15	24.11	25.11	26.11
		D	22.72	23.61	24.59	25.61	26.63
15	Customer Service Clerk - Multilingual	A	22.36	23.29	24.26	25.22	26.28
		B	22.75	23.70	24.68	25.66	26.74
		C	23.15	24.11	25.11	26.11	27.21
		D	23.61	24.59	25.61	26.63	27.75
15	Multilingual Clerk	A	22.36	23.29	24.26	25.22	26.28
		B	22.75	23.70	24.68	25.66	26.74
		C	23.15	24.11	25.11	26.11	27.21
		D	23.61	24.59	25.61	26.63	27.75
16	Cataloguing Clerk – Special Collections	A	23.29	24.26	25.22	26.28	27.36
		B	23.70	24.68	25.66	26.74	27.84
		C	24.11	25.11	26.11	27.21	28.33
		D	24.59	25.61	26.63	27.75	28.90
16	Clerk – Reference/Multilingual	A	23.29	24.26	25.22	26.28	27.36
		B	23.70	24.68	25.66	26.74	27.84
		C	24.11	25.11	26.11	27.21	28.33
		D	24.59	25.61	26.63	27.75	28.90
16	Library Technician I – Brighthouse	A	23.29	24.26	25.22	26.28	27.36
		B	23.70	24.68	25.66	26.74	27.84
		C	24.11	25.11	26.11	27.21	28.33
		D	24.59	25.61	26.63	27.75	28.90
16	Shift Supervisor	A	23.29	24.26	25.22	26.28	27.36
		B	23.70	24.68	25.66	26.74	27.84
		C	24.11	25.11	26.11	27.21	28.33
		D	24.59	25.61	26.63	27.75	28.90



SCHEDULE "A" (cont'd)

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 20151 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
17	Cataloguing Clerk – Special Collection - Multilingual	A	24.26	25.22	26.28	27.36	28.49
		B	24.68	25.66	26.74	27.84	28.99
		C	25.11	26.11	27.21	28.33	29.50
		D	25.61	26.63	27.75	28.90	30.09
18	Circulation Supervisor	A	25.22	26.28	27.36	28.49	29.68
		B	25.66	26.74	27.84	28.99	30.20
		C	26.11	27.21	28.33	29.50	30.73
		D	26.63	27.75	28.90	30.09	31.34
18	Library Technician II – Branches	A	25.22	26.28	27.36	28.49	29.68
		B	25.66	26.74	27.84	28.99	30.20
		C	26.11	27.21	28.33	29.50	30.73
		D	26.63	27.75	28.90	30.09	31.34
18	Office Supervisor - Library	A	25.22	26.28	27.36	28.49	29.68
		B	25.66	26.74	27.84	28.99	30.20
		C	26.11	27.21	28.33	29.50	30.73
		D	26.63	27.75	28.90	30.09	31.34
18	Supervisor – Branch Merchandising	A	25.22	26.28	27.36	28.49	29.68
		B	25.66	26.74	27.84	28.99	30.20
		C	26.11	27.21	28.33	29.50	30.73
		D	26.63	27.75	28.90	30.09	31.34
19	Library Technician II – Multilingual	A	26.28	27.36	28.49	29.68	30.90
		B	26.74	27.84	28.99	30.20	31.44
		C	27.21	28.33	29.50	30.73	31.99
		D	27.75	28.90	30.09	31.34	32.63
20	Cataloguing Technician	A	27.36	28.49	29.68	30.90	32.21
		B	27.84	28.99	30.20	31.44	32.77
		C	28.33	29.50	30.73	31.99	33.34
		D	28.90	30.09	31.34	32.63	34.01

SCHEDULE "A" (cont'd)

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 20151 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
20	Web Technician	A	27.36	28.49	29.68	30.90	32.21
		B	27.84	28.99	30.20	31.44	32.77
		C	28.33	29.50	30.73	31.99	33.34
		D	28.90	30.09	31.34	32.63	34.01
21	Technical Support Specialist	A	28.49	29.68	30.90	32.21	33.55
		B	28.99	30.20	31.44	32.77	34.14
		C	29.50	30.73	31.99	33.34	34.74
		D	30.09	31.34	32.63	34.01	35.43
22	Librarian I	A	29.68	30.90	32.21	33.55	34.96
		B	30.20	31.44	32.77	34.14	35.57
		C	30.73	31.99	33.34	34.74	36.19
		D	31.34	32.63	34.01	35.43	36.91
22	Librarian I – Information Specialist	A	29.68	30.90	32.21	33.55	34.96
		B	30.20	31.44	32.77	34.14	35.57
		C	30.73	31.99	33.34	34.74	36.19
		D	31.34	32.63	34.01	35.43	36.91
23	Librarian I – Multilingual	A	30.90	32.21	33.55	34.96	36.47
		B	31.44	32.77	34.14	35.57	37.11
		C	31.99	33.34	34.74	36.19	37.76
		D	32.63	34.01	35.43	36.91	38.52
24	Network Support Analyst	A	32.21	33.55	34.96	36.47	38.02
		B	32.77	34.14	35.57	37.11	38.69
		C	33.34	34.74	36.19	37.76	39.37
		D	34.01	35.43	36.91	38.52	40.16
25	Librarian II	A	33.55	34.96	36.47	38.02	39.60
		B	34.14	35.57	37.11	38.69	40.29
		C	34.74	36.19	37.76	39.37	41.00
		D	35.43	36.91	38.52	40.16	41.82

SCHEDULE "A" (cont'd)

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 20151 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
26	Coordinator – Computer Services	A	34.96	36.47	38.02	39.60	41.30
		B	35.57	37.11	38.69	40.29	42.02
		C	36.19	37.76	39.37	41.00	42.76
		D	36.91	38.52	40.16	41.82	43.62
26	Librarian – Metadata Coordinator	A	34.96	36.47	38.02	39.60	41.30
		B	35.57	37.11	38.69	40.29	42.02
		C	36.19	37.76	39.37	41.00	42.76
		D	36.91	38.52	40.16	41.82	43.62
26	Librarian – Web Coordinator	A	34.96	36.47	38.02	39.60	41.30
		B	35.57	37.11	38.69	40.29	42.02
		C	36.19	37.76	39.37	41.00	42.76
		D	36.91	38.52	40.16	41.82	43.62
26	Librarian II – Multilingual	A	34.96	36.47	38.02	39.60	41.30
		B	35.57	37.11	38.69	40.29	42.02
		C	36.19	37.76	39.37	41.00	42.76
		D	36.91	38.52	40.16	41.82	43.62
27	Communications Officer	A	36.47	38.02	39.60	41.30	43.10
		B	37.11	38.69	40.29	42.02	43.85
		C	37.76	39.37	41.00	42.76	44.62
		D	38.52	40.16	41.82	43.62	45.51
27	Coordinator – Children’s Services	A	36.47	38.02	39.60	41.30	43.10
		B	37.11	38.69	40.29	42.02	43.85
		C	37.76	39.37	41.00	42.76	44.62
		D	38.52	40.16	41.82	43.62	45.51
27	Coordinator – Circulation & Merchandising	A	36.47	38.02	39.60	41.30	43.10
		B	37.11	38.69	40.29	42.02	43.85
		C	37.76	39.37	41.00	42.76	44.62
		D	38.52	40.16	41.82	43.62	45.51

SCHEDULE "A" (cont'd)

Key: A = Effective 2012 January 01 – 1.25%  
 B = Effective 2013 January 01 – 1.75%  
 C = Effective 2014 January 01 – 1.75%  
 D = Effective 20151 January 01 – 2%

<u>Pay Grade</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
27	Coordinator – Multilingual Services	A	36.47	38.02	39.60	41.30	43.10
		B	37.11	38.69	40.29	42.02	43.85
		C	37.76	39.37	41.00	42.76	44.62
		D	38.52	40.16	41.82	43.62	45.51
27	Librarian III	A	36.47	38.02	39.60	41.30	43.10
		B	37.11	38.69	40.29	42.02	43.85
		C	37.76	39.37	41.00	42.76	44.62
		D	38.52	40.16	41.82	43.62	45.51
--	Driver - Library	A	25.86 per hour				
		B	26.31 per hour				
		C	26.77 per hour				
		D	27.31 per hour				
	Bookshelver	A	15.71 per hour				
		B	15.98 per hour				
		C	16.26 per hour				
		D	16.59 per hour				

NOTES:

(a) Hourly rates are expressed for each classification and are based on a 35-hour week.

(b) Eligibility for advancement from one step (increment) to the next is as follows:

Pay Grades 9 to 14: 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;

Pay Grade 15: 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility;

Pay Grade 16 and above: 12 month eligibility.

SCHEDULE "A" (cont'd)

- (c) Regular Part-Time Employees are eligible for advancement from one step (increment) to the next upon completing the equivalent number of hours of work as required of Regular Full-Time Employees to be eligible for an increment.
- (d) Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

SCHEDULE "B"SUNDAY STAFFING

In the event that the Employer elects to commence providing library services on Sundays (Sunday opening of the library), the staffing of the library for such Sunday operation will be provided for in accordance with the following provisions:

1. All staffing requirements for Sunday operation of the library shall be met insofar as possible through the scheduling of Regular Full-Time Employees and Regular Part-Time Employees.
2. In the event that an employee regularly scheduled to work on Sunday is unable to report for work on the designated Sunday, as a result of illness or for any other reason whatsoever, and provided that the Employer has a minimum of twenty-four (24) hours' notice of such inability to report for work, the Employer shall make every reasonable attempt to obtain necessary coverage for the position through making the work available to other Regular Full-Time Employees and Regular Part-Time Employees qualified to fill the position.
3. Notwithstanding the above, the Employer shall under no circumstances be required to provide coverage for a position through offering work to a Regular Full-Time Employee and Regular Part-Time Employee under circumstances wherein overtime would result from any or all of the work performed on the Sunday without first having recourse to the provisions outlined in No. 4 below.
4. For purposes of providing coverage for positions on Sunday under circumstances wherein the minimum twenty-four (24) hours' notice of inability to report for work referenced in No. 2 above has not been provided, or under circumstances wherein a qualified Regular Full-Time Employee and Regular Part-Time Employee is not reasonably available to provide coverage, or under circumstances of an emergency nature, the Employer shall establish and have access to a list of not more than eight (8) Auxiliary Employees designated for purposes of this Schedule "B" and for purposes of Article 13.8 of the Collective Agreement as "On-Call" employees.

SCHEDULE "C"SUPPLEMENTARY VACATIONS: EXPLANATION OF THE TABLE

In the table the figure to the left of the oblique stroke shows the number of working days\* of regular annual vacation.

The figure to the right of the oblique stroke shows the number of working days of supplementary vacation, and appears in the calendar year in which they are credited to an employee. These supplementary vacation days may be taken in any of the years beginning with the one in which they were credited but prior to the one in which the next 5 days are credited.

Example:

An employee hired in 1997 is in their (11<sup>th</sup>) calendar year during 2007. The employee in 2007 will be credited with 5 supplementary working days which may be taken at any time between 2007 and 2011, both years included. In 2012 the employee will be credited with a further 5 supplementary working days, etc.

\*The working day entitlement is based upon a five-day work week.

TABLE SHOWING REGULAR ANNUAL VACATION AND SUPPLEMENTARY VACATION  
ENTITLEMENT IN WORKING DAYS FOR THE YEARS 2007 TO 2016 BY YEAR HIRED

Year Hired	ENTITLEMENT YEAR									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
2015	--	--	--	--	--	--	--	--	--	15/-
2014	--	--	--	--	--	--	--	--	15/-	15/-
2013	--	--	--	--	--	--	--	15/-	15/-	15/-
2012	--	--	--	--	--	--	15/-	15/-	15/-	15/-
2011	--	--	--	--	--	15/-	15/-	15/-	15/-	15/-
2010	--	--	--	--	15/-	15/-	15/-	15/-	15/-	15/-
2009	--	--	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-
2008	--	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-
2007	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-
2006	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5
2005	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-
2004	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-
2003	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-
2002	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-
2001	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5
2000	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-
1999	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-
1998	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-
1997	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-
1996	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5
1995	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-
1994	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-
1993	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-
1992	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-
1991	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5
1990	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-
1989	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-
1988	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-
1987	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1986	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1985	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1984	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1983	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1982	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1981	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1980	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1979	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1978	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1977	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-



SCHEDULE "D"BOOKSHELVERS

- (a) This classification established on 1995 November 19 shall not be subject to the classification review procedures under this Collective Agreement until there is a change in the duties and responsibilities of the position;
- (b) Notwithstanding any other provision in the Agreement Regular Part-Time Bookshelvers shall be entitled to general holidays in accordance with Article 14, except that where a holiday occurs on an employee's day off, an employee shall receive pay for the day and not a day off in lieu, and vacation in accordance with Article 15 and 20.5 of the Collective Agreement. Eligible Regular Part-Time Bookshelvers may also participate in medical and surgical benefits through the B.C. Medical Plan pursuant to the Collective Agreement but not inclusive of Extended Health benefits; and pension in accordance with the Municipal Pension Plan, save and except, employees will not be eligible for such pension benefits until after the completion of the probationary period;
- (c) No other benefits such as, but not limited to, sick leave, dental, group life, EHB, leaves of absences, etc. shall be provided to Regular Part-Time Bookshelvers unless expressly stated in this Section (c);
- (d) Neither shift differential nor Sunday premium shall apply to any new Auxiliary or new Regular Part-Time Bookshelvers hired on or after 1995 November 19;
- (e) Regular Part-Time Bookshelvers may be scheduled to work any five days per week, Monday through Sunday;
- (f) All new employees hired as Bookshelvers on or after 1995 November 19 shall be paid in accordance with the rate stipulated in Schedule "A";
- (g) Those Regular Part-Time Bookshelvers who successfully complete the probationary period shall receive recognition of seniority calculated from the date they were appointed to the Regular Part-Time position in accordance with Article 10(c) of the Collective Agreement;
- (h) Bookshelvers who are required to act as Circulation Clerks shall be paid acting pay in accordance with Article 20.7 of the Collective Agreement;
- (i) The classification of Library Clerk I shall be eliminated from the Collective Agreement 1996 December 31.
- (j) In the 2003-2006 negotiations, the Employer and the Union agreed that the duties of Bookshelvers shall include unpacking boxes and that such duties would not trigger a classification review as provided under paragraph (a).

SCHEDULE "E"RESIDUAL ITEMS2007-2011 NegotiationsJob Evaluation

The Employer and the Union agree to review, during the term of the new Collective Agreement, the new job evaluation plans being developed by the City of Richmond and CUPE Local 718 and by City of Coquitlam and CUPE Local 386 to determine if either of the new plans are acceptable to the Richmond Public Library and CUPE Local 3966. The parties agree that the discussions shall start within three (3)\* months after 2013 March 09.

\*Amended during negotiations to complete the 2012-15 Collective Agreement.

2012-2015 NegotiationsWage Adjustment

Effective 2013 March 09, the Employer and the Union agree to:

- (a) re-title the class specification of Reference/Youth Clerk to Library Technician I – Brighthouse and revise the pay grade from 15 to 16. This would be applicable to staff in this classification currently working at Brighthouse (Marion Goriak and Deepika Thaman).
- (b) introduce the classification of Library Technician II – Branches at pay grade 18. This would be applicable to staff in this classification currently working in the branches (Virginia Guthrie, Rafael Abramoff, Steven McCreedy, Vandy Advani and Mary Grewal) with the last named individual eligible for one pay grade for language requirements.

The Employer and the Union agree that the above wage adjustments shall not be used as the basis for argument or as comparison criteria to alter the classification or value of any other classification. It is understood that the class specifications will need to be revised to reflect the added duties and responsibilities associated with the pay grade which include day-to-day branch operations, as per discussion at the bargaining table.

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