

**2012 – 2015**

**COLLECTIVE AGREEMENT**

**Between**

**THE CITY OF BURNABY**

**and**

**CANADIAN UNION OF PUBLIC EMPLOYEES**  
**LOCAL 23**

**(INSIDE WORKERS' DIVISION)**

2012-2015  
**COLLECTIVE AGREEMENT**  
 between  
**THE CITY OF BURNABY**  
 and  
**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
 (INSIDE WORKERS' DIVISION)

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THIS AGREEMENT MADE THE FIRST DAY OF JANUARY, IN THE YEAR TWO THOUSAND AND TWELVE

BETWEEN:

**THE CITY OF BURNABY**  
(hereinafter called the "City")

OF THE FIRST PART:

AND:

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
(Burnaby Civic Employees')  
**On behalf of its INSIDE WORKERS' DIVISION**  
(hereinafter called the "Union")

OF THE SECOND PART:

## **1 GENERAL**

### **1.1 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, except with respect to changes to rates of pay made pursuant to the Job Evaluation Agreement between the parties et al, 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 5 of the Labour Relations Code; or
- (b) The City can lawfully lock out in accordance with the provisions of Part 5 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 this Agreement.

### **1.2 Coverage**

This Agreement shall apply to all those employed by the City who occupy the position classes listed under Schedule "A" of this Agreement and amendments thereto by agreement of the parties hereto or in accordance with the Labour Relations Code.

### **1.3 Employment Equity**

The City and the Union agree with employment equity programs which will assist visible minorities, persons with disabilities, First Nations people, and women in gaining entry into employment and which will provide opportunities for advancement.

## **2 DEFINITIONS OF EMPLOYEES**

### **2.1 Definitions of Employees**

A Regular Full-Time Employee is an employee who is employed on a full-time basis of 35, 37½, 40 or such other number of weekly hours as is recognized in the Collective Agreement as normal for a particular class of positions, for an indefinite period of time.

A Temporary Full-Time Employee is an employee who is employed on a full-time basis as set forth above, 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].

Where Temporary Full-Time Employees are hired for a specific project and are advised at the time of being hired of the expected duration of the project, the City will notify the Union as soon as possible in the event circumstances subsequently arise which have the effect of terminating the project earlier than had been expected and announced.

A Regular Part-Time Employee is an employee who is employed on a Regular Part-Time schedule of weekly hours which are less than the number constituting full-time employment for a particular class of positions, for an indefinite period of time.

An Auxiliary Employee is any other employee.

## 2.2 Probation

- (a) All new Regular Full-Time and Temporary Full-Time Employees shall complete a probationary period of six (6) months of service except for positions at pay grade 27 and above shall complete a probationary period of twelve (12) months.
- (b) Regular Part-Time Employees shall complete a probationary period of the same number of hours as are applicable to a Regular Full-Time Employee occupying a similar classified position.
- (c) Where a probationary employee is absent during the probationary period, the probationary period shall be extended by the total number of days absent.

## 3 UNION SECURITY

- (a) Every probationary employee shall become a member of the Union immediately upon date of hire.
- (b) The dues formula for all employees shall be such amounts as determined by Article 10, Section 1, of the Constitution and By-laws of the Union.
- (c) All members shall remain as members of the Union as a condition of employment; provided that no employee shall be deprived of employment by reason of loss of Union membership for any reason other than failure to pay regular Union dues.
- (d) The City will deduct from the pay of each employee covered by this Agreement all regular Union dues and initiation fees as determined by the Union and will transmit the total amount so deducted to the Union; provided that each employee has signed a form, to be supplied by the City, authorizing the said deduction. The form shall be substantially the form as provided for in Section 16(2) of the Labour Relations Code.

## 4 HOURS OF WORK

### 4.1 Hours of Work

- (a) Standard Work Day and Work Week

Subject to paragraph (b) the standard work day of Inside Employees shall be from 08:30 h to 16:30 h with one (1) hour for lunch; and subject to paragraph (c) the standard work week of Inside Employees shall consist of five (5) consecutive working days from Monday to Friday inclusive.

- (b) Non-Standard Work Day

Where the nature of a department, division of a department, or occupation requires daily hours of work other than the standard work day set out in paragraph (a), the normal work day for Regular Full-Time and Temporary Full-Time Employees in such operations shall be any seven (7), seven and one-half (7½) or eight (8) consecutive hours of work exclusive of one-half (½) or one (1) hour lunch period. This provision shall apply to those positions and position classes set out in Schedule "B" and any additions agreed to subsequently by mutual consent of the parties hereto. The work day for part-time employees shall be in accordance with the "Employment Standards Act".

- (c) Non-Standard Work Week

Where the nature of a department, division of a department, or occupation requires a six (6) or seven (7) day operation per week, the normal work week for Regular Full-Time and Temporary Full-Time Employees in such operations may be any five (5) consecutive days with two (2) days of rest. This provision shall apply to those positions and position classes set out in Schedule "B" and any additions agreed to subsequently by mutual consent of the parties hereto. The normal work week for part-time employees in such operations shall be Monday to Sunday inclusive.

(d) Advance Notice

The City will notify the Union at least seven (7) days in advance of any additional positions or position classes to be included under the provisions of a non-standard day or non-standard week other than those positions agreed to as set out in Schedule "B" and shall advise the Union of the pay rates and working hours for such positions. Pay rates shall be subject to collective bargaining.

(e) Museum Employees

The following provision shall apply in lieu of the above paragraphs (a)-(d) for employees working at the Burnaby Village Museum:

The normal work week for full-time employees shall be based on a seven (7) hour day/thirty-five (35) hour week and employees shall work, as scheduled by the Museum Director, any seven (7) consecutive hours, exclusive of lunch, between the hours of 08:30 h and 18:00 h any five (5) consecutive days with two (2) days of rest. For Regular Part-Time Employees the normal daily hours of work shall be up to seven (7) consecutive hours per day, exclusive of lunch.

(f) Compressed Work Week, 9-Day Fortnight, Staggered Hours

(1) The parties hereto agree to confer with respect to an adjusted work week based on the standard 35, 37½ or 40 hour work week, as follows:

(a) The scheduling of a work week of less than five (5) consecutive days, or

(b) The scheduling of a 9-day fortnight, or

(c) Staggered hours of work whereby the daily starting and quitting time for certain employees may differ by up to one hour from the standard daily starting and quitting time.

(2) Provided that such adjusted work week is firstly appropriate with respect to the efficient and optimum operation of the Civic service and secondly appropriate with respect to the nature and requirements of an occupation, such adjusted work week may be implemented on a trial basis during the term of this Agreement by mutual agreement of the employees directly affected by the change and the parties to this Agreement.

(3) The principles governing the conversion of employee benefits in cases of the introduction or renewal of compressed work weeks are set forth in Schedule "E", attached to this Agreement and which shall form a part of this Agreement.

(g) Auxiliary Employees

Normal daily and weekly hours shall be deemed to be 8 and 40 respectively for all Auxiliary Employees except in the case of an Auxiliary Employee working in a position normally occupied by a full-time employee whose normal hours shall be deemed to be the normal hours of the Auxiliary Employee.

## 4.2 Rest Periods

A ten (10) minute rest period shall be allowed during the first half of each working shift and a further ten (10) minute rest period during the second half. The department head will designate the time and the manner in which an employee's rest period may be taken.

## 4.3 Shift Work and Shift Differential

(a) Shift work for inside employees may be instituted whenever, in the opinion of the department head concerned, such work is necessary.

- (b) Where employees in classes of work for which salaries have been established on the basis of a normal week of daytime work are required to work on shifts, a pay differential shall be applied.
- (c) Shift differential shall consist of seventy-five cents (75¢) per hour; and effective 2013 January 01, eighty (80¢) per hour; and effective 2015 January 01, eighty-five (85¢) per hour and shall be payable for those hours of a regular shift so worked by an employee outside the exempt hours of work; provided, however, that if more than one-half of the hours of the regular shift so worked fall outside the exempt hours of work, the shift differential shall be applied to the hours worked in the entire regular shift.

For the purpose of this Clause 4.3, "exempt hours of work" means the normal hours of work defined in Clause 4.1(a) standard work day and work week, together with the hour immediately preceding and the hour immediately following such normal hours of work. That is, the normal hours of work are from 08:30 h to 16:30 h and therefore the exempt hours of work shall be those hours from 07:30 h to 17:30 h.

- (d) Shift differential shall not apply to certain positions or position classes as set out in Schedule "B" and additions thereto by mutual agreement of the parties hereto.
- (e) The following provision shall apply in lieu of the above paragraphs (a)-(d) for employees working at the Burnaby Village Museum:

Regular Full-Time, Temporary Full-Time and Regular Part-Time Clerical, Display Technician, Grounds Attendant and Janitorial employees shall be paid a shift differential of seventy-five cents (75¢) per hour; and effective 2013 January 01, eighty (80¢) per hour; and effective 2015 January 01, eighty-five (85¢) per hour and shall be payable for those hours of a regular shift worked by such employee outside the exempt hours of work, provided, however, that if more than one-half of the hours of the regular shift so worked fall outside the exempt hours of work, the shift differential shall be applied to the hours of work in the entire regular shift. For the purpose of this Clause 4.3(e) "Exempt Hours of Work" would be 08:30 h to 18:00 h.

- (f) No shift differential premium will be paid to Auxiliary Employees unless they are relieving Full-Time Employees on shifts that would otherwise carry such premiums.

#### 4.4 Daily Guarantee

- (a) Subject to the provisions of paragraph (c), an employee reporting for a scheduled shift on the call of the City shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of two hours' pay at the regular hourly rate.
- (b) Subject to the provisions of paragraphs (c) and (d), an employee other than a school student on a school day who commences work on a scheduled shift, shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of four hours' pay at the regular hourly rate.
- (c) In any case where an employee
  - (1) reports for a regular shift but refuses to commence work, or
  - (2) commences work but refuses to continue working, the employee shall not be entitled to receive the minimum payments set forth in paragraphs (a) and (b).
- (d)
  - (1) Subject to paragraph (d)(2), the Daily Guarantee shall be reduced from four (4) to two (2) hours for Regular Part-Time Employees and Auxiliary Employees employed in the following classifications:
    - Attendant - Children
    - Cashier Attendant
    - Program Leader
    - Recreation Facility Attendant
    - Recreation Attendant 1
    - Recreation Attendant 2
    - Aquatic Leader/Instructor
    - Lifeguard Instructor – Aquatics
    - Sales Service Assistant
    - Food Service Worker
    - Food Services Attendant

- Cook
- Server/Bartender

(2)

- (a) There shall be no split shifting of the two (2) hour shifts.
  - (b) There shall be no change to the four (4) hour Daily Guarantee for the above classes during Saturdays, Sundays and Public Holidays.
  - (c) Regular part-time positions in existence as of 1988 July 01 (1992 April 09 for the Attendant - Children positions) shall not have their hours reduced as a result of paragraph (d) and may be assigned additional hours not subject to the Daily Guarantee.
- (3) Subject to paragraph (d)(2), the Daily Guarantee shall be reduced from four (4) hours to two (2) hours for Regular Part-Time and Auxiliary Employees when attending staff meetings and/or training sessions to a maximum of two (2) occasions per employee per year.

#### 4.5 Callout

The following provisions shall apply to Regular Full-Time and Temporary Full-Time Employees:

- (a) An employee who is called back to work by the City at any time after completing a regular shift, except where such employee is required to work overtime as a consequence of an oral or written notice given prior to the end of the employee's previous shift as provided in Clause 7.3.1, shall be paid at the rate of double the employee's normal rate of pay for the time actually worked and in addition thereto shall be paid one (1) hour at double the normal rate of pay for travelling time to and from home. Except as otherwise provided under this Clause 4.5(b) an employee who is called back to work under this Clause 4.5 shall be paid a minimum of three (3) hours (the minimum includes one (1) hour for travelling time) at double the employee's normal rate of pay.

Notwithstanding the callout minimum, 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 be paid in accordance with the overtime provisions for the actual time worked prior to the commencement of the employee's regular shift.

- (b) If, after a callout, an additional call or calls are made upon the employee before the expiry of the minimum three (3) hour period or before arrival home, whichever shall last occur, the additional call or calls shall not qualify the employee for an additional minimum three (3) hour period or periods but the employee shall be paid at double the employee's normal rate of pay for the time actually worked and an additional one (1) hour at double the normal rate of pay for travelling time to and from home. Where two (2) separate calls are completed by an employee within a three (3) hour period the employee shall be paid at double the employee's normal rate of pay for a minimum of four (4) hours (the minimum includes two (2) hours for travelling time).
- (c) For the purposes of this Clause 4.5 a callout shall commence ½ hour before actual commencement of work for which the employee was called back and terminate ½ hour after actual completion of such work. The ½ hour at the commencement and termination of the callout time is the travelling time allowed the employee hereunder.

#### 4.6 Standby

The following provisions shall apply to all employees:

- (a) Employees who are required by the City to stand by for a call to work between the end of a normal day shift on the first day of work in a normal work week as defined in Clause 4.1 (excluding public holidays) and the commencement of a normal day shift on the last day of work in the normal work week shall be paid one (1) hour's pay at the employee's normal rate of pay for each period of eight (8) hours that the employee stands by as required by the City in addition to any callout pay to which the employee may be entitled under Clause 4.5.
- (b) Employees who are required by the City to stand by for a call to work at any time except employees who are required to stand by for a call to work under paragraph (a) herein shall be paid one (1) hour's pay at the



employee's normal rate of pay for each period of six (6) hours that the employee stands by as required by the City in addition to any callout pay to which the employee may be entitled under Clause 4.5.

- (c) Where the period of time which an employee stands by under this Clause 4.6 exceeds a multiple of six (6) hours or eight (8) hours (as the case may be) the employee shall be paid one (1) hour's pay at the rate provided in this Clause 4.6 for the remainder of the standby time unless the remainder is not more than one-half (½) of the standby period of six (6) hours or eight (8) hours (as the case may be) in which event the premium payable to the employee for the remainder shall be one-half (½) hour's pay at the rate provided in this Clause 4.6.

#### **4.7 Meal Periods**

The following provisions shall apply to Regular Full-Time Employees and Temporary Full-Time Employees:

(a) During Overtime Worked Immediately Following or Immediately Preceding an Employee's Regular Shift

If an employee is required to work overtime immediately following or immediately preceding the employee's regular shift under Clause 7.3.1(a)(1) or Clause 7.3.1(a)(2) then upon the completion by the employee of two (2) continuous hours of such overtime work, the employee shall be given a paid meal period of one-half (½) hour which the City may permit the employee to begin at any time within the two (2) hour work period if the City estimates that two (2) hours of overtime work will be required; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the two (2) hour work period. Upon the completion by the employee of three and one-half (3½) continuous hours of overtime work following the completion of the two (2) hour work period by the employee, the employee shall be given another paid meal period of one-half (½) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half (3½) hour work period.

(b) During Callouts and Scheduled Overtime Worked Other Than Immediately Following or Immediately Preceding an Employee's Regular Shift

An employee who completes three and one-half (3½) continuous hours of overtime work at any time other than immediately following or immediately preceding the employee's regular shift after being called back to work by the City under Clause 4.5 or after the commencement of overtime work previously scheduled by the City under Clause 7.3.1(a)(3) shall be given a paid meal period of one-half (½) hour which the City may permit the employee to begin at any time within the three and one-half (3½) hour work period if the City estimates that three and one-half (3½) hours of overtime work will be required; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the three and one-half (3½) hour work period. Upon the completion by the employee of three and one-half (3½) continuous hours of overtime work following the completion of the three and one-half (3½) hour work period by the employee the employee shall be given another paid meal period of one-half (½) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half (3½) hour work period.

- (c) For each meal period given to an employee under Clause 4.7(a) or Clause 4.7(b) the employee shall be paid one-half (½) hour's pay at double the employee's normal rate of pay.
- (d) Where by reason of an emergency it is not feasible to give a meal period at the designated time under Clause 4.7(a) or Clause 4.7(b), it shall be taken as soon as practicable and in addition the City shall be responsible for supplying a reasonable form of nourishment during the course of the work at such time as the employee would have been otherwise entitled to a paid meal period.

#### **5 VACANCIES**

- (a) Any vacant position or any new position that is a Regular Full-Time, Regular Part-Time or Temporary Full-Time Position (if such temporary position is expected to exceed four months), shall be boarded for a period of ten (10) calendar days and all employees shall be permitted to apply. Such period shall be extended one (1) working day for each public holiday occurring during the posting period.
- (b)
  - (1) Subject to paragraph (2), where a Regular Full-Time Employee is successful on a temporary full-time posting, the Regular Full-Time Employee shall maintain their status as a Regular Full-Time Employee

for the duration of the temporary assignment and upon completion of the assignment shall return to their former position;

- (2) Where a Regular Full-Time Employee is successful on a temporary full-time posting, that position left by the Regular Full-Time Employee and subsequent positions are not required to be posted. Where the City decides to fill such positions on an acting in a senior capacity basis, first consideration shall be given to Regular Full-Time Employees.
  - (3) Maternity Leave absences which are expected to exceed four (4) months shall be posted and the provisions of paragraphs (1) and (2) above shall apply.
- (c) Boarding notices shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range, and anticipated length of any temporary assignment, if posted. All job postings shall state "this position is open to male and female applicants".
  - (d) All employees desiring to apply shall be supplied with a form of application to be provided by the City.

## **6 SENIORITY**

### **6.1 Regular Full-Time, Temporary Full-Time and Regular Part-Time Employees**

#### **6.1.1 Regular Seniority Pool**

A seniority pool will be established for Regular Full-Time, Temporary Full-Time and Regular Part-Time Employees.

Access to the Regular Seniority Pool will be extended to:

- (a) All Regular Full-Time Employees upon completion of the probationary period.
- (b) All Temporary Full-Time Employees upon completion of twelve months of continuous service.
- (c) All Regular Part-Time Employees upon completion of the same number of hours as are applicable to a Regular Full-Time Employee occupying a similar classified position.
- (d) Upon qualifying for a Regular Seniority Pool, an employee will be credited with the employee's full period of service or all hours worked since the employee's first day of employment in one or other of the eligible categories, i.e. Regular Full-Time, Temporary Full-Time, or Regular Part-Time.

#### **6.1.2 Auxiliary Seniority Porting to Regular Full-Time**

- (a) Auxiliary Employees who have obtained auxiliary seniority, i.e., have worked 1200 hours within two (2) consecutive calendar years, and who obtain a regular full-time position, shall upon successfully completing their probation period, be credited with their full period of service as an Auxiliary Employee. For this purpose, each period of seven (7), seven and one-half (7½), or eight (8) hours worked, depending upon the normal hours for a position class, will equate to one (1) day's service.
- (b) Time worked will be credited to the regular seniority pool for layoff, recall, and boarding competition purposes only, and not for other benefits, e.g., vacations, increments, etc.
- (c) Current Regular Full-Time Employees who formerly worked as Auxiliary Employees and who obtained seniority will also have their past auxiliary service credited for these same purposes.

#### **6.1.3 Temporary Full-Time Service Porting to Regular Full-Time**

- (a) A Temporary Full-Time Employee who becomes a Regular Full-Time Employee without a break in service exceeding twelve (12) months, shall upon successfully completing their probationary period, be credited with such service as a Temporary Full-Time Employee.
- (b) Time worked will be credited to the regular seniority pool for layoff, recall, and boarding competition purposes only, and not for other benefits, e.g., vacations, increments, etc.
- (c) Current Regular Full-Time Employees who formerly worked as Temporary Full-Time Employees and who obtained seniority will also have their past Temporary Full-Time service credited for these same purposes.

#### 6.1.4 Application of Seniority

(a) Application of Skill, Knowledge and Ability

In making appointments, promotions, transfers and demotions, the skill, knowledge and ability of the applicant concerned shall be the primary consideration, but where such qualifications are equal, length of service shall be the determining factor.

(b) In-Service Trial Period Upon Promotion or Transfer

A promoted or transferred employee will be on in-service trial period during the first three (3) months of the promotion or transfer to determine suitability in the position. If an employee does not prove satisfactory in the new position, the City shall place the employee in a position at the same pay level as the employee's former class, without loss of seniority.

Where a promoted or transferred employee is absent during the in-service trial period, the in-service trial period shall be extended by the number of days absent.

(c) Layoffs

In the event of a layoff, employees shall be laid off in the reverse order of their bargaining unit-wide seniority, provided that an employee may bump a junior employee only in cases where the senior employee is qualified to fill the lower positions.

(d) Advance Notice of Layoff

Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the City, the City shall notify 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 during the ten (10) days referred to above, the employee shall be paid for those days for which work was not made available.

(e) Recall

Employees shall be recalled to positions for which they are qualified, in the order of their seniority, either bargaining unit-wide or by branch or by class as the case may be.

No new employees shall be hired following a layoff until those who were laid off have been given a reasonable opportunity of recall as follows:

The City shall make every reasonable attempt to contact employees in order of seniority, and employees shall be recalled in such order providing that they respond within the stipulated time limits. Upon making contact with an employee, the City shall specify the time when the employee shall report for work. An employee who does not respond within 48 hours of the City's initial attempt to make contact or who refuses to report for work shall be dropped to the bottom of the appropriate list for recall. An employee shall report to work at the time specified by the City or, in extenuating circumstances, within two weeks of the City's initial attempt to contact the employee. Each employee on layoff will be responsible for keeping the City notified of a current contact point through which the employee can be reached.

An employee shall lose seniority and right of recall if continuously laid off from work for a period of more than twelve (12) consecutive months.

(f) Rights of Employees Promoted Out of the Bargaining Unit

In the event of an employee being promoted from a position for which the Union either had bargaining authority at the time of the promotion or subsequently obtained bargaining authority, to a position whether included in or excluded from the Union contract, and such employee being subsequently laid off or demoted to a position for which the Union has bargaining authority, the City shall have the right to place such employee in the position previously held by the employee or in any vacant position for which such employee is considered qualified. The employee, if so placed as the result of being laid off or demoted, shall suffer no loss of seniority and such seniority shall be the employee's total length of service with the City.

The employee being promoted out of the bargaining unit will only retain seniority rights "for a period of three (3) years".

Where a Regular-Full Time or Temporary Full-Time employee is successful on a temporary full-time posting outside of the bargaining unit, that position left by the Regular Full-time or Temporary Full-Time employee will be posted on a temporary full-time basis; subsequent positions are not required to be posted. Where the City decides to fill such positions on an acting in a senior capacity basis, first consideration shall be given to Regular Full-Time employees.

- (g) In the event of an employee being retired from the City from a position for which the Union had bargaining authority at the time of the retirement and included in this Union contract, then that employee loses all bargaining unit rights including seniority and would be considered an external candidate for future opportunities in the bargaining unit.

## 6.2 Auxiliary Employees

A Seniority Pool will be established for Auxiliary Employees. Access to each Auxiliary Seniority Pool will be extended to all Auxiliary Employees as follows:

- (a) As soon as an Auxiliary Employee has worked 1200 hours (1150 hours effective January 1, 2013; 1100 hours effective January 1, 2015) within two (2) consecutive calendar years, such employee will gain entry onto the Auxiliary Seniority List in their jurisdiction and will be deemed to possess seniority.
- (b) Upon gaining entry onto the Auxiliary Seniority List, an employee will be credited with the number of hours worked in any class of positions, and will hold class seniority in any such class accordingly.
- (c) An employee who has gained entry onto the Auxiliary Seniority List, will continue to accumulate class seniority in any class in which the employee works in accordance with the number of hours worked in a position within such class.
- (d) An Auxiliary Employee's seniority will be lost as the result of a continuous break in service with the City which exceeds one (1) year.
- (e) Where pay ranges exist, eligibility for advancement from one step to the next (increment) shall be based on the number of hours served by a Regular Full-Time Employee for such eligibility.
- (f) In accordance with the Regional Memorandum of Agreement dated 1978 April 21, the City has determined that Auxiliary class seniority is to be exercised departmentally with the exception of the Parks and Engineering Departments where class seniority is to be exercised within the following Divisions:

### Parks

- Administration
- Operations
- Aquatics
- Concessions
- Fine Arts
- Playgrounds and Centres
- Rinks
- Museum

### Engineering

- Administration
- Operations

- (g) In the event of a layoff of Auxiliary Employees within a class, those employees having greatest seniority within the class shall be the last ones laid off and shall be recalled in the order of seniority (the most senior qualified recalled first).
- (h) Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the City, the City shall notify Auxiliary 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 during the ten (10) days referred to above, the employee shall be paid for those days for which work was not made available.

- (i) Other than as might be provided for pursuant to the terms of paragraph (g) herein, no Auxiliary Employee shall have the right to bump another employee after having been laid off.
- (j) An Auxiliary Employee having class seniority, and having been laid off, must, if the employee wishes to be considered for future Auxiliary employment, elect to register with the City for future Auxiliary employment in which case the employee will be given preference in hiring for future vacancies within various classes on the basis of the employee's class seniority.
- (k) Registration for future Auxiliary employment will be made upon a standard form which will be signed and dated by the applicant and which will state the classes within which the applicant would be willing to accept a position. The completed form will be signed and dated by an authorized representative of the City and both the applicant and the Union will be provided with a copy by way of receipt.
- (l) When an Auxiliary Employee who has attained class seniority, who has been laid off and who has registered for future Auxiliary employment, also registers a desire to be taken into consideration for Auxiliary work in a class for which the employee does not possess class seniority, such employee shall be taken into consideration for appointment to a position within such new class on the basis of the employee's skills, knowledge and ability, and in any case where there is no registered applicant possessing seniority in the new class in question, and where the employee's skills, knowledge and ability are sufficient so as to render the employee qualified, then
  - (1) if the Auxiliary Employee is the only registered and qualified applicant, the employee shall be appointed to the said position.
  - (2) if the Auxiliary Employee is one of several registered and qualified applicants, the appointment to the said position shall be based on their relative skills, knowledge and ability, and if their skills, knowledge and ability are considered to be equal, then the registered and qualified applicant possessing the greatest total Auxiliary seniority with the City shall be appointed.

## **7 CLASSIFICATION AND PAY**

### **7.1 Classification and Evaluation of Positions**

The classification, evaluation, reclassification and revaluation of positions covered by this Agreement shall be determined in accordance with the current Classification and Evaluation Agreement made between the City and the Union dated 1979 March 27.

### **7.2 Rates of Pay and Increment Dates**

- (a) The rates of pay for each class shall be as set out in the Schedules attached to this Agreement except for those classes which have been established or revalued subsequent to that date, in which cases the rates of pay shall be effective as of the date of establishment or revaluation. The Union acknowledges and confirms that, having regard to existing duties and responsibilities as of the date of execution of this Agreement, differences and rates of pay between various positions classified in Schedule "A" hereof are fair and equitable with the exception of any requests for revaluation or reclassification currently unresolved.
- (b) In-service pay adjustments arising from reclassifications, revaluations, and promotions shall be processed to the day on which they are earned. Salary increments will be processed to the day on which they are earned.

### **7.3 Overtime**

#### **7.3.1 Overtime - Regular Full-Time and Temporary Full-Time Employees**

- (a) Regular Full-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 other time than at the times set forth in paragraphs (a)(1) or (a)(2) of this Clause 7.3.1 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 9, Public Holidays.

- (b) Regular Full-Time Employees and Temporary Full-Time Employees shall be paid for the performance of overtime work scheduled by the City under paragraph (a) at the following overtime rates:
  - (1) time and one-half the standard 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 the standard 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 the standard rate of pay for all overtime worked at any other time than immediately preceding or immediately following an employee's regular shift on any regular working day of the employee. Employees shall be paid a minimum of one and one-half (1½) hours at double time for overtime worked pursuant to this paragraph (b)(3).
- (c) For the purpose of computing overtime, leave of absence without pay shall not be considered as hours worked.
- (d) An employee shall elect at the time of working such overtime whether to be paid for it or instead to receive compensating time off in lieu. An employee who elects to receive compensating time off shall be credited with compensating time off equivalent to the number of hours which the employee would have been paid for the overtime worked, and, subject to an employee's request to be granted compensating time off being approved by the department head (or delegate) such employee shall be granted any portion of the compensating time off at the pay rate or rates in effect at the time the overtime in question was worked. All compensating time off credited during a particular calendar year but which has not been granted to an employee by March 31st of the immediately following year shall be paid in cash at that time at the pay rate or rates in effect at the time the overtime in question was worked.
- (e) Where an employee works overtime and/or is called out to deal with situations where the City is able to recover the overtime and/or callout costs from the Provincial Emergency Program, the City shall have the option of paying the employee for such overtime and/or callout, or granting the employee compensating time off in lieu of being paid for such overtime and/or callout.

### 7.3.2 Overtime - Regular Part-Time and Auxiliary Employees

#### (a) Normal Hours - Regular Part-Time Employees

For purposes of applying overtime rates, normal daily and weekly hours for all Regular Part-Time Employees shall be deemed to be those of a Regular Full-Time Employee whose position is similarly classified.

#### (b) Normal Hours - Auxiliary Employees

- (1) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a 7-day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during a work week (which for the purposes of this clause shall be deemed to commence at 00:01 h on Monday morning and to end at 23:59 h on the immediately following Sunday).
- (2) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a 6-day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during the 6 day week as defined in the Collective Agreement.

#### (c) Overtime Rates - Auxiliary and Regular Part-Time Employees

Overtime rates will be paid on the following basis to all Auxiliary and Regular Part-Time Employees:

- (1) Time and one-half for the first 4 hours worked in excess of the normal daily hours in a day;
- (2) Two times for hours worked beyond 4 in excess of the normal daily hours in a day;
- (3) In any case where an employee has already performed work on five days during the week, time and one-half for any hours worked prior to 12:00 h on the sixth day of work in that week, two times for

hours worked after 12:00 h on the sixth day, and two times for all hours worked on the seventh day of work in that week.

#### 7.4 Pay for Acting in a Senior Capacity

On every occasion that an inside employee is temporarily required to accept the responsibilities and carry out the duties incident to a position covered by this Agreement which is senior to the position which the employee normally holds, the employee shall be paid for every day that the employee carries out the duties of the senior position at the minimum rate in the scale for such senior position, except where the salary received in the employee's own position is equal to, or exceeds, the minimum of the senior position in which case the employee shall receive the next higher rate in the pay range of the senior position.

For the purpose of this section, appointments of employees to a level of higher responsibility must be authorized in writing by the Head of the Department.

#### 7.5 Special Benefit

All Regular Full-Time and Temporary Full-Time Employees who have completed a probationary period of six (6) months of service will receive one and one-half percent (1½%) of the basic monthly salary, which amount shall be added to the basic monthly salary.

#### 7.6 First Aid Premiums for Designated Holders of Occupational First Aid Certificates

Employees who are required by the City to perform first aid duties in addition to their normal duties and who hold a valid Occupational First Aid Certificate shall be paid a premium in accordance with the certificate required by the City as follows:

	<u>Full-Time Employees</u>	<u>Regular Part-Time &amp; Auxiliary Employees</u>
OFA Level II	\$125 per month	80¢ per hour
OFA Level III	\$145 per month	95¢ per hour

The City will pay course fees for the OFA Level II and/or III course for employees who are required to have such certification.

#### 7.7 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:

$$\text{hourly rate} \times \text{bi-weekly hours} = \text{Bi-weekly rate (taken to 2 decimal places)}$$

$$\frac{\text{bi-weekly rate} \times 26.089}{12} = \text{monthly rate (taken to the nearest dollar)}$$

#### 7.8 Overpayment of Salary and Allowance

- (a) The overpayment represents a debt to the City and where an error has resulted in an overpayment in an employee's basic salary, premium rate or allowances it may be rectified in total or retroactively for a period not intended to exceed one (1) year from the date on which the error was discovered.
- (b) The employee shall be provided with one (1) month's notice of the City's intent to recover any excess payment. The notice shall specify the amount, period and reason for the overpayment and the options available for repayment.

The overpayment is repayable in full by personal cheque(s) or the employee may authorize a bi-weekly payroll deduction.

- (c) The repayment period shall not exceed twelve (12) months. Where the employee involved has indicated hardship, the City and Union will meet to agree upon the repayment schedule.
- (d) If the employee terminates employment prior to repayment in full, the City will have the right to recover the outstanding balance.
- (e) In cases where the error is a substantive amount that should be apparent to the employee and there was no attempt to have the error corrected, the City may go as far back as the first time the mistake was made regardless of the time frame involved.

## **7.9 Safety Work Boot Allowance**

Effective 2013 January 01:

- (a) Except as provided in paragraph (b) herein, Regular Full-time Employees who are required to wear safety work boots in accordance with WorkSafeBC regulations shall be reimbursed \$80 effective 2013 January 01 (increasing to \$85 on 2015 January 01) and every twenty-four months thereafter.
- (b) Regular Full-Time Employees who are assigned to the paving crew on a year-round basis shall be reimbursed up to \$100 every twelve (12) months upon presentation of receipts. Effective January 01, 2013, the amount for the paving crew shall increase to \$105; effective January 01, 2015 the amount for paving crew shall increase to \$110.
- (c) Regular Part-Time, Temporary Full-Time and Auxiliary Employees who have worked 1200 hours within two (2) consecutive calendar years shall be eligible for the Safety Work Boot Allowance without any proration of the allowance.

## **7.10 Specialized Footwear - Aquatics**

- (a) Employees in Aquatics who are required by the City to wear specialized footwear and have worked 1,200 hours within twenty-four (24) consecutive months shall be reimbursed fifty (\$50) dollars every twenty-four (24) consecutive months in which they qualify. Eligible employees will be reimbursed in January of each reimbursement cycle, i.e. 2013, 2015 and every twenty (24) months thereafter.

## **8 VACATIONS**

### **8.1 Annual Vacation Entitlement**

Paid annual vacation for Regular Full-Time and Temporary Full-Time Employees shall be allowed as follows:

- (a) In the first (1st) part calendar year of service, vacation will be granted on the basis of one-twelfth (1/12) of fifteen (15) working days for each month or portion of a month greater than one-half (½) worked by December 31st.
- (b) Fifteen (15) working days of annual vacation during the second (2nd) up to and including the seventh (7th) calendar year of service.
- (c) Twenty (20) working days of annual vacation during the eighth (8th) up to and including the fifteenth (15th) calendar year of service.
- (d) 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.
- (e) Thirty (30) working days of annual vacation during the twenty-fourth (24th) and all subsequent calendar years of service.
- (f) Employees who leave the service after completion of twelve (12) consecutive months of employment shall receive vacation pay for the calendar year in which termination occurs on the basis of one-twelfth (1/12) of their vacation entitlement for that year for each month or portion of a month greater than one-half (½) worked to the date of termination, or at that percentage of wages earned during the calendar year set by the "Employment Standards Act", whichever is greater.
- (g) "Calendar year" for the purposes of this Agreement shall mean the twelve (12) month period from January 1st to December 31st inclusive.



## 8.2 Annual Vacation Deferment

An employee who is entitled to annual vacation of twenty (20) working days or more in any year:

- (a) shall take at least fifteen (15) working days of such annual vacation during the year in which the employee earns such vacation, and
- (b) may defer the taking of any part of such annual vacation in excess of fifteen (15) working days.

PROVIDED HOWEVER that the maximum deferred vacation which an employee may accumulate at any one time pursuant to this Clause 8.2 shall be twenty (20) working days.

## 8.3 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 such 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 such vacation into an Early Retirement Bank. Such deferred vacation may only be taken immediately prior to retirement. The City may, at its sole discretion, permit an employee to use such banked vacation under other circumstances.

## 8.4 Supplementary Vacation Entitlement

Each employee shall be entitled to the following paid vacation [supplementary vacation] in addition to the annual vacation to which the employee is entitled under Clause 8.1:

- (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 in 1978 or in any subsequent year, shall thereupon become entitled to five (5) working days of supplementary vacation.
- (b) It is understood between the parties that each employee shall become entitled to the supplementary vacation under this Clause 8.4 on the first day of January in the year in which the employee qualifies for such supplementary vacation. An employee shall retain the 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].

## 8.5 Vacation Pay Rates and Adjustments

- (a) All employees other than those entitled to an annual percentage of earnings in lieu of vacation, will be paid their annual vacation pay at their respective regular or classified rates of pay.
- (b) As soon as possible following December 31st in each year, a vacation pay adjustment will be made in a lump sum to all employees other than those entitled to an annual percentage of earnings in lieu of vacation, where such employees' annual basic earnings exclusive of overtime and any other premium payments not normally taken into account in the computation of annual vacation pay exceeded their regular base rate earnings during the year in question. Such cash payments shall reflect the proportionate difference between the actual annual basic earnings and regular base rate earnings applied to the employees' annual vacation pay for the year in question, but shall not be paid in any case where the total amount payable is less than one dollar (\$1.00).
- (c) In all cases of terminations of service for any reason other than as provided for in Clause 8.5(d), or death in service, adjustment will be made for any overpayment of vacation.
- (d) Vacation in the Year of Retirement

Any regular employee:

- (1) who has reached minimum retirement age as defined in the Municipal Pension Plan and has completed at least ten (10) years of pensionable service in accordance with and as defined in the said Act; or
- (2) whose age and years of service with the City total eighty (80) years or more, shall be entitled to receive full annual vacation on termination of employment for any reason except culpable conduct. All

other employees who leave the service shall be entitled to vacation in accordance with the appropriate clauses in this Section.

(e) Effective 2013 January 01:

Where an employee is absent as a result of sick leave or WorkSafe BC for a period exceeding sixty (60) accumulated working days within twelve (12) consecutive months the employee will have their vacation entitlement prorated.

## 9 PUBLIC HOLIDAYS

### 9.1 Regular Full-Time and Temporary Full-Time Employees

#### 9.1.1 Basic Entitlement

All Regular Full-Time and Temporary Full-Time Employees shall be entitled to a holiday with pay on the following public holidays, namely: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day appointed by Council to be a civic holiday.

PROVIDED THAT:

(a) Day Proclaimed in Lieu of Saturday or Sunday

Whenever one of the above-mentioned public holidays falls on a Saturday or a Sunday and the Government of Canada and the Government of the Province of British Columbia, or either of them in the absence of the other, proclaim that such public holiday be observed on a day other than Saturday or Sunday, then the day so proclaimed shall be read in substitution for such public holiday;

SAVE AND EXCEPT THAT:

No Day Proclaimed in Lieu of Saturday or Sunday

Whenever one of the aforementioned public holidays falls on a Saturday or a Sunday and neither the Government of Canada nor the Government of the Province of British Columbia proclaims that such public holiday be observed on a day other than Saturday or Sunday, or the proclamations of such governments do not proclaim the same day for the observance of such public holiday, then not less than seven (7) calendar days prior to that public holiday the City shall post a notice or notices in conspicuous places so that each employee affected thereby may have ready access to and see the same, designating the employee's holiday entitlement in accordance with one of the following methods:

- (1) one (1) day's pay at the employee's regular rate of pay, or
- (2) a holiday with pay within the calendar year in which such public holiday falls, on any normal working day which immediately precedes or immediately follows one of the employee's normal rest days or one of the public holidays hereinbefore defined in Clause 9.1.1.

(b) Termination of Service

In the case of an employee's termination of service for any reason, adjustment will be made for any over-compensation provided under Clause 9.1.1(a)(2).

(c) Advance Notice

Prior to the posting of any notice advising the employees of their entitlement under Clause 9.1.1(a) herein, the City will afford the Union an opportunity to discuss the substance of the notice.

#### 9.1.2 Employees Who Normally Work on Public Holidays

- (a) Subject to paragraph (b) herein, the following provisions shall apply to the employees hereinafter specified whose duties normally require them to work on public holidays:

- (1) if an employee whose duties normally require the employee to work on public holidays is required to work on any public holiday as provided in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday inclusive, then the employee shall be paid the regular pay for the holiday and in addition thereto shall be given compensating time off equivalent to one and one-half (1½) times the number of hours worked on that public holiday;
  - (2) if such employee is required to work on the day off given in lieu of a public holiday, pursuant to the provisions of this paragraph (a), then in lieu of such holiday the employee shall be paid the regular rate for the holiday plus double the hourly rate of pay of the employee computed on the basis of the employee's normal working hours for the hours worked on such day off;
  - (3) time worked on a public holiday or on the day off given to the employee in lieu of a public holiday pursuant to the provisions of this paragraph (a) shall not be treated as overtime except as provided in Clauses 7.3.1(a) and (b) [e.g. where an employee covered by this Clause 9.1.2 whose standard work day is seven (7) hours, works for ten (10) consecutive hours on a public holiday or on the day off given to that employee in lieu of a public holiday, that employee shall be paid time and one-half (1½X) the standard rate of pay for the eighth and ninth hours of work and double the standard rate of pay for the tenth hour of work].
- (b) Whenever a public holiday defined in Clause 9.1.1 falls on a Saturday or Sunday and is observed on any day from Monday to Friday, the day on which such holiday is observed shall, for the purposes of those employees referred to in paragraph (a), be deemed to be a public holiday and if such employees work on the Saturday or Sunday they shall not be entitled to public holiday premium pay for work on either of those days.
- Notwithstanding anything contained in Clause 9.1.1 or paragraph (a) herein prior to the beginning of any calendar year the City and the Union may agree that whenever a public holiday defined in Clause 9.1.1 falls on a Saturday or Sunday, those employees referred to in paragraph (a) shall be paid public holiday premium pay for working on the Saturday or Sunday but such employees shall be paid public holiday premium pay only once for the same holiday.
- For the purposes of this paragraph (b) "public holiday premium pay" means the equivalent compensation paid to employees referred to in paragraph (a) for working on a public holiday defined in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday.
- (c) An employee [except an employee governed by paragraph (a)] who is required to work on a public holiday defined in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday inclusive shall be paid the employee's normal rate for the said holiday plus double the hourly rate of pay of the employee computed on the basis of the employee's normal working hours for the hours worked on the holiday.
  - (d) The following shall apply to employees working at Burnaby Village Museum:
    - (1) All premium pay associated with a public holiday shall be taken as compensating time off.
    - (2) This provision shall remain in full force and effect unless either party gives written notice of cancellation to the other party prior to August 31 of any year, such cancellation to have effect on December 1 of that same year.

## **9.2 Regular Part-Time and Auxiliary Employees**

A Public Holiday will be treated as a normal working day for all Auxiliary and Regular Part-Time Employees. Thus, an employee who works on a public holiday will be paid at straight time rates for the normal daily hours and at normal overtime rates for any hours worked in excess of normal daily or weekly hours. Similarly, an employee who does not work on a public holiday will not receive any pay or compensating time off in lieu of the holiday.

## **10 EMPLOYEE BENEFITS**

### **10.1 Medical Services Plan**

Regular Full-Time and Temporary Full-Time Employees shall be entitled to be covered under the Medical Services Plan commencing the first day of the calendar month following the date of employment.

The City shall pay one hundred percent (100%) of the premiums required by the plan.

## 10.2 Dental Services Plan

- (a) Regular Full-Time Employees who have completed the probationary period of six (6) months, as described in Article 2, and Temporary Full-Time Employees who have completed such probationary period and an additional six (6) months' service, shall be entitled to be enrolled in the Dental Services Plan and to be covered effective the first day of the calendar month following completion of the required period of service.
- (b) A spouse, dependent children to age 21, and dependent children over age 21 in full time attendance at a recognized school or college shall be covered as employee dependents.
- (c) Dental services will be covered in accordance with the plan as follows:
  - Plan "A" – 90% diagnosis, prevention, surgery, restorations, denture repairs, endodontics and gum treatment
  - Plan "B" – 60% crowns, bridges and partial or complete dentures
  - Plan "C" – 50% orthodontic coverage, fifty percent (50%) to a maximum benefit of \$4000 (effective 2013 January 01, \$4250; effective 2015 January 01, \$4500) per person per lifetime (adults and children) with immediate coverage on the effective date and no run-off on termination of the Plan
- (d) The City shall pay one hundred percent (100%) of the premiums required for the plan.

## 10.3 Extended Health Benefits Plan

- (a) Regular Full-Time Employees and Temporary Full-Time Employees who have completed the probationary period of six (6) months shall be entitled to enroll and to be covered effective the first day of the calendar month following such period.
- (b) A spouse, dependent children to age 21, and dependent children over age 21 in full-time attendance at a recognized school or college, shall be covered as employee dependents.
- (c) The plan shall reimburse employees at the rate of eighty percent (80%) of insured eligible expenses after a deductible of \$100 per family per year.
- (d) The Plan has a lifetime maximum of one million dollars per person and includes, among other benefits, coverage for eye exams to a maximum payable of \$100 per person every two (2) years, vision care with a maximum payable of \$400 (effective 2013 January 01, \$425; and effective 2015 January 01, \$450) per person in a twenty-four (24) month period, laser eye surgery with a lifetime maximum payable of \$500 per eye, hearing aids (coverage in the amount of \$1,000 over a five-year (60 months) time frame), diabetic equipment and supplies, orthopedic shoes, ostomy, clinical psychologist (coverage in the amount of \$600 per year), and the Nicotine Patch with a \$350 lifetime maximum, all subject to the provisions of the Plan.
- (e) The City shall pay one hundred percent (100%) of the premiums required for the Plan.
- (f) The maximum physiotherapist and registered massage therapist combined coverage shall be \$1250 per year.

### 10.3.1 Temporary Full-Time Employees - Requalifying for Benefits

When a previous Temporary Full-Time Employee is rehired, within one (1) year of the conclusion of their temporary full-time employment, as a Temporary Full-Time Employee, the employee shall not have to reserve the qualifying periods for any of the Medical, Extended Health, Dental or Group Life Insurance benefits that the employee previously qualified for. The employee shall be reinstated on the applicable benefits the first of the month following the date of rehire. Any benefits that the Temporary Full-Time Employee had not previously completed the qualifying period for shall be reserved in full.

### 10.3.2 Same Sex Benefit Coverage

An employee who co-habits with a person of the same sex, and who promotes such person as a "spouse" (partner), and who has done so for a period of not less than twelve (12) months, will be eligible to have the person covered as a spouse for purposes of Medical, Extended Health, and Dental benefits.

### 10.4 Benefit Administration

(a) Membership

Regular Full-Time and Temporary Full-Time Employees shall become members of the Burnaby Municipal Benefit Society [hereinafter referred to as the "Society"] after six (6) months of probationary employment, as defined in Clause 2.2, as a condition of remaining and continuing in such employment and shall be covered for Sickness, Disability and Life Insurance benefits, as outlined hereinafter in this Agreement.

(b) Administration

The parties agree that the Society shall administer Short Term Sickness and Accident Leave, Medium Term Disability, Long Term Disability and occupational disability benefits in accordance with this Agreement, the Society's Plan Document and the Constitution and By-Laws of the Society. The Letter of Intent dated 1990 October 12 outlines the terms and conditions agreed to by the Joint Benefits Review Committee and is appended to this Agreement as Schedule "H".

(c) Certification of Disability

The City or the Society may require an employee to provide written confirmation or certification at any time of the employee's disability or incapacity to work, or continuing 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. Such confirmation may be required in the form of a statement from the employee's physician or the Medical Consultants of the City or the Society.

(d) Appeals

Any appeals with respect to sick leave benefits shall be presented in writing [on a form to be approved by the City and the Union] to the Directors of the Society who shall issue a decision with respect to the appeal. The decision of the Directors shall be subject to the provisions of Article 16 (Grievance Procedure).

(e) Part-Time Return to Work

Employees who are able to return to their regular duties on a part-time basis shall be considered to be on one absence for the purposes of the plan and shall have a reduction of sick leave entitlement credits, calculated on a pro rata basis.

(f) EI Rebates

The Employer/employee portion of EI rebates or reductions related to the Medium Term Disability Plan shall be utilized to pay for the Medium Term Disability Plan. The balance of the cost shall be paid by the City.

(g) Sick Leave Reimbursement

The Medium and Long Term Disability Plan benefits shall be reduced by any benefits an employee receives from the following sources:

- (1) any Workers' Compensation Act or coverage or similar legislation;
- (2) disability benefits payable by the Canada/Quebec Pension Plan (excluding dependent benefits and future cost of living adjustments);
- (3) any amount of disability income provided by any compulsory act or law.

#### 10.4.1 Short Term Sickness and Accident Leave (STSA)

- (a) Short Term Sickness and Accident Leave shall mean loss of time from work caused by sickness, accident or disability for the first two (2) weeks of each sick leave absence [a week shall mean 35, 37.5 or 40 hours, i.e. the regular weekly hours].
- (b) The rate of benefits for STSA leave shall be 85% of "after-tax" salary.  
Such rate of benefits for STSA leave may be adjusted by the Directors of the Society after 1982 January 01 to achieve regular take-home pay [i.e. "no gain, no loss"] for members of the Society. Applicable employee/City benefit contributions will continue, and Pension contributions will be based on the regular wage or salary rate of the member.
- (c) The rate of benefit, premium, penalties, and incentive for Short Term Sick Leave shall be based on one accounting system for the members of the Society who are covered by the Inside, Outside, Foreman and Library Employees' Union Agreements [hereinafter referred to as the "Local 23 members"] considered as one group separate and apart from all other members of the Benefit Society.
- (d) Each member shall pay a premium that will make the STSA fund self-supporting. The level of contributions shall be adjusted by the Directors of the Society upwards or downwards as required.

A refund of premiums shall be made to eligible employees by the Directors of the Society.

The amount of the refund shall be the difference between the Short Term Sick Leave premium paid and the Short Term Sick Leave benefit received by each member during a calendar year, based on the availability of funds, as determined by the Directors of the Society.

#### 10.4.2 Occupational Injury Time Loss (WorkSafeBC)

- (a) Members as defined in Clause 10.4(a) will continue to receive the equivalent of regular take-home pay and applicable benefits during time loss due to occupational injury, subject to paragraph (c) herein.
- (b) The City will pay the first day or part day of time loss due to an occupational injury at regular gross pay.
- (c) Time loss from the second day onwards will be paid in an amount which will achieve the member's regular after-tax "take-home" pay, as follows:
  - (1) a tax-free amount from the STSA fund of the Society equivalent to the amount payable by WorkSafeBC to the employee. WorkSafeBC payments shall be assigned by the member to the Society.
  - (2) a taxable supplement, payable by the City which, when added to the amount calculated in Clause 10.4.2(c)(1), will achieve the member's regular take-home pay.
  - (3) during the period of disability, applicable City/employee benefit contributions will continue to be made by the City/employee, and Pension contributions will be based on the regular wage or salary rate of the member.
  - (4) should WorkSafeBC not accept a member's claim, then the total time loss period shall be treated retroactively as a sickness and the provisions of Clause 10.4.1 shall apply with appropriate adjustments being made in payments made to the member.

#### 10.4.3 Disability Plan

The City and the Union agree to the following changes to the Medium Term Disability (MTD) and Long Term Disability Plans as defined in Schedule "H", Letter of Intent (all other provisions of Schedule "H" Letter of Intent continue to apply):

- (a) Conditions of Payment

Medium Term Disability as defined percentages of regular gross earnings for MTD benefits for any claim and continuing for a maximum period of 50 weeks as specified below:

Effective July 1, 2013 95% of regular gross earnings all MTD hours

Effective Jan. 1, 2015 90% of regular gross earnings all MTD hours

Effective January 1, 2013, Long Term Disability at 67% of regular gross earnings to a maximum benefit of \$4,500 per month commencing on the expiry of MTD (52 weeks from date of disability); such benefit to be indexed annually in accordance with annual general increases in wage rates for the appropriate group from which the claimant is a member. In all instances, benefits cease on the employee ceasing to be disabled, death, or the employee's minimum retirement age (60 for all employees), or that age when the employee can retire without reduction in his/her accrued pension benefit (55 and 35 years service for all employees). The maximum benefit payment period is twelve (12) years from the commencement of disability and is inclusive of Short Term Sick Leave, Medium Term Disability and Long Term Disability Benefits.

Existing LTD claims will be "grandfathered".

If an employee in receipt of Short Term Sick Leave or Medium Term Disability returns to full-time employment then the disability will be considered as a new disability if it occurs one hundred and twenty (120) or more calendar days after he/she has returned to work.

(b) Disabled Employees

The City and the Union recognize that certain employees who are physically disabled are unable to continue in their regular position. Such employees may be able to work on a part-time or full-time basis in light work positions.

The City and the Union encourage a cooperative effort between Management and Union representatives and the Burnaby Municipal Benefit Society and have agreed to form a committee to review the cases of such employees.

The four-member committee shall consist of the Director of Human Resources, the Department Head of the Department in which the affected employee is currently employed, the President - Local 23, and the Chairman of the Union Division in which the affected employee is currently a member, or their designates; and any decisions of the committee must be unanimous.

The committee may decide that a disabled employee be placed in a light duty position, as agreed to by the committee; however, any resulting increase in staff budget costs is subject to the approval of the City Manager.

#### 10.4.4 Group Life Insurance

Regular Full-Time Employees and Temporary Full-Time Employees who have completed six (6) months' probationary employment shall be entitled to Group Life Insurance as follows:

- (a) Group Life Insurance calculated on the basis of two times (2X) regular gross earnings (minimum coverage of \$50,000).
- (b) The City shall pay one hundred percent (100%) of the cost of the Group Life Insurance.

#### 10.4.5 Optional Additional Life Insurance

The following Optional Additional Life Insurance will be made available to members of the Society, and/or their spouses:

- (a) Life Insurance in units of \$10,000 to a maximum of \$500,000 for members of the Society and \$200,000 for a spouse on any one life.
- (b) Premiums to be paid 100% by employees by payroll deduction at rates that are competitive with market rates. Premium levels to be reviewed from time to time in conjunction with negotiations for renewal of the Collective Agreements. Premium levels are subject to change by the Carrier upon appropriate written notice.

- (c) Evidence of insurability to require a short form questionnaire. No medical examination will be required and the applicant will either be accepted or rejected at the time of application.
- (d) No percentage participation required of the group.
- (e) An exclusion will be a two year suicide clause.
- (f) Spousal coverage will be available whether or not the member participates, on the same terms as for the member, to a maximum of \$200,000.
- (g) There shall be a conversion privilege pursuant to the Plan.

#### **10.4.6 Group RRSP's**

The Employer agrees to facilitate the deductions for a Group RRSP by making arrangements for contributions to be made by payroll deduction.

#### **10.4.7 Direct Deposit**

The Employer and the Union agree that all new employees shall be enrolled in the direct deposit system. The parties further agree that they will work jointly to promote the direct deposit system to current employees not on direct deposit.

#### **10.5 Benefits During Layoff**

Temporary Full-Time and Regular Full-Time Employees who have gained seniority rights and who are laid off from employment due to lack of work shall be entitled to leave without pay status until the end of the calendar month following the month during which layoff occurs, for purpose of continuing coverage under the Employee Benefit plans on which they have been enrolled, e.g., B.C. Medical, Extended Health, Dental Plan, Group Life Insurance, Long Term Total Disability Plan, and Optional Additional Life Insurance coverage.

The City agrees to ensure that such leave without pay status and benefit coverage continues in effect at the employee's cost during such period, provided that such cost is paid in advance by or recovered from the employee concerned.

#### **10.5.1 Benefits During Strike or Lock-Out**

In the event of a strike or lock-out, the City agrees to continue payment of applicable benefit premiums of the Local 23 members for the Medical Services Plan, Extended Health Benefit Plan, Dental Plan, Group Life Insurance, Long Term Total Disability Plan and Optional Additional Life Insurance premiums during the strike or lock-out and the Union agrees to reimburse the City for one hundred percent (100%) of such premium costs. The Long Term Total Disability premiums shall be based on the previous year's premium experience.

#### **10.6 Benefits for Regular Part-Time and Auxiliary Employees**

- (a) Auxiliary Employees shall be paid an amount [hereinafter called "the employee benefit compensation"] equal to twelve percent (12%) of their regular earnings in lieu of all employee benefits, including those providing time off with pay, such as compassionate leave [hereinafter called "employee benefits"] set forth in Articles 8 Vacations, 9 Public Holidays, 10 Employee Benefits and Clause 11.3 Compassionate Leave - Regulations and Procedure, of this Agreement, provided however that the employee benefit compensation of those Auxiliary Employees who have gained entry onto the auxiliary seniority list shall be increased to sixteen percent (16%) of their regular earnings.
- (b) Regular Part-Time Employees who have worked at least 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), and regularly work at least twenty (20) hours each week shall be given the option of receiving employee benefits or being paid an amount equal to sixteen percent (16%) of their regular earnings in lieu of employee benefits. Eligible Regular Part-Time Employees shall be entitled to the benefits set forth in paragraph (c) notwithstanding their election to be paid a percentage of regular earnings in lieu of employee benefits. An eligible Regular Part-Time Employee who has exercised such option shall have a one time opportunity to reverse their initial decision within six (6) months of selection of the option.



In the case of a major life event (birth, adoption, marriage, divorce or death) the eligible Regular Part-Time employee shall have thirty-one (31) days from the date of the major life event to apply for coverage.

A Regular Part-Time Employee who elects to receive employee benefits shall be provided with benefits as follows:

- (1) Compensation for vacation and public holidays to be calculated at ten percent (10%) of earnings and added to regular pay.
- (2) Short Term Sickness and Accident, Medium Term Disability and Long Term Disability Benefits per Clauses 10.4 and 10.4.1 to be based on the percentage that the hours worked bears to full-time scheduled hours, subject to paragraph (3) herein.
- (3) In the event of absence due to occupational injuries, Clause 10.4.2 shall apply.
- (4) Premiums payable by employees for Short Term Sickness and Accident Leave shall be based on the calculation outlined in paragraph (2) and the City shall pay the full cost of Medium Term Disability and Long Term Disability Benefits.
- (5) The City shall pay one hundred percent (100%) of the premium costs of the Dental Plan, Extended Health Benefits and Group Life Insurance.
- (6) The employee shall pay one hundred percent (100%) of the premium cost of the Medical Services Plan, if applicable.

A Regular Part-Time Employee who elects to receive employee benefits shall become a member of the Burnaby Municipal Benefit Society as a condition of becoming and remaining eligible for employee benefits.

- (c) Regular Part-Time Employees who have worked at least 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), shall be entitled on a pro-rated basis to the same benefits as Regular Full-Time Employees are entitled to, namely: Compassionate Leave, Maternity Leave, Adoption Leave, Court Attendance and Jury Duty; provided however that if a Regular Part-Time Employee has elected to be paid an amount equal to sixteen percent (16%) of regular earnings in lieu of employee benefits the employee shall not be paid sixteen percent (16%) of regular earnings when on unpaid leave of absence.
- (d) Regular Part-Time Employees who have worked less than 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), shall be paid an amount equal to twelve percent (12%) of their regular earnings in lieu of employee benefits and Regular Part-Time Employees who have worked at least 913 hours but have not elected to receive employee benefits shall be entitled to receive an amount equal to sixteen percent (16%) of regular earnings in lieu of employee benefits. Eligible Regular Part-Time Employees shall be entitled to the benefits set forth in paragraph (c) herein notwithstanding their election to be paid a percentage of regular earnings in lieu of employee benefits.

## **10.7 Continuation of Pension Contributions**

Where, due to a layoff, a full-time employee has had their hours of work reduced and their employment status changed, the employee shall continue to contribute to the Municipal Pension Plan. Contributions made by the City and the employee shall be made on the basis of the new hours worked and are subject to the requirements of the Municipal Pension Plan.

### **10.7.1 Pension "Buy-Back" Provision**

Subject to the qualifying provision contained in the Municipal Pension Plan, the City agrees to participate in such contributions as are necessary to extend pensionable service of an employee covered by this Agreement up to a maximum of six (6) months. The said extension represents that time served by the employee in a probationary capacity with the City which has not heretofore been considered as pensionable service. Such benefit to be subject to the following:

- (a) An employee must have a vested interest in the Municipal Pension Plan and have reached the minimum retirement age in order to qualify.

- (b) Any eligible employee who wishes to take advantage of this benefit must give at least one (1) month's notice in advance of the contemplated retirement date and make such arrangements as are necessary at that time regarding the employee's own contributions. Provided, however, the time constraints provided for in this paragraph may be waived under special circumstances by application to and with the approval of the City.
- (c) Cost of increased benefits, as defined by the Municipal Pension Plan, is shared 50/50 by the employee and the City as per Section 9(1)(b) of the Municipal Pension Plan.

Where an employee has, prior to retirement, paid the full cost of extending their pensionable service as provided herein, the Employer shall, upon the employee's retirement, reimburse the employee for one-half (½) of the cost previously paid by the employee provided the employee has reached the minimum retirement age.

## **11 LEAVE OF ABSENCE**

### **11.1 Absence from Duty of Union Officials**

- (a) All applications for leave of absence whether with or without pay shall be granted only to those official Union representatives whose absence in any specific case does not interfere with the operation of the City. Requests for such leave of absence shall nevertheless be given precedence over any other applications for leave on the same day.
- (b) With respect to any leave of absence granted without pay, the City shall continue to pay each representative's regular wage or salary and shall render an account to the Union for such amount, including the City's contribution on behalf of each such representative for group life insurance coverage, medical coverage, sickness and accident insurance coverage and Municipal Pension. The Union shall reimburse the City to the amount of the account rendered within sixty (60) days.
- (c) Upon application to, and upon receiving the permission of the City Manager in each specific case, official representatives of the Union may be granted time off for the purpose of collective bargaining with the City or for the purpose of settling a grievance as outlined elsewhere in this Agreement. Not more than three (3) such official representatives shall be granted leave of absence without loss of pay for the time so spent. Further official representatives may be granted leave of absence without pay.
- (d) Upon application to, and upon receiving the permission of the City Manager in each specific case, official representatives of the Union shall be granted leave of absence without pay for the purpose of attending the national and B.C. divisional conventions of C.U.P.E., the annual convention of the B.C. Federation of Labour and the biennial convention of the Canadian Labour Congress.
- (e) Upon application to, and upon receiving the permission of the City Manager in each specific case, official representatives of the Union may be granted leave of absence without pay for the purpose of transacting other business in connection with matters affecting members of the bargaining unit or in connection with other matters affecting the Canadian Union of Public Employees.
- (f) The City agrees that any full-time officer of the Union who is on leave of absence for the purpose of performing duties as an officer of the Union shall not lose seniority in the service of the City and shall continue to accumulate seniority while performing such duties. Upon retirement from the duties as an officer of the Union, such former Union officer shall be entitled to return to a position within the class of positions to which the former position was allocated and for which the employee is qualified if any position within such class is held by an employee with less seniority. If all of the positions within such class are held by employees with more seniority than the returning employee's own or have been abolished, such former Union officer shall be entitled to return to any other vacant position for which the employee is qualified.
- (g) The City agrees that any employee who might be elected or appointed to a full-time position with the Canadian Union of Public Employees, the New Westminster District Labour Council, the B.C. Federation of Labour or the Canadian Labour Congress shall be granted leave of absence without pay and shall not lose seniority in the service of the City while on such leave of absence. Upon termination of such period of office, such an employee may return to the first vacant position for which the employee is qualified in the service of the City.
- (h) The Union shall provide the City with a list of its elected officers, job stewards and any other official representatives. This list shall be kept current by the Union at all times.

## 11.2 Maternity and Parental Leave

### (a) Length of Leave

#### Birth Mother

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.

In the event the birth mother dies or is totally disabled, an employee who is the father of the child shall be entitled to both maternity and parental leave without pay.

#### Birth Father and Adoptive Parent

An employee who is the birth father, the adoptive father or the adoptive mother 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.

#### Extensions - Special Circumstances

An employee shall be entitled to extend the maternity leave by up to an additional six (6) consecutive weeks' of leave without pay where a physician certifies the employee as unable to return to work for medical reasons related to the birth.

An employee shall be entitled to extend the parental leave by up to an additional five (5) consecutive weeks' of 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.

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 City 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, her maternity leave will be deemed to have started on the date she gave birth.

### (c) Return to Work

On resuming employment an employee shall be reinstated in their previous or a comparable position and for the purposes of pay increments 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)(4) and who subsequently suffers any illness or disability which prevents the employee 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 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

- (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.

### 11.3 Compassionate Leave - Regulations and Procedure

- (a) Any employee who has completed six (6) months of employment, may be granted compassionate leave without loss of pay for a period not to exceed three (3) working days in the following events:
  - (1) in the case of the death of the employee's spouse (including common-law spouse and same-sex partner), child, ward, brother, sister, parent, step-child, step-brother, step-sister, step-parent, parent-in-law, brother-in-law, sister-in-law, grandchild, grandparent, or guardian; or

- (2) in the case of the death of any other relative if living in the employee's household.
- (b) Any employee who qualifies for compassionate leave without loss of pay under paragraph (a) herein, and who is required to travel to a point outside the Lower Mainland of British Columbia [defined as the area included within Metro Vancouver, Fraser Valley Regional District, Powell River Regional District, Squamish-Lillooet Regional District and Sunshine Coast Regional District] may be granted additional leave without loss of pay for a further period of two (2) working days.
- (c) Requests for leave under paragraphs (a) and (b) herein shall be submitted to the employee's Department Head who will determine and approve the number of days required in each case.
- (d) An employee who qualifies for compassionate leave without loss of pay under paragraph (a) herein may be granted such leave when on annual vacation if approved by the Department Head. An employee who is absent on sick leave with or without pay or is absent on Workers' Compensation, shall not be entitled to such compassionate leave without loss of pay.
- (e) Upon application to, and upon receiving permission of the Department Head, an employee may be granted leave of up to one-half (½) day without loss of pay in order to attend a funeral as a pallbearer or a mourner in any case other than one covered by paragraph (a) herein.
- (f) An application shall be completed and forwarded through supervisor and Department Head to Finance.

#### **11.4 Jury and Witness Duty**

- (a) Regular Full-Time Employees or Temporary Full-Time Employees who are called for Jury Duty or subpoenaed as a Crown Witness shall be given time off work during the period of such duty. The employee shall suffer no loss of regular pay for the time so spent and any remuneration received by the employee for such duty shall be remitted to the City.
- (b) Any costs related to the Court appearance (such as transportation, parking and meals) shall remain the responsibility of the employee. Employees are not required to remit to the City, allowances they receive from the Court for travelling, meals or related expenses.
- (c) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (d) Employees granted leave of absence under this Clause shall not lose any seniority or benefits as provided under the Collective Agreement.

#### **12 TECHNOLOGICAL CHANGE**

Technological change shall be subject to the provisions of Schedule "D" attached hereto and forming a part of this Agreement.

#### **13 CHANGES AFFECTING THE AGREEMENT**

The City agrees that any reports or recommendations made to Council dealing with matters covered by this Agreement, including recommendations for changes in method of operation that may affect wage rates, work loads or reduction of employment will be communicated to the Union at such interval before they are dealt with by Council as to afford the Union reasonable opportunity to consider them and make representations to Council 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 City.

#### **14 LABOUR MANAGEMENT COMMITTEE**

- (a) A Labour Management Committee shall be established with the following principal objectives:
  - (1) To develop and maintain a continuous effective channel of labour management communication.
  - (2) To provide a means whereby the City can keep the Union and employees informed of proposed organizational and technological changes.
  - (3) To consider and make recommendations to resolve the effects of any proposed changes on individual employees.

- (4) To consider and make recommendations to resolve matters affecting job security or the safety, health and well-being of employees on the job.
- (5) To consider and make recommendations with respect to the training and development of employees on the job.
- (6) To encourage employee and Union suggestions.

(b) **Members**

The Committee shall be composed of eight (8) members, four (4) to be appointed by the City and four (4) to be appointed by the Union.

#### **14.1 Occupational Health and Safety**

An Occupational Health and Safety Committee shall be established consisting of up to six (6) representatives of the City and up to six (6) Union-appointed representatives. The Committee shall discuss matters related to occupational health and safety and shall make recommendations to the City Manager.

#### **15 HARASSMENT**

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

#### **16 GRIEVANCE PROCEDURE**

##### **16.1 Definition**

A grievance shall mean any difference concerning the interpretation, application or operation of this Agreement, or any grievance concerning any alleged violation of this Agreement, or any difference concerning the suspension, discipline or dismissal of an employee.

##### **16.2 Procedure**

An employee and the immediate Supervisor shall attempt to resolve a potential grievance as defined in Clause 16.1 before it is submitted to the formal grievance procedure outlined below. However, if the employee and Supervisor are unable to resolve such potential grievance, it shall be finally and conclusively settled without stoppage of work by the following steps:

###### Step 1

The employee shall formally take up the grievance with the Supervisor from whose decision it arose within ten (10) working days of the grievance arising.

###### Step 2

If the employee wishes to pursue the grievance further the employee shall, within five (5) working days of having taken the grievance up with the Supervisor in Step 1, present such grievance in writing, on a form to be approved by the City and the Union, to the Department Head. The Department Head will provide a reply to the employee in writing within five (5) working days of receipt of the grievance.

###### Step 3

- (a) If, having received a reply from the Department Head, the employee wishes to pursue the grievance further, the employee shall, within five (5) working days of receiving said reply, forward the completed grievance form to the Office of the City Manager. The Manager's Office shall refer the grievance to a Grievance Sub-Committee within one (1) working day.
- (b) The Grievance Sub-Committee shall consist of an appointee of the Union and an appointee of the City Manager.

- (c) The Grievance Sub-Committee shall have the right to jointly investigate all aspects of the grievance and to interview the Grievor, the Supervisor, the Department Head and any other person who may have knowledge of the circumstances of the grievance.
- (d) The Grievance Sub-Committee shall, within ten (10) working days from the time of receiving the grievance, communicate in writing any mutually agreed findings and recommendations as to the definition and resolution of the grievance, or its failure to agree, to the Grievor and the Department Head involved, the City Manager and the President of the Union.

Step 4

If, having received the response of the Grievance Sub-committee, the Union wishes to pursue the grievance further, it shall, within five (5) working days of receiving said reply, refer the matter in writing to the City Manager. The City Manager or his designate shall provide a written response to the Union within ten (10) working days of receipt of the grievance.

Step 5

- (a) In the event the grievance is unresolved at Step 4, the City or the Union may submit the grievance to a Board of Arbitration of three (3) persons, one of whom shall be appointed by the City and one by the Union. Such appointment shall be made within ten (10) working days of the receipt of the City Manager's response in Step 4. The third member shall be appointed within ten (10) working days by the two members so appointed, and shall be Chairperson.
- (b) Should the members appointed by the parties fail to agree on a Chairperson within the said five (5) working days the said Chairperson shall be appointed by the Minister of Labour of the Province of British Columbia.
- (c) Where under Article 16 an Arbitration Board finds that an employee has been dismissed, suspended or otherwise disciplined for other than proper cause, such Arbitration Board may:
  - (1) direct the City to reinstate the employee and pay to the employee a sum equal to the wages lost by reason of such dismissal, suspension, or other discipline, or such lesser sum as, in the opinion of the Arbitration Board, is fair and reasonable; or
  - (2) make such other order as it considers fair and reasonable, having regard to the terms of this Agreement.
- (d) The majority decision of the Board shall be final and binding on both parties and each party shall bear the expense of their arbitrator and pay one-half of the expenses of the Chairperson. The Board shall finally settle such difference or grievance and communicate its decision within fourteen (14) calendar days after the appointment of the Chairperson.

**16.3 Extension**

The stipulated time mentioned in Steps 2, 3, 4 and 5 may be extended by mutual consent of the appointee of the Union and the appointee of the City Manager.

**16.4 Rights of Grievance**

The City or the Union shall have the same rights of grievance with respect to the matters set out in Clause 16.1 and the procedures to be applied as set out in Steps 2, 3, 4 and 5 of the Grievance Procedure.

**17 RESIDUAL ITEMS**

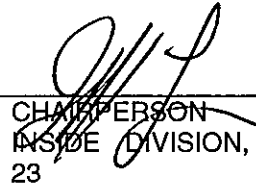
The Schedules attached hereto and marked with the letters "F" and "G" shall form a part of this Agreement.

IN WITNESS WHEREOF the City has caused these presents to be sealed with its Corporate Seal and signed by its proper officials on its behalf, and the Union has caused these presents to be executed under the hands of its proper officers duly authorized in that behalf as of the day and year first above written.

THE CITY OF BURNABY:

CANADIAN UNION OF  
PUBLIC EMPLOYEES,  
LOCAL 23 (Burnaby Civic  
Employees) on behalf of its  
INSIDE WORKERS'  
DIVISION:

  
MAYOR

  
CHAIRPERSON  
INSIDE DIVISION, LOCAL  
23

  
CLERK

  
PRESIDENT, LOCAL 23

  
SECRETARY, LOCAL 23

June 4, 2014  
Dated

June 4, 2014  
Dated



**SCHEDULE "A" – RATES OF PAY**

INSIDE DIVISION – 2012 – 2015

Class Title	Schedule "B" Note	Pay Grade
Accounting Analyst		24
Accounting Clerk 1		14
Accounting Clerk 2		17
Accounting Clerk 3		22
Administration Clerk		16
Administrative Asst. - Parks		23
Administrative Asst. - Building Dept.		21
Administrative Asst. - Fire Dept.		21
Administrative Asst. - Planning Dept.		21
Administrative Clerk - Engineering		21
Administrative Officer 1 - Clerk's Dept.	C	22
Administrative Officer - Licence Dept.		21
Administrator - Community Volunteer Resources		25
Anti-Graffiti Coordinator	T	25
Applications Support Analyst		23
Aquatic Leader 1	B, F	17
Aquatic Leader 2	B, F	18
Aquatic Maintenance Supervisor		21
Archival Asst. - Clerk's Dept.		17
Arena Services Worker 1	B, J	13.5
Arena Services Worker 2	B, J	14.5
Asst. Coordinator - Victim Services		21
Asst. Facility Supervisor		16
Asst. Facilities Management Coordinator	B	20
Asst. Program Leader		8
Asst. Project Manager		28
Attendant - Children		9
Booking Clerk		14
Booking Coordinator		15
Budget Analyst		24
Building Inspector 3	Q	27
Building Inspector 4	Q	29
Building Inspector – Housing & Small Buildings		24
Building Maintenance Supervisor - Bonsor	T	21
Building Service Worker	B, R	13
Building Technician		23
Building Technologist		25
Business Analyst 1	T	25
Business Analyst 2	T	29
Business Analyst 3	T	31
Business Licence Clerk		15
Buyer 1		19
Buyer 2		24
Bylaw Enforcement Coordinator		23
Bylaw Enforcement Officer		21
Capital Asset Analyst		25
Cashier Attendant	B, M	11
Clerical Supervisor - RCMP		19
Clerk 2	V	13
Clerk 3	B, I	17
Clerk 4		19

Class Title	Schedule "B" Note	Pay Grade
Clerk 5		22
Clerk - Data Entry Operator		14
Clerk - Fire Department Administration		17
Clerk - Purchasing		14
Clerk Stenographer 3		15
Clerk Stenographer 4		17
Clerk - Traffic	T, I	15
Clerk Typist 2		13
Clerk Typist 3	V	15
Client Services Specialist 2		26
Client Services Supervisor	T	17
Client Support Assistant		17
Communications Assistant		20
Communications Operator 1	O	15
Communications Operator 2	O	19
Communications Operator 3	O	21
Community Police Officer Coordinator	K	18
Computer Systems Specialist		17
Contracts Clerk		17
Contracts Technician		25
Cook		15
Coordinator - Community Volunteer Resources		18
Coordinator - Facility Operations		20
Coordinator - Fine Arts	S	23
Coordinator - Production & Operations	T	22
Coordinator - Recreation Programs		20
Coordinator - Special Services & Programs	S	23
Coordinator - Theatre & Facility Services	T	22
Coordinator - Youth Recreation Services		23
Corporate Records Assistant		19
Court Liaison Officer		24
CPIC Operator Clerk		15
CPIC Supervisor		19
Crime Analyst	K	26
Crime Prevention Program Coordinator	T	21
Crime Prevention Program Facilitator	T	18
Cross Connection Control Inspector	T	29
Custodial Guard	B, J	14
Custodian - City Hall Complex	B, I	14.5
Customer Service Assistant		16
Customer Service Supervisor		19
Database Administrator		30
Department Secretary		16
Development Plan Technician		24
Digital Reprographics Operator		16
Dispatcher Clerk	B, I	17
Draftsperson 1	A	12
Draftsperson 2		17
Draftsperson 3		19
Ecosystem Planner		31
Elections Clerk		16
Elections Supervisor - Clerk's Department		18
Electrical Inspector 1	Q	27
Electrical Inspector 2	Q	29
Energy Coordinator	B	23

SCHEDULE "A" – RATES OF PAY

Class Title	Schedule "B" Note	Pay Grade
Engineering Information Clerk	V	16
Engineering Inspector	B, I	22
Engineering Project Technologist		27
Engineering Survey Technician	D	21
Engineering Technician - Coordinator		27
Engineering Technologist -Design		25
Engineering Technologist - Public Works	B	25
Environmental Services Officer		26
Environmental Technician - Parks	T	22
Exhibit Custodian		17
Facility Operations Supervisor	S	23
Facilities Management Coordinator	B, P	23
Facilities Management Coordinator - Electrical	B, P	25
Facilities Management Program Planner	B, P	23
File Reviewer		15
File Reviewer - Watch Clerk	O	15
Financial Analyst		29
Fine and Performing Arts Coordinator	S	20
Fine Arts Leader	S	17
Food Services Attendant	B, M	7
Food Services Event Leader	B, M	14
Food Services Lead Hand	B, M	11
Food Services Worker		14
Front Counter Clerk - RCMP		15
Garage Service Technician	B	19
GIS Analyst		29
GIS Supervisor		30
GIS Technician		24
Golf Services Assistant 1	B, M	11
Golf Services Assistant 2	B, M	12
Graphics Artist		24
Graphics Designer		22
Graphics Technician		21
Identification Technician		21
Indoor/Outdoor Leader 1	B, K	8
Indoor/Outdoor Leader 2	B, K	9
Indoor/Outdoor Leader 3	B, K	12
Indoor/Outdoor Leader 4	B, K	13
Information Clerk		12
Infrastructure Management System Specialist	B	27
Insurance Clerk		15
Inventory Analyst	B	24
Inventory Planning Assistant	B, I	19
Janitor Leader	B, R	14.5
Junior File Clerk	A	10
Landscape Development Technician		24
Landscape Technician		21
Lead Mail Clerk	A	13
Legal Assistant		20
Legal Survey Technologist		23
Lifeguard/Instructor - Aquatics	B, M	13
Local Improvements and Budget Clerk		20
Mail Clerk	A	12
Mapping Technician 2		21
Marketing Assistant		15

SCHEDULE "A" – RATES OF PAY

Class Title	Schedule "B" Note	Pay Grade
Marketing and Sponsorship Coordinator	T	20
Materials Management Worker 2	B, I	17
Meter Checker	B, L	15
Microcomputer Support Specialist 1	T	16
Microcomputer Support Specialist 2	T	21
Microcomputer Support Specialist 3	T	25
Municipal Archivist		25
Network Architect 1		27
Network Architect 2		30
Network Architect 3		32
Operations Coordinator	B, J	18.5
Operations and Events Supervisor	S	22
Parking Enforcement Supervisor	M	21
Parking Patroller	B, L	17
Parking Services Supervisor	B	22
Parks Design Technician		25
Parks Designer		27
Parks Janitor	B, R	13
Partsworker 2	B, I	17
Payroll Clerk 1		17
Payroll Supervisor		26
Payroll Technician		21
Plan Checker 1		19
Plan Checker 2		21
Planner 1		29
Planner 2	C	31
Planner 2 - Urban Design		31
Planner 3		34
Planning Analyst		26
Planning Assistant 2		17
Planning Assistant 3		21
Planning Technician 1		23
Planning Technician 2		25
Planning Technician - Information Systems		21
Plumbing and Gas Inspector 1	Q	27
Plumbing and Gas Inspector 2	Q	29
Police Accounts Clerk		16
Police Records Clerk		13
Pool Janitor	B, J	13
PRIME Records Specialist	B	21
Printshop Operator		20
Production and Technical Services Coordinator	T	20
Program Leader	S	11
Property Use Coordinator		23
Property Valuator - Negotiator 1	C	27
Property Valuator - Negotiator 2	C	29
RCMP Computer Systems Specialist		26
Reader - RCMP	B	20
Real Property Administrator	C	26
Records Centre Clerk		15
Records and Information Administrator		27
Recreation Attendant 1	B, M	7
Recreation Centre Supervisor 1	S	21
Recreation Centre Supervisor 2	S	23
Recreation Clerk 1	H	12

SCHEDULE "A" – RATES OF PAY

Class Title	Schedule "B" Note	Pay Grade
Recreation Clerk 2	H	14
Recreation Clerk 3	H	17
Recreation Complex Supervisor	S	27
Recreation Facility Attendant		12
Recreation Leader 1	S	15
Recreation Leader 2	S	17
Recreation Leader - Weight Room	S	15
Recreation Office Supervisor	S	19
Recreation Programmer		19
Recreation Programmer - Preschool Programs		19
Recycling Services Coordinator	B	17
Registration Clerk/Receptionist	H	12
Research Assistant - Parks and Recreation		20
Research Officer - Parks and Recreation		22
Restorative Justice Coordinator	S	23
Revenue and Tax Coordinator		24
Senior Building Technologist		28
Senior Buyer		26
Senior Citizens' Centre Supervisor	S	21
Senior Customer Service Assistant		17
Senior Printshop Operator		22
Senior Real Property Administrator		28
Senior Survey Technologist		24
Sign Bylaw Technician		18
Social Planner		30
Special Events Officer	T	20
Supervisor Administration - Parks, Recreation & Cultural Services	T	21
Supervisor - Building Inspections	Q	31
Supervisor - Bylaw Services	C	27
Supervisor Financial Services	C	20
Supervisor - Food Services	S	20
Supervisor - Front of House		15
Supervisor PPA/Subdivision Approval		29
Supervisor - Plumbing & Gas Inspections	Q	31
Supervisor - Print Shop		26
Supervisor - Property Use and Coordination		27
Supervisor - Sports & Outdoor Recreation	S	24
Supervisor - Traffic Engineering		28
Supervisor - Youth Services	S	25
Survey Assistant 1	A, D	13
Survey Assistant 2	D	17
Swangard Stadium Attendant	B, K	13
System Operator		20
Technical Supervisor - James Cowan Theatre	T	19
Telephone Operator - Receptionist	A, E	12
Telephone Support Assistant		17
Tourist Information Clerk	M	10
Traffic Assistant		17
Traffic Technician 1		21
Traffic Technician 2		23
Treasury Analyst		27
Treasury Clerk		19
Victim Assistance Coordinator		24
Victim Services Caseworker	S	19
Volunteer Coordinator - Shadbolt Centre	T	17

Class Title	Schedule "B" Note	Pay Grade
Youth Centre Supervisor	S	19
Youth and Family Counsellor	S	22

**MUSEUM CLASSES**

Class Title	Schedule "B" Note	Pay Grade
Assistant Curator		24
Assistant Museum Programmer	T	17
Carousel Operator		12
Carousel Operator - Lead Hand		15
Cashier Attendant		11
Conservation Aide	T	17
Curatorial Aide		14
Design Supervisor	T	21
Display Technician		15
Exhibit Preparator		19
Gardener - Burnaby Village Museum	31.59/hr (2012 Jan 01) 32.14/hr (2013 Jan 01) 32.70/hr (2014 Jan 01) 33.35/hr (2015 Jan 01)	
Gift Shop Assistant		13
Grounds Attendant - BVM	25.65/hr (2012 Jan 01) 26.10/hr (2013 Jan 01) 26.56/hr (2014 Jan 01) 27.09/hr (2015 Jan 01)	
Interpreter Lead	T	15
Janitor Leader - Museum		15
Maintenance Supervisor		21
Marketing and Sponsorship Coordinator	T	20
Museum Conservator		24
Museum Curator		26
Museum Designer		25
Museum Interpreter		14
Museum Janitor		13
Museum Maintenance Assistant	T	15
Museum Programs Coordinator	T	22
Museum Registrar		17
Museum Services Supervisor		28
Office Supervisor - Burnaby Village Museum		18
Sales Service Assistant		12
Sales Service Supervisor		17

**ART GALLERY CLASSES**

Class Title	Schedule "B" Note	Pay Grade
Assistant Curator		24
Burnaby Art Gallery Secretary		13
Education Assistant		11
Fine and Performing Arts Programmer		20
Gallery Attendant		11
Gallery Registrar	T	17
Preparator/Exhibit Coordinator		20
Visual Arts Coordinator	T	26

SCHEDULE "A" – RATES OF PAY

Note:

Classes and/or pay grades that have been abolished, reclassified, revalued and/or retitled subsequent to 2007 January 01 are only effective from the date such change occurred.

\* The Employer and the Union agree that the wage adjustment received by this classification shall not be used as the basis for argument or as comparison criteria to alter the classification or value of any other existing classification.

Changes to classes and/or pay grades have been made up to 2012 December 31.

PAY RATES

Pay Grade	Effective Date	Steps: *				
		1	2	3	4	5
7	2012 Jan 01	16.38	17.03	17.70	18.41	19.14
	2013 Jan 01	16.67	17.33	18.01	18.73	19.47
	2014 Jan 01	16.96	17.63	18.33	19.06	19.81
	2015 Jan 01	17.30	17.98	18.70	19.44	20.21
8	2012 Jan 01	17.03	17.70	18.41	19.14	19.87
	2013 Jan 01	17.33	18.01	18.73	19.47	20.22
	2014 Jan 01	17.63	18.33	19.06	19.81	20.57
	2015 Jan 01	17.98	18.70	19.44	20.21	20.98
9	2012 Jan 01	17.70	18.41	19.14	19.87	20.71
	2013 Jan 01	18.01	18.73	19.47	20.22	21.07
	2014 Jan 01	18.33	19.06	19.81	20.57	21.44
	2015 Jan 01	18.70	19.44	20.21	20.98	21.87
10	2012 Jan 01	18.41	19.14	19.87	20.71	21.51
	2013 Jan 01	18.73	19.47	20.22	21.07	21.89
	2014 Jan 01	19.06	19.81	20.57	21.44	22.27
	2015 Jan 01	19.44	20.21	20.98	21.87	22.72
11	2012 Jan 01	19.14	19.87	20.71	21.51	22.36
	2013 Jan 01	19.47	20.22	21.07	21.89	22.75
	2014 Jan 01	19.81	20.57	21.44	22.27	23.15
	2015 Jan 01	20.21	20.98	21.87	22.72	23.61
12	2012 Jan 01	19.87	20.71	21.51	22.36	23.29
	2013 Jan 01	20.22	21.07	21.89	22.75	23.70
	2014 Jan 01	20.57	21.44	22.27	23.15	24.11
	2015 Jan 01	20.98	21.87	22.72	23.61	24.59
13	2012 Jan 01	20.71	21.51	22.36	23.29	24.26
	2013 Jan 01	21.07	21.89	22.75	23.70	24.68
	2014 Jan 01	21.44	22.27	23.15	24.11	25.11
	2015 Jan 01	21.87	22.72	23.61	24.59	25.61
13.5	2012 Jan 01	20.99	21.88	22.79	23.66	24.66
	2013 Jan 01	21.36	22.26	23.19	24.07	25.09
	2014 Jan 01	21.73	22.65	23.60	24.49	25.53
	2015 Jan 01	22.16	23.10	24.07	24.98	26.04
14	2012 Jan 01	21.51	22.36	23.29	24.26	25.22
	2013 Jan 01	21.89	22.75	23.70	24.68	25.66
	2014 Jan 01	22.27	23.15	24.11	25.11	26.11
	2015 Jan 01	22.72	23.61	24.59	25.61	26.63
14.5	2012 Jan 01	21.88	22.79	23.66	24.66	25.69
	2013 Jan 01	22.26	23.19	24.07	25.09	26.14
	2014 Jan 01	22.65	23.60	24.49	25.53	26.60
	2015 Jan 01	23.10	24.07	24.98	26.04	27.13
15	2012 Jan 01	22.36	23.29	24.26	25.22	26.28
	2013 Jan 01	22.75	23.70	24.68	25.66	26.74
	2014 Jan 01	23.15	24.11	25.11	26.11	27.21
	2015 Jan 01	23.61	24.59	25.61	26.63	27.75
15.5	2012 Jan 01	22.79	23.66	24.66	25.69	26.74
	2013 Jan 01	23.19	24.07	25.09	26.14	27.21
	2014 Jan 01	23.60	24.49	25.53	26.60	27.69



SCHEDULE "A" – RATES OF PAY

Pay Grade	Effective Date	Steps: *				
		1	2	3	4	5
	2015 Jan 01	24.07	24.98	26.04	27.13	28.24
16	2012 Jan 01	23.29	24.26	25.22	26.28	27.36
	2013 Jan 01	23.70	24.68	25.66	26.74	27.84
	2014 Jan 01	24.11	25.11	26.11	27.21	28.33
	2015 Jan 01	24.59	25.61	26.63	27.75	28.90
16.5	2012 Jan 01	23.66	24.66	25.69	26.74	27.82
	2013 Jan 01	24.07	25.09	26.14	27.21	28.31
	2014 Jan 01	24.49	25.53	26.60	27.69	28.81
	2015 Jan 01	24.98	26.04	27.13	28.24	29.39
17	2012 Jan 01	24.26	25.22	26.28	27.36	28.49
	2013 Jan 01	24.68	25.66	26.74	27.84	28.99
	2014 Jan 01	25.11	26.11	27.21	28.33	29.50
	2015 Jan 01	25.61	26.63	27.75	28.90	30.09
17.5	2012 Jan 01	24.66	25.69	26.74	27.82	28.98
	2013 Jan 01	25.09	26.14	27.21	28.31	29.49
	2014 Jan 01	25.53	26.60	27.69	28.81	30.01
	2015 Jan 01	26.04	27.13	28.24	29.39	30.61
18	2012 Jan 01	25.22	26.28	27.36	28.49	29.68
	2013 Jan 01	25.66	26.74	27.84	28.99	30.20
	2014 Jan 01	26.11	27.21	28.33	29.50	30.73
	2015 Jan 01	26.63	27.75	28.90	30.09	31.34
18.5	2012 Jan 01	25.69	26.74	27.82	28.98	30.22
	2013 Jan 01	26.14	27.21	28.31	29.49	30.75
	2014 Jan 01	26.60	27.69	28.81	30.01	31.29
	2015 Jan 01	26.74	27.82	28.98	30.22	31.92
19	2012 Jan 01	26.28	27.36	28.49	29.68	30.90
	2013 Jan 01	26.74	27.84	28.99	30.20	31.44
	2014 Jan 01	27.21	28.33	29.50	30.73	31.99
	2015 Jan 01	27.75	28.90	30.09	31.34	32.63
19.5	2012 Jan 01	26.74	27.82	28.98	30.22	31.48
	2013 Jan 01	27.21	28.31	29.49	30.75	32.03
	2014 Jan 01	27.69	28.81	30.01	31.29	32.59
	2015 Jan 01	27.82	28.98	30.22	31.92	33.24
20	2012 Jan 01	27.36	28.49	29.68	30.90	32.21
	2013 Jan 01	27.84	28.99	30.20	31.44	32.77
	2014 Jan 01	28.33	29.50	30.73	31.99	33.34
	2015 Jan 01	28.90	30.09	31.34	32.63	34.01
21	2012 Jan 01	28.49	29.68	30.90	32.21	33.55
	2013 Jan 01	28.99	30.20	31.44	32.77	34.14
	2014 Jan 01	29.50	30.73	31.99	33.34	34.74
	2015 Jan 01	30.09	31.34	32.63	34.01	35.43
22	2012 Jan 01	29.68	30.90	32.21	33.55	34.96
	2013 Jan 01	30.20	31.44	32.77	34.14	35.57
	2014 Jan 01	30.73	31.99	33.34	34.74	36.19
	2015 Jan 01	31.99	33.34	34.74	36.19	36.91
23	2012 Jan 01	30.90	32.21	33.55	34.96	36.47
	2013 Jan 01	31.44	32.77	34.14	35.57	37.11
	2014 Jan 01	31.99	33.34	34.74	36.19	37.76

Pay Grade	Effective Date	Steps: *				
		1	2	3	4	5
	2015 Jan 01	33.34	34.74	36.19	36.91	38.52
24	2012 Jan 01	32.21	33.55	34.96	36.47	38.02
	2013 Jan 01	32.77	34.14	35.57	37.11	38.69
	2014 Jan 01	33.34	34.74	36.19	37.76	39.37
	2015 Jan 01	34.74	36.19	36.91	38.52	40.16
25	2012 Jan 01	33.55	34.96	36.47	38.02	39.60
	2013 Jan 01	34.14	35.57	37.11	38.69	40.29
	2014 Jan 01	34.74	36.19	37.76	39.37	41.00
	2015 Jan 01	36.19	36.91	38.52	40.16	41.82
26	2012 Jan 01	34.96	36.47	38.02	39.60	41.30
	2013 Jan 01	35.57	37.11	38.69	40.29	42.02
	2014 Jan 01	36.19	37.76	39.37	41.00	42.76
	2015 Jan 01	36.91	38.52	40.16	41.82	43.62
27	2012 Jan 01	36.47	38.02	39.60	41.30	43.10
	2013 Jan 01	37.11	38.69	40.29	42.02	43.85
	2014 Jan 01	37.76	39.37	41.00	42.76	44.62
	2015 Jan 01	38.52	40.16	41.82	43.62	45.51
28	2012 Jan 01	38.02	39.60	41.30	43.10	44.92
	2013 Jan 01	38.69	40.29	42.02	43.85	45.71
	2014 Jan 01	39.37	41.00	42.76	44.62	46.51
	2015 Jan 01	40.16	41.82	43.62	45.51	47.44
29	2012 Jan 01	39.60	41.30	43.10	44.92	46.84
	2013 Jan 01	40.29	42.02	43.85	45.71	47.66
	2014 Jan 01	41.00	42.76	44.62	46.51	48.49
	2015 Jan 01	41.82	43.62	45.51	47.44	49.46
30	2012 Jan 01	41.30	43.10	44.92	46.84	48.90
	2013 Jan 01	42.02	43.85	45.71	47.66	49.76
	2014 Jan 01	42.76	44.62	46.51	48.49	50.63
	2015 Jan 01	43.62	45.51	47.44	49.46	51.64
31	2012 Jan 01	43.10	44.92	46.84	48.90	50.97
	2013 Jan 01	43.85	45.71	47.66	49.76	51.86
	2014 Jan 01	44.62	46.51	48.49	50.63	52.77
	2015 Jan 01	45.51	47.44	49.46	51.64	53.83
32	2012 Jan 01	44.92	46.84	48.90	50.97	53.19
	2013 Jan 01	45.71	47.66	49.76	51.86	54.12
	2014 Jan 01	46.51	48.49	50.63	52.77	55.07
	2015 Jan 01	47.44	49.46	51.64	53.83	56.17
33	2012 Jan 01	46.84	48.90	50.97	53.19	55.49
	2013 Jan 01	47.66	49.76	51.86	54.12	56.46
	2014 Jan 01	48.49	50.63	52.77	55.07	57.45
	2015 Jan 01	49.46	51.64	53.83	56.17	58.60
34	2012 Jan 01	48.90	50.97	53.19	55.49	57.84
	2013 Jan 01	49.76	51.86	54.12	56.46	58.85
	2014 Jan 01	50.63	52.77	55.07	57.45	59.88
	2015 Jan 01	51.64	53.83	56.17	58.60	61.08

Notes:

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

SCHEDULE "A" – RATES OF PAY

- 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.

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.

## INSIDE PAY CONVERSION SCHEDULE – 2012 JANUARY 01 – 2012 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	16.38	1146.60		1310.44	16.63	1164.10		1330.40
-	17.03	1192.10		1362.41	17.29	1210.30		1383.20
-	17.70	1239.00		1416.23	17.97	1257.90		1437.60
-	18.41	1288.70		1472.80	18.69	1308.30		1495.20
7	19.14	1339.80		1531.22	19.43	1360.10		1554.40
8	19.87	1390.90		1589.64	20.17	1411.90		1613.60
9	20.71	1449.70		1656.79	21.02	1471.40		1681.60
10	21.51	1505.70		1720.73	21.83	1528.10		1746.40
11	22.36	1565.20	1677.03	1788.80	22.70	1589.00	1702.50	1816.00
12	23.29	1630.30	1746.94	1863.31	23.64	1654.80	1773.00	1891.20
13	24.26	1698.20	1819.62	1940.59	24.62	1723.40	1846.50	1969.60
14	25.22	1765.40	1891.37	2017.40	25.60	1792.00	1920.00	2048.00
15	26.28	1839.60	1970.95	2102.50	26.67	1866.90	2000.25	2133.60
16	27.36	1915.20	2051.90	2188.97	27.77	1943.90	2082.75	2221.60
17	28.49	1994.30	2136.53	2279.12	28.92	2024.40	2169.00	2313.60
18	29.68	2077.60	2226.23	2374.33	30.13	2109.10	2259.75	2410.40
19	30.90	2163.00	2317.30	2471.85	31.36	2195.20	2352.00	2508.80
20	32.21	2254.70	2415.73	2576.72	32.69	2288.30	2451.75	2615.20
21	33.55	2348.50	2516.46	2683.89	34.05	2383.50	2553.75	2724.00
22	34.96	2447.20		2796.58	35.48	2483.60		2838.40
23	36.47	2552.90		2917.55	37.02	2591.40		2961.60
24	38.02	2661.40		3041.74	38.59	2701.30		3087.20
25	39.60	2772.00		3167.77	40.19	2813.30		3215.20
26	41.30	2891.00		3303.92	41.92	2934.40		3353.60
27	43.10	3017.00		3447.89	43.75	3062.50		3500.00
28	44.92	3144.40		3593.70	45.59	3191.30		3647.20
29	46.84	3278.80		3747.33	47.54	3327.80		3803.20
30	48.90	3423.00		3911.99	49.63	3474.10		3970.40
31	50.97	3567.90		4077.58	51.73	3621.10		4138.40
32	53.19	3723.30		4255.13	53.99	3779.30		4319.20
33	55.49	3884.30		4439.11	56.32	3942.40		4505.60
34	57.84	4048.80		4627.24	58.71	4109.70		4696.80
-	20.99		1574.25	1679.20	21.30		1597.50	1704.00
-	21.88		1641.00	1750.40	22.21		1665.75	1776.80
-	22.79		1709.25	1823.20	23.13		1734.75	1850.40
-	23.66		1774.50	1892.80	24.01		1800.75	1920.80
13.5	24.66		1849.50	1972.80	25.03		1877.25	2002.40
14.5	25.69		1926.75	2055.20	26.08		1956.00	2086.40
15.5	26.74		2005.50	2139.20	27.14		2035.50	2171.20
16.5	27.82		2086.50	2225.60	28.24		2118.00	2259.20
17.5	28.98		2173.50	2318.40	29.41		2205.75	2352.80
18.5	30.22		2266.50	2417.60	30.67		2300.25	2453.60
19.5	31.48		2361.00	2518.40	31.95		2396.25	2556.00

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

SCHEDULE "A" – RATES OF PAY

INSIDE PAY CONVERSION SCHEDULE – 2013 JANUARY 01 – 2013 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	16.67	1166.90		1333.60	16.92	1184.40		1353.60
-	17.33	1213.10		1386.40	17.59	1231.30		1407.20
-	18.01	1260.70		1440.80	18.28	1279.60		1462.40
-	18.73	1311.10		1498.40	19.01	1330.70		1520.80
7	19.47	1362.90		1557.60	19.77	1383.20		1580.80
8	20.22	1415.40		1617.60	20.52	1436.40		1641.60
9	21.07	1474.90		1685.60	21.39	1497.30		1711.20
10	21.89	1532.30		1751.20	22.21	1555.40		1777.60
11	22.75	1592.50	1706.25	1820.00	23.09	1616.30	1731.75	1847.20
12	23.70	1659.00	1777.50	1896.00	24.05	1684.20	1804.50	1924.80
13	24.68	1727.60	1851.00	1974.40	25.05	1753.50	1878.75	2004.00
14	25.66	1796.20	1924.50	2052.80	26.05	1822.80	1953.00	2083.20
15	26.74	1871.80	2005.50	2139.20	27.14	1899.80	2035.50	2171.20
16	27.84	1948.80	2088.00	2227.20	28.26	1978.20	2119.50	2260.80
17	28.99	2029.30	2174.25	2319.20	29.42	2059.40	2206.50	2353.60
18	30.20	2114.00	2265.00	2416.00	30.65	2145.50	2298.75	2452.00
19	31.44	2200.80	2358.00	2515.20	31.91	2233.70	2393.25	2552.80
20	32.77	2293.90	2457.75	2621.60	33.27	2328.20	2494.50	2660.80
21	34.14	2389.80	2560.50	2731.20	34.65	2425.50	2598.75	2772.00
22	35.57	2489.90		2845.60	36.11	2527.00		2888.00
23	37.11	2597.70		2968.80	37.66	2636.90		3013.60
24	38.69	2708.30		3095.20	39.27	2748.90		3141.60
25	40.29	2820.30		3223.20	40.90	2862.30		3271.20
26	42.02	2941.40		3361.60	42.65	2985.50		3412.00
27	43.85	3069.50		3508.00	44.51	3115.70		3560.80
28	45.71	3199.70		3656.80	46.39	3248.00		3712.00
29	47.66	3336.20		3812.80	48.37	3385.90		3869.60
30	49.76	3483.20		3980.80	50.50	3535.70		4040.80
31	51.86	3630.20		4148.80	52.64	3684.80		4211.20
32	54.12	3788.40		4329.60	54.93	3845.10		4394.40
33	56.46	3952.20		4516.80	57.31	4011.70		4584.80
34	58.85	4119.50		4708.00	59.73	4181.10		4778.40
-	21.36		1602.00	1708.80	21.68		1626.00	1734.40
-	22.26		1669.50	1780.80	22.59		1694.25	1807.20
-	23.19		1739.25	1855.20	23.54		1765.50	1883.20
-	24.07		1805.25	1925.60	24.43		1832.25	1954.40
13.5	25.09		1881.75	2007.20	25.47		1910.25	2037.60
14.5	26.14		1960.50	2091.20	26.53		1989.75	2122.40
15.5	27.21		2040.75	2176.80	27.62		2071.50	2209.60
16.5	28.31		2123.25	2264.80	28.73		2154.75	2298.40
17.5	29.49		2211.75	2359.20	29.93		2244.75	2394.40
18.5	30.75		2306.25	2460.00	31.21		2340.75	2496.80
19.5	32.03		2402.25	2562.40	32.51		2438.25	2600.80

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

## INSIDE PAY CONVERSION SCHEDULE – 2014 JANUARY 01 – 2014 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	16.96	1187.20		1356.80	17.21	1204.70		1376.80
-	17.63	1234.10		1410.40	17.90	1252.30		1431.20
-	18.32	1283.10		1466.40	18.60	1302.00		1488.00
-	19.06	1334.20		1524.80	19.35	1354.50		1548.00
7	19.82	1386.70		1584.80	20.11	1407.70		1608.80
8	20.57	1439.90		1645.60	20.88	1461.60		1670.40
9	21.44	1500.80		1715.20	21.76	1523.20		1740.80
10	22.27	1558.90		1781.60	22.60	1582.00		1808.00
11	23.15	1620.50	1736.25	1852.00	23.50	1645.00	1762.50	1880.00
12	24.11	1687.70	1808.25	1928.80	24.47	1712.90	1835.25	1957.60
13	25.12	1757.70	1883.25	2008.80	25.49	1784.30	1911.75	2039.20
14	26.11	1827.70	1958.25	2088.80	26.50	1855.00	1987.50	2120.00
15	27.21	1904.70	2040.75	2176.80	27.62	1933.40	2071.50	2209.60
16	28.33	1983.10	2124.75	2266.40	28.75	2012.50	2156.25	2300.00
17	29.50	2065.00	2212.50	2360.00	29.94	2095.80	2245.50	2395.20
18	30.73	2151.10	2304.75	2458.40	31.19	2183.30	2339.25	2495.20
19	31.99	2239.30	2399.25	2559.20	32.47	2272.90	2435.25	2597.60
20	33.35	2333.80	2500.50	2667.20	33.85	2368.80	2538.00	2707.20
21	34.73	2431.80	2605.50	2779.20	35.26	2468.20	2644.50	2820.80
22	36.19	2533.30		2895.20	36.74	2571.10		2938.40
23	37.76	2643.20		3020.80	38.32	2683.10		3066.40
24	39.36	2755.90		3149.60	39.95	2797.20		3196.80
25	41.00	2870.00		3280.00	41.61	2913.40		3329.60
26	42.76	2993.20		3420.80	43.40	3038.00		3472.00
27	44.62	3123.40		3569.60	45.29	3170.30		3623.20
28	46.51	3255.70		3720.80	47.20	3304.70		3776.80
29	48.49	3394.30		3879.20	49.22	3445.40		3937.60
30	50.63	3544.10		4050.40	51.39	3597.30		4111.20
31	52.77	3693.90		4221.60	53.56	3749.20		4284.80
32	55.07	3854.90		4405.60	55.89	3913.00		4472.00
33	57.45	4021.50		4596.00	58.31	4081.70		4664.80
34	59.88	4191.60		4790.40	60.78	4254.60		4862.40
-	21.73		1629.75	1738.40	22.06		1654.50	1764.80
-	20.11		1508.25	1608.80	22.99		1724.25	1839.20
-	23.60		1770.00	1888.00	23.95		1796.25	1916.00
-	24.49		1836.75	1959.20	24.86		1864.50	1988.80
13.5	25.53		1914.75	2042.40	25.91		1943.25	2072.80
14.5	26.60		1995.00	2128.00	27.00		2025.00	2160.00
15.5	27.69		2076.75	2215.20	28.11		2108.25	2248.80
16.5	28.81		2160.75	2304.80	29.24		2193.00	2339.20
17.5	30.01		2250.75	2400.80	30.46		2284.50	2436.80
18.5	31.29		2346.75	2503.20	31.76		2382.00	2540.80
19.5	32.59		2444.25	2607.20	33.08		2481.00	2646.40

## Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

SCHEDULE "A" – RATES OF PAY

**INSIDE PAY CONVERSION SCHEDULE – 2015 JANUARY 01 – 2015 DECEMBER 31**

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	17.30	1211.00		1384.00	17.56	1229.20		1404.80
-	17.98	1258.60		1438.40	18.25	1277.50		1460.00
-	18.69	1309.00		1496.00	18.97	1328.60		1518.40
-	19.44	1360.80		1555.20	19.73	1381.10		1578.40
7	20.21	1414.70		1616.80	20.52	1435.70		1640.80
8	20.98	1468.50		1678.40	21.30	1490.30		1703.20
9	21.87	1530.90		1749.60	22.20	1554.00		1776.00
10	22.71	1590.40		1817.60	23.06	1614.20		1844.80
11	23.61	1652.70	1770.75	1888.80	23.97	1677.20	1797.00	1916.80
12	24.59	1721.30	1844.25	1967.20	24.96	1747.20	1872.00	1996.80
13	25.62	1792.70	1920.75	2048.80	26.00	1819.30	1949.25	2079.20
14	26.63	1864.10	1997.25	2130.40	27.03	1892.10	2027.25	2162.40
15	27.75	1942.50	2081.25	2220.00	28.17	1971.90	2112.75	2253.60
16	28.89	2023.00	2167.50	2312.00	29.33	2053.10	2199.75	2346.40
17	30.09	2106.30	2256.75	2407.20	30.54	2137.80	2290.50	2443.20
18	31.34	2193.80	2350.50	2507.20	31.81	2226.70	2385.75	2544.80
19	32.63	2284.10	2447.25	2610.40	33.12	2318.40	2484.00	2649.60
20	34.01	2380.70	2550.75	2720.80	34.52	2416.40	2589.00	2761.60
21	35.43	2480.10	2657.25	2834.40	35.96	2517.20	2697.00	2876.80
22	36.92	2583.70		2952.80	37.47	2622.20		2996.80
23	38.51	2696.40		3081.60	39.09	2737.00		3128.00
24	40.15	2811.20		3212.80	40.75	2853.20		3260.80
25	41.82	2927.40		3345.60	42.45	2971.50		3396.00
26	43.61	3053.40		3489.60	44.27	3098.90		3541.60
27	45.51	3185.70		3640.80	46.20	3233.30		3695.20
28	47.44	3320.80		3795.20	48.15	3370.50		3852.00
29	49.46	3462.20		3956.80	50.21	3514.00		4016.00
30	51.64	3614.80		4131.20	52.41	3668.70		4192.80
31	53.82	3768.10		4306.40	54.63	3824.80		4371.20
32	56.17	3931.90		4493.60	57.01	3990.70		4560.80
33	58.60	4102.00		4688.00	59.48	4163.60		4758.40
34	61.08	4275.60		4886.40	62.00	4340.00		4960.00
-	22.16		1662.00	1772.80	22.49		1686.75	1799.20
-	23.10		1732.50	1848.00	23.45		1758.75	1876.00
-	24.07		1805.25	1925.60	24.43		1832.25	1954.40
-	24.98		1873.50	1998.40	25.35		1901.25	2028.00
13.5	26.04		1953.00	2083.20	26.43		1982.25	2114.40
14.5	27.13		2034.75	2170.40	27.54		2065.50	2203.20
15.5	28.24		2118.00	2259.20	28.66		2149.50	2292.80
16.5	29.39		2204.25	2351.20	29.83		2237.25	2386.40
17.5	30.61		2295.75	2448.80	31.07		2330.25	2485.60
18.5	31.92		2394.00	2553.60	32.40		2430.00	2592.00
19.5	33.24		2493.00	2659.20	33.74		2530.50	2699.20

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

**SCHEDULE "B" – NOTES ON NON-STANDARD PAY AND WORKING CONDITIONS**

- (a) Position classes which receive semi-annual increments; all other classes receive annual increments.
- (b) Position classes which work a 40-hour week.
- (c) Position classes or positions which have a seven (7) hour day/thirty-five (35) hour week which may have daily hours of work varied by the Department Head as required, without shift differential:
- Administrative Officer 1 - Clerks' Dept.
  - By-Law Enforcement Officer
  - Investment and Cash Manager
  - Planner 2 (Social Planner)
  - Property Valuator - Negotiator 1
  - Property Valuator - Negotiator 2
  - Supervisor - By-law Services
  - Supervisor - Department Budgets
- (d) Position classes or positions which have a seven (7) hour day/thirty-five (35) hour week which may have daily hours of work varied by the Department Head as required to coincide with those worked by Outside Employees and be varied to provide one-half (½) hour for lunch, with shift differential:
- Survey Assistant 1
  - Survey Assistant 2
- (e) Position classes or positions which have a seven (7) hour day/thirty-five (35) hour week which shall work any five (5) consecutive days with two (2) days of rest on a scheduled rotating shift between the hours of 08:00 h and 16:00 h and 16:00 h and 24:00 h:
- Telephone Operator - Receptionist (Police PABX)
  - Exhibit Custodian
- (Shift differential shall apply from 16:00 h to 08:00 h)
- (f) Position classes or positions which have an eight (8) hour day/forty (40) hour week or part thereof which shall work any eight (8) consecutive hours or part thereof, exclusive of lunch, between the hours of 07:00 h and 22:30 h any five (5) consecutive days with two (2) days of rest, without shift differential:
- Aquatic Leader 1
  - Aquatic Leader 2
- (g) Position classes or positions which have an eight (8) hour day/forty (40) hour week which shall work any eight (8) consecutive hours, exclusive of lunch, between the hours of 07:00 h and 17:00 h any five (5) consecutive days with two (2) days of rest, without shift differential.
- (h) Position classes or positions which have a seven (7) hour day/thirty-five (35) hour week which shall work any seven (7) consecutive hours, exclusive of lunch, between the hours of 08:00 h and 17:30 h any five (5) consecutive days with two (2) days of rest, without shift differential:
- Recreation Clerk 1
  - Recreation Clerk 2
  - Recreation Clerk 3
- (i) Position classes or positions which have an eight (8) hour day/forty (40) hour week which shall work between the hours of 07:00 h and 17:00 h Monday to Friday, exclusive of lunch, without shift differential:
- Clerk 3 (Parks Service Centre)
  - Clerk 3 (Stores)
  - Custodian – City Hall Complex
  - Dispatcher Clerk
  - Engineering Inspector
  - Materials Management Worker 2



SCHEDULE "B" – NOTES ON NON-STANDARD PAY AND WORKING CONDITIONS

- Partsworker 2
- (j) Position classes or positions which have an eight (8) hour day/forty (40) hour week which shall work any eight (8) consecutive hours, exclusive of lunch, any five (5) consecutive days with two (2) days of rest, with shift differential:
- Arena Services Worker 1 and 2
  - Custodial Guard (exclusive or inclusive of lunch)
  - Operations Coordinator
  - Pool Janitor
- (k) Position classes or positions which have a forty (40) hour week which shall work a non-scheduled work day mutually agreed by the parties:
- Community Police Office Coordinator
  - Indoor/Outdoor Leader 1
  - Indoor/Outdoor Leader 2
  - Indoor/Outdoor Leader 3
  - Indoor/Outdoor Leader 4
  - Swangard Stadium Attendant
- (l) Position classes or positions which have an eight (8) hour day/forty (40) hour week which shall work any eight (8) consecutive hours, inclusive of lunch, between the hours of 07:00 h and 18:00 h, and five (5) consecutive days Monday to Sunday inclusive, without shift differential:
- Parking Patroller
  - Meter Checker
- (m) Position classes or positions which have an eight (8) hour day/forty (40) hour week or part thereof which may be required to work any eight (8) hours or part thereof during five (5) consecutive days without shift differential:
- Cashier Attendant
  - Golf Services Assistant 1
  - Golf Services Assistant 2
  - Lifeguard/Instructor – Aquatics
  - Parking Enforcement Supervisor
  - Recreation Attendant 1
  - Recreation Attendant 2
  - Tourist Information Clerk
- (n) Position classes or positions which have a seven (7) hour day/thirty-five (35) hour week which may be required to work any five (5) days on a scheduled rotating day and afternoon shift (shift differential shall apply to afternoon shift work hours):
- Clerk Typist 3 (Police Stenocord)
  - Clerk 1 (Police File Room)
- (o) Position classes or positions which have a seven and one-half (7½) hour day/thirty-seven and one-half (37½) hour week which shall work any consecutive 7½ hours, exclusive of lunch, any five (5) consecutive days with two (2) days of rest.
- Communications Operator 1
  - Communications Operator 2
  - Communications Operator 3
- (p) Position class which has an eight (8) hour day/forty (40) hour week which shall work between the hours of 07:00 h and 17:00 h Monday to Friday, exclusive of lunch, without shift differential; salary includes compensation for trades pay; overtime rates will be paid for actual telephone work time.

- Physical Plant Maintenance Coordinator
  - Physical Plant Maintenance Coordinator – Electrical
- (q) Salary includes compensation for inspector pay.
- (r) Position classes or positions which shall work any eight (8) consecutive hours with either a thirty (30) minute lunch break and no rest breaks, or two (2) 15-minute rest breaks without a lunch break, any five (5) consecutive days with two (2) days of rest, with shift differential.
- Building Service Worker
  - Janitor Leader
  - Parks Janitor
- (s) Position classes or positions which have a thirty-five (35) hour week which shall work a non-scheduled work day mutually agreed by the parties:
- Community Youth Worker
  - Coordinator – Facility Operations (Parks)
  - Coordinator – Fine Arts
  - Coordinator – Fitness and Wellness Services
  - Coordinator – Recreation Programmes
  - Coordinator – Special Services and Programmes
  - Fine and Performing Arts Programmer
  - Fine Arts Leader
  - Operations and Events Supervisor
  - Program Leader
  - Recreation Centre Supervisor 1
  - Recreation Centre Supervisor 2
  - Recreation Complex Supervisor
  - Recreation Leader 1
  - Recreation Leader 2
  - Recreation Office Supervisor
  - Senior Citizens' Centre Supervisor
  - Special Events Officer
  - Supervisor – Food Services
  - Supervisor – Sports and Outdoor Recreation
  - Supervisor – Youth Services
  - Youth Centre Supervisor
- (t) Position classes which have a seventy (70) hour bi-weekly schedule mutually agreed to by the parties, at straight time rates:
- Anti-Graffiti Coordinator
  - Asst. Coordinator – Block Watch
  - Block Watch Coordinator
  - Booking Coordinator
  - Business Analyst 1\*\*
  - Business Analyst 2\*\*
  - Business Analyst 3\*\*
  - Communications Coordinator – RCMP
  - Conservation Aide
  - Cultural Programs Coordinator
  - Facility and Event Services Coordinator
  - Gallery Registrar
  - Microcomputer Support Specialist 1\*\*
  - Microcomputer Support Specialist 2\*\*
  - Microcomputer Support Specialist 3\*

SCHEDULE "B" – NOTES ON NON-STANDARD PAY AND WORKING CONDITIONS

- Museum Maintenance Assistant
- Network Architect 1\*\*
- Network Architect 2\*
- Network Architect 3\*\*
- Production and Technical Services Coordinator 1
- Technical Supervisor – James Cowan Theatre
- Theatre and Facility Services Coordinator
- Visual Arts Coordinator
- Volunteer Coordinator – Shadbolt Centre

\* Incumbents of these classes as of 2007 August 08 are covered by a Management Guideline letter dated 2007 July 30 providing assurance regarding the scheduling of work on evenings and weekends.

\*\* The following incumbents of these classes are not covered by Note (t). New incumbents will be covered by Note (t).

Business Analyst 2 – George Bitcon, Jalil Fazel, Ron Leung, Helen Mitten, Vivek Sharma, Georgina Wells, John Yajjala

Business Analyst 3 – Sarah Chan

Microcomputer Support Specialist 2 – Farah Kassam

Network Architect 1 – Lynda Miller

Network Architect 2 – Ken Tam

- (u) The Employer and Union agree that for as long as this note remains in the Collective Agreement, employees in the following classes shall work a seventy (70) hour bi-weekly schedule mutually agreed to by the parties, at straight-time rates. The schedule shall be drafted by the employee and approved by the supervisor based on operational needs. It is further agreed that such work will not exceed ten (10) hours in a day, or five (5) days in a week. Should the parties be unable to agree to a work schedule, normal conditions of the Collective Agreement will continue to apply.

Aquatic Maintenance Supervisor	Indoor/Outdoor Leader 1, 2, 3, 4
Arts Centre Supervisor	Parks Design Supervisor
Assistant Curator	Parks Designer
Assistant Centre Manager, Programs	Parks Design Technician
Coordinator – Fine Arts	Research Assistant
Coordinator – Recreation Programmes	Recreation Centre Supervisor 1
Coordinator – Youth Recreation Services	Recreation Centre Supervisor 2
Communications Coordinator	Recreation Clerk 2 and 3 – Supervisory
Festivals Officer	Recreation Leader 1
Fine and Performing Arts Programmer	Recreation Leader 2
Food Services Worker	Research Officer Parks Maintenance
Graphics Technician	Research Officer Parks & Recreation
Maintenance Supervisor	Retail and Marketing Officer
Museum Conservator	Recreation Programmer
Museum Curator	Sales Service Supervisor
Museum Designer	Supervisor – Food Services
Museum Programmer	Supervisor – Sports & Outdoor Recreation
Office Supervisor – All locations	Technical Supervisor
Office Supervisor - Burnaby Village Museum	Theatre and Special Events Coordinator

Operations and Maintenance Supervisor      Youth Centre Supervisor

This note will apply to positions reclassified to the above classifications. The Employer and the Union further agree that for positions under the classifications listed in this note, the application of Clause 4.1(d) – Advance Notice shall be suspended for as long as this note remains in the Collective Agreement.

- (v) Clerk 2 (Service Centre), Clerk-Typist 3 and Utilities Information Clerk positions at Service Centre shall have the same normal 40 hours of work as Outside employees.
- (w) Position class which has a 40-hour week, 8-hour day, Monday to Friday inclusive, between the hours of 07:00 h and 17:00 h with one-half hour for lunch, without shift differential.
  - Physical Plant Maintenance Man 1
- (x) Position classes or positions which have an eight (8) hour day/forty (40) hour week which shall work any eight (8) consecutive hours, exclusive of lunch, any five (5) consecutive days with two (2) days of rest, without shift differential.
  - Training and Safety Officer

**SCHEDULE "C" – REGULAR VACATION AND SUPPLEMENTARY VACATION TABLE**

TABLE SHOWING REGULAR ANNUAL VACATION AND SUPPLEMENTARY VACATION ENTITLEMENT IN WORKING DAYS FOR THE YEARS 2012 TO 2020 BY YEAR HIRE

Year Hired	ENTITLEMENT YEAR								
	2012	2013	2014	2015	2016	2017	2018	2019	2020
2015	--	--	--	--	15/-	15/-	15/-	15/-	15/-
2014	--	--	--	15/-	15/-	15/-	15/-	15/-	15/-
2013	--	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-
2012	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-
2011	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-
2010	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5
2009	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-
2008	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-
2007	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-
2006	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-
2005	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5
2004	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-
2003	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-
2002	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-
2001	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-
2000	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5
1999	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-
1998	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-
1997	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-
1996	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-
1995	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5
1994	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-
1993	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-
1992	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-
1991	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1990	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1989	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1988	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1987	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1986	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1985	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1984	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1983	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1982	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1981	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1980	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1979	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1978	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1977	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-

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 2002 is in their 11th calendar year during 2012. The employee in 2012 will be credited with 5 supplementary working days which may be taken at any time between 2012 and 2016, both years included. In 2017 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.

**SCHEDULE "D" – TECHNOLOGICAL CHANGE**

During the term of this Agreement any disputes arising in relation to adjustment to technological change shall be discussed between the bargaining representatives of the two parties to this Agreement.

Where the City 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 Agreement applies; and
- (b) alters significantly the basis upon which this Agreement was negotiated;

either party hereto may, if the dispute cannot be settled in direct negotiations, refer the matter directly to an Arbitration Board, constituted under Clause 16.2, step 5, of this Agreement, bypassing all other steps in the Grievance Procedure.

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

- (a) shall inform the Minister of Labour of its findings; and
- (b) may then or later make any one or more of the following orders:
  - (1) that the change be made in accordance with the terms of this Agreement unless the change alters significantly the basis upon which this Agreement was negotiated;
  - (2) that the City will not proceed with the technological change for such period, not exceeding ninety (90) days, as the Arbitration Board considers appropriate;
  - (3) that the City reinstate any employee displaced by reason of the technological change;
  - (4) that the City pay to that employee such compensation in respect of the displacement as the Arbitration Board considers reasonable.

The City will give to the Union in writing at least ninety (90) days' notice of any intended technological change that:

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

**SCHEDULE "E" – PRINCIPLES GOVERNING THE CONVERSION OF EMPLOYEE BENEFITS IN CASES OF INTRODUCTION OR RENEWAL OF COMPRESSED WORK WEEKS**

In the event that any of the parties to this Memorandum of Agreement decide in local discussions to extend the existing conversion of, or to convert the work week of the employees staffing the whole or a part of an Employer's operations, from five (5) working days to four (4) working days per week or to nine (9) working days per fortnight, it has been agreed that such employees' benefits shall be converted as follows:

- (a) Basic annual working hours shall be calculated as  $260.89 \times$  daily working hours as per the 5-day week, e.g.  $260.89 \times 7 = 1826\frac{1}{4}$ , or  $260.89 \times 7.5 = 1956.675$ .
- (b) Basic annual public holiday hours shall be calculated as  $12 \times$  daily hours as per the 5-day week, e.g.  $12 \times 7 = 84$ , or  $12 \times 7.5 = 90$ .
- (c) Account shall be taken of the difference in basic annual rest period allowances, e.g.  $52.178 \text{ weeks} \times 5 \text{ days} \times 20 \text{ minutes} (=86.96 \text{ hours})$  in the case of the standard 5-day week;  $52.178 \times 4 \times 20 \text{ minutes} (=69.57 \text{ hours})$  in the case of the 4-day week; and  $52.178 \times 4.5 \times 20 \text{ minutes} (=78.27 \text{ hours})$  in the case of the 9-day fortnight.
- (d) Employees shall have at least two (2) of their days off in any week consecutive, and such days off shall for purposes of Overtime pay be deemed to be the "first scheduled rest day" and the "second scheduled rest day". Pay for any work on the third day off in any week shall be in accordance with normal daily overtime rates.
- (e) For purposes of Overtime pay on scheduled working days, normal daily working hours and the normal work week shall be considered to be those lengths of time established by the parties pursuant to paragraph (h) herein.
- (f) Annual Vacation entitlement and all credits for Deferred Vacation, Sick Leave benefits and Gratuity benefits shall be converted from working days to working hours by multiplying the number of days to an employee's credit by the daily working hours as per the previous 5-day week. All deductions or debits shall be made on the basis that each working day of absence shall be measured as the length of time established by the parties pursuant to paragraph (h) herein.
- (g) Notwithstanding any clause in a collective agreement to the contrary, an employee shall not receive pay for acting in a senior capacity where the employee has been temporarily required to accept the responsibilities and carry out the duties of a senior position because of the absence of the incumbent of that senior position due to the compressed work week.
- (h) In order to establish the length of the compressed work day and the compressed work week, the parties are to be governed by the principle that the basic annual working hours less basic annual public holiday hours and less basic annual rest period allowances are to remain the same under the compressed work week as they were under the standard work week.

The parties will be free to decide how to deal with the matter of public holidays in accordance with one or other of the three following ways, and their decisions will determine automatically the lengths of the compressed work day and work week:

- (1) Revert to a standard 5-day week in any week when a public holiday occurs.
  - (2) Change days off during any week when a public holiday occurs in order that each employee will work on four (4) days in every week of the year with the sole exception being when Christmas Day and Boxing Day are observed in the same week in which case each employee will work three (3) days in that week and five (5) days in the immediately preceding week.
  - (3) Have a compressed work day off with pay for each public holiday and owe the Employer the difference in hours between the length of the compressed work days and the length of the employee's former standard work day.
- (i) Whenever any doubt arises as to how the employee benefit conversion should be made with respect to any item (whether or not covered by this Schedule "E"), the doubt shall be resolved by reference to the basic principle agreed upon by all parties to this Memorandum, i.e. there shall be no additional salary or benefit cost to the Employer, and no reduction in the salaries or benefits received by the employees.

SCHEDULE "E" -- PRINCIPLES GOVERNING THE CONVERSION OF EMPLOYEE BENEFITS IN CASES OF INTRODUCTION OR RENEWAL OF COMPRESSED WORK WEEKS

- (j) In the event the Employer and its respective Union wish to amend or continue an existing experimental compressed work week, or wish to introduce a compressed work week, they will be required to obtain the approval of the Joint Language Sub-Committee with respect to their proposed formula for converting employee benefits.



**SCHEDULE "F" - EMPLOYMENT STANDARDS ACT PRINCIPLES**

The parties agree that the following principles are implicit in and form part of the terms of the Collective Agreement:

- (a) That, except where a provision in the Agreement or a currently accepted practice specifically contemplates otherwise, (for example, the Overtime, Callout and nonstandard work week provisions) employees shall have not less than eight (8) consecutive hours free from work between each shift worked and not less than thirty-two (32) consecutive hours free from work between each week. Where an employee is required to work within the eight (8) or thirty-two (32) hour free period, the time worked during the work free period shall be subject to the appropriate overtime provisions.
- (b) That where an employee works a split shift, the shift shall be completed within twelve (12) hours of commencing such shift.
- (c) The eating period provided under the "Hours of Work" provision of the Agreement shall be scheduled so as to prevent an employee from working more than five (5) consecutive hours without an eating period. Regular Part-Time and Auxiliary Employees shall not work more than five (5) consecutive hours without an unpaid eating period.

**SCHEDULE "G" – RESIDUAL ITEMS**

The City and the Union agree as follows:

The following is an item resulting from 1977 local negotiations between the Corporation of the District of Burnaby and C.U.P.E. Local 23:

The matter of protective clothing and work boots shall continue to be a subject of discussion by the Labour Management Committee who may make recommendations on the matter to appropriate Department Heads or the Municipal Manager.

The following are items 9 and 10 resulting from 1981-1982 Local Negotiations:

9. Limitation of Volunteer Clause

An Ad Hoc Committee shall be established during the currency of this Agreement to review the matter of volunteers, the work they perform and their relationship to paid staff and to make recommendations to the parties to this Agreement.

10. Access to Personnel Records

This item is resolved by the Corporation agreeing to write annually to Corporation Department Heads asking them to remind all employees of the Corporation's policy "Employee Personnel File" which deals with an employee's access to their personnel record.

The following is item 11 of the Memorandum of Agreement dated 1986 August 12:

11. Acting in a Senior Capacity

Effective 1987 January 01, the Corporation, where necessary, agrees to change the administrative procedure from paying Acting Pay once every six months, to paying Acting Pay on a bi-weekly basis.

The following is Local item 13 of the Joint Memorandum of Agreement dated 1995 March 31:

13. Telecommuting Committee

The Employer and the Union agree to establish a Joint Committee to discuss the matter of implementing telecommuting on a trial basis. The Joint Committee shall consist of not more than three (3) representatives of the Employer and three (3) representatives of the Union. The Committee shall report its findings and any recommendations to the respective bargaining committees for the renewal of the next Collective Agreement. Where a recommendation is approved by the principals of both parties, it may be implemented prior to the next round of collective bargaining.

The following are items 11 and 15 of the Memorandum of Agreement dated 2003 June 25:

11. Apprenticeship Committee

The Employer and the Union agree to establish an Apprenticeship Committee consisting of not more than three (3) representatives of the Union and three (3) representatives of the Employer.

The Committee shall meet as often as necessary to study, review and discuss the viability of an apprenticeship program at the City of Burnaby and where the Employer determines such a program is viable, the Committee shall review and discuss the various aspects related to the implementation of such program.

The Committee shall report its findings and recommendations by 2004 July 01 to their respective principals. Such recommendations may be implemented by mutual agreement of the parties.

15. Auxiliary Committee

SCHEDULE "G" – RESIDUAL ITEMS

Effective 2003 July 17, the Employer and the Union agree to establish a joint committee consisting of not more than three (3) representatives of the Employer and not more than three (3) representatives of the Union to review the issue of scheduling of Auxiliary Employees in the Parks, Recreation and Cultural Services Department. The Committee shall report its findings and recommendations by 2003 December 31 to their respective principals. Such recommendations may be implemented by mutual agreement of the parties.

The following are items 10, 14, 16 and 17 of the Memorandum of Agreement dated 2007 July 30:

10. Joint Committee – Disability Benefit Plan

The City and the Union agree to establish a Joint Committee to review the plan design and coverage of the Burnaby Municipal Benefit Society Disability Benefit Plan (including employee benefits and WorkSafeBC coverage) including potential cost saving measures. The Joint Committee shall consist of not more than three (3) representatives of the Union and three (3) representatives of the City. The parties agree that the CUPE committee may be combined with an IAFF Benefits Committee.

14. Apprenticeship Committee

The City and the Union agree to renew the Apprenticeship Committee from the 2003 settlement and to amend the report out date from "2004 December 31" to "2007 December 31".

16. Job Evaluation Committee

The City and the Union agree to establish a Joint Committee to review the new job evaluation plan being developed jointly by the City of Coquitlam and their CUPE local to determine if the new plan is acceptable to the City of Burnaby and Burnaby Public Library and CUPE Local 23. The Joint Committee shall consist of not more than five (5) representatives of the Union (City and Library combined) and not more than five (5) representatives of the Employers (City and Library combined). The Committee shall commence its review following the completion of the Internal Equity Review being conducted at the Burnaby Public Library.

Where the Joint Committee agrees to implement the new job evaluation plan, the implementation cost shall be limited to the equivalent of no more than one percent (1%) of the City straighttime payroll per year.

17. Fitness/Wellness Joint Committee

The City and the Union agree to establish a Joint Committee to discuss establishing a Fitness/Wellness Program for City and Library Employees. The discussions shall include the introduction of an employee discount of at least twenty-five percent (25%) for the purchase of City Fitness Passes and the ability to purchase same through payroll deduction. The Joint Committee shall consist of not more than three (3) representatives of the Union (City and Library combined) and not more than three (3) representatives of the Employer (City and Library combined). The Committee shall commence its discussions within one (1) month of a request from the Union for the Committee to meet.

The following are items 12, 14, 31, 39 and 40 from the Memorandum of Agreement dated 2012 December 05:

12. Training and Professional Development

A Training and Professional Development Committee shall be established consisting of not more than four (4) representatives of the Union and four (4) representatives of the City to discuss in-house training programs.

14. Apprenticeship Committee

The City and the Union agree to renew the Apprenticeship Committee from the 2007 settlement and to amend the report out date to "annually".

31. Hours of Work and Schedule "B" Notes – RCMP, Committee

The City and the Union agree to establish a Joint Committee consisting of not more than three (3) representatives of the Employer and three (3) representatives of the Union to discuss the hours of work for Crime Report Typists and Victims Assistants at RCMP; Schedule B notes for: Exhibit Custodian, Clerical

Supervisor (Front Counter, RCMP), Coordinator Victim Services, Assistant Coordinator Victim Services and Community Police Office Coordinator; and position classes or positions which will attend required training on non-scheduled work days at regular straight time rates:

Communications Operators 1, 2 and 3	File Reviewer/Watch Clerk
Custodial Guards	Front Counter Clerks
Readers	Exhibit Custodian
Clerk Typist 3/Clerical Supervisor	CPO Coordinator

39. Shift Scheduling Committee

The City and the Union agree to establish a Joint Committee to discuss a "pilot" situation(s) where it might be feasible to schedule into vacant shifts with consideration to placement on the auxiliary seniority list, with the understanding that this would be limited to the initial shift pick and not subsequent changes. The Committee shall be comprised of three (3) members to be appointed by the City and three (3) members to be appointed by the Union.

40. Joint Job Evaluation Committee

The City and the Union agree to establish a Joint Job Evaluation Committee to discuss the standard procedures for the classification, reclassification and revaluation of positions and classes covered by the Collective Agreement between the parties. The Committee shall be comprised of ten (10) members, five (5) to be appointed by the City and Burnaby Public Library Board combined as well as five (5) to be appointed by the Union. The Committee shall meet not less than four (4) times per year. The first meeting shall be held no later than three (3) months following ratification of this Collective Agreement.

**SCHEDULE "H" -- JOINT BENEFITS REVIEW COMMITTEE -- LETTER OF INTENT**

**JOINT BENEFITS REVIEW COMMITTEE**

**LETTER OF INTENT**

Between:

THE CORPORATION OF THE DISTRICT OF BURNABY

And:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23

And:

THE BURNABY FIREFIGHTERS' UNION, LOCAL 323

Subject: JOINT BENEFITS REVIEW COMMITTEE

This Letter of Intent outlines the terms and conditions agreed to by the Joint Benefits Review Committee regarding the redesign of Disability Income Plans and Group Life Insurance; enhancements to Dental and Extended Health Benefits; and funding of the Employee Assistance Program.

The proposed effective date of the changes is 1990 December 24 (except for those changes which cannot administratively be delivered); and is subject to ratification by all parties and other necessary approvals such as the Superintendent of Insurance, the membership of the Burnaby Municipal Benefit Society and the Superannuation Commissioner.

The terms, conditions and definitions of coverage, rules and procedures, handling of CPP/WCB integration, subrogation and claims procedures for Disability Income Plans (Short Term Sick Leave, Medium Term Disability and Long Term Disability) will be identified in a Plan Document agreed to by all parties.

In the absence of agreement by all parties to the wording of the initial Plan Document, this Letter of Intent will be considered to be terminated.

The details of the changes agreed to by the parties for the various components of the plan are as follows:

DISABILITY INCOME

Short Term Sick Leave

The current plan will continue to apply without changes.

Medium Term Disability

100% for Firefighters of regular gross earnings, commencing from the expiry of STSL and continuing for a maximum period of 50 weeks.

85% for CUPE of regular gross earnings, commencing from the expiry of STSL and continuing for a maximum period of 50 weeks; this benefit to be increased, from 85% on an incremental scale including claims incurred before that date as follows:

90% of regular gross earnings commencing 1990 December 24

95% of regular gross earnings commencing 1991 December 23

100% of regular gross earnings commencing 1992 December 21

Disability is defined as the inability to do their own occupation.

### Long Term Disability

67% of regular gross earnings with no maximum benefit commencing on the expiry of MTD (52 weeks from date of disability); such benefit to be indexed annually in accordance with annual general increases in wage rates for the appropriate group from which the claimant is a member. In all instances, benefits cease on the employee ceasing to be disabled, death or the employee's minimum retirement age (60 for all employees, except 55 for Firefighters) or that age when the employee can retire without reduction in his accrued pension benefit (55 and 35 years' service for all employees, except 50 and 30 years' service for Firefighters); subject to a minimum of 15 years of combined pre-disability and disability related pensionable service as defined in the Municipal Pension Act.

### Conditions of Payment

Benefits will be payable while the employee is disabled. An employee shall be considered to be disabled if he/she satisfies any one of the following conditions:

- (a) As a result of bodily sickness or injury he/she is unable to engage in his/her own occupation and the following applies:
  - (1)
    - (a) he/she has been identified by the Directors or their agent as a candidate for a rehabilitation program;
    - (b) he/she is not prohibited from commencing a rehabilitation program due to medical reasons;
    - (c) he/she has not commenced an approved rehabilitation program within twelve (12) months of the commencement of his/her disability;
  - OR
  - (2) the employee could qualify for benefits under paragraph (c)(3) but chooses not to do so;
  - THEN
  - (3) the maximum benefit duration for this individual will be reduced to twenty-four (24) months from the commencement of disability and the individual will be prohibited from a qualification for further entitlement under paragraph (b).
- (b) As a result of bodily sickness or injury he/she is permanently, continuously, and wholly prevented from engaging in any occupation or employment for wages or compensation for which he/she is reasonably qualified by education, training or experience or may reasonably become so qualified.
- (c) As a result of bodily sickness or injury he/she is unable to engage in his/her normal occupation and one of the following apply:
  - (1) he/she has been identified by the Directors or their agent as a candidate for a rehabilitation program but he/she is unable to commence such rehabilitation program due to medical reasons. An employee in this category shall be considered disabled until he/she is engaged in an approved rehabilitation program or until he/she is in another occupation as described in sub-paragraph (2) or (3) below, but in no event will he/she be considered disabled in this category for a period longer than twenty-four (24) months from the commencement of his/her disability.
  - (2) he/she is engaged in an approved rehabilitation program. An employee in this category shall be considered to be disabled for a maximum of thirty-six (36) months from the commencement of his/her disability (which shall include any period of time in sub-paragraph (1) above).
  - (3) he/she is able to engage in another occupation for which he/she is suited by reason of education, training, or experience as determined by the Directors or their agent, but such occupation will not provide him/her gross compensation of at least 67% of his/her rate of regular gross earnings indexed as provided for under Long Term Disability. In this event the employee will only be considered to be disabled as long as he/she engages in such other occupation in which event the earnings he/she

receives shall be deducted from his/her benefits from the plan. Such other occupation must be Regular Full-Time employment or in the case of Regular Part-Time Employees regular employment for the average monthly hours worked by the employee during the six (6) months previous to his/her date of disability, unless the nature of the disability medically prevents him/her from being so employed.

If an individual who qualifies for benefits based on employment in another occupation providing less than 67% of pre-disability regular gross earnings loses his/her employment through any conditions, except voluntary termination and termination for cause, the benefit shall be reinstated to the 67% level so long as he/she is actually seeking appropriate employment and subject to the requirement that no individual shall be entitled to more than six (6) months of total payment on an accumulated basis under this clause.

If an individual who qualifies for another occupation providing less than 67% of pre-disability indexed regular gross earnings is unable to secure employment after having completed a rehabilitation program he/she shall be entitled to the 67% level so long as he/she is actually seeking appropriate employment and subject to a maximum payment period of six (6) months.

An employee who initially qualifies as disabled under paragraph (c) shall be eligible to qualify as disabled under paragraph (b) provided he/she satisfies the requirements of paragraph (b) prior to the cessation of disability as defined in paragraph (c).

Bodily sickness shall include:

Mental or nervous disorders. Where the disability period is in excess of twenty-four (24) months the employee must be confined to a hospital or mental institution or, where he/she is at home, under the direct care and supervision of a Physician in order to continue to be eligible for benefits.

Illness resulting from pregnancy and complications arising during or immediately following pregnancy including premature termination.

If an employee in receipt of Short Term Sick Leave or Medium Term Disability returns to full-time employment then:

- (a) if he/she becomes disabled from a different cause he/she shall be entitled to all disability benefits provided under the Plan regardless of how short the period of his/her return to employment;
- (b) if he/she becomes disabled as a result of a recurrence of the original disability then:
  - (1) his/her disability will be considered to be a new disability if it occurs sixty (60) or more calendar days after he/she has returned to work;
  - (2) his/her disability will be considered to be a continuation of his/her original disability if it occurs within sixty (60) calendar days of his/her return to work.

The period of time for which benefits are payable under the Medium Term Disability Plan on an own occupation basis and the terms and conditions on which Long Term Disability benefits are paid for Exempt employees shall be consistent with the terms of this Letter of Intent.

#### CONTINUATION OF BENEFITS

While in receipt of Short Term Sick Leave, Medium Term Disability or Long Term Disability benefits under the Plan, Basic Medical, Dental and Extended Health Benefits shall be continued. Any premiums or costs shall be paid by the Corporation.

#### GROUP LIFE INSURANCE

A salary related schedule with a two times annual earnings level (minimum of \$50,000) for all employees including employees who become disabled after the implementation of this agreement.

The \$500 payout at retirement will be cancelled.

## UNDERWRITING OF BENEFITS

### Medium Term Disability

Continue on a self-insured basis but retain a mutually approved third party claims adjudicator and implement a rehabilitation program.

Medical claim forms are required from the disabled employee at the outset and on a regular basis, at a frequency dictated by the nature of the illness or disability.

Rehabilitation procedures to commence as quickly as possible.

### Long Term Disability

Continue on a self-insured basis but retain a mutually approved third party claims adjudicator and implement a rehabilitation program.

Continue requirement for medical claim forms.

### Group Life Insurance

This coverage will be placed with an insurance carrier on an insured cost plus basis (the carrier processes the claim and pays it and charges the policyholder a flat fee). To avoid catastrophic losses, a "stop loss" program will be implemented. The Corporation will be the policyholder.

## RULES AND PROCEDURES

- (a) The Benefit Society By-Laws will be amended to provide for a 6th Director with three Directors appointed by the Unions and three Directors appointed by the Corporation.
- (b) The Directors of the Society will have final authority on all claim decisions and disputes.
- (c) The Collective Agreements for both CUPE Local 23 and Firefighters Local 323 will be changed to allow for decisions of the Directors of the Society to be eligible for submission to Grievance Proceedings.
- (d) The terms and conditions of the Long Term Disability Benefits, Dental, Extended Health Benefits and Group Life Insurance applicable to current disabled employees as of 1990 December 24 will be developed by the Corporation and are subject to agreement by the parties. In the absence of an agreement on these issues current disabled employees will retain their existing benefits.
- (e) The Plan Administrator's duties will be defined to ensure uniformity in respect of information provided to the Directors of the Society.
- (f) The Claims Review Procedures (Appendix A) shall be amended as outlined in (b) and (e) above and included in the Plan Document.

## DIRECTORS LIABILITY INSURANCE

Director's liability insurance will be secured for all Directors of the Burnaby Municipal Benefit Society.

## RESERVE

The Canadian Union of Public Employees, Local 23, and the Burnaby Firefighters' Union, Local 323, acknowledge that they have no claim(s) against any of the reserves held by the Corporation of the District of Burnaby.

## EXTENDED HEALTH BENEFITS

The extended health benefits coverage for CUPE and Fire will be amended to include:

- (a) Vision care option increase from \$150.00 to \$200.00 per 24 month period per covered person.



- (b) Hearing Aid option to a lifetime maximum of \$500.00 per covered person (adults and children).

DENTAL PLAN

The dental plan benefit for Firefighters' Plan "C" - Orthodontal to be increased from a maximum benefit of \$1,700.00 to a maximum benefit of \$2,500.00 per person per lifetime (adults and children). This increased maximum shall also apply to existing treatment plans in effect as of 1990 December 24.

EMPLOYEE ASSISTANCE PROGRAM

The costs of the Employee Assistance Program to be funded 100% by the Employer.

Dated 1990 October 12

CORPORATION  
OF THE DISTRICT  
OF BURNABY

CANADIAN UNION  
OF PUBLIC  
EMPLOYEES,  
LOCAL 23

BURNABY  
FIREFIGHTERS'  
UNION LOCAL 323

"R.H. (Bob)  
Moncur"

"A. Sleightholme"

"T.A. Ritchie"

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Robert H. Moncur  
Director  
Administrative and  
Community  
Services

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A. Sleightholme  
President

---

T. Ritchie  
President

**APPENDIX "A" – CLAIMS REVIEW PROCEDURES**

Where the words Plan Administrator are used, this shall also mean Corporation's representatives.

- (a) After the claims adjudicator has denied or terminated an employee's claim based on an internal review, the employee must inform the claims adjudicator within 30 days from the date his/her claim has been denied or terminated that he/she wishes to appeal the claims adjudicator's decision.
- (b) The claims adjudicator informs the Plan Administrator of the requested appeal.
- (c) The Plan Administrator requests a case summary from the claims adjudicator.
- (d) The Plan Administrator informs the Directors of the Society, for their information only.
- (e) The Plan Administrator sends a letter to the employee with instructions for the selection of the employee's designated medical doctor. The Union shall receive a copy of any letter applicable to one of its members.
- (f) The Plan Administrator appoints the Plan's designated medical doctor.
- (g) The Plan Administrator receives information from the employee as to his/her designated medical doctor.
- (h) The Plan Administrator confirms with the two appointed medical doctors that they have been requested to sit as members on the Claims Review Committee. The letters also include information regarding the case (Terms of Reference, employee's address, medical and vocational reports, job description and Expense Guidelines) and a request that they jointly select a third medical doctor to act as a Chairman.
- (i) The Plan's medical doctor will inform the Plan Administrator of the name of the medical doctor who has been jointly selected and who has agreed to act as the Chairman.
- (j) The Plan Administrator sends instructions to the Chairman and information regarding the case (Terms of Reference, employee's address, medical and vocational reports, job description and Expense Guidelines).
- (k) The Claims Review Committee meets and arrives at a recommendation to the Directors.
- (l) The Claims Review Committee, through its Chairman, prepares a report representing the findings of a majority of the committee. The signed report is sent to the Plan Administrator.
- (m) The Plan Administrator sends copies of the report to the employee, the Union(s), the Corporation and the Directors.
- (n) The claims adjudicator reviews the decision of the Directors and then contacts the employee regarding the disposition of the claim as determined by the Directors.
- (o) The Plan Administrator pays the expenses of the Claims Review Committee and collects funds as required from the employee.
- (p) For claim disputes involving a nonmedical issue (i.e. relating to the employee's ability to be rehabilitated or return to work), it is proposed that the Directors select a number (3-6) of firms that do vocational assessments and counseling and that the disabled employee can choose which of these organizations he/she wishes to use. Generally the procedure outlined above for medical disputes will apply.
- (q) Costs of claims reviews - the cost of claims reviews will be paid for 50% by the employer and 50% by the employee unless the claims review now supports the employee in which event the entire cost of the claims review will be paid 100% by the Employer.

**LETTER OF UNDERSTANDING – JOB SHARING**

between

THE CITY OF BURNABY  
(hereinafter called "the Employer")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23  
(hereinafter called "the Union")

Effective 2013 January 01:

The Union and the Employer agree that where a Regular Full-Time Employee wishes to share her/his full-time position, that such Job Sharing agreements may be mutually agreed upon using the following principles.

General

We agree with the principle of sustaining the Regular Full-Time positions for employees participating in a Job Share. Job Sharing will also be based on the principle of no gain, loss, i.e., that there will be no expenses incurred or any losses.

Any vacancy arising from a Job Share arrangement will be posted on a temporary full-time basis for the regular full-time portion within ten (10) working days of the signing of the letter of confirmation for the individual Job Share arrangement. Participating members are not entitled to jointly apply for promotions or transfers. A regular part-time vacancy arising from a job share will be filled as auxiliary.

Application for Participation in a Job Share

An employee wishing to participate in a Job Share shall apply in writing to the Department Head and shall include in her/his application the following information:

- the reason(s) for the request;
- the manner in which they propose that the workload be shared;

An employee wishing to Job Share shall forward a copy of her/his request to both the Director, Human Resources and the Union.

Upon receipt of each application the Department Head will consult with the Director, Human Resources and the Union and will make a determination to whether the Job Share request will be approved and advise the employee accordingly.

The vacant portion of the proposed Job Share will be posted and filled if there is an acceptable Regular Full-Time or Regular Part-Time internal candidate. If there is no acceptable internal candidate, the Job Share will not proceed.

Job Share arrangements will not be initiated by the Employer.

When a Job Sharing arrangement is approved, the Employer will prepare a letter covering the terms and conditions of the Job Sharing arrangement to be signed by the Union and the Employer.

Hours of Work

The hours of work for the Job Share positions shall be as stated in the Collective Agreement.

The Job Sharing of a position will be on the basis of a 50/50 share. The work schedule for the position will remain as if the position were not shared. For the purposes of applying overtime and shift differential, the Job Share will be treated as if it was a Regular Full-Time position. The incumbents will mutually agree on how overtime and shift differential is shared between the Job Share participants.

Any work performed through the combined efforts of the two Job Share incumbents which exceeds or falls outside of the normal full-time daily or weekly hours of work for the position, shall be paid the overtime rates applicable as per the Collective Agreement.

Where one employee is absent on leave such as vacation or sick leave the other job sharer will be given the opportunity to work those hours.

Shift differential will be paid in accordance with the normal shift for the full-time position.

#### Salaries and Benefits

For the purpose of earning, crediting, debiting and participating in all vacation, benefits, and seniority pursuant to the Collective Agreement (including but not limited to annual vacations, public holidays, sick leave and disability, all paid leave provisions, increment placement, seniority), participants in Job Share arrangements shall have their entitlements and eligibilities calculated as if they were Regular Part-Time Employees.

#### Medical Services Plan, Extended Health, Dental and Group Life Insurance

Participants in a Job Share shall be eligible for coverage under M.S.P., Extended Health, Dental, and Group Life Insurance on the same cost sharing arrangement as is applicable to Regular Part-Time Employees.

The employee(s) shall pay one hundred percent (100%) of the premium costs of the Medical Services Plan, if applicable. The premium costs will be adjusted periodically by the Medical Services Plan and current rates are:

Single	\$ 66.50 per month
Couple	\$120.50 per month
Family	\$133.00 per month

The City will pay one hundred percent (100%) of the premium costs of the Dental Plan, Extended Health Plan, and Group Life Insurance.

#### Municipal Pension Plan

Participants in a Job Share arrangement will continue their contributions to the Municipal Pension Plan on the basis of hours worked.

#### Short, Medium and Long Term Disability

Short, Medium and Long Term Disability benefits will be in accordance with the ratio that each participant's weekly hours bears to the full-time hours (i.e., 50/50 share). The penalty system for Short Term Sick Leave will apply on the same basis as Regular Full-Time.

#### Public Holidays and Vacation Entitlement

While vacation is earned on a proportionate basis to full-time hours worked, employees shall be entitled to a percentage in lieu of vacation and public holidays as follows:

- Where an employee is eligible for two (2) weeks' vacation, the employee will receive eight percent (8%) in lieu of public holidays and vacation;
- Where the employee is eligible for three (3) weeks' vacation, the employee will receive ten percent (10%) in lieu of public holidays and vacation;
- Where the employee is eligible for four (4) weeks' vacation, the employee will receive twelve percent (12%) in lieu of public holidays and vacation and so on.

### Termination of a Job Share

There will be a formal review by the Union and Management of each Job Share when it has been in place for one year. For the initial 12 month trial period of the job share, the Union or Management may serve 3 months' written notice that the Job Share is to end. Either incumbent can terminate the Job Share at any time with 3 months' written notice. In the event that this occurs, the position will revert to full-time status, with its original incumbent, and the other incumbent will revert to their former position.

The maximum duration of a Job Share will be five (5) years.

The Job share will end should one of the incumbents leave their position (resignation, promotion, employee initiated transfer...). When this occurs, the position will be filled as follows:

If the remaining Job Share incumbent is the employee who originally held the full-time position, they may choose to resume working full-time or request that the balance of the Job Share be posted with the understanding that the combined total duration of the Job Share is not to exceed five (5) years. In the event that there is no suitable candidate for the balance of the Job Share, the incumbent will have to assume the full-time position.

If the remaining Job Share incumbent is the employee who did not originally hold the full-time position, the position will be posted as Regular Full-Time, and the remaining Job Share incumbent may apply for the position. If they choose not to apply, or are unsuccessful in the competition, the incumbent will revert to their former Regular Full-Time or Regular Part-Time position.

The Regular Full-Time or Regular Part-Time position held by an employee who successfully applies for a posted Job Share will be filled on a temporary full-time (for RFT) and auxiliary (for RPT) basis with the understanding that should the incumbent not revert at the end of the Job Share, the position will be posted as Regular Full-Time or Regular Part-Time.

DATED this 8th day of April, 1997, in the City of Burnaby.

REPRESENTATIVES FOR  
THE EMPLOYER:

REPRESENTATIVES FOR  
THE UNION:

\_\_\_\_\_  
"Kate Friars"

\_\_\_\_\_  
"Tim Burr"

\_\_\_\_\_  
"Mike All"

\_\_\_\_\_  
"Dave Lau"

\_\_\_\_\_  
"George V. Harvie"

\_\_\_\_\_  
"C. Credico"

\_\_\_\_\_  
"Malcolm Graham"

\_\_\_\_\_  
"Simon Challenger"

\_\_\_\_\_  
"Pat Tennant"

\_\_\_\_\_  
"Brian Collins"

\_\_\_\_\_  
"Barry Davis"

\_\_\_\_\_  
"R.H. (Bob) Moncur"

**LETTER OF UNDERSTANDING – SABBATICAL EDUCATION LEAVE PROGRAM**

LETTER OF UNDERSTANDING

between

THE CITY OF BURNABY  
(hereinafter called "the Employer")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23  
(hereinafter called "the Union")

SABBATICAL EDUCATION LEAVE PROGRAM

Effective 1997 April 21:

- (a) The Employer agrees to investigate and implement a Sabbatical Education Leave Program for Regular Full-Time Employees which will incorporate those elements which are statutorily mandatory for a Sabbatical Education Leave Program. The Program will be in a form acceptable to Revenue Canada to facilitate an advance tax ruling.
- (b) The Employer agrees to pay the cost to obtain the advance tax ruling to a maximum of \$1,500. There will be no other costs to the Employer for the Plan.
- (c) Benefits, vacation, increments, pension, and seniority will be as outlined in Appendix "A", subject to Revenue Canada, Pension, and other regulations.
- (d) Approval of participation in the Sabbatical Education Leave Program will be subject to authorization by the Department Director, and will depend on operational requirements of the work unit. If the employee and the manager are unable to reach agreement, the matter may be referred to the City Manager's office for review.
- (e) In order for the Sabbatical Education Leave Program to be implemented, the Employer and the Union must agree to the Plan text.

This Letter of Understanding shall continue in force until 1999 December 31 and shall remain in force thereafter until either party serves written notice to cancel it during a period of bargaining. Such cancellation shall only be effective at the conclusion of such bargaining if no other arrangements are mutually agreed.



DATED this 8th day of April, 1997, in the City of Burnaby.

REPRESENTATIVES FOR  
THE EMPLOYER

“Kate Friars”

“Mike All”

“George V. Harvie”

“Malcolm Graham”

“Pat Tennant”

“Barry Davis”

“R.H.. (Bob) Moncur”

REPRESENTATIVES FOR  
THE UNION

“Tim Burr”

“Dave Lau”

“C. Credico”

“Simon Challenger”

“Brian Collins”

APPENDIX "A"

Status of Benefit Plans	During the Deferral Period	During the Educational Leave Period
Medical Services Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Dental Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Extended Health Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Unemployment Insurance	Coverage continues. Continued contributions will be based on the gross salary prior to the deferral deduction, subject to Revenue Canada regulations.	You will not contribute nor be covered during the Leave period. Your benefit entitlement will be determined by UI eligibility requirements.
Group Life Insurance	Coverage continues. Continue contributions will be based on the gross salary prior to the deferral deduction.	Coverage is optional. If you chose to continue, you will pay the full cost of insurance premiums. Insurance is based on your full (pre-leave) salary.
Pension Plan	You will continue to be a Plan member. Contribution level will be based on gross salary prior to the deferral deduction.	Contributions will not be made during the period of leave. Upon return to work, this period of leave may be picked up as pensionable service based on rules and guidelines by the Superannuation Commission or Revenue Canada that are in place at the time of return to work.

LETTER OF UNDERSTANDING – SABBATICAL EDUCATION LEAVE PROGRAM

Status of Benefit Plans	During the Deferral Period	During the Educational Leave Period
Canada Pension Plan (CPP)	You will continue to earn pension benefits under the CPP. Your contribution level and benefits earned will be based on your actual salary received during your deferral period, subject to Revenue Canada regulations.	You will continue to earn pension benefits under the CPP. Contribution level and benefits earned will be based on salary received during your leave period. The Employer will be responsible for the Employer's share of contributions.
Short Term Sick Leave Medium Term Disability Long Term Disability	Coverage Continues	There is no coverage during the period of Leave, and no claims will be accepted.
Public Holidays and Vacation Entitlement	Based on gross salary less deferred amount	There is no coverage, nor credit for service during the period of Leave.
Seniority	Coverage continues	Does not continue to accrue during the period of Leave.
Increment(s)	Coverage continues	Cease during the period of Leave.

**LETTER OF UNDERSTANDING – POST-SECONDARY EDUCATIONAL STUDENTS PROGRAM**

LETTER OF UNDERSTANDING

between

THE CITY OF BURNABY  
(hereinafter called "the Employer")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23  
(hereinafter called "the Union")

POST-SECONDARY EDUCATIONAL STUDENTS PROGRAM

Effective 1997 April 21:

The Union and the Employer agree to the hiring of students under a Post-Secondary Educational Program as follows:

- (a) Post-secondary students (hereinafter referred to as "students") are defined as persons enrolled in and who have not graduated from a recognized post-secondary institution which shall include colleges, institutions, university colleges and universities, and who are participating in either a cooperative education program or are obtaining work experience related to a degree program, (for example: Engineering, Computer Science, Business, or Special Projects). Students from all programs, schools of studies and disciplines shall be governed by the terms of this agreement.
- (b) All students will be required to become and remain CUPE members for the duration of their work term which shall not exceed four (4) calendar months, unless mutually agreed between the Employer and the Union. Students will be employed as auxiliary and receive twelve percent (12%) in lieu of vacation, public holidays, and benefits.
- (c) The Employer and the Union agree to work in a spirit of cooperation to establish a pay rate by mutual agreement prior to placement for post-secondary educational student placements.
- (d) The Union will be advised of the student's name, position, and department and educational institution.
- (e) It is the intent of the Parties that participation in this program will not adversely affect existing jobs or employees covered by the Collective Agreement.
- (f) In the event of a labour dispute between the Employer and the Union, students shall not perform any duties at locations where members are on strike or locked out.

This Letter of Understanding shall continue in force until 1999 December 31 and shall remain in force thereafter until either party serves written notice to cancel it during a period of bargaining.

Such cancellation shall only be effective at the conclusion of such bargaining if no other arrangements are mutually agreed.

DATED this 8th day of April, 1997, in the City of Burnaby.

REPRESENTATIVES FOR  
THE EMPLOYER

“Kate Friars”

“Mike All”

“George V. Harvie”

“Malcolm Graham”

“Pat Tennant”

“Barry Davis”

“R.H.. (Bob) Moncur”

REPRESENTATIVES FOR  
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