

COLLECTIVE AGREEMENT

between the

**FRESHWATER FISHERIES SOCIETY
OF BRITISH COLUMBIA**

and the

**B.C. GOVERNMENT AND SERVICE
EMPLOYEES' UNION (BCGEU)**

Effective from January 1, 2018 to December 31, 2021

Explanatory Note to the collective agreement between the Freshwater Fisheries Society of BC and the B.C. Government and Service Employees' Union.

The Freshwater Fisheries Society of BC was established as a separate and distinct Society on April 1, 2003 as a result of the privatization of services previously under the auspice of the government of the Province of British Columbia. Certification of the bargaining unit was varied on October 2, 2006.

Employees of the Freshwater Fisheries Society of BC were transferred from government service to the Society pursuant to Article 32.10 (Transfer of Employees Out of the Public Service Bargaining Unit) of the Extension to 13th Master Collective Agreement between the Province of British Columbia and the B.C. Government and Service Employees' Union.

The collective agreement is the result of the melding of the provisions of the 14th Master Collective Agreement between the Province of British Columbia and the B.C. Government and Service Employees Union; the 14th Administrative Services Component agreement between the Province of British Columbia and the B.C. Government and Service Employees' Union; and the 14th Environmental, Technical and Operational Component agreement between the Province of British Columbia and the B.C. Government and Service Employees' Union.

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DEFINITIONS

For the purpose of this agreement:

- (1) "*bargaining unit*" - is the unit for collective bargaining for which the B.C. Government and Services Employees' Union was certified by the Labour Relations Board of British Columbia on March 8, 1974 and includes all employees for which the Union was certified in the successorship for the Freshwater Fisheries Society of BC, October 2, 2006.
- (2) "*basic pay*" - means the rate of pay negotiated by the parties to this agreement, including add to pay resulting from salary protection;
- (3) "*child*" - wherever the word "*child*" is used in this agreement, it shall be deemed to include a ward of the Director of Child Protection, or a child of a spouse;
- (4) "*common-law spouse*" - includes same sex and opposite sex individuals where the employee has signed a declaration or affidavit that they have been living in a common-law relationship or have been cohabiting for at least 12 months. The period of cohabitation may be less than 12 months where the employee has claimed the common-law spouse's child/children for taxation purposes;
- (5) "*continuous employment*" or "*continuous service*" - means uninterrupted employment in the Freshwater Fisheries Society of BC subject to the provisions of Clauses 11.1 and 11.3;
- (6) "*day of rest*" - in relation to an employee, means a day other than a holiday on which an employee is not ordinarily required to perform the duties of their position. This does not include employees on a leave of absence;
- (7) "*demotion*" - means a change from an employee's position to one with a lower maximum salary;
- (8) "*employee*" - means a member of the bargaining unit and includes:
 - (a) "*regular employee*" - meaning an employee who is employed for work which is of a continuous full-time or continuous part-time nature;
 - (b) "*auxiliary employee*" - meaning an employee who is employed for work which is not of a continuous nature such as:
 1. seasonal positions;
 2. positions created to carry out special projects or work which is not continuous;
 3. temporary positions created to cover employees on vacation, short-term disability leave, education leave, compassionate leave, or other leave;
 4. temporary positions created by special programs such as the summer student employment program, emergencies such as floods or other special temporary programs;"*employee*" - does not include:
 - (c) persons excluded by Section 1 of the *Labour Relations Code*;
 - (d) incumbents of managerial or confidential positions mutually excluded by the parties to this agreement;
 - (e) persons locally engaged outside of British Columbia;
- (9) "*Employer*" - means the Freshwater Fisheries Society of BC;

(10) "*field status*" - employees who are normally required to work away from their point of assembly and who, on a day-to-day basis, do not work in an office, institution, plant, or other similar fixed location which is their normal point of assembly;

(11) "*headquarters or geographic location*" - is that area within a radius of 32 kilometres of where an employee ordinarily performs their duties. For the purposes of Clauses 12.8, 13 and 35 and relocation expenses arising there from, "*headquarters or geographic location*" will be redefined as a radius of 50 kilometres (32 kilometres in the GVRD or CRD) of where an employee ordinarily performs their duties.

When employees are relocated the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist;

(12) "*holiday*" - means the 24-hour period commencing at 0001 hours of a day designated as a paid holiday in this agreement;

(13) "*hours of operation*" - are the hours established by the Employer to provide adequate service to the public and to fulfil the functions of the work unit;

(14) "*hours travelled*" - means hours spent travelling from point to point on an hourly or daily basis laid down by the Employer and does not include meal breaks, lodging time, or time spent other than travelling;

(15) "*lateral transfer*" or "*transfer*" - refers to the movement of an employee from one position to another which does not constitute a demotion or promotion;

(16) "*layoff*" - includes a cessation of employment, or elimination of a job resulting from a reduction of the amount of work required to be done by the Employer, a reorganization, program termination, closure or other material change in organization, and where should work become available, employees will be recalled in accordance with Article 13 - Layoff and Recall or Article 31 - Auxiliary Employees;

(17) "*leave of absence with pay*" - means to be absent from duty with permission and with pay;

(18) "*leave of absence without pay*" - means to be absent from duty with permission but without pay;

(19) "*President FFSBC*" - means the President of the Freshwater Fisheries Society of BC;

(20) "*promotion*" - means a change from an employee's position to one with a higher maximum salary level;

(21) "*relocation*" - refers to the movement of an employee from one geographic location to another;

(22) "*resignation*" - means a voluntary notice by the employee that they are terminating their service on the date specified;

(23) "*rest period*" - is a paid interval which is included in the workday and is intended to give the employee an opportunity to have refreshments or a rest;

(24) "*seasonal field employees*" - are those employees who occupy positions which permit them to be normally domiciled at their permanent headquarters but who are assigned field duties on a seasonal basis, returning to their permanent headquarters when not working in the field;

(25) "*shift*" - means the period of scheduled straight-time working hours on a scheduled workday where the hours scheduled are consecutive except for the meal period;

(26) "*spouse*" - includes husband, wife and common-law spouse;

- (27) "*termination*" - is the separation of an employee for cause pursuant to Article 10 - Dismissal, Suspension and Discipline, Article 11 - Seniority, or Article 31 - Auxiliary Employees;
- (28) "*travel status*" - with respect to an employee means absence of the employee from their headquarters or geographic location on employer business with the approval of the Employer, but travel status does not apply to employees temporarily assigned to a position outside of their headquarters or geographic location or to field status employees;
- (29) "*Union*" - means the B.C. Government and Service Employees' Union (BCGEU);
- (30) "*workday*" - is a period of 24 consecutive hours commencing with the starting time of any shift. For the purpose of calculating compensatory overtime rates only, the time worked prior to, but adjoining to, a shift shall be deemed as time worked after a shift;
- (31) "*work schedule*" - means the roster of work hours and days to meet the annual hours of work.
- (32) "*First Nation*" - for the purpose of this agreement is an Indian Band Council duly constituted under the federal *Indian Act* or an aboriginal governing body authorized under the terms of a treaty duly ratified by the provincial and federal governments.

ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

- (a) The purpose of this agreement is to establish and maintain orderly collective bargaining procedures between the Employer and the Union.
- (b) The parties to this agreement share a desire to improve the quality of the Freshwater Fisheries Society of BC. Accordingly, they are determined to establish, within the framework provided by the law, an effective working relationship at all levels of the Society in which members of the bargaining unit are employed.

1.2 Statement of Purpose

The parties agree that the objective of the Society and the Society employees is to enhance and conserve BC's freshwater fisheries for the benefit of the public.

1.3 Conflict with Regulations

In the event that there is a conflict between the contents of this agreement and any regulation made by the Employer, or on behalf of the Employer, this agreement shall take precedence over the said regulation.

1.4 Notice of Legislative Change

In the event that any future legislation renders null and void or materially alters any provision of this agreement, the remaining provisions in the agreement shall remain in effect for the term of the agreement and the parties shall negotiate a mutually agreeable provision to be substituted for the provisions so rendered null and void or materially altered.

1.5 Singular and Plural

Wherever the singular is used in this agreement the same shall be construed as meaning the plural if the context requires unless otherwise specifically stated.

1.6 Respectful Work Environment

The parties recognize that employees are entitled to work in a respectful environment free from all forms of discrimination, harassment and bullying. Work environment includes office related functions, work assignments outside the office and any technology based communication such as telephone or email.

1.7 Definitions of Discrimination/Harassment/Bullying

(a) Grounds for discrimination include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, illness, gender identity or expression, sexual orientation, age or because a person has been convicted of a criminal or summary conviction offence that is unrelated to employment.

(b) Harassment is any conduct - verbal, physical or by innuendo that is likely to cause offence or humiliation to any person within the context of (a) above.

(c) Bullying refers to vexatious behaviour taking the form of repeated hostile conduct, comments, actions or gestures that affects and employee's dignity and that results in a harmful work environment; or a single incident of such behaviour that has a lasting harmful effect on an employee may also constitute bullying.

(d) Inappropriate behaviour, generally, may be an incident or a series of incidents of any direct or indirect conduct, comment, suggestion, gesture or communication, which

- (1) Is likely to cause offence, humiliation or intimidation to any employees;
- (2) Is unwanted or unwelcome whether intentional or unknowing;
- (3) Includes but is not limited to misuse of position of authority, subordinate/power relationships;
- (4) Might, on reasonable grounds, be perceived, explicitly or implicitly, as placing a term or condition on employment, training or promotional opportunities;
- (5) Interferes with an individual's job performance;
- (6) Has the effect of creating a poisoned or hostile working environment.

This list is not exhaustive.

(e) Discrimination does not include actions occasioned through exercising in good faith the Employer's managerial/supervisory rights and responsibilities.

(f) Discrimination, harassment and/or bullying by an employee is a serious offence, and is subject to disciplinary action which may lead to discipline up to and including dismissal.

1.8 Procedures

In the case of a complaint of discrimination, harassment, or bullying, the following shall apply:

(a) Before proceeding to the formal complaint mechanism an employee who believes he or she has a complaint of discrimination, harassment, or bullying may approach the parties involved. Pursuant to Clause 1.6, every effort shall be made to address and resolve such a complaint at the local level and in a timely manner. If more than one incident occurs, the employee should keep a written record of dates, times, the nature of the behaviour, and witnesses, if any.

- (b) If the behaviour continues or the employee is uncomfortable directly approaching the parties involved, the employee may approach a union steward and local manager, or other contact person if the union steward or local manager is involved, to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction the matter is deemed to be resolved.
- (c) If the matter remains unresolved, an employee (complainant) may submit a complaint in writing within six months of the latest alleged harassment occurrence, or within 30 days of the latest alleged bullying occurrence, to Human Resources. Upon receipt of the written complaint, the Employer shall notify in writing the designated union representative. Complaints of this nature shall be treated in strict confidence by both the Union and the Employer.
- (d) The Employer will investigate the complaint using a senior manager, human resources or an outside consultant as the investigator, depending on the circumstances surrounding the complaint. The results of the investigation will be submitted to the Director, Human Resources, or their designate, within 30 days of receipt of the complaint. The Director, Human Resources, or their designate, shall, within 14 days of receipt of the report, determine what action, if any, should be taken. The union representative, the complainant and the respondent shall be notified of the resolution.
- (e) While steps will be taken to preserve the confidentiality of the complaint to the maximum degree possible, the alleged harasser or bully (respondent) will be made fully aware of the details of the complaints and will be given an opportunity to respond. In addition, the investigator will likely interview any other person who may have pertinent information and/or who may be a witness.
- (f) All persons involved in the handling of a complaint shall hold in the strictest confidence all information of which they become aware; however, it is recognized that various officials of the constituent group(s) and the Employer will be made aware of all or part of the proceedings on a "*need to know*" basis.
- (g) Both the complainant and the respondent shall be given the option of having a steward present at the meeting held pursuant to the above investigation.
- (h) In the case of alleged harassment or bullying by a member of the general public, the employee claiming to be harassed or bullied has the right to discontinue contact with the alleged offender without incurring any penalty, pending determination of the facts of the case. The Employer shall not require the employee to conduct business with an alleged offender.
- (i) Where either the complainant or the respondent is not satisfied with the resolution in response to a harassment complaint, they shall have the right to file a grievance at Step 3 of the grievance procedure.
- (j) Any decision or action taken in response to a bullying complaint is not subject to the grievance or arbitration procedures of Article 8 and 9 of the collective agreement.
- (k) Where the complaint is determined to be of a frivolous, vindictive or vexatious nature, the Employer may take appropriate action, up to and including dismissal.
- (l) This article does not preclude an employee from filing a complaint under Section 13 of the BC *Human Rights Code*. A complaint of discrimination, harassment or bullying shall not form the basis of a grievance.

ARTICLE 2 - UNION RECOGNITION AND RIGHTS

2.1 Bargaining Unit Defined

(a) The bargaining unit shall comprise all employees included in the bargaining unit as defined in this agreement except those employees in positions mutually agreed to between the parties as managerial and (or) confidential exclusions or by virtue of the *Labour Relations Code*. The parties to this agreement acknowledge the difficulty in establishing a service-wide policy for determining managerial and (or) confidential exclusions. The parties further agree that cognizance shall be given to the type of organization and to the degree to which employees, at varying levels, are involved either in the formation of employer policy or in the process of employer-employee relations.

(b) The guidelines to be considered in negotiating exclusions shall be:

- (1) position incumbents employed who perform the functions of a manager;
- (2) position incumbents employed in a confidential capacity in matters relating to labour relations or personnel;
- (3) position incumbents employed in a confidential planning or advisory position in the development of management policy for the Society; or
- (4) a sufficient number of position incumbents to represent management in matters relating to labour relations taking into account both operational and geographical considerations.

2.2 Bargaining Agent Recognition

The Employer recognizes the B.C. Government and Service Employees' Union as the exclusive bargaining agent for all employees to whom the certification issued by the Labour Relations Board on March 8, 1974, and varied on October 2, 2006, applies.

2.3 Correspondence

(a) The Employer agrees that all correspondence between the Employer and the Union related to matters covered by this agreement shall be sent to the President of the Union or their designate.

(b) The Employer agrees that a copy of any correspondence between the Employer and any employee in the bargaining unit covered by this agreement, pertaining to the interpretation or application of this agreement, as it applies to that employee, shall be forwarded to the President of the Union or their designate.

2.4 No Other Agreement

No employee covered by this agreement shall be required or permitted to make a written or oral agreement with the Employer or its representatives which may conflict with the terms of this agreement.

2.5 No Discrimination for Union Activity

The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee for reason of membership or activity in the Union.

2.6 Recognition and Rights of Stewards

(a) The Employer recognizes the Union's right to select stewards to represent employees. The Employer and the Union will agree on the number of stewards, taking into account both operational and geographic considerations.

- (b) The Union agrees to provide the Employer with a list of the employees designated as stewards for each jurisdictional area.
- (c) A steward, or their alternate, shall obtain the permission of their immediate supervisor before leaving their work to perform their duties as a steward. Leave for this purpose shall be with pay. Such permission shall not be unreasonably withheld. On resuming their normal duties, the steward shall notify their supervisor.
- (d) The duties of stewards shall include:
 - (1) investigation of complaints of an urgent nature;
 - (2) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure;
 - (3) supervision of ballot boxes and other related functions during ratification votes;
 - (4) attending meetings at the request of the Employer.

2.7 Bulletin Boards

The Employer shall provide bulletin board facilities for the exclusive use of the Union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be restricted to the business affairs of the Union.

2.8 Union Insignia

- (a) A union member shall have the right to wear or display the recognized insignia of the Union. The Union agrees to furnish to the Employer at least one union shop card, for each of the Employer's places of operation covered by this agreement, to be displayed on the premises. Such card will remain the property of the Union and shall be surrendered upon demand.
- (b) The recognized insignia of the Union shall include the designation "bcgeu". This designation shall, at the employee's option, be placed on stenography typed by a member of the Union. This designation shall be placed below the signatory initials on typewritten correspondence.

2.9 Right to Refuse to Cross Picket Lines

All employees covered by this agreement shall have the right to refuse to cross a picket line arising out of a dispute as defined in the *Labour Relations Code* of British Columbia. Any employee failing to report for duty shall be considered to be absent without pay. Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this agreement nor shall it be grounds for disciplinary action.

2.10 Time Off for Union Business

- (a) *Without pay* - with reasonable written notice leave of absence without pay and without loss of seniority will be granted:
 - (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
 - (2) for elected or appointed representatives of the Union to attend to union business which requires them to leave their general work area;
 - (3) for employees who are representatives of the Union on a bargaining committee to attend meetings of the Bargaining Committee;

- (4) to employees called by the Union to appear as witnesses before an arbitration board, the Labour Relations Board, or the Human Rights Tribunal;
- (5) to employees designated to sit as an observer on a selection panel in accordance with Clause 12.2.

(b) To facilitate the administration of this clause when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Employer for salary and benefit costs, including travel time incurred. Leave of absence granted under this clause shall include sufficient travel time. The Union shall provide the Employer with reasonable notice prior to the commencement of leave under this clause. It is understood that employees granted leave of absence pursuant to this clause shall receive their current rates of pay while on leave of absence with pay. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld.

(c) The Employer shall grant, on request, leave of absence without pay:

- (1) for employees selected for a full-time position with the Union for a period of one year;
- (2) for an employee elected to the position of President or Treasurer of the B.C. Government and Service Employees' Union.
- (3) for an employee elected to any body to which the Union is affiliated for a period of one year and the leave shall be renewed upon request.

2.11 Union Meetings

- (a) Employees may attend a meeting with a representative of the Union at their worksite on a quarterly basis on a mutually agreeable date.
- (b) The Union shall provide not less than two weeks' notice to the appropriate excluded manager at the local level of the intended date and time of the meeting.
- (c) Meetings will take place after the conclusion of the employees' scheduled shift and shall not interfere with normal operations.

2.12 Jurisdiction

An employee who is not a member of the bargaining unit shall not regularly carry out the duties which have traditionally been performed solely by classifications assigned to the bargaining unit.

ARTICLE 3 - UNION SECURITY

- (a) All employees in the bargaining unit who on March 8, 1974 were members of the Union or thereafter become members of the Union shall, as a condition of continued employment, maintain such membership (subject only to the provisions of Section 17 of the *Labour Relations Code*).
- (b) All employees hired on or after March 8, 1974, shall, as a condition of continued employment, become members of the Union, and maintain such membership, upon completion of 30 days as an employee (subject only to the provisions of Section 17 of the *Labour Relations Code*).

ARTICLE 4 - CHECK-OFF OF UNION DUES

- (a) The Employer shall, as a condition of employment, deduct from the wages or salary of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular dues payable to the Union by a member of the Union.
- (b) The Employer shall deduct from any employee who is a member of the Union any assessments levied in accordance with the Union Constitution and (or) Bylaws and owing by the employee to the Union.
- (c) Deductions shall be made for each biweekly payroll period and membership dues or payments in lieu thereof shall be considered as owing in the period for which they are so deducted.
- (d) All deductions shall be remitted to the President of the Union not later than 28 days after the date of deduction and the Employer shall also provide a list of names as well as classifications of those employees from whose salaries such deductions have been made together with the amounts deducted from each employee.
- (e) Before the Employer is obliged to deduct any amount under (a) above, the Union must advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the President of the Union. When the change cannot reasonably be accommodated by the Employer's existing payroll system, then the cost of implementation shall be borne by the Union. In all cases, the Union shall provide the Employer with a reasonable notice period to implement any change.
- (f) From the date of the signing of this agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other moneys deducted by the Employer from the pay of the employees in the bargaining unit.
- (g) The Employer shall supply each employee, without charge, a receipt for income tax purposes in the amount of the deductions paid to the Union by the employee in the previous year. Such receipts shall be provided to the employees prior to March 1st of the succeeding year.
- (h) An employee shall, as a condition of continued employment, complete an authorization form providing for the deduction from an employee's wages or salary the amount of the regular dues payable to the Union by a member of the Union.

ARTICLE 5 - EMPLOYER AND UNION TO ACQUAINT NEW EMPLOYEES

- (a) At the time of hire new employees will be advised that a collective agreement is in effect and of the conditions of employment set out in the articles dealing with Union Security and Dues Check-off.
- (b) A new employee shall also be provided with:
- (1) the name, location and work telephone number of the steward; and
 - (2) an authorization form for union dues check-off.
- (c) Upon request, the steward shall be advised of the name, location and work telephone number of the new employee.
- (d) The steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for 15 minutes sometime during the first 30 days of employment.
- (e) The Union will provide the Employer with an up-to-date list of stewards' names, work locations and work telephone numbers in order that the Employer may meet its obligation in (b)(1) above.

- (f) The Union will be provided with a copy of the completed and signed authorization form for dues check-off for all new employees.

ARTICLE 6 - EMPLOYER'S RIGHTS

The Union acknowledges that the management and directing of employees in the bargaining unit is retained by the Employer, except as this agreement otherwise specifies.

ARTICLE 7 - EMPLOYER/UNION RELATIONS

7.1 Union and Employer Representation

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. To implement this, the Union shall supply the Employer with the names of its officers and similarly, the Employer shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

7.2 Union Bargaining Committees

A union bargaining committee shall be appointed and consist of three members of the Union, together with the President of the Union or his/her designate. The Union shall have the right at any time to have the assistance of members of the staff of the Union when negotiating with the Employer.

7.3 Union Representatives

- (a) The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance.
- (b) Members of union staff shall notify the excluded designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the section concerned.
- (c) In order to facilitate the orderly, as well as the confidential investigation of grievances, the Employer will make available to union representatives or stewards temporary use of an office or similar facility.
- (d) The Employer agrees that access to its premises will be granted to local chairpersons, component chairpersons and members of the Provincial Executive. Notification shall be given to the excluded designated supervisory official in advance of the intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the section concerned.
- (e) Notwithstanding Clause 7.3(d), the Employer agrees that access to its premises will be extended to persons designated by the President of the Union upon reasonable notice to the Employer of their intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the section concerned.
- (f) Upon receipt of written request, the Employer may allow time on the agenda of any course, seminar, or workshop held by the Employer for a staff representative from the Union to speak.

7.4 Technical Information

The Employer agrees to provide to the Union such information that is available relating to employees in the bargaining unit, as may be required by the Union for collective bargaining purposes.

7.5 Policy Meetings

The Employer and the Union recognize the importance and necessity of the Principals to this agreement meeting regularly to discuss problems which may arise from time to time.

7.6 Emergency Services

The parties recognize that in the event of a strike or lockout as defined in the *Labour Relations Code*, situations may arise of an emergency nature. To this end, the Employer and the Union will agree to provide services of an emergency nature.

ARTICLE 8 - GRIEVANCES

8.1 Grievance Procedure

- (a) The Employer and the Union recognize that grievances may arise concerning:
 - (1) differences between the parties respecting the interpretation, application, operation, or any alleged violation of a provision of this agreement, or arbitral award, including a question as to whether or not a matter is subject to arbitration; or
 - (2) the dismissal, discipline, or suspension of an employee bound by this agreement.
- (b) The procedure for resolving a grievance shall be the grievance procedure in this article.

8.2 Step 1

In the first step of the grievance procedure, every effort shall be made to settle the dispute with the designated local supervisor. The aggrieved employee shall have the right to have their steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the union steward, to Step 2 of the grievance procedure. Where the aggrieved employee is a steward, they shall not, where possible, act as a steward in respect of their own grievance but shall submit the grievance through another steward or union staff representative.

8.3 Time Limits to Present Initial Grievance

An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Clause 8.4, must do so no later than 30 days after the date:

- (a) on which they were notified orally or in writing, of the action or circumstances giving rise to the grievance;
- (b) on which they first became aware of the action or circumstances giving rise to the grievance.

8.4 Step 2

- (a) Subject to the time limits in Clause 8.3, the employee may present a grievance at this level by:
 - (1) recording their grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
 - (2) stating the article(s) or clause(s) of the agreement infringed upon or alleged to have been violated, and the remedy or correction required; and
 - (3) transmitting their grievance to the designated local supervisor through the union steward.
- (b) The local supervisor shall:

- (1) forward the grievance to the representative of the Employer authorized to deal with grievances at Step 2; and
- (2) provide the employee with a receipt stating the date on which the grievance was received.

8.5 Time Limit to Reply at Step 2

- (a) Within 21 days of receiving the grievance at Step 2, the representative designated by the Employer to handle grievances at Step 2 and the designated union representative shall meet to examine the facts, the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (b) The representative designated by the Employer to handle grievances at Step 2 shall reply in writing to an employee's grievance within 30 days of receiving the grievance at Step 2.
- (c) Where the grievance concerns a disciplinary matter, the reply shall include a report of the Step 2 meeting and the results of investigations carried out by the Employer with regard to the facts and nature of the grievance. The report shall not be introduced as evidence at any arbitration proceeding.

8.6 Failure to Act

If the President of the Union, or their designate, does not present a grievance to the next higher level within the prescribed time limits, the grievance will be deemed to have been abandoned. However, the Union shall not be deemed to have prejudiced its position on any future grievance.

8.7 Time Limits to Submit to Arbitration

Failing satisfactory settlement at Step 2, and pursuant to Article 9 - Arbitration, the President, or their designate, may inform the Employer of their intention to submit the dispute to arbitration within:

- (a) 30 days after the Employer's decision has been received, or
- (b) 30 days after the Employer's decision was due.

8.8 Administrative Provisions

- (a) Replies to grievances at Step 2 of the grievance procedure and notification to arbitrate shall be by certified mail, courier, email, facsimile, or hand delivered with the receiving party providing acknowledgement of receipt on writing.
- (b) Grievances, replies, and notification shall be deemed to have been presented on the date on which they were verifiably transmitted, and received on the date they were delivered to the appropriate office of the Employer or the Union.

8.9 Dismissal or Suspension Grievances

- (a) In the case of a dispute arising from an employee's dismissal, rejection on probation, suspension greater than 20 days or suspension for just cause pending investigation, the grievance may be filed directly at arbitration, with a copy to the Employer, within 30 days of the date on which the dismissal, rejection on probation, or suspension occurred, or within 30 days of the employee receiving such notice.
- (b) In the case of a dispute arising from other suspensions, the grievance may commence at Step 2 of the grievance procedure within 30 days of the date on which the suspension occurred, or within 30 days of the employee receiving such notice.

8.10 Deviation from Grievance Procedure

- (a) The Employer agrees that, after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union.
- (b) In the event that, after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this article, the grievance shall be considered to have been abandoned.
- (c) Where an employee has filed a complaint with the Ombudsman or the Employment Standards Branch, the grievance shall be deemed to be abandoned unless the complaint is withdrawn, in writing, within 45 days of it being filed.
- (d) Notwithstanding (b) above, an employee who has filed a complaint with the Human Rights Tribunal shall not have their grievance deemed abandoned through the filing of the complaint.

8.11 Policy Grievance

- (a) Where either party to this agreement disputes the application, interpretation, or alleged violation of an article of this agreement, the dispute shall be discussed initially with the Employer or the Union, as the case may be, within 60 days of the occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration, as set out in Article 9 - Arbitration.
- (b) Unless agreed by the Principals, this article shall not be used by the Union to initiate a grievance directly affecting an employee or group of employees where such employees themselves could otherwise initiate a grievance through the grievance procedure. This provision shall not be utilized to circumvent any mandatory provision of the grievance procedure.

8.12 Technical Objections to Grievances

It is the intent of both parties to this agreement that no grievance shall be defeated merely because of a technical error other than time limitations in processing the grievance through the grievance procedure. To this end an arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance in order to determine the real matter in dispute and to render a decision according to equitable principles and the justice of the case.

8.13 Effective Date of Settlements

Settlements reached at any step of the grievance procedure in this article, other than Clause 8.11, shall be applied retroactively to the date of the occurrence of the action or situation which gave rise to the grievance, but not prior to the effective date of the agreement in effect at the time of the occurrence or the date set by a board of arbitration.

8.14 Amending Time Limits

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing.

ARTICLE 9 - ARBITRATION

9.1 Notification

- (a) Where a difference arising between the parties relating to the interpretation, application, or administration of this agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 8 - Grievances, notify the other party within 30 days of the receipt of the reply at the second step, of its desire to submit the difference or allegations to arbitration.
- (b) A submission of such a difference or allegation to arbitration shall be by certified mail or by courier to the other party, or hand delivered with the receiving party providing acknowledgement of receipt in writing. Submissions may be transmitted by email or facsimile, however, the sender must forward the original documents by mail within three business days of the transmission. The sender will retain the email, or a facsimile receipt to prove service.
- (c) Where the matter in dispute is a dismissal grievance, the parties shall set a date for the hearing to be held no later than seven weeks from the date that such a hearing is requested.

9.2 Assignment of a Single Arbitrator

- (a) When a party has requested that a grievance be submitted to an arbitration and either party has requested that a hearing date be set, an arbitrator will be assigned from the mutually agreed upon list of single arbitrators.
- (b) Depending upon availability, single arbitrators shall be assigned cases on a rotating basis.
- (c) The parties shall agree upon a list of arbitrators which shall be appended to this agreement. An arbitrator may be removed from the list by mutual agreement.
- (d) The parties shall endeavour to develop and maintain a list of acceptable arbitrators which is gender balanced.

9.3 Board Procedure

- (a) In this article the term "*Board*" means a single arbitrator or a three-person arbitration board.
- (b) The Board may determine its own procedure in accordance with the relevant legislation and shall give full opportunity to all parties to present evidence and make representations. It shall hear and determine the difference or allegation and shall render a decision within 60 days of the conclusion of the hearing.

9.4 Decision of Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Arbitration Board shall be final, binding, and enforceable on the parties. The Board shall have the power to dispose of a discharge or discipline grievance by any arrangement which it deems just and equitable. However, the Board shall not have the power to change this agreement or to alter, modify, or amend any of its provisions.

9.5 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Arbitration Board to reconvene the Board to clarify the decision, which it shall make every effort to do within seven days.

9.6 Expenses of Arbitration Board

Each party shall pay:

- (a) the fees and expenses of the Arbitrator it appoints; and
- (b) one-half of the fees and expenses of the Chairperson.

9.7 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties, but the same must be in writing.

9.8 Expedited Arbitration

- (a) The parties shall meet every four months or as often as required to review outstanding grievances filed at arbitration to determine by mutual agreement those grievances suitable for this process, and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.
- (b) All grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of:
 - (1) dismissals;
 - (2) rejection on probation;
 - (3) suspensions in excess of 20 workdays;
 - (4) policy grievances;
 - (5) grievances requiring substantial interpretation of a provision;
 - (6) grievances relating to Article 14 - Hours of Work;
 - (7) grievances requiring presentation of extrinsic evidence;
 - (8) grievances where a party intends to raise a preliminary objection;
 - (9) demotions.

By mutual agreement, a grievance falling into any of these categories may be placed into the expedited arbitration process.

- (c) The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve groups of grievances.
- (d) The Arbitrator shall hear the grievances and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.
- (e) Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.
- (f) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- (g) A grievance determined by either party to fall within one of the categories listed in (b) above, may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing pursuant to Clause 9.2.
- (h) The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.

ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE**10.1 Burden of Proof**

In all cases of discipline, the burden of proof of just cause shall rest with the Employer.

10.2 Dismissal

The Employer may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal.

10.3 Suspension

The Employer may only suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.

10.4 Dismissal and Suspension Grievance

All dismissals and suspensions will be subject to formal grievance procedure under Article 8 - Grievances. A copy of the written notice of dismissal or suspension shall be forwarded to the President of the Union within five days of the action being taken.

10.5 Right to Grieve Other Disciplinary Action

(a) Disciplinary action grievable by the employee shall include:

- (1) written censures;
- (2) letters of reprimand;
- (3) adverse reports; or
- (4) adverse employee appraisals.

(b) An employee shall be given a copy of any such document placed on the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in their file, they shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of their personnel record.

(c) Upon the employee's request any such document, other than formal employee appraisals, shall be removed from the employee's file after the expiration of 18 months from the date it was issued provided there has not been a further infraction.

(d) The Employer agrees not to introduce as evidence in any hearing any document from the file of an employee, the existence of which the employee was not aware at the time of filing.

10.6 Personnel File

An employee, or the President of the Union or their designate with the written authority of the employee, shall be entitled to review the employee's personnel file(s), both paper and, if applicable, electronic, in the office in which the file is normally kept. The employee or the President, as the case may be, shall give the Employer adequate notice prior to having access to such file(s).

Where it is not practical for the employee to review the file in the office in which it is kept, the Employer shall make arrangements to have the file delivered to an office nearer to the employee's worksite, to allow the review under the supervision of a person designated by the Employer.

10.7 Right to Have Steward Present

- (a) An employee shall have the right to have their steward present at any discussion with supervisory personnel which the employee believes might be the basis of disciplinary action. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall make every effort to notify the employee in advance of the purpose of the interview in order that the employee may contact their steward, providing that this does not result in an undue delay of the appropriate action being taken. This clause shall not apply to those discussions that are of an operational nature and do not involve disciplinary action.
- (b) A steward shall have the right to consult with a staff representative of the Union and to have a local union representative present at any discussion with supervisory personnel which the steward believes might be the basis of disciplinary action against the steward, providing that this does not result in an undue delay of the appropriate action being taken.

10.8 Rejection during Probation

- (a) The Employer may reject any probationary employee for just cause. A rejection during probation shall not be considered a dismissal for the purpose of Clause 10.4. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in the position to which they have been appointed, provided that the factors involved in suitability could reasonably be expected to affect work performance.
- (b) If a person who is not an employee is appointed to a position, the person is on probation until he or she has worked the equivalent of six months' full-time employment.
- (c) If the appointment is made within the Employer, a probationary period in the new position not exceeding the equivalent of six months' full-time employment may be imposed.
- (d) Where an employee feels they have been aggrieved by the decision of the Employer to reject the employee during the probationary period, they may in accordance with Article 8 - Grievances, grieve the decision within 30 days of receiving the notice of rejection. Such grievance may be filed directly at arbitration in accordance with Clause 8.9(a).

10.9 Abandonment of Position

An employee who fails to report for duty for 10 consecutive workdays without informing the Employer of the reason for their absence will be presumed to have abandoned their position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not having informed the Employer.

ARTICLE 11 - SENIORITY

11.1 Seniority Defined

For the purpose of this agreement:

- (a) Service seniority shall mean the length of continuous service as a regular employee of the Freshwater Fisheries Society of BC. Regular employees of the Freshwater Fisheries Society of BC, as of October 11, 2003, shall be credited with service seniority equivalent to their length of continuous service as a permanent employee (including continuous service as a permanent employee with the Public Service of British Columbia) or their length of service as a continuous temporary employee with the Employer prior to that date. Service seniority for part-time employees shall be prorated on the basis of one year's service seniority for every 1827 hours completed.

(b) Classification seniority for a regular employee shall be from that date upon which an employee is last appointed to their present classification with the status of a regular employee.

(c) Notwithstanding the provisions of (b) above, a regular employee who is demoted shall have time previously spent at the level to which they are demoted included in their classification seniority, other than in cases where an employee takes a voluntary demotion in accordance with Clause 12.7 or Appendix 2, Part III or is demoted through no fault of their own. In the latter cases, the employee shall have classification seniority equivalent to all time previously spent at the level to which they are demoted, together with all time spent in any higher classification within the same classification series or related series.

(d) Employees who left the bargaining unit to fill a position within the Freshwater Fisheries Society of BC, shall be immediately credited, for the purposes of layoff and recall, with their service seniority accrued within the bargaining unit. Upon completion of one year's service these employees will be credited with the remainder of their service seniority.

11.2 Seniority List

A current service seniority list for regular employees will be provided by the Employer to the President of the Union or the Joint Committee Chairperson within 10 days of the request.

11.3 Loss of Seniority

(a) A regular employee on leave of absence without pay, other than leave of absence for an elected or appointed position in the Union, or leave granted under Article 21 - Maternity, Parental and Pre Adoption Leave, shall not accrue seniority for leave periods over 30 calendar days.

(b) A regular employee on a claim recognized by the Workers' Compensation Board (WorkSafeBC) shall be credited with service seniority equivalent to what they would have earned had they not been absent and had been able to work.

(c) A regular employee who is on leave of absence without pay in an elected or appointed position of the Union shall continue to accrue seniority without benefits during the leave period, provided that, upon returning, the employee shall accept the first available position in their original classification at the work location nearest their residence.

(d) An employee shall lose their seniority as a regular employee in the event that:

- (1) they are discharged for just cause;
- (2) subject to Clause 11.4, they voluntarily terminate their employment or abandon their position;
- (3) they are on layoff for more than one year; or
- (4) except as provided in Clause 13.4(d), they become an auxiliary employee.

11.4 Re-Employment

A regular employee who resigns their position and within 90 days is re-employed as a regular employee shall be granted leave of absence without pay covering those days absent and shall retain, effective the date of re-employment, all provisions and rights in relation to seniority and other fringe benefits, provided they have not withdrawn their pension contributions.

11.5 Bridging of Service

If a regular employee terminates as a result of a decision to care for a dependent parent, spouse or child, and is re-employed, upon application they shall be credited with length of service accumulated at time of termination for the purposes of benefits based on service seniority. The following conditions shall apply:

- (a) the employee must have been a regular employee with at least two years of service seniority at time of termination;
- (b) the resignation must indicate the reason for termination;
- (c) the break in service shall be for no longer than six years;
- (d) the previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.

Former employees who meet the conditions outlined above will have internal status when applying for re employment, and shall, for the purpose of the selection process, be credited with points for the years of continuous service accumulated to the effective date of termination.

ARTICLE 12 - RECRUITMENT, SELECTION AND CAREER DEVELOPMENT

12.1 Postings

- (a) Vacancies of a regular nature that are to be filled, for positions in the bargaining unit, shall be posted within 30 days. Such postings shall be throughout the Employer. Lateral transfers or voluntary demotions may be granted without posting to employees who have applied for a lateral transfer or demotion. The basis for such lateral transfers or voluntary demotions shall not be restricted to compassionate or medical grounds.
- (b) Eligibility lists may be established through the posting process and used to fill vacancies. When eligibility lists are established it shall be stated on the posting. Eligibility lists shall be in effect for a maximum of one year from the establishment of the list.
- (c) Vacancies of a temporary nature which are known or expected to be for a period of six months or greater shall be posted in all worksites. The Employer may approve payment of board and lodging in accordance with Memorandum of Understanding 1, Part I providing the posting for the temporary vacancy contains notice that this discretion will apply.

For the purpose of this clause "*geographic area*" shall mean that area from which persons could reasonably be expected to commute.
- (d) Notices shall be posted at least six working days prior to the closing date of the competition, except as provided for in Clauses 12.7, 12.8, Appendix 2, Part III and Article 13 - Layoff and Recall.
- (e) On posted competitions, an employee is ineligible for relocation expenses outlined in Memorandum of Understanding 1 if they apply for a transfer or demotion from one geographic location to another within two years at the previous location. The closing date of the competition shall determine eligibility. A selection panel may waive this restriction with the approval of the Employer. This restriction does not apply to redundant employees or to promotions.
- (f) The notice of postings shall contain the following information: nature of position, qualifications, skills, whether shift work is involved, wage or salary rate or range, and where applicable, specific location. Such qualifications may not be established in an arbitrary or discriminatory manner.
- (g) Where the Employer determines that it is prepared to have a particular position filled by persons possessing either specified educational requirements or equivalencies, the posting shall specify that equivalent experience is acceptable.

12.2 Union Observer

The President of the Union or their designate may sit as an observer on a selection panel, including panel deliberations following selection tests, for positions in the bargaining unit. The observer shall be a disinterested party. This clause shall not apply to excluded positions.

12.3 Selection Procedures

(a) Appointments to and from within the Employer will be based on a process which appraises the education, experience, knowledge, skills, abilities, past work performance and years of continuous service of eligible applicants. For those candidates who transferred from the Public Service to the Employer prior to April 1, 2003, their years of continuous service with the Public Service will also be applied.

(b) The initial assessment of applicants shall be a process which appraises the knowledge, skills and abilities of eligible applicants. The weighting of these factors shall be consistently applied within a classification. If the highest rated qualified applicant has the most years of continuous service, this applicant shall be appointed.

(c) If the highest rated qualified applicant is not the applicant with the most years of continuous service the selection panel will determine which qualified applicants, if any, are relatively equal to this applicant. The qualified applicant who is relatively equal with the most years of continuous service shall be appointed.

(d) For the purpose of this clause "*relatively equal*" means candidates with:

- 10 years or more of continuous service have a point score difference of 10% or less of the points available for education, skills, knowledge, experience and past work performance;
- less than 10 years of continuous service have a point score difference of 5% or less of the points available for education, skills, knowledge, experience and past work performance.

(e) Where an eligibility list has been established pursuant to Clause 12.1(b), qualified candidates who are relatively equal to the highest ranked successful candidate shall be placed on the eligibility list in order of their years of continuous service. Other qualified candidates shall be placed on the list in order of their respective point scores.

12.4 Notification

(a) Unsuccessful employee applicants to posted positions will be notified of the name and classification of the successful employee applicant.

(b) If the successful applicant is not an employee, upon request, an unsuccessful employee applicant will receive either the name of the successful applicant or a summary of the successful applicant's qualifications, skills and experience.

12.5 Inquiry & Review Procedure

(a) An employee who is an unsuccessful applicant may request from the individual responsible for the appointment an explanation of the reasons why he or she was not appointed. Any such request shall be made within five business days of receiving notification under Clause 12.4.

(b) The responsible individual must provide an explanation after receiving a request under Subsection (a) as soon as practicable.

(c) An employee who has made a request under (a) above may request an inquiry into the application of Clause 12.3, with respect to the appointment. Any such request must include a detailed statement specifying the grounds on which the request is made and be directed to the Employer. Any such request must be made within five business days of receiving notification under (b), above.

(d) Where the Employer receives an application under (c) above they must inquire into the appointment and confirm the appointment or proposed appointment or direct that the appointment or proposed appointment be reconsidered.

(e) Except as provided in (g) below, an employee who is an unsuccessful applicant for an appointment to a position and who has made a request pursuant to (c) above and disagrees with the decision made in (d) above to confirm the appointment or proposed appointment may file a grievance directly at Step 2 of the grievance procedure, within five working days of receiving notification under (d), above.

(f) A grievance pursuant to (e) above must be in writing and may only be based upon the grounds submitted to the Employer under (c) above.

(g) The following may not form the basis of a grievance:

- (1) staffing decisions respecting positions outside the bargaining unit;
- (2) a temporary appointment of not more than seven months in duration; and
- (3) an appointment of an auxiliary employee.

(h) All requests for reasons, inquiry or grievance and submissions must be within the time period prescribed.

12.6 Interview Expenses

An internal applicant for a posted position who is not on leave of absence without pay and who has been called for a panel interview shall be granted leave of absence with basic pay and shall have their authorized expenses paid. An employee granted leave under this clause shall notify their supervisor as soon as they are notified of their requirement to appear for an interview.

12.7 Transfers without Posting

(a) Lateral transfers or voluntary demotions may be granted, without posting for:

- (1) compassionate or medical grounds to regular employees who have completed their probationary period;
- (2) all employees who have become incapacitated by industrial injury or industrial illness.

(b) In such cases the Joint Labour Management Committee shall consider any applications or requests presented to the Committee. Each request for special consideration shall be judged solely on its merit.

(c) An employee whose spouse is also an employee and who is transferred pursuant to Clause 12.8, or Article 13 - Layoff and Recall, may be considered for a lateral transfer or voluntary demotion to available vacancies.

12.8 Relocations

(a) It is understood by the parties that, as a general policy, employees shall not be required to relocate from one geographic location to another against their will. However, the Employer and the Union recognize that in certain cases relocations may be in the interests of the Employer and/or the employee. In such cases, an employee will receive 90 days' written notice prior to the effective date of

relocation and be fully advised of the reason for their relocation, as well as the possible result of refusal to be relocated.

(b) Should a regular employee choose not to relocate, the employee shall elect prior to the date of relocation:

- (1) vacancy selection pursuant to Clause 13.3(c); or
- (2) early retirement pursuant to Clause 13.3(g); or
- (3) severance pay pursuant to Clause 13.3(h).

An employee shall elect one of these options no later than 30 days prior to the effective date of relocation and should they fail to do so, they shall be deemed to have resigned and shall be paid severance pay as outlined in Clause 13.3(h).

(c) When a relocation is required and there is more than one regular employee performing the transferred work within the Employer, the Employer will first attempt to effect the relocation on a voluntary basis. Where no employee from that group wishes to relocate voluntarily the least senior regular employee in the group shall be relocated and the provisions of (b) above apply.

12.9 Training and Development

It is recognized that it is in the mutual interest of employees and the Employer that:

- (a) A skilled workforce is maintained through timely and adequate training.
- (b) Both parties recognize that improved equipment, methods, and procedures create changes in the job structure of the workforce.
- (c) The parties also recognize the need to provide employees with the opportunity for career development by enabling them to prepare for promotional advancement and upgrade their specific skills.
- (d) It is recognized that training and development activity is a joint responsibility shared between the Employer and the employee.
- (e) All training and development opportunities are subject to the availability of training and development funding, training policies and operational requirements. Such training may be in the form of internal training, courses, seminars, demonstrations, conferences, refresher courses or on-the-job instruction as appropriate. Leave required for such training shall be in accordance with Clause 20.7 - Leave for Taking Courses. All training policies shall be made available on request to employees.
- (f) Upon return from training and development activities, the employee may be required to submit a report to the Employer.
- (g) Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee may attend such demonstrations, conferences or seminars upon approval, by the Employer, of their application. Employees shall suffer no loss of basic pay as a result of such attendance.
- (h) An employee who attends a conference, convention, seminar or staff meeting at the request of the Employer, shall be deemed to be on duty and, as required, on travel status.

- (i) Employees shall be reimbursed for 100% of the tuition for job-related courses related to the employee's present position or career development. Tuition fees for approved courses which lead to a diploma or a degree may be reimbursed in the amount of 75%.
- (j) To qualify for reimbursement, an employee must be a regular employee upon enrolment. All applications for training assistance must be submitted prior to registration in the course. The employee shall initially pay the tuition fees, with reimbursement provided on proof of successful completion of the program. Exceptions to the reimbursement procedures may be made at the Employer's discretion, considering costs, duration, relation or requirement of the training to the employees work, and/or financial hardship.
- (k) Termination of employment will nullify any obligation of assistance by the Employer

12.10 Employee Appraisal Forms

- (a) Where a formal appraisal of an employee's performance is carried out, the employee shall be given sufficient opportunity to read, review and ask questions about the appraisal. Upon request, the employee will be given three working days to read and review the appraisal.
- (b) The appraisal form shall provide for the employee's signature to indicate that the employee has read and accepts the appraisal, or that the employee disagrees with the appraisal. No employee may initiate a grievance regarding the contents of an employee appraisal unless the employee has indicated disagreement with the appraisal.
- (c) An employee appraisal shall not be changed after an employee has signed it, without the knowledge of the employee, and any such changes shall be subject to the grievance procedure of this agreement.
- (d) An employee shall receive a copy of their appraisal upon request.

12.11 In-Service Examination

- (a) Employees shall be permitted to write any in-service examination required by the Employer, upon satisfactory completion of the necessary term of service and training programs. Employees who fail an in-service examination shall, upon request and where available, receive a copy of their examination paper and shall be eligible to be re-examined. This provision shall not apply to examinations set as a condition of initial employment.
- (b) Eligible candidates participating in a posted competition for a regular position, and who are required to take an examination as a part of the competitive process, including the testing of keyboarding skills, shall be administered at no cost to the employee.

ARTICLE 13 - LAYOFF AND RECALL

PREAMBLE

The Employer agrees not to exercise its right to cause a layoff that results in the cessation of employment for a regular employee except as provided in this article. The Employer and the Union agree that, in the event of layoff, the Joint Labour Management Committee will meet to address the effective implementation of the procedures as set out in Article 13.

13.1 Pre-Layoff Canvas

Prior to the layoff of regular employee(s) under Clause 13.3 - Layoff, the Employer at its option within a geographic location, may canvass any employee or group of employees within the Employer to invite:

- (a) voluntary placement into a vacant regular position;
- (b) resignation with severance as provided for in Clause 13.3 - Layoff;
- (c) where eligible, early retirement.

13.2 Workforce Adjustment

(a) The parties recognize that workforce adjustment will be necessary due to the elimination of positions resulting from a reduction in the amount of work required to be done by the Employer, reorganization, program termination or closure.

Clauses 13.2 and 13.3 shall not apply to regular employees who are normally subject to layoff because of business cycle or seasonal work.

(b) The timeframe for Clause 13.2 placement activities is 60 days, or a lesser time frame for smaller adjustments, from the date the employee receives written notice of redundancy as mutually agreed to by the Joint Labour Management Committee. Such notice will only be issued after consultation with or advice to the Joint Labour Management Committee.

(c) The Employer will consult with the Union through the Joint Labour Management Committee established pursuant to Article 29 respecting workforce adjustment which results in redundancy as required pursuant to (a) above. Workforce adjustment activities will be guided by the following principles and procedures:

- (1) Both parties recognize the need for the cooperation of all participants to facilitate the placement of regular employees.
- (2) The Employer must minimize the impact on their regular employees through the appropriate:
 - (i) cancellation of contracts for employment agency personnel;
 - (ii) cancellation of personal service contracts where a surplus regular employee qualified to do the work can be placed;
 - (iii) layoff of auxiliary employees;
 - (iv) lateral transfers and regular employees displacing auxiliary employees performing ongoing work
 - (v) cancellation of limited term employee appointment.
- (3) The placement process applies to regular employees in the same classification and seniority block for placement into vacant positions for which they are qualified within their own or other headquarters or geographic location.
- (4) Surplus employees will be placed through lateral transfers in their same geographic locations where such vacancies are available.
- (5) Surplus employees not able to be placed through lateral transfers will be offered available comparable vacancies in their same geographic location.
- (6) Where an employee voluntarily accepts an offer, once confirmed in writing, such acceptance is final and binding upon the employee, subject to the agreement of the Employer.
- (7) The parties agree that the Joint Labour Management Committee will work to minimize the impact on individual employees affected by the redundancy. The Committee will facilitate and

coordinate the placement of surplus regular employees into existing vacancies for which they are qualified within their own or other headquarters or geographic location.

(8) The parties agree that in order to maximize the placement of surplus employees into vacant positions, training may be required over and above that provided for in this agreement.

(9) The parties agree that the Joint Labour Management Committee is a proper vehicle to identify employee skills, training options and training sources. Where the Committee determines that it is advisable to provide training to assist in such placement, it shall be offered.

Any training provided pursuant to this clause will be on a cost-effective basis for the purpose of continuing a surplus employee's service.

13.3 Layoff

In the event of a layoff of employees, the following shall apply:

(a) Where the employee's position is relocated, they shall be offered the position in the new location. An employee may decline an offer pursuant to this section.

(b) The Employer shall notify employees affected by Clause 13.3, in writing, at least six weeks prior to the effective date. Copies of such notifications will be forwarded to the Union and the Joint Labour Management Committee. If the employee has not had the opportunity to work their regularly scheduled shifts during the six-week period after notice of layoff, they shall be paid in lieu of work for that part of the regularly scheduled shifts during which work was not made available.

(c) An affected employee subject to layoff shall have the right to fill vacancies and to displace employees in the following manner and sequence:

(1) The employee to be laid off shall be the employee with the least service seniority in the same classification, and same geographic location.

(2) The employee shall be placed on the basis of service seniority in accordance with (i) through (viii) below.

	Vacancy/ Displacement	Classification	Geographic Location
(i)	Vacancy	same	same
(ii)	Vacancy	comparable	same
(iii)	Displace	same	same
(iv)	Displace	comparable	same
(v)	Vacancy	same	other
(vi)	Vacancy	comparable	other
(vii)	Displace	same	other
(viii)	Displace	comparable	other

Should it not be possible for an employee to maintain the level of hours from their previous position, they shall progress to the next step in the table.

(3) In order to facilitate the administration of Clause 13.3(c)(2) above, an employee is required to immediately indicate if it is their intention to utilize the displacement/bumping option. The displacement/ bumping option shall be voluntary and if the option is declined by the employee it shall not count as a job offer pursuant to this section. Should an employee wish to displace/bump, the Employer will identify the least senior employee within the classification and geographic location.

- (4) "Comparable" includes a job with a salary range not more than four grid levels below the employee's original classification. For employees whose salary range has been reduced in the previous three years due to a layoff, comparable shall include grid levels up to their previous classification.
- (5) In the event that an employee is not placed pursuant to any of the above options they shall claim early retirement, severance pay, or to be subject to recall as outlined in Clause 13.4.
- (d) *Job Offers Pursuant to (c) Above*
- (1) If an employee refuses one job offer in the same classification and the same geographic location, they will be deemed to have resigned but may, if eligible, claim early retirement as outlined in Clause 13.3(g).
- (2) If an employee refuses one job offer in a different classification, in the same geographic location, and with a salary or maximum step pay range the same as their existing position, they shall claim early retirement or severance pay as outlined in Clauses 13.3(g) and (h).
- (3) If an employee refuses a job offer in a different geographic location or with a salary or maximum step pay range comparable to their existing position they shall claim early retirement or severance pay as outlined in Clauses 13.3(g) and (h).
- (4) An employee who fails to elect between early retirement or severance pay in (2) and (3) above shall be paid severance pay as outlined in Clause 13.3(h).
- (e) In all cases, the regular employee must possess the qualifications as determined by the Joint Labour Management Committee, to perform the work available.
- (f) *Retraining and Adjustment Period*
- (1) Employees who assume a new position pursuant to this article will receive job orientation, including, where deemed appropriate by the Joint Labour Management Committee, current internal training, and shall be allowed a reasonable time to familiarize themselves with their new duties.
- (2) In those circumstances where an employee is being placed in a regular vacancy, the Joint Labour Management Committee shall also consider other training where it is complementary to current internal training.
- (3) Employees involved in training under this section shall receive their basic pay for the period of training, the cost of tuition and the cost of course-related materials.
- (g) *Early Retirement*

A regular employee who is age 55 years or older and is entitled to receive a pension under the Public Service Pension Plan Rules, as of the effective date of layoff, and who has opted for and is entitled to severance pay pursuant to this article shall, upon application, be entitled to purchase all or part of any eligible service for which no contributions were made, as permitted by the Public Service Pension Plan Rules.

(h) *Severance Pay*

Prior to the expiry of the Notice of Layoff, or within 30 days of refusing job offers in accordance with Clause 13.3(d), a regular employee will be entitled to resign with severance pay based upon three weeks' current salary for each year (1827 hours at straight-time rate) of regular service seniority or major part thereof. The employee will not receive an amount greater than 12 months current salary.

(i) Subject to Clause 13.3(d), employees shall remain at work and on pay until the steps under Clause 13.3(c) (2) are completed provided the employee:

- (1) has cooperated in the placement process; and
- (2) has opted for displacement.

The structure of the layoff and recall/employment security provisions of the agreement is such that regular employees have seniority over auxiliary employees.

(j) Employees who relocate pursuant to Clause 13.3 shall be entitled to relocation expenses in accordance with Clause 27.13.

13.4 Recall

(a) Recall of regular employees shall be in order of service seniority providing the employee is qualified to and able to perform the work which is available after a period of familiarization. Recall to available work of six months or longer duration shall be considered to be "*regular*" recall under this section rather than "*auxiliary*" recall under Clause 31.5 or 13.4(c). An employee who declines an offer pursuant to this paragraph shall be deemed to have resigned but may, if eligible, claim early retirement.

(b) A regular employee, who is laid off, will be placed on a recall list for a period of one year, for the purposes of recall to a regular position within the geographic location from which the employee has been laid off.

(c) Upon layoff, a regular employee will have the option of displacing the most senior auxiliary employee within the same geographic location and going onto the auxiliary recall list within the same geographic location from which the employee has been laid off.

(d) A regular employee who chooses to go onto the auxiliary recall list pursuant to this section, shall retain their regular status unless they fail to maintain 1200 hours worked at the straight-time rate within the previous 26 pay periods except as provided under Article 21 - Maternity, Parental and Pre-Adoption Leave; but a regular employee recalled to auxiliary work will be considered to have auxiliary status for purposes of the vacation scheduling provisions and notice of layoff as specified in Clause 13.3.

(e) Where an employee loses regular status by failing to maintain 1200 hours in 26 pay periods as referenced above, their previous regular service seniority shall be credited as auxiliary seniority for the purposes of layoff and recall only. Calculation shall be based on 1827 hours of auxiliary seniority per year of regular service seniority (prorated for partial years).

(f) Notwithstanding (c) above, regular employees to be retained shall be qualified and able to perform the work which is available after a period of familiarization.

(g) An employee shall not accumulate seniority while on layoff.

13.5 Joint Labour Management Committee

(a) The union and the employer representatives on the Joint Labour Management Committee shall have the authority to waive by mutual agreement any portion of Article 13 where it is considered by them to be fair and equitable, provided such waiver is also with agreement of the employee who is seeking placement via the Joint Labour Management Committee.

(b) The Employer will make available to the Joint Labour Management Committee a quarterly list of vacant positions by geographic location and a list of the employees issued notices, laid off, retired, received severance pay, or placed pursuant to Article 13, by classification, and geographic location.

(c) The Joint Labour Management Committee shall establish a schedule of comparable classifications.

- (d) The Employer agrees to supply the Joint Labour Management Committee with as much notice as possible of expected employees to be designated for layoff.

ARTICLE 14 - HOURS OF WORK

14.1 Hours of Work

The annual hours of work exclusive of meal periods taken away from the workstation but including paid holidays will be 1827, which is equivalent to an average of 35 hours per week. The 1827 annual hours means that all work schedules will be based on that figure. Due to varying lengths of the calendar and work years and the varying times that employees may begin and end their work schedules, an employee will be required to work an average of 1827 hours.

14.2 Work Schedules

- (a) This article shall establish shift patterns, length of scheduled workdays and, where appropriate, averaging periods to meet the annual hours of work.
- (b) The Employer shall determine, pursuant to the appropriate statutory authority, when various services are provided (hours of operation), the classifications of positions and the numbers of employees required to provide the services.
- (c) The Employer's designate and the union steward at the local level will establish work schedules based upon the shift patterns and hours of work clauses in this agreement including the following:
- (1) If either party wishes a change to existing work schedules it shall provide the other party with the earliest possible advance notice in writing;
 - (2) If a change is requested only at the local level, the notice shall be given to the appropriate union steward or designated employer representative. If a change is requested which involves more than one worksite, notice shall be given to the President of the Union, or their designate, or designated employer official;
 - (3) The parties shall have 14 days, from the date notice is given to reach agreement on work schedules;
 - (4) If the parties are unable to reach agreement within 14 days either party may refer the matter to the grievance and arbitration procedures pursuant to Articles 8 and 9.
- (d) Hours of work disputes shall be resolved in accordance with the provisions of this agreement.
- (e) The parties recognize that in reaching mutual agreement on work schedules, the following will also apply:
- (1) Work schedules shall meet the hours of operation and shall consider unusual or seasonal demands and functionally linked work groups within and without the bargaining unit;
 - (2) Work schedule changes, within existing hours of operation, must not result in increased cost to the Employer and where possible shall result in decreased cost to the Employer and/or improved efficiency and/or improved service. The onus of proof shall be on the Employer to prove decreased cost;
 - (3) Consideration shall also be given to employee preferences, fairness and equity.

(f) Work schedules for all employees will be guided by the provision of (1), (2) and (3) below except as otherwise provided.

(1) The annual work schedule shall consist of either four or five consecutive days in each week so that the total regular hours of work, exclusive of meal periods, is 35, providing that within a seven-day period, the scheduled days shall be of equal length. Except as otherwise provided, the standard workweek for employees formerly covered by the Administrative Services Component agreement shall consist of five consecutive days from Monday to Friday, inclusive, and the workday shall be seven hours duration, exclusive of meal periods, and these hours shall be scheduled between 8:00 a.m. and 5:00 p.m.

(2) The annual work schedules drawn from Appendix 4 may incorporate shift patterns using multiples of the ratios listed in Appendix 4, provided that the number of consecutive days worked does not exceed 14.

(3) Annual work schedules may incorporate "*seasonal periods*". The seasonal periods shall not exceed a total of six months. Both the seasonal and non-seasonal parts of the schedule shall be drawn from Appendix 4 and may incorporate shift patterns using multiples of the ratios in Appendix 4, provided that the number of consecutive days worked does not exceed 14. For the purpose of this agreement, the term "*seasonal period*" shall be considered to be the traditional seasonal period of increased activity for the employees involved.

(g) (1) A divisional field crew shall mean any employee or group of employees who are on assignment at a location so far removed from their respective headquarters that overnight accommodation is required and who are carrying out a project of an expected or actual duration of over 14 days.

(2) A divisional field crew shall be scheduled for a seven hour workday, exclusive of meal period, and up to a maximum of 10 days without a day of rest. Notwithstanding the foregoing, a divisional field crew may by majority decision, work at its discretion up to 10 hours per day to complete daily assignments. Such time shall be considered as regular working time. Any regular working time within the foregoing limits which is in excess of 140 hours in a 28-day period shall, for record-keeping purposes pursuant to the provisions of this clause, be defined as surplus time. For periods of less than 28 days, the calculation shall be prorated accordingly. Any surplus time thus accumulated by any employee shall be recorded and banked, and taken in equivalent time off. Such time off shall be scheduled by mutual agreement at the local level pursuant to (3) or (4) below. For auxiliary employees, any uncompensated surplus hours will be adjusted in cash.

(3) Banked time may be utilized by mutual agreement, on a crew basis, for a mid-season or project break. Any unused days shall be carried over to the non-seasonal part of the annual schedule.

(4) For each 28 days worked, the employee shall earn eight days of rest. These shall be recorded and banked, and any days off in the 28-day cycle shall be deducted there from. For the purpose of carrying forward to the non-seasonal part of the working year, any such days which are not used, shall be considered as being seven hours each. Where by mutual agreement between the employee and their supervisor, more days of rest are arranged than can be covered by the above-mentioned days of rest, such additional days may be granted and the working time so missed shall be deducted from the employee's surplus time in the amount of the number of hours per day called for in the schedule applicable at that time.

(5) Notwithstanding any other compensation, time worked in excess of 10 days continuously without a day of rest shall be compensated at double-time rate and be subject to Clause 16.9 of

the agreement. Time worked in excess of 10 hours per day shall be compensated at the applicable overtime rates.

14.3 Conversion of Hours

- (a) *Lieu days* - where an employee is granted a lieu day pursuant to Clauses 17.3 or 17.4, the time off granted will be seven hours per lieu day for a full-time employee and prorated for a part-time employee.
- (b) *Vacation* - where an employee is granted vacation pursuant to Clause 18.1, the annual vacation entitlement shall be converted to hours on the basis of a seven-hour day and vacation taken shall be deducted in accordance with the actual hours of the employee's daily shift in effect at the time the vacation is taken.
- (c) *Designated paid holidays* - where an employee is granted a designated paid holiday pursuant to Article 17 - Paid Holidays, the time off granted will be seven hours per designated paid holiday for a full-time employee and prorated for a part-time employee. Where the scheduled workday exceeds seven hours, the resulting difference shall be included in the work schedules established pursuant to Clause 14.2.

14.4 Rest Periods

All employees shall have two, 15 minute rest periods in each work period in excess of six hours, one rest period to be granted before and one after the meal period, unless scheduled differently by mutual agreement. Employees working a shift of three and one-half hours, but not more than six hours, shall receive one rest period during such a shift. Rest periods shall not begin until one hour after the commencement of work or not later than one hour before either the meal period or the end of the shift. Rest periods shall be taken without loss of pay to the employees.

14.5 Standby Provisions

- (a) Where regular employees are required to stand by to be called for duty under conditions which restrict their normal off-duty activities, they shall be compensated at straight-time in the proportion of one hour's pay for each three hours standing by. An employee designated for standby shall be immediately available for duty during the period of standby at a known telephone number. No standby payment shall be made if an employee is unable to be contacted or to report for duty when required. The provisions of this clause do not apply to part-time employees who are not assigned a regular work schedule and who are normally required to work whenever called.
- (b) Employees required to stand by under (a) above will not be required to stand by on two consecutive weekends or two consecutive designated paid holidays, except by mutual agreement. This provision will not apply in emergency situations.
- (c) Except where otherwise agreed, employees shall be assigned standby on an equitable basis.
- (d) Employees who have traditionally been assigned standby on a scheduled basis, will have standby assigned for weekly periods. Standby schedules will be posted one month in advance except in emergencies. Notwithstanding the above, the Employer may cancel scheduled standby giving 48 hours' notice to the employee(s) involved.
- (e) In cases of emergency, and for those employees who have not traditionally been scheduled for standby on a regular basis, standby may be assigned without 30 days' notice, but the Employer shall endeavour to give as much advance notice as possible.
- (f) Standby assigned on the employee's scheduled day of work will abut the shift and be a minimum of six hours. Standby assigned on a day of rest will be for a minimum of 12 hours per day.

- (g) Employees whose movements are restricted due to responsibility for the care and/or safety of livestock or equipment during non-working hours, shall be considered as on standby.
- (h) The Employer will consult with the Union prior to initiating standby programs where they have not existed previously. This provision shall not apply to standby situations made necessary by emergency conditions.

14.6 Meal Periods

- (a) Meal periods shall be scheduled by mutual agreement as close as possible to the middle of the shift. The length of the meal period shall not be less than 30 minutes nor more than 60 minutes by mutual agreement.
- (b) An employee shall be entitled to take their meal period away from the workstation. Where this cannot be done the meal period shall be considered as time worked and compensated for as per the appropriate overtime articles in the collective agreement. For the purpose of this agreement, an employee shall be considered to be away from their workstation if they are not subject to recall to work during their meal period. For the purpose of this clause "*subject to recall*" means an employee is required by the Employer to be immediately available for duty at their worksite.
- (c) Time spent in the preparation of meals by field crew personnel shall be considered as time worked at straight-time rates, provided that the number of persons so occupied and the time required is authorized by the Employer.
- (d) When adequate facilities are not available during inclement weather, employees may carry on with their duties during the normal meal break subject to the approval of their local supervisor. On such occasions the employees shall terminate their regular day's work earlier by the length of the meal break.
- (e) Provided that the limits for the meal and rest periods are not exceeded, employees may leave their workplace to take such breaks. However, where an employee chooses to leave their workplace the Employer shall not be responsible for their transportation.
- (f) Where employees live in camp facilities provided by the Employer and are normally provided with a hot meal at the end of the shift, the Employer will provide a hot meal or a satisfactory meal which can be heated in the event that the employee is late for the meal time through no fault of their own.
- (g) Recognized meal periods will be within the middle two hours of the workday or shift. Employees with recognized meal periods who are required to work continuously within the middle two hours shall be paid one and one-half times the base rate for the duration of the recognized meal period and will be given a meal period with pay at another time in the shift or workday.
- (h) Employees who are required to eat their meals at their place of work and are subject to interruption to perform their duties during the meal period, shall have the meal period scheduled with pay within their workday.

14.7 Flextime

- (a) For the purpose of this agreement, flextime means the hours worked by an employee, or a group of employees, who are given authority to:
 - (1) choose their starting and finishing times; and
 - (2) choose their length of workday within a stated maximum number of hours, subject to meeting the required annual hours of work in accordance with the following:
 - (i) daily hours shall not exceed 10 hours.

(ii) regular hours worked shall not exceed 70 hours in a 14 day averaging period or, by mutual agreement, 140 hours in a 28 day averaging period.

(3) The averaging periods in (2) do not preclude the introduction through mutual agreement of a seasonal flextime arrangement where up to the number of hours contained in one averaging period may be accumulated as surplus during the seasonal period to be taken as time off during the non-seasonal period. The accumulation and scheduling of surplus time is by mutual agreement.

(b) The full-time employee on flextime who has a day of absence, whether with or without pay, will be deemed to be absent for seven hours, providing at least seven hours are required to complete the averaging period. If less than seven hours are required to complete the averaging period, such number of hours will be deemed to be hours of absence.

14.8 Scheduling Limitations

Unless otherwise specified in this article, the following shall always apply:

- (a) The regular shift in any schedule shall not exceed 10 hours, exclusive of meal periods.
- (b) The minimum scheduled shift, exclusive of meal periods, shall be seven hours.
- (c) The maximum number of consecutive days worked without a day of rest shall not exceed 14 days.
- (d) Travel time from point of assembly to the worksite and return shall be included in the scheduled workday.
- (e) (1) Employees shall not be required to work split shifts except by mutual agreement approved by the employer and local shop steward.
(2) For split shift employees where a break longer than one hour is scheduled, a premium shall be paid for all hours worked which shall be the greater of:
 - (i) split shift premium of 55¢ per hour; or
 - (ii) the relevant shift premium.

No employee shall receive both premiums.

(f) All schedules selected from Appendix 4 shall clearly indicate the starting and finishing times of each shift.

(g) All schedules shall incorporate a rotation of days worked so that all days of rest shall be on an equitable basis. In the case of Laboratory Assistants and Laboratory Health Science Officers employed in operations where the workload varies considerably within a week, the equitable rotation of days of rest shall be scheduled to ensure adequate staffing on peak workload days.

(h) Where there is more than one shift, as defined in Clause 15.1, employees shall rotate these shifts on an equitable basis.

14.9 Scheduling of Earned Time Off

(a) Where schedules conform with Clause 14.2(f), days off shall be scheduled consecutively within each cycle. Work cycle refers to the pattern of days of work and days of rest selected from Appendix 4.

(b) (1) Where as a result of Clauses 14.2(f)(1) and (2), surplus days off are to be scheduled, they shall be scheduled in when the schedule is drawn up, subject to operational requirements and to any vacation entitlements arising from preferences gained by seniority.

- (2) Notwithstanding (1) above, up to seven surplus days may be taken with the employee's first vacation entitlement at the employee's option, subject only to vacation entitlements arising from preferences gained by seniority. All remaining surplus days shall be scheduled in when the schedule is drawn up. Where employees choose to carry earned time forward for addition to vacation period, then the extra time worked in the period is to be considered as a straight-time credit to be carried forward.
- (3) Notwithstanding (1) above, stationary and seasonal field employees may, by mutual agreement, reschedule surplus days, in order that the surplus days are not taken away from Headquarters providing that there is no increased cost to the Employer.
- (c) Employees may exchange days off with the Employer's approval providing there is no increased cost to the Employer.
- (d) Under the provisions of Clauses 17.3 and 17.4, the day off in lieu of a holiday worked or a holiday on a day of rest, shall be scheduled by mutual agreement within 60 days. If the day off has not been scheduled or taken, it shall be attached to the following annual vacation leave or to the first consecutive days of rest, at the employee's option.
- (1) Earned statutory holiday lieu days for statutory holidays occurring between January 1st and June 30th shall be scheduled by mutual agreement at the local level subject to operational requirements and shall be taken by December 31st of that year;
- (2) Earned statutory holiday lieu days for statutory holidays occurring between July 1st and December 31st shall be scheduled as above and shall be taken by June 30th of the following year.
- (e) Where, as a result of the provisions of Clause 14.3, time is owed to or by the employee, it shall be accumulated until the time totals one scheduled shift. Use of such shift shall be scheduled by mutual agreement at the local level.
- (f) Surplus days earned during seasonal period(s) pursuant to Clause 14.2(f)(3) may, by mutual agreement, be taken within the seasonal period(s). A maximum of 14 earned surplus days may, by mutual agreement, be taken in that period. If more than 14 surplus days are earned, the excess days shall be carried over to the non-seasonal part of the annual schedule. For the seasonal periods of less than six months, this clause shall be applied on a pro rata basis. In any case the surplus days, both in and out of the seasonal period(s), shall be scheduled when the schedule is drawn up consistent with provisions of Clause 14.9(b).

14.10 Part-Time Employees

Part-time employees who are scheduled to work a full shift shall be subject to the work schedule applicable to their work unit. Part-time employees who are not scheduled to work a full normal shift applicable to their work unit shall not be governed by Clause 14.8(b) of this agreement. For the purposes of this article, "*part-time employees*" shall be those employees working an average of less than 35 hours per week.

14.11 Hours of Work, Shift Schedules and Starting and Finishing Times

Subject to definitions 11 and 28, the length of workdays, shift patterns and shift schedules shall be negotiated at the local level according to recognized provisions of this clause:

- (a) The length of the workday for the "*production season*" will be negotiated locally recognizing that required hours of operation are based on production requirements. These negotiations will commence prior to the "*production season*".

(b) Shift pattern and length of scheduled workday changes will be limited to a maximum of three per year with a minimum duration of two months for any shift pattern or scheduled workday length, except by mutual agreement at the local level.

(c) The normal meal period will be not less than one-half hour and not more than one hour. Lengthening of the scheduled workday will not be achieved by expanding the normal meal period except by mutual agreement.

14.12 Deferment of Rest Days

By mutual agreement at the local level and subject to operational requirements, rest days may be banked to enable extended periods for return to headquarters.

14.13 Rotation of Shifts

(a) Shift rotation shall be done on an equitable basis among the employees involved within a classification in each work group except that, by mutual agreement, an employee will be permitted to choose more than their share of the second or third shifts.

(b) Where shift schedule changes result in workdays of the new schedule falling on rest days of the old schedule, then every attempt shall be made to provide a minimum of one rest day between shifts.

14.14 Employees Working Away From Their Point of Assembly

Except by mutual agreement, employees who are working away from their regular or temporary field point of assembly and who return on a daily basis to their regular or temporary field point of assembly shall be compensated for all hours worked and hours travelled from their regular or temporary field point of assembly to worksite and return.

14.15 Callout for Emergency Situations

It is agreed that employees called out for emergency situations who were not on standby will not be expected to perform tasks other than of an emergent nature.

14.16 Clean-up Time

Employees shall be allowed reasonable time during the workday or shift for clean-up purposes.

ARTICLE 15 - SHIFT WORK

15.1 Definition of Shifts and Shift Premiums

(a) *Identification of Shifts:*

(1) *day shift* - all hours worked on any shift which starts between 4:30 a.m. and 1:59 p.m. inclusive;

(2) *afternoon shift* - all hours worked on any shift which starts between 2:00 p.m. and 8:59 p.m. inclusive;

(3) *night shift* - all hours worked on any shift which starts between 9:00 p.m. and 4:29 a.m. inclusive.

(b) *Shift Premium (full-time employees):*

\$1.35 per hour for afternoon shift;

\$1.45 per hour for night shift.

15.2 Shift Premium Entitlement

- (a) Employees working an afternoon or night shift as identified in Clauses 15.1(a)(2) and 15.1(a)(3) shall receive a shift premium for all hours worked on the shift.
- (b) An employee working a full shift which begins between 11:00 a.m. and 1:59 p.m. inclusive shall receive the afternoon shift premium for all hours worked after 2:00 p.m.
- (c) A part-time employee working less than the normal hours per day of a full-time employee will receive the afternoon shift premium for all hours worked on a shift more than half of which is regularly scheduled between 6:00 p.m. and 6:00 a.m., except that an employee regularly scheduled to start between 10:00 p.m. and 2:00 a.m. will receive instead the night shift premium.
- (d) Employees covered by flextime and/or modified workweek agreements who, by their own volition, choose to begin their shift at a time which would qualify them for a shift premium shall not be entitled to the premium. Employees who are required to begin their shift at a time which would qualify them for a shift premium in accordance with the above provisions shall receive the appropriate premium.
- (e) Shift premiums will apply to overtime hours worked in conjunction with a shift. An employee who is called out between 9:00 p.m. and 4:29 a.m. shall receive the night shift premium for each hour worked during the callout period up to the commencement of their regularly scheduled shift.

15.3 Notice of Work Schedules

- (a) Work schedules for regular employees shall be posted at least 14 days in advance of the starting day of a new schedule.
- (b) In the event that the work schedule or shift for a regular employee or an auxiliary employee working a scheduled shift roster is changed without 48 hours' advance notice and such change is the result of the actions of another employee covered by this agreement utilizing the benefits provided for by the provisions of this agreement, the employee will receive a premium of 85¢ per hour in addition to their regular pay, for work performed on the first shift to which they changed.
- (c) In the event that an employee's work schedule or shift is changed without five days advance notice and the change results from causes other than defined in (b) above, the employee shall receive a premium at the applicable overtime rate for work performed on the first shift to which they changed, except that if the change results from no fault of the Employer they shall not receive a premium at overtime rates but shall receive the premium defined under (b) above.

15.4 Short Changeover Premium

- (a) If shifts are scheduled so that there are not 24 hours between the start of an employee's shift and the start of their next shift, a premium calculated at the overtime rates will be paid for hours worked on the succeeding shift within the 24-hour period.
- (b) Where an employee exercises seniority rights to work shifts, one of which falls within the 24 hour period from the start of the previous shift, the employee shall not be entitled to claim the premium rate referred to in (a) above.

15.5 Exchange of Shifts

Employees may exchange shifts with the approval of the Employer, provided that, whenever possible, sufficient advance notice in writing is given and provided that there is no increase in cost to the Employer.

15.6 Shortfall of Annual Working Hours

There shall be no payback for shortfall of annual working hours in the shift systems determined in the agreement.

ARTICLE 16 - OVERTIME

16.1 Definitions

- (a) "*Overtime*" - means work performed by a full-time employee in excess or outside of their regularly scheduled hours of work.
- (b) "*Straight-time rate*" - means the hourly rate of remuneration.
- (c) "*Time and one-half*" - means one and one-half times the straight-time rate.
- (d) "*Double-time*" - means twice the straight-time rate.
- (e) "*Double-time and one-half*" - means two and one-half times the straight-time rate.

16.2 Authorization and Application of Overtime

- (a) An employee who is required to work overtime shall be entitled to overtime compensation when:
 - (1) the overtime worked is authorized in advance by the Employer; and
 - (2) the employee does not control the duration of the overtime worked.
- (b) Notwithstanding the foregoing, the Employer and the Union recognize that the nature of the work carried out by persons in some classifications is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use their discretion in working the overtime and the Employer shall be considered to have authorized the overtime in advance. However, the Employer reserves the right, subject to the grievance procedure, to determine the legitimacy of the overtime claimed. In order to facilitate a fair and reasonable administration of the clause, the Employer will draw up regulations defining the circumstances under which an employee may undertake overtime work without prior authorization. Copies of these regulations will be supplied to the Joint Labour Management Committee.

16.3 Overtime Entitlement

- (a) An employee will be entitled to compensation for authorized overtime in excess of:
 - (1) the scheduled daily hours; or
 - (2) the maximum daily hours for those employees on flextime; or
 - (3) the agreed averaging period.
- (b) For the purposes of calculating the hourly rate for overtime, an employee's biweekly rate shall be divided by 70.
- (c) Overtime shall be compensated in 30-minute increments; however, employees shall not be entitled to any compensation for periods of overtime of less than five minutes per day.

16.4 Recording of Overtime

Employees shall record starting and finishing times for overtime worked in a form determined by the Employer.

16.5 Sharing of Overtime

Overtime work shall be allocated equitably to qualified employees considering their availability and location.

16.6 Overtime Compensation

(a) Overtime worked shall be compensated at the following rates:

- (1) time and one-half for the first two hours of overtime on a regularly scheduled workday; and
- (2) double-time for hours worked in excess of the two hours referred to in (1) above;
- (3) double-time for all hours worked on a day of rest.

The compensation of overtime in (1) and (2) is to be on a daily basis and not cumulative.

(b) An employee who works on a designated holiday which is not a scheduled workday shall be considered to have worked overtime and shall receive their regular days' pay, and shall receive additional compensation at the rate of double-time for all hours worked; except for Christmas and New Year's when the additional compensation shall be at the rate of double-time and one-half for all hours worked.

(c) An employee on travel status who is required to travel on employer business outside their regular working hours shall be compensated at the applicable overtime rates for all hours travelled. The Employer may determine the means of such travel.

(d) Overtime compensation shall be monetary or in time off, at the employee's option. If the employee chooses time off, such time off shall be scheduled by mutual agreement between the Employer and the employee. Employees shall within 60 days from the end of the month in which they worked overtime, schedule such time off.

(e) Where overtime is paid in cash, the Employer shall make every reasonable effort to make payment by the next pay period immediately following the month in which the employee opts for cash payment.

(f) (1) Any overtime still owing at the end of the calendar year may be taken as compensatory time off at a mutually agreeable time prior to the end of the fiscal year. Should this become impossible, all outstanding overtime shall be compensated by monetary payment at the end of the fiscal year, or upon termination, whichever occurs earlier.

(2) Notwithstanding (f)(1) above, an employee who has opted for compensatory time off (CTO) for overtime worked in one calendar year may, by mutual agreement, schedule the CTO to be taken by April 30th, of the following calendar year, and the employee may not subsequently opt for monetary payout for the overtime.

16.7 Overtime Meal Allowance

(a) When an employee is required to work in excess of two and one-half hours overtime immediately before or after completion of their scheduled daily hours, they shall be provided with a meal or shall be reimbursed with an overtime meal allowance, and a meal break of one-half hour with pay will be given.

The overtime meal allowance shall be:

\$15.50 effective May 22, 2013

(b) If the employee continues to work overtime beyond three hours, a further meal or allowance and meal break as above shall be provided upon completion of an additional four hours worked, and upon the completion of every three hours worked thereafter.

(c) When an employee is not on standby and is called out for overtime prior to their scheduled shift and it was not possible to give sufficient notice¹ to permit preparation of the meal normally taken to work, the Employer shall provide the meal or pay the overtime meal allowance.

(d) In the case of an employee called out on overtime to work on a rest day, this clause will apply only to hours worked outside their regular shift times for a normal workday.

(e) Where any of the meals provided under (a), (b), (c) or (d) above duplicates a meal to which an employee is entitled because of travel status or field allowance, then the employee shall receive only one benefit for each meal.

16.8 No Layoff to Compensate for Overtime

Employees shall not be required to layoff during regular hours to equalize any overtime worked.

16.9 Right to Refuse Overtime

(a) All employees shall have the right to refuse to work overtime, except when required to do so in emergency situations, without being subject to disciplinary action for so refusing.

(b) An employee on standby shall not have the right to refuse callout for overtime work.

16.10 Overtime for Part-Time Employees

(a) A part-time employee working less than the normal hours per day of a full-time employee, and who is required to work longer than their regular workday, shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the workday of a full-time employee.

(b) A part-time employee working less than the normal days per week of a full-time employee, and who is required to work other than their regularly scheduled workdays, shall be paid at the rate of straight-time for the days so worked up to and including the normal workdays in the workweek of a full-time employee.

(c) Overtime rates shall apply to hours worked in excess of (a) and (b) above.

16.11 Callout Provisions

(a) *Callout Compensation* - A regular employee who is called back to work outside their regular working hours shall be compensated for a minimum of three hours at overtime rates. They shall be compensated from the time they leave their home to report for duty until the time they arrive back upon proceeding directly to and from work.

(b) *Callout Time Which Abuts the Succeeding Shift*

(1) If the callout is for three hours or less, the employee will be required to work the callout period and the whole of the abutting shift. In this case, compensation shall be overtime rates for the callout period and straight-time rate for the regular shift.

(2) If the callout is for longer than three hours, the employee will be required to work the callout period and a portion of the abutting regular shift. The portion of the regular shift which

¹ Sufficient notice means one-half hour to permit preparation of the meal normally taken to work.

must be worked will be regular shift less the amount that callout exceeds three hours. Compensation shall be at overtime rates for the callout period and straight-time for the regular shift without shortfall.

(3) For the purpose of (1) above it is agreed that "callout" means that an employee has been called out without prior notice.

(c) *Overtime or Callout Which Does Not Abut the Succeeding Shift*

(1) When overtime is worked there shall be an elapsed time of eight hours between the end of overtime and the time the employee reports for duty on the next regular shift, with no shortfall out of their regular shift.

(2) In a callout situation where at least three hours which do not abut the succeeding shift are worked in the 10 hours preceding the start of the regular shift, there shall be an elapsed time of eight hours between the end of callout and the time the employee reports for duty on their next regular shift, with no shortfall out of the regular shift.

(3) If the elapsed eight hour period following results in only two hours or less of their regular shift available for work, employees shall not be required to report for work on that shift, with no shortfall.

(d) Time spent by an employee travelling to work or returning to their residence before and after callout shall not constitute time worked but shall be compensated at the overtime rate.

(e) Should the employee be required to work that period which is considered free from work in the regular shift, as provided for in (b)(2), (c)(1), and (c)(2) above, then that portion of the shift shall be compensated at overtime rates.

(f) An auxiliary employee who is called back to work in a circumstance such that they would be entitled to overtime compensation for the time worked, shall also be entitled to the provision of (a) above.

16.12 Rest Interval after Overtime

An employee required to work overtime adjoining their regularly scheduled shift shall be entitled to eight clear hours between the end of the overtime work and the start of their next regular shift. If eight clear hours are not provided, a premium calculated at overtime rates shall apply to hours worked on the next regular shift.

ARTICLE 17 - PAID HOLIDAYS

17.1 Paid Holidays

(a) The following have been designated as paid holidays:

New Year's Day	British Columbia Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

(b) Any other day proclaimed as a holiday by the federal, provincial, or municipal governments for the locality in which an employee is working shall also be a paid holiday.

17.2 Holidays Falling on Saturday or Sunday

(a) For an employee whose workweek is from Monday to Friday and when any of the above-noted holidays fall on a Saturday and is not proclaimed as observed on some other day, the following Monday shall be deemed to be the holiday for the purpose of this agreement; and when a holiday falls on a Sunday and it is not proclaimed as being observed on some other day, the following Monday (or Tuesday, where the preceding section already applies to the Monday), shall be deemed to be the holiday for the purpose of this agreement.

(b) Where there is a work dependency between employees covered by this agreement and private sector employees, the parties may, by mutual agreement, amend (a) above.

17.3 Holiday Falling on a Day of Rest

(a) When a paid holiday falls on an employee's day of rest, the employee shall be entitled to a day off with pay in lieu.

(b) If an employee is called in to work on the day designated as the lieu day pursuant to (a) above, they shall be compensated at double-time rate.

17.4 Holiday Falling on a Scheduled Workday

An employee who works on a designated holiday which is a scheduled workday shall be compensated at the rate of double-time for hours worked, plus a day off in lieu of the holiday; except for Christmas and New Year's when the compensation shall be at the rate of double-time and one-half for hours worked, plus a day off in lieu of the holiday.

17.5 Holiday Coinciding With a Day of Vacation

Where an employee is on vacation leave and a paid holiday falls within that period, the paid holiday shall not count as a day of vacation.

17.6 Christmas or New Year's Day Off

The Employer agrees to make every reasonable effort to ensure that employees required to work shift shall have at least Christmas Day or the following New Year's Day off.

17.7 Paid Holiday Pay

Payment for paid holidays will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of the 60 workdays preceding a paid holiday, in which case they shall receive the higher rate. For employees who work in excess of seven hours per day, they shall receive the higher rate if they have been working in a higher paid position for a majority of the 420 working hours preceding a paid holiday.

17.8 Workday Scheduled on a Paid Holiday

An employee scheduled to work on a designated paid holiday will not be sent home before the end of their scheduled workday or shift except by mutual agreement.

ARTICLE 18 - ANNUAL VACATIONS

18.1 Annual Vacation Entitlement

(a) *Definitions:*

"*Vacation year*" - for the purposes of this article a vacation year shall be the calendar year commencing January 1st and ending December 31st.

"*First vacation year*" - the first vacation year is the calendar year in which the employee's first anniversary falls.

(b) A regular full-time employee who has received at least 10 days' pay at straight-time rates for each calendar month will have an annual vacation entitlement as follows:

Vacation Years	Workdays
First to Second.....	15
Third	16
Fourth.....	17
Fifth	19
Sixth.....	20
Seventh.....	20
Eighth	22
Ninth.....	23
Tenth	24
Eleventh.....	25
Twelfth	26
Thirteenth to fifteenth	27
Sixteenth to eighteenth.....	28
Nineteenth	29
Twentieth	31
Twenty-first.....	32
Twenty-second	33
Twenty-third and twenty-fourth	34
Twenty-fifth and thereafter	35

(c) *Conversion of Hours* - where an employee is granted vacation pursuant to this article, and where the regularly scheduled workday is greater than seven hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven-hour day and deducted accordingly.

(d) Employees engaged on a part-time basis shall be entitled to annual vacation on a pro rata basis as above.

18.2 Vacation Earnings for Partial Years

(a) (1) During the first partial year of service a new employee will earn vacation at the rate of one and one-quarter days for each month for which they earn 10 days' pay.

(2) Subject to Clause 18.6, any unused vacation earned during the first partial year will be paid to the employee on the second payday of the subsequent year.

(b) During the first and subsequent vacation years an employee will earn one-twelfth of the annual entitlement for each month in which the employee has received at least 10 days' pay at straight-time

rates. Where an employee has taken more vacation than earned, the unearned portion taken shall be charged against future earned credits or recovered upon termination whichever occurs first.

18.3 Vacation Scheduling

- (a) With the exception of authorized vacation carryover under Clause 18.6, the scheduling and completion of vacations shall be on a calendar-year basis.
- (b) The calendar year in which an employee's first anniversary falls shall be the first vacation year. For the purpose of additional leave entitlement, the calendar year in which the fifth anniversary falls shall be the fifth vacation year; in which the sixth anniversary falls shall be the sixth vacation year; etc.
- (c) During the first six months of continuous employment an employee may, subject to mutual agreement at the local level, take vacation leave which has been earned.
- (d) Vacation schedule forms shall be posted by the Employer by February 15th of each year in each work unit. Employees shall make vacation selections by March 15th of each year. The complete vacation schedule shall be posted by March 31st.
- (e) An employee who does not exercise their seniority rights within two weeks of the vacation schedule being posted, shall not be entitled to exercise these rights with respect to any vacation time previously selected by an employee with less seniority.
- (f) The Employer shall make every effort to contact employees who are absent in order to establish such employees' preference for vacation.
- (g) An employee who transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise their seniority rights for that year only. However, every effort shall be made to grant vacation at the time of the employee's choice. If an employee is transferred by the Employer, they will be given the vacation time previously selected. However, no other employee's scheduled vacation shall be affected by the transfer.
- (h) Changes requested in selected vacation periods for compassionate reasons shall be given careful consideration. Such changes shall not affect the selected vacation periods of other employees.
- (i) Vacation schedules, once approved by the Employer, shall not be changed, other than in cases of emergency, except by mutual agreement by the employee and the Employer.

18.4 Vacation Pay

- (a) Payment for vacations will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of their regularly scheduled hours in the 60 workdays preceding their vacation, in which case they shall receive the higher rate.
- (b) When a payday falls during a regular employee's vacation, the employee shall be entitled to have the paycheque forwarded to a mailing address supplied by the employee in writing.

18.5 Approved Leave of Absence with Pay

When an employee is hospitalized or under a physician's care and in receipt of the Short-Term Illness and Injury Plan benefits or on leave with pay in accordance with Clauses 20.1, 20.5, 20.7 and 20.8 during their vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time. An employee intending to claim displaced vacation leave must advise the Employer and provide necessary documentation within seven days of returning to work.

18.6 Vacation Carryover

(a) An employee may carry over up to 15 days' vacation leave per vacation year except that such vacation carryover shall not exceed 15 days at any time. Employees in their first partial year of service, who commenced prior to July 1st of that year, may carry over up to five days' vacation leave into their first vacation year. Except as provided in Clause 18.2(a)(2), an employee shall not receive cash in lieu of vacation time except upon termination, resignation or retirement.

(b) A single vacation period which overlaps the end of a calendar year (December 31st) shall be considered as vacation for the vacation year in which the vacation commenced. The portion of vacation taken subsequent to but adjoining December 31st shall not be considered as vacation carryover, nor as a seniority choice for the subsequent vacation year.

18.7 Callback from Vacation

(a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency.

(b) When, during any vacation period, an employee is recalled to duty, they shall be reimbursed for all expenses incurred by themselves, in proceeding to their place of duty and in returning to the place from which they were recalled upon resumption of vacation, upon submission of receipts (except for meals) to the Employer. Where an employee's spouse and/or dependent children also return from vacation due to the recall of the employee, they shall be reimbursed for reasonable expenses incurred in returning home.

(c) Time necessary for travel in returning to their place of duty and returning again to the place from which they were recalled shall not be counted against their remaining vacation entitlement.

18.8 Vacation Leave on Retirement

An employee scheduled to retire and to receive pension benefits under the Public Service Pension Plan Rules or who has reached the mandatory retiring age, shall be granted full vacation entitlement for the final calendar year of service.

18.9 Vacation Credits upon Death

Earned but unused vacation entitlement shall be made payable, upon termination due to death, to the employee's dependant, or where there is no dependant, to the employee's estate.

18.10 Prime Time Vacation Period

(a) Subject to the provisions of this article, it is the intent of the parties that no employee shall be restricted in the time of year they choose to take their vacation entitlement. However, all employees shall be allowed to take at least four weeks of their vacation entitlement during the period May 1st to September 30th inclusive, which shall be defined as the prime time vacation period.

(b) For those employees who have more than four weeks' vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime time period if they so desire.

18.11 Vacation Preference

(a) Preference in the selection and allocation of vacation time shall be determined within each work unit on the basis of service seniority. Where an employee chooses to split their vacation, their second choice of vacation time shall be made only after all other employees concerned have made their initial selection.

- (b) Regular vacations shall have priority over carried over vacation time during the prime time vacation period.

ARTICLE 19 - SHORT-TERM ILLNESS AND INJURY AND LONG-TERM DISABILITY

Employees shall be entitled to coverage for short-term illness and injury and long-term disability in accordance with agreed-upon regulations which will be subject to review and revision during the period of this agreement by negotiations between the parties and included as Appendix 2 - Short-Term and Long-Term Disability.

ARTICLE 20 - SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

- (a) In the case of death in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at their regular rate of pay. The leave will include the date of the funeral or the date of death with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five workdays.
- (b) Immediate family is defined as an employee's parent, stepparent, spouse, child, stepchild, grandchild, brother, sister, stepsibling, father-in-law, mother-in-law, and any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) In the event of the death of the employee's grandparents, son-in-law, daughter-in-law, brother in law, sister-in-law, the employee shall be entitled to special leave for one day for the purpose of attending the funeral.
- (d) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.
- (e) Where established ethno cultural or religious practices provide for ceremonial occasions other than the bereavement period in (a) above, the balance of the bereavement leave as provided in (a) above, if any, may be taken at the time of the ceremonial occasion.

20.2 Special Leave

- (a) Where leave from work is required, an employee shall be entitled to special leave at their regular rate of pay for the following:
- (1) wedding of the employee - two days;
 - (2) attend wedding of the employee's child - one day;
 - (3) birth of the employee's child - two days;
 - (4) serious household or domestic emergency - one day;
 - (5) moving household furniture and effects - one day;
 - (6) attend their formal hearing to become a Canadian citizen - one day;
 - (7) attend funeral as pallbearer or mourner - one-half day;
 - (8) court appearance for hearing of employee's child - one day;

(9) in the case of illness or hospitalization of a parent or stepparent of the employee, when no one other than the employee can provide for the needs of the parent, and, after notifying their supervisor - two days - this may be used in one-half shift increments;

(10) child custody hearing - one day

(b) Two weeks' notice is required for leave under (a)(1), (2), (5) and (6).

(c) For the purpose of (a)(2), (4), (5), (6), (7), (8), (9), and (10), leave with pay will be only for the workday on which the situation occurs.

(d) For the purpose of determining eligibility for special leave under (a)(5), an employee will qualify if they are maintaining a self-contained household and if they are changing their place of residence which necessitates the moving of household furniture and effects during their normal workday, and if they have not already qualified for special leave under (a)(5) on two occasions within the preceding 12 months.

20.3 Family Illness

(a) In the case of illness or hospitalization of the employee's spouse or a dependent child of an employee, and when no one at the employee's home other than the employee can provide for their needs, the employee shall be entitled, after notifying their supervisor, to use up to a maximum of two days' paid leave at any one time for this purpose.

(b) The Employer may request a report from a qualified medical practitioner when it appears that a pattern of consistent absence is developing.

(c) For the purpose of this clause, "*child*" includes a child over the age of 18 residing in the employee's household who is permanently dependent on the employee due to mental or physical impairment.

20.4 Full-Time Public Duties

The Employer shall grant, on written request, leave of absence without pay:

(a) for employees to seek election in a municipal, first nation, provincial, or federal election for a maximum period of 90 days;

(b) for employees elected to a public office for a maximum period of five years.

20.5 Leave for Court Appearances

(a) The Employer shall grant paid leave to employees, other than employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.

(b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.

(c) An employee in receipt of their regular earnings while serving at court shall remit to the Employer all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Employer.

(d) In the event an accused employee is jailed pending a court appearance, such leave of absence shall be without pay.

(e) For all the above leaves, the employee shall advise their supervisor as soon as they are aware that such leave is required.

20.6 Leave for Writing Examinations

Leave of absence with pay shall be granted to allow employees time to write examinations for courses approved by the Employer. Employees shall advise the Employer of the time and place of the examination when they are made aware of the time and place.

20.7 Leave for Taking Courses

(a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books, necessary travelling and subsistence expenses, and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.

(b) A regular employee may be granted leave without pay, or leave with partial pay, to take courses in which the employee wishes to enrol.

20.8 Educational Leave

Educational leave granted by the Employer to regular employees requesting such leave shall be in accordance with the following provisions:

(a) The duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employee or the Employer may be for varying periods up to one year, which may be renewed by mutual agreement.

(b) In certain cases, educational leave may be approved for programs of independent study and (or) research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the Employer.

(c) Applications for educational leave for periods of four months or longer must be submitted to the Employer two months prior to the beginning of the requested leave period.

(d) Applications for leave of periods of less than four months should be submitted to the Employer with as much lead time as practical.

(e) After consideration by the Employer, all applications for educational leave of four months or longer shall be forwarded to the Joint Labour Management Committee established in Article 29 for review, together with the decision of the Employer, no later than two months from the date of submission. If the Committee decides that the Employer acted on an application for educational leave in a manner which may be in conflict with the established criteria, it may request that the decision be reconsidered. The employee shall be informed of the decision no later than three months from the date of submission. If an application for leave is denied, the employee shall be given the reasons in writing by the Employer. If an employee wishes to grieve the employer decision, the grievance shall commence at Step 2 of the grievance procedure.

(f) An employee granted educational leave under this clause shall receive up to 100% of their basic pay.

(g) An employee granted educational leave under this clause shall be required to sign a statement with a copy to the employee to the effect that, on the completion of the training, they will remain in the service of the Employer for a period equivalent to three times the length of their educational leave multiplied by the percentage of basic pay.

(h) Should they leave the service of the Employer before this period expires, they shall refund to the Employer the total cost of their training including allowances and expenses on a pro rata basis.

- (i) An employee granted educational leave without pay shall be required to sign a statement to the effect that on completion of the training they will remain in the service for a period equivalent to the leave granted or refund any financial assistance granted under this clause on a pro rata basis.
- (j) Subject to operational requirements and budgetary considerations, educational leave will be granted to the maximum number of employees who make application.
- (k) Termination of employment by the employee or by the Employer for just cause will nullify any obligation of assistance by the Employer under this clause.
- (l) If an employee fails to return to work on the pre-arranged date without reasonable cause, the employee shall be required to repay in full all monies paid under this clause.
- (m) In the event that an individual receives outside support, such as a scholarship, fellowship, or bursary, the total of outside support plus salary support shall not exceed the individual's basic pay for the period of study leave. In the event of such combined support exceeding the basic pay, the excess amount shall be deducted from the employee's salary. It is the responsibility of the employee to report all additional sources of support to the Employer.

20.9 Elections

Any employee eligible to vote in a federal, first nation, provincial, or municipal election or a referendum shall have three or four consecutive clear hours, as prescribed by the applicable statute, during the hours in which the polls are open in which to cast their ballot.

20.10 General Leave

Notwithstanding any provision for leave in this agreement, the Employer may grant a leave of absence without pay to an employee requesting leave for an emergency or other unusual circumstances. A leave of absence may also be granted for any other reason in which case approval shall not be unreasonably withheld. All requests and approvals for leave shall be in writing. Upon request, the Employer will give written reasons for withholding approval.

20.11 Leave for Medical and Dental Care

- (a) Where it is not possible to schedule medical and/or dental appointments or appointments with a registered midwife outside regularly scheduled working hours, reasonable time off for such appointments for employees or for dependent children shall be permitted, but where any such absence exceeds two hours, the full-time absence shall be charged to the entitlement described in Clause 20.12. "*Medical, dental and/or registered midwife appointments*" include only those services covered by the BC Medical Services Plan, the Public Service Dental Plan, the Extended Health Benefit Plan and assessment appointments with the Employee and Family Assistance Program.
- (b) Employees in areas where adequate medical and dental facilities are not available shall be allowed to deduct from their credit described in Clause 20.12 the necessary time including travel and treatment time up to a maximum of three days to receive medical and dental care at the nearest medical centre for the employee, their spouse, dependent child and a dependent parent permanently residing in the employee's household or with whom the employee permanently resides. The Employer may request a certificate of a qualified medical or dental practitioner, as the case may be, stating that treatment could not be provided by facilities or services available at the employee's place of residence. An employee on leave provided by this clause shall be entitled to reimbursement of reasonable receipted expenses for accommodation and travel to a maximum of \$500 per calendar year.

(c) An employee otherwise entitled to leave pursuant to (b) above who chooses to travel on a vacation day or a day of rest or to remain at work and not accompany their spouse, dependent child or dependent parent, as provided in (b) above, may claim the reimbursement of receipted expenses under the conditions stipulated.

(d) Employees in receipt of STIP benefits who would otherwise qualify for leave under this clause shall be eligible to claim expenses in the manner described above.

(e) Where leave pursuant to (b) above would be reduced, the Employer may approve airfare payment for the employee in lieu of reimbursement, as per Clause 20.11(b) above, once per calendar year.

20.12 Maximum Leave Entitlement

Leaves taken under Clauses 20.2, 20.3 and 20.11 shall not exceed a total of 70 hours per calendar year, unless additional special leave is approved by the Employer.

20.13 Emergency Service Leave

Where employees' services are required for emergency operations by request from the Provincial Emergency Program or appropriate police authority, leave from work as required may be granted without loss of basic pay. If any remuneration, other than for expenses, is received, it shall be remitted to the Employer.

20.14 Canadian Armed Forces

(a) Employees who participate in activities related to the Reserve Component of the Canadian Armed Forces may be granted leave of absence as follows:

(1) *With Pay* - where an employee is required to take annual training with Her Majesty's Reserve Forces provided any remuneration from the Government of Canada is remitted to the Employer;

(2) *Without Pay* - where an employee participates in a program of training for the purpose of qualifying for a higher rank; or

(3) *Without Pay* - where an employee, as a delegate, attends meetings of service associations or conferences related to the Canadian Armed Forces.

(b) Any remuneration received from the Government of Canada for the purpose of activities related to the Canadian Armed Forces may be retained by the employee when on leave of absence without pay, or where they choose to use part or all of their annual vacation entitlement for these activities, or where they elect to take leave of absence without pay for annual training as stipulated in (a)(1) above.

20.15 Donor Leave

An employee shall be granted the necessary leave of absence with pay for the purpose of donating bone marrow or an organ.

20.16 Other Religious Observances

(a) Employees who are members of non-Christian religions are entitled to up to two days leave without pay per calendar year to observe spiritual or holy days. Such leave shall not be unreasonably withheld.

(b) A minimum of two weeks' notice is required for leave under this provision. Where two weeks' notice is not possible due to the unpredictable nature of the spiritual or holy days, then as much notice as possible shall be provided.

(c) Employees granted leave under this provision may utilize or reschedule CTO, ETO, unused vacation or lieu days.

20.17 Compassionate Care Leave

An employee who is entitled to compassionate care benefits under the *Employment Insurance Act* is entitled to a leave of absence without pay of up to eight weeks for the purpose of providing care or support to a gravely ill family member at risk of dying within 26 weeks. Notwithstanding Clause 11.3(a), there will be no interruption in the accrual of seniority or eligibility for benefits provided for under Article 25.

20.18 Professional Development

(a) In order that employees have the opportunity for an exchange of knowledge and experience with colleagues in the private and public sectors, such regular employees shall be entitled to up to 10 days leave with pay per year for the following purposes:

- (1) to attend conferences or conventions related to the employee's field or specialization;
- (2) to participate in seminars, workshops, symposiums, or similar out-service programs to keep up-to-date with knowledge and skills in their respective field.
- (3) Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee may attend such demonstrations, conferences or seminars upon approval, by the Employer, of their application. Employees shall suffer no loss of basic pay as a result of such attendance.

Professional development leave shall not be cumulative.

(b) Employees wishing to proceed on professional development leave shall submit a request, in writing, to the Employer indicating the leave required and the relevance of the particular event to the employee's job. The Employer shall review the request and determine whether it will be approved. On their return, the employee will submit a report to his/her supervisor on the substance of the meeting, and may be asked by the Employer to expand on the report for the benefit of other employees engaged in similar duties.

(c) The Employer may reimburse any employee proceeding on professional development leave all or part of their expenses.

(d) If the relevance of a conference, convention, workshop, seminar, or similar program is in dispute, it shall be referred to the Joint Labour Management Committee.

(e) The Joint Labour Management Committee shall be responsible for establishing guidelines for the granting of professional development leave, including evaluation of the relevance of the various events.

ARTICLE 21 - MATERNITY, PARENTAL AND PRE-ADOPTION LEAVE

21.1 Maternity Leave

(a) An employee is entitled to maternity leave of up to 17 weeks without pay.

(b) An employee shall notify the Employer in writing of the expected date of the termination of her pregnancy. Such notice will be given at least 10 weeks prior to the expected date of the termination of the pregnancy.

(c) The period of maternity leave alone or in combination with the leave period of 21.3 shall commence six weeks prior to the expected date of the termination of the pregnancy. The commencement of leave may be deferred for any period approved in writing by a duly qualified medical practitioner or registered midwife.

21.2 Parental Leave

(a) Upon written request an employee shall be entitled to parental leave of up to 37 consecutive weeks without pay.

(b) Where both parents are employees of the Employer, the employees shall determine the apportionment of the parental leave entitlement between them.

(c) Such written request pursuant to (a) above must be made at least four weeks prior to the proposed leave commencement date.

(d) Leave taken under this clause shall commence:

(1) in the case of the birth parent, immediately following the conclusion of leave taken pursuant to Clause 21.1 or 21.3;

(2) in the case of the other parent, immediately following the birth or placement of the adoptive child.

(3) The commencement of the leave taken pursuant to (1) or (2) above may be deferred by mutual agreement, however, the leave must conclude within the 52-week period after the date of birth or placement of the adoptive child. Such agreement shall not be unreasonably withheld.

Such leave request must be supported by appropriate documentation.

(e) Leave taken under this clause and Clause 21.1 is intended to be for the care of children.

21.3 Benefit Waiting Period

Where an employee is entitled to and takes leave pursuant to 21.1 and/or 21.2 and is required by Employment Insurance to serve a waiting period for Employment Insurance Maternity/Parental benefits, the employee will be entitled to a leave without pay equivalent to the waiting period immediately before leaves pursuant to 21.1 and 21.2 as the case may be. This leave is for the express purpose of covering the Employment Insurance benefit waiting period.

21.4 Benefit Waiting Period Allowance

An employee who qualifies for and takes leave pursuant to Clause 21.3, shall be paid a leave allowance equivalent to the Employment Insurance benefit waiting period at 85% of the employee's basic pay.

21.5 Maternity Leave Allowance

(a) An employee who qualifies for maternity leave pursuant to Clause 21.1, shall be paid a maternity leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Employer, proof that she has applied for and is eligible to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An

employee disentitled or disqualified from receiving employment insurance benefits is not eligible for maternity leave allowance.

(b) Pursuant to the Supplemental Employment Benefit (SEB) Plan, the maternity leave allowance will consist of 15 weekly payments equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 85% of the employee's basic pay.

21.6 Parental Leave Allowance

(a) An employee who qualifies for parental leave pursuant to Clause 21.2, shall be paid a parental leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Employer proof of application and eligibility to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for parental leave allowance.

(b) Pursuant to the Supplemental Employment Benefit (SEB) Plan and subject to leave apportionment pursuant to Clause 21.2(b), the parental leave allowance will consist of a maximum of 35 weekly payments, equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 75% of the employee's basic pay.

21.7 Pre-Placement Adoption Leave

Upon request and with appropriate documentation, an employee is entitled to pre-adoption leave without pay of up to seven weeks (245 work hours) per calendar year with an allowance of 85% of their basic pay during the leave period.

The leave may be taken intermittently and only for the purpose of:

- (a) attending mandatory pre-placement visits with the prospective adoptive child;
- (b) to complete the legal process required by the child's or children's country, including travel, for an international adoption while the employee is in that country.

Leave under this provision will end with the placement of the adoptive child(ren).

Pre-placement visits are not normally required where the adoption is a direct placement. Examples of direct placement adoptions are:

- adoptions by a family member;
- adoptions by the partner of a birth parent; and
- adoptions by foster parents if the child or children were living with the foster parents immediately before the adoption process.

21.8 Benefits Continuation

(a) For leaves taken pursuant to Clauses 21.1, 21.2, 21.3, and 21.7 the Employer shall maintain coverage for medical, extended health, dental, group life and long-term disability, and shall pay the Employer's share of these premiums.

(b) Notwithstanding (a) above, should an employee be deemed to have resigned in accordance with Clause 21.9 or fail to remain in the employ of the Employer for at least six months or a period equivalent to the leave taken at (a) above, whichever is longer, after their return to work, the Employer will recover monies paid pursuant to this clause, on a pro rata basis.

21.9 Deemed Resignation

An employee shall be deemed to have resigned on the date upon which leave pursuant to Clauses 21.1, 21.2, 21.3 or 21.7 commenced unless they advised the Employer of their intent to return to work one month prior to the expiration of the leave taken pursuant to Article 21 - Maternity, Parental and Pre-Adoption Leave or Clause 21.13 or if they do not return to work after having given such advice.

21.10 Entitlements upon Return to Work

- (a) An employee who returns to work after the expiration of maternity, parental, or pre-adoption leaves shall retain the seniority the employee had accumulated prior to commencing the leave and shall be credited with seniority for the period of time covered by the leave.
- (b) On return from maternity, parental, or pre-adoption leaves, an employee shall be placed in the employee's former position or in a position of equal rank and basic pay.
- (c) Notwithstanding Clauses 18.1(b) and 18.6, vacation entitlements and vacation pay shall continue to accrue while an employee is on leave pursuant to Clause 21.1 and its waiting period providing:
 - (1) the employee returns to work for a period of not less than six months, and
 - (2) the employee has not received parental allowance pursuant to 21.6; and
 - (3) the employee was employed prior to March 28, 2001.

Notwithstanding Clause 18.6(a) vacation earned pursuant to this clause may be carried over to the following year, or be paid out, at the employee's option.

- (d) Employees who are unable to complete the return to work period in (c) as a result of proceeding on maternity, parental or pre-adoption leave shall be credited with their earned vacation entitlements and vacation pay providing the employee returns to work for a period of not less than six months following the expiration of the subsequent maternity, parental or pre-adoption leave.

21.11 Maternity and/or Parental and/or Pre-Adoption Leave Allowance Repayment

- (a) To be entitled to the maternity, parental, benefit waiting period and/or pre-adoption leave allowances pursuant to 21.4, 21.5, 21.6 and/or 21.7, an employee must sign an agreement that they will return to work and remain in the Employer's employ for a period of at least six months or equivalent to the leaves taken, whichever is longer, after their return to work.
- (b) Should the employee fail to return to work and remain in the employ of the Employer for the return to work period in (a) above, the employee shall reimburse the Employer for the maternity, parental, benefit waiting period and/or pre-adoption leave allowance received under Clauses 21.4, 21.5, 21.6 and/or 21.7 above on a pro rata basis.

21.12 Benefits upon Layoff

Regular employees who have completed three months of service and are receiving an allowance pursuant to Clause 21.4, 21.5 and/or 21.6 shall continue to receive that allowance upon layoff, until the allowance has been exhausted, provided the notice of layoff is given after the commencement of the leave.

21.13 Extended Child Care Leave

Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:

- (a) The employee's application shall be submitted to the Employer at least four weeks prior to the expiration of leaves taken under Clauses 21.1, 21.2 or 21.7.
- (b) The combined length of leaves taken under Clauses 21.1, 21.2, 21.7 or 21.13 shall not exceed 18 months.
- (c) The employee's return to work requirements of Clauses 21.8(b) and 21.11 shall be deferred until the expiration of leave taken under this clause. Notification of return to work and return to work shall be subject to Clause 21.9.
- (d) Upon return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.
- (e) Leave taken under this clause is intended to be for the care of children.

ARTICLE 22 - OCCUPATIONAL HEALTH AND SAFETY

22.1 Compliance

The Union and the Employer agree to cooperate fully in matters pertaining to the prevention of accidents and occupational disease and in the promotion of the health and safety of all employees. The parties to this agreement are determined to establish a safe working environment and to instil into each employee a high degree of safety consciousness.

There shall be full compliance with all applicable statutes, regulations and employer policy pertaining to the working environment.

22.2 Local Joint Occupational Health and Safety Committees

The parties agree that the intent of this agreement is to ensure that all employees shall have the maximum possible access to the Occupational Health and Safety Committee structure. Local occupational health and safety committees will be established and operated as outlined below:

- (a) Union representatives shall be employees at the workplace appointed by the Union, and employer representatives shall be appointed by the Employer.
- (b) The committees will function in accordance with the regulations made pursuant to the *Workers Compensation Act*, and will participate in developing a program to reduce risk of occupational injury and illness. All minutes of the meetings of the Committees shall be recorded on a mutually agreed to form and shall be sent to the Union and the Employer.
- (c)
 - (1) Each worksite shall initiate and maintain, at the regular place of employment, local occupational health and safety committees in accordance with WorkSafeBC Regulations.
 - (2) At any worksite where a committee has not been established pursuant to (1) above, a less formal program shall be maintained in accordance with the Workers' Compensation Board Industrial Health and Safety Regulations, Section 4, Clause 4.02(3). For the purpose of assisting in the administration of this program, the Employer will recognize an employee at that worksite designated by the Union who will function as a safety representative of the employees. Records of the meetings and matters discussed shall be forwarded to the Union and the nearest local committee established in (1) above.
- (d) Employees who are representatives of the Committee shall not suffer any loss of basic pay for the time spent attending a committee meeting, job site inspection or accident investigation in accordance with WCB Regulations.

(e) Committee meetings shall be scheduled during normal working hours whenever practicable. Time spent by designated committee members attending meetings held on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked, but such committee members shall receive equivalent time off at straight-time.

(f) Other committee business in accordance with (d) above shall be scheduled during normal working hours whenever practicable. When no other union designated committee member or union designated employee is available, time spent by employees attending to this committee business on their days of rest or outside their regularly scheduled hours of work shall not be considered time worked but such employees shall receive equivalent time off at straight-time.

22.3 Unsafe Work Conditions

No employee shall be disciplined for refusal to work on an assignment which, in the opinion of:

- (a) a member of the Local Occupational Health and Safety Committee, or
- (b) a person designated by a safety committee, or
- (c) a safety officer, or
- (d) a steward at a worksite where there is no safety committee,

after an on-site inspection and following discussion with a representative of the Employer, does not meet the standards established pursuant to the *Workers Compensation Act*.

Where an employee acts in compliance with s. 8.24 of the Workers' Compensation Board Industrial Health and Safety Regulations, they shall not be subject to disciplinary action.

22.4 Investigation of Accidents

(a) Pursuant to Part 3, Division 10, Accident Reporting and Investigation of the *Workers Compensation Act*, all accidents shall be investigated jointly by at least one representative designated by the BCGEU and one management representative.

(b) Reports shall be submitted on an accident investigation form which may be amended by mutual agreement and copies sent to:

- (1) Workers' Compensation Board (WorkSafeBC)
- (2) Occupational Health and Safety Committee
- (3) Employer Designate(s)
- (4) BCGEU Designate(s).

Nothing in this clause restricts the right of the Employer to require the management representative in (a) above, if a member of the bargaining unit, to complete other reports related to the accident under investigation.

(c) In the event of a fatality of a BCGEU member, the Employer shall immediately notify the President, or designate, of the nature and circumstances of the accident and arrange as soon as possible for a joint investigation.

22.5 Occupational First Aid Requirements and Courses

(a) The Union and the Employer agree that First Aid Regulations made pursuant to the *Workers Compensation Act* shall be fully complied with.

(b) Where the Employer requires an employee to perform first aid duties in addition to the normal requirements of the job, the cost of obtaining and renewing the Occupational First Aid Certificate shall be borne by the Employer, and leave to take the necessary courses shall be granted with pay.

(c) Employees required to possess an Occupational First Aid Certificate and who are designated to act as the first aid attendant in addition to their normal job responsibilities shall receive the following allowance on the basis of the level of certificate which they hold:

- Level 3 Occupational First Aid Certificate - \$55 per biweekly pay period
- Level 2 Occupational First Aid Certificate - \$43 per biweekly pay period

The allowance shall be prorated for partial months. For the purpose of calculating the hourly rate, the biweekly allowance shall be divided by 70; however, no employee shall receive more than the monthly allowance for the level of certificate which they hold.

Employees designated to act as the Occupational First Aid Attendant in addition to their normal job duties will receive their full monthly allowance while on approved leave with pay of up to 10 days or while on vacation leave with pay.

Where the Employer has an additional requirement for a first aid attendant on a temporary basis, then provided the employee acts as the first aid attendant for a minimum of 10 workdays in any month, they shall receive the full monthly allowance.

(d) (1) In order to meet the requirements of (a) above, the Employer will designate in order of seniority from among those regular employees holding an appropriate Occupational First Aid Certificate to act as the first aid attendant in addition to the normal requirements of the job.

(2) Where no employee within the work unit possesses an Occupational First Aid Certificate, the opportunity to obtain a certificate will be offered to regular employees within the work unit in order of service seniority, provided the employee can meet the requirements of the WCB regulations to undertake the training in order to obtain an Occupational First Aid Certificate.

(3) In the event that the procedures outlined above do not meet the requirements of (a), the Union will assist the Employer to meet their obligations by approaching regular employees in the work unit on behalf of the Employer.

(4) Where (d) (1), (2) and (3) do not meet, within a reasonable period of time, the requirements of the Employer to achieve (a) above, the Employer may:

(i) recall a qualified auxiliary employee in order of seniority from those holding the appropriate Occupational First Aid Certificate, and/or

(ii) include an Occupational First Aid Certificate as a desirable qualification on a posting pursuant to Clause 12.1.

(5) Failing (4) above, the Employer may require the most senior regular employee within the work unit who can meet the requirements of the WCB regulations to undertake Occupational First Aid training in order to obtain a certificate.

22.6 Injury Pay Provision

An employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of their shift without deduction from short-term disability leave.

22.7 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an on-the-job accident shall be at the expense of the Employer. The Employer shall ensure that adequate

arrangements are made for the employee to return to the job site, assembly point or current local accommodation whichever is most appropriate to the employee's condition. Transportation will be provided or paid by the Employer.

22.8 Dangerous Goods, Special Wastes, Pesticides and Harmful Substances

Where employees are required to work with or are exposed to any dangerous good, special waste, pesticide or harmful substance, the Employer shall ensure that the employees are adequately trained in the identification, safe handling, use, storage, and/or disposal of same.

22.9 Radio Contact or Employee Check

(a) Where employees are required to perform duties in remote isolated areas, they shall be supplied with effective radio or radio-telephone communications or have a pre-arranged "*employee check*" made at specified intervals and at specified locations.

(b) The Employer recognizes the need for coordination with operators on "*radio controlled*" industrial roads and agrees to make such arrangements as are required in particular circumstances to establish as safe a working environment as possible when employees are required to use such roads. Such arrangements may include radio equipment with the appropriate frequency where the use of the frequency has been authorized by the licensed user of that frequency. The Employer agrees to make every reasonable effort to obtain such authorization from the licensed user of that frequency.

22.10 Communicable Diseases

(a) The parties to this agreement share a desire to prevent acquisition and transmission of communicable disease where employees may come into contact with a person and/or possessions of a person with a communicable disease.

(b) In respect of communicable diseases, the Joint Labour Management Committee will consider, review and make recommendations to the Principals on issues including:

- (1) preventative protocol measures, including education, hygiene, protective equipment/apparel and vaccinations;
- (2) post-exposure protocols;
- (3) measures necessary for the establishment of a work environment with minimal risk to exposure to or infection by communicable diseases.

(c) Officials of the BC Centre for Disease Control will be utilized for the purpose of accessing expertise in this area. Other consultants may be utilized, as deemed appropriate by the Committee.

(d) Where a communicable disease policy is established the local Occupational Health and Safety Committee or union designated safety representative shall be consulted regarding the worksite specific application of the policy.

(e) Where officials of the BC Centre for Disease Control recommend that a vaccination is required as a preventative measure, such vaccination shall be made available to the employee at the Employer's expense.

22.11 Workplace Violence

(a) It is recognized that at certain worksites or in certain work situations employees may be at risk of physical violence or verbal abuse from clients, persons in care or custody, or the public.

- (b) Where such potential exists:
 - (1) employees at those worksites or in those work situations shall receive training in the recognition and management of such incidents;
 - (2) applicable physical and procedural measures to protect employees shall be implemented.
- (c) The local Occupational Health and Safety Committee or union designated safety representative shall be consulted regarding the curriculum of training and the applicable physical and procedural measures referred to in (b) above.
- (d) The Joint Labour Management Committee shall jointly develop a new or approve an existing training package on risk assessment.
- (e) Employees shall be informed concerning the potential for physical violence or verbal abuse from a client, a person in care or custody, or another member of the public, subject to statutory limitation.
- (f) Immediate critical incident stress debriefing and post traumatic counselling shall be made available for employees who have suffered as a result of violence. Leave required to attend such debriefing or counselling sessions will be without loss of pay.

22.12 Pollution Control

The Employer and the Union agree to limit all forms of environmental pollution.

22.13 Training for Occupational Health and Safety Committee Members

At a minimum, training shall reflect the requirements and standards for a health and safety program recommended by the Workers' Compensation Board (WorkSafeBC).

22.14 Skin Protection from Ultra Violet Radiation

The local Occupational Health and Safety Committees will identify situations where employee duties will involve unavoidable exposure to ultra-violet radiation for periods of time that would require an appropriate broad-spectrum sunscreen. The local Occupational Health and Safety Committee shall provide employees with appropriate information on the necessity to wear suitable clothing and to avoid ultra-violet radiation in order to prevent illness or injury.

22.15 Employee Safety Travelling To and From Work

In accordance with the regulations established by the Workers' Compensation Board (WorkSafeBC) the parties will instruct their representatives on local occupational health and safety committees to review the matter of employee safety while travelling to or from their workplace. The committees will make recommendations regarding the establishment of policies and/or procedures to eliminate or minimize such risk to employees. Where elimination of such risk is not reasonably possible, the committees shall make recommendations to either manage or avoid the risk.

22.16 Strain Injury Prevention

- (a) The parties agree that there is a shared interest in minimizing and/or eliminating musculo skeletal strain injuries or illnesses which are work related.
- (b) Local occupational health and safety committees (or union and employer designated safety representatives) shall, in the performance of regular worksite inspections, identify the following risk factors which may contribute to risk:
 - (1) the work methods and practices;

- (2) the layout and condition of the workplace and workstation;
- (3) the characteristics of objects or equipment handled;
- (4) the environmental conditions;
- (5) the physical demands of work.

(c) Where new equipment will be introduced to the workplace, or during the design and planning stages of new or renovated workplaces or workstations, the Employer shall seek the appropriate advice with respect to the risk factors noted in (b). Such advice will be sought from resources which will, where appropriate, include a joint occupational health and safety committee or designated safety representatives.

22.17 Level 1 First Aid Certification

In addition to the requirements of the Workers' Compensation Board (WorkSafeBC) Regulations where two or more employees are required to work in isolated locations, the Employer shall ensure that at least one employee is in possession of a valid Level 1 First Aid Certificate, whenever reasonably practical.

22.18 Safety Equipment

(a) The Employer shall supply all safety equipment required for the job under the Workers' Compensation Board (WorkSafeBC) Regulations, or required by the Employer.

(b) Regular employees who are required by the Workers' Compensation Board (WorkSafeBC) Regulations or the Employer to wear safety-toed footwear shall be entitled to be reimbursed for safety toed footwear up to \$131 biennially, upon production of a receipt.

22.19 Survival Equipment

(a) Employees who are required to work under isolated field conditions will be provided with the survival equipment deemed most appropriate under the particular circumstances prior to the commencement of their field assignment.

(b) If disputes arise with reference to the "*appropriate*" equipment in (a) above, the matter shall be referred to the local Occupational Health and Safety Committee established pursuant to 22.3.

22.20 Survival Course

The Employer shall provide appropriate instruction in the essentials of emergency survival techniques for employees who are required to work under isolated field conditions, prior to commencement of their field assignment.

22.21 Falling of Trees

(a) The Employer shall ensure that those employees who are required to fall trees shall, prior to doing so, make themselves thoroughly familiar with the Fallers and Buckers Handbook (issued by the Workers' Compensation Board [WorkSafeBC]).

(b) The Employer shall ensure that prior to using falling equipment, employees have received instruction in the use of said equipment and demonstrate their competency in its use.

22.22 Supply and Maintenance of Equipment

A regular employee shall not suffer any loss in salary in the event that they cannot carry out their normal duties by reason of the Employer failing to furnish or properly maintain equipment, machinery, or supplies or by reason of power failure or other circumstances occurring at the place of work.

22.23 Safe Working Conditions

The Employer undertakes to maintain office furniture, equipment, etc., in a practical and safe condition in order to avoid injury to employees or damage to their attire. Employees, for their part and in their own interest, are expected to advise the Employer of any such potentially injurious equipment.

ARTICLE 23 - TECHNOLOGICAL CHANGE

- (a) Both parties acknowledge the overall advantages and necessity of technological change and the ongoing requirement to facilitate technological change in the Employer's operations.
- (b) The parties recognize the need to develop orderly procedures to facilitate adjustments to and implementation of changes in technology.
- (c) In light of this mutual recognition the parties have agreed to the following.
- (d) The Employer agrees to provide the Union with as much notice as possible, but in any event not less than 60 days' notice of a technological change that significantly decreases the number of employees, but does not include normal layoffs resulting from a decrease in the amount of work to be done.

Technological change means:

- (1) the introduction by the Employer into its work, undertaking or business of equipment or material of a different nature or kind than that previously used by the Employer in that work, undertaking or business; or
 - (2) a change in the manner, method or procedure in which the Employer carries on its work, undertaking or business that is directly related to the introduction of that equipment or material,
- (e) Upon receipt of a notice of technological change, the Joint Labour Management Committee established under Article 29 - Joint Labour Management Committee, shall meet to consult on the impact of the proposed change.
 - (f) The written notice will provide the following information:
 - (1) the nature of the change(s);
 - (2) the anticipated date(s) on which the Employer plans to effect change(s);
 - (3) the location(s) and number(s) of employees likely to be directly affected pursuant to (d) below.
 - (g) Where notice of technological change has been given:
 - (1) Regular employees who are assigned by the Employer to work with the new technology shall receive a period of training and familiarization. Employees involved in training under this clause shall receive their basic pay for the period of training. Where the employee cannot meet job requirements upon completion of the training and familiarization period, the employee shall be offered either the vacancy options, early retirement or severance pay provisions of Article 13 - Layoff and Recall.
 - (2) To absorb those regular employees who are not assigned by the Employer to work with the new technology or who are displaced because of such technological change, the Employer will endeavour to utilize normal turnover of employees within the geographic location in which the change occurs, to the extent that turnover occurs during the period in which a technological change is being implemented.

- (3) When necessary to reduce staff due to technological change, it will be done as provided for in Article 13 - Layoff and Recall or Article 31 - Auxiliary Employees, as appropriate.
- (h) For purposes of this article, "*Technological Change*" shall not include normal layoffs resulting from a reduction of the amount of work required to be done.
- (i) The parties recognize that there may be circumstances of statutory obligation where it is not possible to provide the notice set forth in this article. In such circumstances, notice shall be provided as soon as possible.
- (j) The parties recognize the value of maintaining ongoing communication and consultation concerning changes to workplace technology, other than technological change as defined in the *Labour Relations Code* and provided for in this article. Accordingly, the parties agree, pursuant to Article 29 - Joint Labour Management Committee, to meet to exchange information with respect to such changes at the request of either party.

ARTICLE 24 - CONTRACTING OUT

The Employer agrees not to contract out any work presently performed by employees covered by this agreement which would result in the laying off of such employees.

ARTICLE 25 - HEALTH AND WELFARE

25.1 Basic Medical Insurance

All regular employees, whether full-time or part-time, may choose to be covered by the Medical Plan, for which the BC Medical Plan is the licensed carrier. Benefits and premium rates shall be in accordance with the existing policy of the plan. The Employer will pay 100% of the regular premium.

25.2 Extended Health Care Plan

The Employer shall pay the monthly premium for employees entitled to coverage under a mutually acceptable extended health care plan. Employees who make claims for coverage under the Extended Health Care Plan will be required to pay an annual deductible.

25.3 Dental Plan

- (a) The Employer shall pay the monthly premium for employees entitled to coverage under a mutually acceptable plan.
- (b) Orthodontic services are subject to a lifetime maximum payment as outlined in the benefit plan.

25.4 Group Life

- (a) The Employer shall provide a mutually acceptable group life plan with benefits equivalent to three times an employee's annual salary, with a minimum of \$80,000.

The Employer shall pay 100% of the premium on the base \$80,000 and the employee shall pay the premium for any insurance over the base minimum.

- (b) Employees shall as a condition of employment, enrol in the Group Life Plan and shall complete the appropriate payroll deduction authorization forms.
- (c) The group life plan shall include provisions for accidental dismemberment.

(d) The Employer and the Union agree to implement an Advanced Payment Program for the terminally ill under the circumstances described in Information Appendix 1 - Advance Payment of Group Life Benefits.

25.5 Air Travel Insurance

(a) In the event of death or disability incurred while travelling by aircraft on business of the Employer, regular and auxiliary employees will be covered by the terms and conditions of an insurance policy.

(b) The amounts specified in the policy will be paid to employees in case of disability; and in the case of death, to the employee's beneficiary as designated under the Group Life Plan, if any, or in the absence of such beneficiary, to the employee's estate.

(c) Coverage shall commence from the place of employment or residence, whichever may last occur, and end upon returning to the regular place of employment or residence, whichever may occur first. Employees are not covered while piloting an aircraft in the course of their duties unless employed or paid as a pilot, or unless otherwise authorized.

25.6 Employment Insurance

Employment insurance coverage will be provided during the life of this agreement for regular and auxiliary employees who would, if employed by a private employer, be eligible for such coverage under the provisions of the *Employment Insurance Act*.

25.7 Medical Examination

Where the Employer requires an employee to submit to a medical examination or medical interview, it shall be at the Employer's expense and on the Employer's time, other than a medical examination under Appendix 2, Section 1.4.

25.8 Legislative Changes

If the premium paid by the Employer for any employee benefit stipulated in this agreement is reduced as a result of any legislative or other action by the Government of British Columbia, the amount of the saving shall be used to increase other benefits available to the employees, as may be mutually agreed to between the parties.

25.9 Employee and Family Assistance Program

(a) A province-wide Employee and Family Assistance Program for employees and members of their immediate family, with whom the employee normally resides, shall be provided.

(b) This employer-funded, confidential, assessment/referral service will be monitored by the Joint Labour Management Committee. Employees representing the Union on this Joint Committee shall be on leave of absence without loss of basic pay for time on this Committee.

(c) The Employer will consult with the Union regarding the selection of a service provider. The Employer will not select a service provider to which the Union has reasonable objections.

(d) The Joint Committee shall develop an awareness package that can be incorporated into existing supervisor and union training programs.

25.10 Health and Welfare Plans

(a) A copy of the master contracts with the carriers for the extended health care, dental and group life plans shall be sent to the President of the Union.

- (b) The Employer will consult the Union before developing any brochure explaining the highlights of the plans for distribution to employees.
- (c) The cost of such a brochure shall be borne by the Employer.

The terms and conditions associated with Clauses 25.2, 25.3, 25.4, 25.5, 25.9 and Appendix 2, Part II - Long-Term Disability Plan may be subject to amendments as changes are made between the benefit plan bargaining principals.

25.11 Designation of Spouse

Where an employee has designated a common-law spouse for benefit coverage under this agreement and the employee wishes to designate another common-law spouse, a period of 12 months must elapse before the newly designated common-law spouse (and eligible dependant[s], if any) are entitled to benefit coverage.

ARTICLE 26 - WORK CLOTHING

26.1 Supply of Required Uniforms

- (a) The Employer shall provide and maintain the appropriate uniform or wearing apparel to employees required to wear a uniform or standard form of apparel. Shirts and washable trousers shall be maintained by the employee.
- (b) The Employer shall not introduce changes in style of uniforms without prior consultation with the Union.
- (c) With the exception of existing stocks, where possible, all apparel requisitioned or supplied by the Employer shall be union made and shall bear a union label.
- (d) All cleaning and laundering to be done by union establishments, where such establishments are available and offer comparable service.
- (e) All issue clothing shall be new wherever possible. If used clothing must be issued, it shall be dry-cleaned and in good condition. Used footwear shall not be issued at any time. This shall not include outer footwear such as hip waders, overshoes, etc.

26.2 Purchase of Work Clothing

The Union and the Employer agree that preference will be given to BC suppliers when clothing or wearing apparel is purchased by the Employer. The aims of this policy are:

- (a) to encourage business operations within BC;
- (b) to foster new job-creating enterprises throughout the province; and
- (c) to promote growth and stability in BC

For the term of this agreement, where the Employer can demonstrate to the Union that where an article of clothing or wearing apparel is manufactured in BC, or creates new jobs in BC at the provincial-industry standard rate of pay, the Union will consider the requirements of this clause have been met.

26.3 Replacement Provisions

An employee who is in receipt of an issue of uniform/clothing will have replacement made when they surrender unserviceable items previously issued.

26.4 Protective Clothing

The Employer shall provide adequate protective clothing where the need arises.

- (a) This shall normally include smocks, laboratory coats, or coveralls where the employee's clothes may be soiled due to the work situation.
- (b) Where work is to be performed outdoors in inclement weather pursuant to (a) above, the necessary rainwear, parkas, or gloves shall also be made available.

26.5 Maintenance of Clothing

- (a) It shall be the responsibility of the employee to maintain and clean washable apparel provided to the employee by the Employer.
- (b) Where the Employer requires other apparel to be worn which must be dry-cleaned, the Employer shall be responsible for dry-cleaning and maintenance.
- (c) Where the Employer has a responsibility in (b) above, the Employer will pay an allowance of \$26.50 per month to the employee where arrangements have not been made for dry-cleaning and maintenance.

26.6 Lockers

Where employees are required to change their uniform in the course of their normal duties, and where space is available, lockers which can be locked, shall be provided.

ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES

27.1 Equal Pay

The Employer shall not discriminate between male and female employees by employing a person of one sex for any work at a rate of pay that is less than the rate of pay at which a person of the other sex is employed for similar or substantially similar work.

27.2 Paydays

- (a) Employees shall be paid biweekly every second Friday. Auxiliary employees shall receive their pay no later than four weeks after they commence employment. Terminating employees will receive their final pay within six days of the end of their final pay period.
- (b) A comprehensive statement detailing all payments, allowances and deductions shall be provided in each pay period. All premiums and allowances payable shall be paid out no later than the payday at the end of the second biweekly pay period after the pay period in which the premium was earned.
- (c) The Employer shall provide for the direct deposit (electronic funds transfer) of the employee's pay in a participating chartered bank, trust company or credit union of the employee's choice on or before the appropriate payday. Employee participation shall be compulsory except where access to a financial institution with capability of accepting direct deposit is not available.
- (d) If the pay is not available on the payday, the Employer shall arrange for the employee to be provided on the payday with an adequate advance on their salary.

27.3 Rates of Pay

- (a) Employees shall be paid in accordance with the rates of pay negotiated by the parties to this agreement, subject to Clause 27.7.
- (b) The distribution of pay shall be done in such a manner that the details of the pay shall be confidential.
- (c) All regular employees who are employed at date of ratification (January 17, 2018) shall receive a signing bonus of \$500. The rates of pay in Appendix 1C will be increased by:
 - 1.5% increase effective January 7, 2018
 - 1.5% increase effective January 6, 2019
 - 2.0% increase effective January 5, 2020
 - 2.5% increase effective January 3, 2021

27.4 Substitution Pay

- (a) Where relief is required because the principal duties of a temporarily vacant position have to be carried out during the absence of the regular incumbent, the Employer agrees to give regular employees in the appropriate work unit and from the same occupational grouping, the opportunity to relieve in the higher paying position, provided there is no employee available whose functional job description requires periodic substitution and provided the employee substituting is sufficiently competent to assume the principal duties of the temporarily vacant position.
- (b) An employee will be granted substitution pay where the employee is:
 - (1) designated to perform the principal duties of or temporarily substitute in a higher paying position, or
 - (2) assigned to perform duties of a higher paying position which would warrant a higher classification.
- (c) The employee shall receive the rate for the job, where a single rate is established. If a salary range is established, they shall receive the minimum rate of the new salary range or the rate in the new salary range which is the closest step to 8% above their current rate, whichever is greater, but not more than the top of the new salary range. Employees on short-term disability leave, special leave, or any other paid leave of absence will be entitled to the basic rates of pay they received prior to substituting in a higher position.
- (d) Substitution pay is not payable when an employee has not been designated or assigned by the Employer to substitute, pursuant to (b)(1) or (b)(2) above, or where an employee's current position normally requires periodic substitution in the higher position as defined in the functional job description.
- (e) Where this job description requires periodic substitution:
 - (1) substitution pay shall not be payable for periods of substitution of 70 consecutive work hours or less in the higher position;
 - (2) substitution in excess of the 70 consecutive work hours shall be payable from the commencement of the first shift of substitution;
 - (3) substitution is not payable for any period of substitution during vacation relief in the higher position.

(f) Payment for leave under Clauses 20.1 and 20.2 will be made at an employee's basic pay, except if an employee has been working in a higher paid position than their regular position for a majority of their regularly scheduled hours in the four pay periods preceding their leave, in which case they shall receive the higher rate.

(g) If an employee substitutes in a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the substituting classification, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series in which the employee is substituting. An employee shall not receive a salary greater than the maximum of the range of the classification in which the employee is substituting.

(h) Grievances concerning (a) above, that are filed at arbitration, may be referred by either party to the expedited classification appeal process where the dispute is a disagreement on the classification level.

27.5 Rate of Pay on Reclassification or Promotion

(a) When an employee is promoted or reclassified to a higher-paying position in the salary schedule, the employee will receive the rate for the position if a single salary, or, in the case of positions on a salary range, will receive the rate in the salary range which is the closest step to 8% above their previous rate, or the minimum of the new range, whichever is greater, but not more than the top of the new salary range.

(b) If an employee is promoted or reclassified to a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the new position, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series or the classification series to which the employee is reclassified or promoted. An employee shall not receive a salary greater than the maximum of the range of the classification to which the employee is promoted or reclassified. Future increments, if any, shall be to the next higher step in the range of the classification to which the employee has been promoted or reclassified.

(c) The above does not apply to new classifications established pursuant to Clause 28.2.

27.6 Pay on Temporary Assignment

A regular employee temporarily assigned by the Employer to a position with a rate of pay lower than their regular rate of pay shall maintain their regular rate of pay.

27.7 Salary Protection and Downward Reclassification of Position

(a) An employee shall not have their salary reduced by reason of:

- (1) a change in the classification of their position; or
- (2) placement into another position with a lower maximum salary,

that is caused other than by the employee.

That employee shall not receive negotiated salary increases until the salary of the employee's new classification equals or exceeds the salary which the employee is receiving.

When the salary of the employee's new classification equals or exceeds the salary which the employee is receiving, the employee's salary will be implemented at the maximum step of their new classification.

That employee shall receive the full negotiated salary increases for their new classification thereafter.

(b) Such changes in classifications or placements made pursuant to Article 13 - Layoff and Recall, and/or Clause 29.4(b) are covered by (a) above.

27.8 Vehicle Allowances

Vehicle allowances for all distances travelled on employer business shall be paid to employees required to use their own vehicles in the performance of their duties. The allowance shall cover distance to and from the employee's place of residence up to a total maximum of 32 kilometres, only when the employee is required to have their vehicle at work for use in the performance of their duties.

Vehicle allowance shall be:

Effective January 17, 2018 55¢ per km

27.9 Meal Allowances

Employees on travel status away from their headquarters shall be entitled to a meal allowance for the time spent away from headquarters.

Meal	Effective January 17, 2018
Breakfast	15.00
Lunch	16.50
Dinner	25.00

27.10 Transportation for Employees

Transportation will be provided to employees who are required to work other than their normal working hours, and who must travel to or from their home during the hours between 11:30 p.m. and 6:00 a.m. and when convenient public transportation or other transportation facilities are not available. An employee shall be reimbursed for the cost of commercial transportation within their headquarters area, upon presentation of receipts.

27.11 Upgrading Qualifications

Where the Employer requires an employee to upgrade their skills or qualifications in order to operate or maintain new equipment, the cost of training and normal living and travel expenses as laid down in this agreement will be borne by the Employer.

27.12 Accommodation, Board and Lodging

Accommodation, board and lodging allowances for employees required to work away from their headquarters shall be paid in accordance with Memorandum of Understanding 1 - Board and Lodging and Relocation Expenses.

27.13 Relocation Expenses

(a) Except as provided in (b) below, regular employees and eligible auxiliary employees who have to move from one geographic location to another after winning a competition, or at the Employer's request, shall be entitled to relocation expenses in accordance with Memorandum of Understanding 1. Employees shall not be entitled to relocation expenses where their new worksite is closer to their current residence.

(b) Where an employee receives relocation expenses as a result of winning a competition, and subsequently resigns within the two-year period immediately following the relocation, they will be required to reimburse the employer expenses paid on a pro rata basis.

(c) The provisions of (b) above do not apply to employees who resign in order to care for a dependent child or who resign or are deemed to have resigned pursuant to Clause 12.8, Article 13 or 35.

27.14 Retirement Allowance

Upon retirement from service, an employee who has completed 20 years of service with the Employer, and who under the provisions of the Public Service Pension Plan Rules is entitled to receive a pension benefit on retirement, is entitled to an amount equal to their salary for one month, and for each full year of service exceeding 20 years but not exceeding 30 years, is entitled to an additional amount equal to one fifth of their monthly salary. The employee may opt to take the allowance as equivalent paid leave of absence to be taken immediately prior to retirement.

27.15 Salary Rate Upon Employment

The hiring rate of pay for a new employee shall not be higher than the rate of pay for an existing employee in the same classification with similar work experience, training, and education.

27.16 Telephone Allowance

Employees on travel status who are required to obtain overnight accommodation shall be reimbursed upon production of receipts for one five-minute telephone call home, to or within British Columbia, for each night away.

27.17 Salary Rate on Demotion

When an employee is demoted the employee shall receive the rate for the position if a single salary. If a salary range is established, the maximum reduction shall be the closest step to 8%, but where the differential between the employee's salary before demotion and the maximum salary of the lower position is greater than 8%, the new salary shall be the maximum of the new position.

27.18 Hourly, Daily and Partial Month Calculations

The formula for paying a biweekly or hourly salary is as follows:

$$\frac{\text{Annual Salary}}{26.0893} = \text{Biweekly Salary}$$

$$\frac{\text{Monthly Salary} \times 12 \text{ mos.}}{26.0893} = \text{Biweekly Salary}$$

$$\frac{\text{Biweekly Salary}}{70} = \text{Hourly Rate}$$

The daily rate shall be determined by multiplying the number of regularly scheduled hours in the employee's day shift by the hourly rate. For the purposes of converting a biweekly rate to a monthly rate, the formula will be as follows:

$$\frac{\text{Biweekly Rate} \times 26.0893}{12}$$

The formula for paying a partial salary to employees paid on a biweekly basis is:

Salary = hours worked and paid holidays x biweekly salary divided by hours scheduled and paid holiday (paid holiday equals seven hours).

When an article in this agreement has a reference to payments at the "*end of the month following the month*" in which an event occurs, payment will be "*at the end of the second pay period following the pay period*" in which the event occurs.

Similarly, a reference to payments on specified dates will mean payment on the closest pay period payday to the specified date.

27.19 Child Care Expenses

(a) Where an employee is requested or required by the Employer to attend:

- (1) Employer endorsed education, training and career development activities, or
- (2) Employer sponsored activities,

which are not included in the normal duties of the employee's job, and are outside their headquarters or geographic location, such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$60 per day per child upon production of a receipt.

(b) Where an employee, who is not on leave of absence, attends a course approved by the Employer outside the employee's normal scheduled workday such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to \$30 per day per child upon production of a receipt. This reimbursement shall not exceed 15 days per calendar year.

(c) Reimbursement in (a) or (b) shall only apply where no one else at the employee's home can provide the child care.

(d) The receipt shall be a signed statement including the date(s), the hourly rate charged, the hours of care provided and shall identify the caregiver/agency.

27.20 Lodging Allowance

Employees on travel status who stay in non-commercial lodging shall be entitled to claim \$50 per day except where the lodging is supplied by the Employer. An employee submitting a lodging allowance claim shall not be entitled to reimbursement for commercial lodging costs for the same period.

27.21 Qualified Registered Professional Fees

Regular full-time employees who have completed their probationary period and who are required as a condition of employment to maintain membership in an association as a qualified registered professional shall be reimbursed in full for annual membership or licensing fees.

27.22 Travel Expense Reimbursement

The Employer shall provide for the direct deposit (electronic funds transfer) of travel expense reimbursement in a participating chartered bank, trust company or credit union of the employee's choice. Employee participation shall be compulsory except where access to a financial institution with capability of accepting direct deposit is not available.

27.23 Examination Costs

The Employer shall pay all costs involved, of employees taking tests or examinations as a result of requirements of the employee's current job.

27.24 Provisions Regarding Attendance at Conferences, etc.

Employees required to attend conferences, seminars, training or policy meetings, shall be considered to be working and pay shall be at the appropriate rate. All additional costs and expenses connected with the above meetings shall be covered by the Employer. Time spent in travel shall be considered time worked. Such time shall not be counted as part of the Professional Development defined in Clause 20.21 of this agreement.

27.25 Out-of-Pocket Expenses

- (a) An employee in performing their duties may claim unusual and/or extraordinary out-of-pocket expenses, subject to the approval of the Employer.
- (b) Where employees have guest speakers, consultants, or non-service personnel at their workplace, in the course of their duties, they shall, subject to prior approval, be reimbursed for reasonable expenses upon production of receipts.

ARTICLE 28 - CLASSIFICATION AND RECLASSIFICATION**28.1 Classification Plan**

- (a) The Employer and the Union recognize the need to maintain the principles of Pay Equity to evaluate jobs in the bargaining unit. The parties also agree to apply the Public Service Job Evaluation Plan in accordance with those principles to all bargaining unit positions using the gender neutral plan factors and degrees in the Public Service Job Evaluation Plan.

The Public Service Job Evaluation Plan will be used to evaluate positions in the collective agreement and to determine their appropriate factor ratings.

- (b) The Employer agrees to supply the President of the Union or their designate with the job evaluation plan and benchmarks/reference jobs for those classifications in the bargaining unit.
- (c) The former classification plan specifications are redundant for evaluation purposes and will be utilized solely for descriptive purposes to assist in the orderly management of the Society including staffing and collective agreement purposes.

28.2 Changes to the Job Evaluation Plan and Benchmarks/Reference Jobs

- (a) The Employer agrees that no changes to the job evaluation plan and benchmarks/reference jobs pertaining to positions covered by this agreement will be introduced without the mutual agreement of the parties.
- (b) To facilitate the orderly change in the job evaluation plan, a joint technical working committee will be used. There will be equal representation of technical experts from the Employer and the Union on this Committee, and total membership from each side will not exceed four.
- (c) The Committee shall formulate any necessary changes or new benchmarks/reference jobs in the job evaluation plans used within the bargaining unit and shall make joint recommendations to the bargaining Principals for ratification.
- (d) When a new or substantially altered benchmark/reference job covered by this agreement is introduced, the factor ratings shall be subject to agreement between the Employer and the Union.
- (e) Where the Joint Technical Working Committee is unable to agree to benchmark(s)/reference job(s) and/or agree on a factor rating, the matter may be referred to an agreed upon classification

referee. The benchmark rating shall be effective on the date agreed to by the parties or the date set by the referee but, in any event, not earlier than the date of implementation.

- (f) No existing classification shall be eliminated without prior consultation with the Union.

28.3 Classification Appeal Procedure

An employee shall have the right to file a grievance on the classification of the position they occupy. Such grievance shall be in accordance with the provisions of Article 8 - Grievances and Article 9 - Arbitration, of this agreement.

- (a) If an employee believes that the position they occupy is improperly classified, they shall file a grievance and request a current written job description which shall be provided within 30 days of the request. Such job descriptions shall be consistent with the employee's assigned duties.
- (b) The employee and their immediate supervisor will review the job description and identify in writing any areas where the job description is not consistent with the assigned duties.
- (c) If the employee continues to believe that the position they occupy is improperly classified, the employee shall further the grievance to the next step of the grievance procedure.

28.4 Effective Dates

The effective date of any resulting change in classification level shall be the first day of the biweekly pay period following the date of receipt by the employee of the written job description or when the response was due pursuant to Clause 28.3(a).

ARTICLE 29 - JOINT LABOUR MANAGEMENT COMMITTEE

29.1 Establishment of Joint Committee

A Joint Labour Management Committee composed of members equal in number, represented by the Employer and the Union to meet at the request of either party. The minimum size of this Committee shall be two union representatives and two senior employer representatives, and the maximum size shall be four union representatives and four employer representatives. The Committee may call upon additional persons for technical information or advice. The Committee may establish subcommittees or ad hoc committees as it deems necessary and shall set guidelines and operating procedures for such committees.

29.2 Meetings of Committee

The Committee shall meet at least once every 90 days or at the call of either party at a mutually agreeable time and place. Employees shall not suffer any loss of basic pay for time spent on this committee.

29.3 Chairperson of Committee

An employer representative and a union representative shall alternately chair the meetings.

29.4 Responsibilities of Committee

- (a) The Committee shall not have jurisdiction over wages or any other matter of collective bargaining, including the administration of this agreement. The Committee shall not supersede the activities of any other committee of the Union or of the Employer and shall not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions.
- (b) In the event of any substantial reorganization which results in redundancy, relocation or reclassification, the Committee shall meet in order for the Employer to consult with the Union.

- (c) The Committee shall have the power to make recommendations to the Union and the Employer on the following general matters:
- (1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
 - (2) discussing issues relating to the workplace that affect the parties or any employee bound by this agreement;
 - (3) correcting conditions causing grievances and misunderstanding;
 - (4) reviewing ways in which the Employer can reduce workplace consumption of non renewable and renewable resources, increase the amount of material that is reused in the workplace and implement recycling programs;
 - (5) reviewing matters unresolved and referred to it by a local occupational health and safety committee.
 - (6) reviewing organizational health issues relating to the recruitment and retention of employees;
 - (7) the Committee may make recommendations on the criteria for the approval of applications pursuant to Clause 20.8(e).

ARTICLE 30 - SECONDMENT

30.1 Definition

"*Secondment*" means a process by which the Employer may, with mutual agreement of the employee affected, assign an employee to another agency, board, society, commission, or employer.

30.2 Notice of Secondment

The Employer agrees to make every effort to provide an employee with four weeks' written notice of secondment. Where possible, the written notice of secondment shall indicate the term of secondment.

30.3 Provisions of BCGEU Agreements to Apply

The provisions of the applicable current union/employer collective agreements will apply to seconded employees. The agency, board, society, commission, or employer to which the employee is seconded will receive written notice of this article and will be provided with copies of this agreement.

30.4 Employer's Representative Designated to Handle Grievances at the 2nd Step

The Employer will inform the employee of the Employer's representative designated to handle grievances at the second step. The employee will discuss the grievance with their supervisor. Failing resolution, the employee may submit a written grievance, through a steward nominated by the Union, to the second step of the grievance procedure.

ARTICLE 31 - AUXILIARY EMPLOYEES

31.1 Auxiliary Employees

- (a) An auxiliary employee shall receive a letter of appointment clearly stating their employment status and expected duration of employment.

(b) Auxiliary employees who have worked 1827 hours in 33 pay periods and who are employed for work which is of a continuous full-time or continuous part-time nature, shall be converted to regular status effective the beginning of the month following the month in which they attain the required hours.

(c) For the purposes of (b) above and Clauses 31.6 - Application of Agreement, 31.9 - Medical, Dental and Group Life Insurance, 31.11 - Annual Vacations and 31.12 - Eligibility Requirements for Benefits, hours worked shall include:

- (1) hours worked at the straight-time rate;
- (2) hours compensated in accordance with Clause 31.10 - Designated Paid Holidays;
- (3) hours that a seniority rated auxiliary employee cannot work because they are on a recognized WCB claim arising from their employment to a maximum of 210 hours of missed work opportunity within eight calendar weeks from the beginning of the claim;
- (4) annual vacation pursuant to Clause 31.11(d) - Annual Vacations;
- (5) compensatory time off provided the employee has worked 1827 hours in 33 pay periods;
- (6) missed work opportunities during leaves pursuant to Clause 2.10(a) - Time Off for Union Business - Without Pay, except that during the first 33 pay periods of employment such credit shall be limited to 105 hours;
- (7) leaves pursuant to Clause 2.10(b) - Time Off for Union Business - With Pay;

Notwithstanding (3) above, an auxiliary employee eligible for conversion to regular status shall not be converted until the employee has returned to active employment for 140 hours. The effective date of such conversion shall be the first of the month following the date on which eligibility for conversion occurs.

(d) For the purposes of (b) above and Clauses 31.6 - Application of Agreement, 31.9 - Medical, Dental and Group Life Insurance, 31.11 - Annual Vacations and 31.12 - Eligibility Requirements for Benefits, hours beyond the 210 hours in (c)(3) above, that an auxiliary employee cannot work because they are on a recognized WCB claim arising from their employment are not added to the 1827 or 1200 hours nor are the days charged against the 33 or 26 pay periods.

31.2 Internal Status for Applying for Regular Positions

(a) Auxiliary employees who have worked in excess of 30 days (210 hours) will be recognized as internal applicants when applying for regular positions.

(b) Subject to Clause 31.4 - Loss of Seniority, an auxiliary employee who has worked in excess of 30 days (210 hours) prior to application for a regular position, or an auxiliary employee who is on layoff status and who has worked in excess of 30 days (210 hours) prior to being laid off, will have their length of service as an auxiliary employee recognized.

(c) Auxiliary employees who have worked in excess of 30 days (210 hours) as outlined in (b) above and who have to move from one geographic location to another after winning a competition, or at the Employer's request, shall be entitled to relocation expenses in accordance with Clause 27.13 - Relocation Expenses.

31.3 Seniority

(a) (1) For the purpose of layoff and recall and other seniority related provisions of this agreement, an auxiliary employee who has worked in excess of 30 days shall accumulate service

and classification seniority within a seniority unit, as defined in Appendix 3 of this agreement, on the basis of:

- (i) all hours worked at the straight-time rate;
 - (ii) designated paid holidays or days off in lieu in accordance with Clause 31.10 Designated Paid Holidays;
 - (iii) annual vacation in accordance with Clause 31.11(d) - Annual Vacations;
 - (iv) leave pursuant to Clause 31.12 - Eligibility Requirements for Benefits or Clause 31.6(c) - Application of Agreement;
 - (v) compensatory time off provided the employee has worked 1827 hours in 33 pay periods;
 - (vi) missed work opportunities during leaves pursuant to Clause 2.10(a) - Time Off for Union Business - Without Pay except that during the first 33 pay periods of employment such credit shall be limited to 105 hours;
 - (vii) leaves pursuant to Clause 2.10(b) - Time Off for Union Business - With Pay.
- (2) The total hours above shall be converted to a seven-hour shift to establish seniority.
 - (3) Upon completing 30 workdays (seven-hour shifts), an auxiliary employee's seniority shall include the accumulated 30 workdays.

(b) Subject to Clause 31.4 - Loss of Seniority, service and classification seniority of an auxiliary employee shall transfer with them if they are moved by the Employer from one seniority unit to another.

(c) Auxiliary employees who are on a claim recognized by the Workers' Compensation Board (WorkSafeBC) which arises out of a work-related injury while employed by the Employer shall earn seniority for all hours the employee would have worked had they not been injured and been able to stay on the job.

(d) A current service seniority list shall be posted in the seniority unit following the first pay period in January. Upon request, a copy of the service seniority list shall be provided to the steward.

31.4 Loss of Seniority

An auxiliary employee will lose their service and classification seniority when:

- (a) they are terminated for just cause;
- (b) they voluntarily terminate or abandon their position;
- (c) they are on layoff for more than nine months;
- (d) they are unavailable for, or decline, four offers of re-employment as provided in Clause 31.5 Layoff and Recall; or
- (e) they become a regular employee.

31.5 Layoff and Recall

(a) Layoff of auxiliary employees shall be by classification in reverse order of service seniority within a seniority unit.

- (b) Auxiliary employees on layoff shall be recalled in order of service seniority within a seniority unit, provided the auxiliary employee is qualified to carry out the work which is available.
- (c) Notwithstanding (a) above, auxiliary employees hired for seasonal work or a term certain shall be laid off upon completion of the season or term and shall be subject to recall procedures in accordance with (b) above.
- (d) Auxiliary employees hired for special projects, as mutually agreed to between the Employer and the Union, shall be considered terminated for cause in accordance with Clause 31.4(a) - Loss of Seniority upon completion of their project or program. The Employer will provide the Union with a copy of each appointment letter for employees hired under Clause 31.5(d) - Layoff and Recall, within 30 days of the appointment.
- (e) Auxiliary employees will provide a direct communication link that will give them personal contact with their work unit/recall section. This communication link will be by telephone or email. Auxiliary employees are responsible for advising their work unit/recall section, in writing, of their current phone number and email address, if available, and for the accuracy and completeness of the information provided.
- (f) Where email or telephone communication is used, the auxiliary employee must respond to the Employer within 24 hours.
- (g) Auxiliary employees on layoff who experience problems with their communication link established under (e) above, or who will not be available at their contact point during the scheduled time period for those reasons outlined in (j) below, are required to contact their work unit/recall section in advance of the scheduled time periods as designated by the Employer. The auxiliary employees may be required to contact their work unit/recall section during the scheduled time period to obtain a specific work schedule, etc.
- (h) If the Employer attempts to contact an auxiliary employee and does not get a response within 24 hours, the Employer will immediately advise the employees by email of the date, time and result of the contact attempt(s), and that they are considered to have been unavailable for work for purposes of Clause 31.4(d) - Loss of Seniority.
- (i) Where auxiliary employees decline the work offered, such decline will be considered to be a decline for purposes of Clause 31.4(d) - Loss of Seniority, unless the employee declines due to an emergency situation.
- (j) Auxiliary employees who are unavailable in the following circumstances, and who call in to their work unit/recall section at the times designated by the Employer, will not have the decline or unavailability count as an occurrence for purposes of Clause 31.4(d) - Loss of Seniority:
- (1) absence on a WCB (WorkSafeBC) claim;
 - (2) maternity leave, parental leave or adoption leave;
 - (3) absence on bereavement as per Clause 31.6(c) - Application of Agreement;
 - (4) leave to participate in activities of a Reserve Component of the Canadian Armed Forces;
 - (5) illness; proof of illness may be required if the absence is greater than five days or where it appears a pattern of consistent or frequent absence is developing;
 - (6) illness of, or inability to obtain child care for a dependent child of an auxiliary employee, where no one other than the employee can care for the child. Proof of illness or inability to obtain

childcare may be required if a pattern of consistent absence is developing. Such leave will not exceed two days;

- (7) union leave per Clause 2.10 - Time Off for Union Business;
- (8) jury duty;
- (9) medical or dental appointments;
- (10) approved leave under Clause 31.11(b) - Annual Vacations.

(k) Auxiliary employees subject to recall shall lose their service and classification seniority and shall be considered terminated for just cause where they are unavailable for or decline work on four separate occasions² in the calendar periods between April 1st and September 30th inclusive or October 1st and March 31st inclusive.

(l) (1) Auxiliary employees, with the agreement of the Employer, may specify days and/or times of availability. Such agreed to days and/or times and any agreed to alterations thereto, shall be in writing and include the days and/or times, and effective date.

(2) Where a recall for work on such days and/or times occurs, it shall be made on the basis of seniority and in accordance with the provisions of (b) and (e) through (j) above.

(3) Should an auxiliary employee wish to revert from having specified days and/or times of availability to full availability, the employee may do so by providing the Employer with 10 days written notice.

(m) Auxiliary employees unavailable for, or declining work offered to them, will not accumulate service or classification seniority for the hours that might have been worked. This may result in changes in ranking on the seniority list as junior employees work these hours.

(n) The Employer is not required to recall auxiliary employees who have already accumulated 1827 hours in 26 pay periods.

(o) (1) Auxiliary employees who report for work at the call of the Employer shall be paid for all hours worked with a minimum of two hours pay at their regular rate unless the employee is unfit to perform their duties or has failed to comply with the Industrial Health and Safety Regulations of the Workers' Compensation Board (WorkSafeBC).

(2) Where an employee commences work they shall receive three and one-half hours pay at their regular rate unless:

(i) their work is suspended for reasons completely beyond the control of the Employer; or

(ii) the duration of the work assignment is known in advance by the employee; in which instances the provisions of (o)(1) shall apply.

31.6 Application of Agreement

(a) Except as otherwise noted in this article, the provisions of Article 11 - Seniority, Article 13 - Layoff and Recall, Article 17 - Paid Holidays, Article 18 - Annual Vacations, Article 19 - Short-Term Illness &

² It is understood that only one decline/unavailability may be counted per calendar day and when an employee declines or is unavailable for recall for work during a calendar day, the Employer shall not be required to make further offers of work to the employee for the calendar day which the employee has declined or been unavailable for.

Injury and Long-Term Disability, Article 20 - Special and Other Leave, Article 21 - Maternity, Parental and Pre-Adoption Leave, and Article 25 - Health and Welfare, do not apply to auxiliary employees. The provisions of other articles apply to auxiliary employees, except as otherwise indicated.

(b) Any auxiliary employee who is eligible to vote in a federal, provincial, first nation or municipal election or a referendum shall have three or four consecutive clear hours, as prescribed by the applicable statute, during the hours in which the polls are open in which to cast their ballot.

(c) Where leave from work is required, auxiliary employees shall be entitled to the provisions of Clause 20.1 - Bereavement Leave.

(d) Maternity and parental leave for auxiliary employees with less than 1827 hours worked in 33 pay periods shall be in accordance with the *Employment Standards Act*.

31.7 Health and Welfare

In lieu of health and welfare benefits, auxiliary employees shall receive compensation of 72¢ per working hour, up to a maximum of \$50.40 per biweekly pay period.

31.8 Weekly Indemnity

(a) Auxiliary employees are eligible for weekly indemnity benefits upon accumulation of 400 hours of auxiliary seniority. Once established, eligibility for weekly indemnity is retained unless the auxiliary employee loses auxiliary seniority. Weekly indemnity benefits are payable for each period of illness up to a maximum of 15 weeks at 60% of the auxiliary employee's normal average earnings. Normal average earnings are calculated by averaging the total of the straight-time compensation and the compensation paid in accordance with Clause 31.7 - Health and Welfare in the six most recent biweekly pay periods in which earnings occurred.

(b) The benefit waiting period in each case of illness will be 14 calendar days. This means that benefits will be paid from the 15th day of illness.

(c) Subject to Clause 31.8(b) - Weekly Indemnity, full benefits will be reinstated:

(1) in the case of new illness, after the auxiliary employee returns to active employment following the most recent absence due to illness and accumulates 150 more hours of auxiliary seniority;

(2) in the case of a recurrence of a previous illness, after the auxiliary employee returns to active employment following the most recent absence due to that illness and accumulates 400 more hours of auxiliary seniority.

(d) The payment of benefits to a person who is laid off or separated prior to termination of their illness shall be continued after the layoff or separation until the total number of weeks for which benefits have been paid in respect of that illness is 15 weeks or the duration of the illness, whichever occurs first, except that benefits will cease on the effective date of a scheduled layoff or separation, if the illness occurs two months (or less) before that layoff or separation, provided that notice of the layoff or separation was given prior to the occurrence of the illness.

(e) The benefits described in this clause shall not be available to an auxiliary employee whose illness, injury, or personal circumstances may be described by any one of the following conditions:

(1) who is not under the care of a licensed physician;

(2) whose illness is occupational and is covered by Workers' Compensation;

- (3) whose illness is intentionally self-inflicted;
 - (4) whose illness results from service in the Armed Forces;
 - (5) whose illness results from riots, wars or participation in disorderly conduct;
 - (6) who is ill during a period of paid vacation;
 - (7) whose illness is sustained while they are committing a criminal offence;
 - (8) who is engaged in an employment for a wage or profit;
 - (9) who is ill during a strike or lockout at the place where they were employed if that illness commences during the strike or lockout;
 - (10) who is serving a prison sentence;
 - (11) who would not be entitled to benefits payable pursuant to Part I of the *Employment Insurance Act* because they are not in Canada;
 - (12) who is absent from work because of plastic surgery performed solely for cosmetic purposes except where the need for surgery is attributable to an illness or injury.
- (f) The parties agree that the complete premium reduction from the Human Resources Development Canada accruing through the improved sick leave plan and the weekly indemnity plan will be returned to the Employer. This is in exchange for the implementation of the above mentioned plans.

31.9 Medical, Dental and Group Life Insurance

- (a) Auxiliary employees will be eligible for coverage under Clauses 25.1 - Basic Medical Insurance, 25.2- Extended Health Care Plan, 25.3 - Dental Plan, 25.4 - Group Life and 25.9 Employee and Family Assistance Program after completion of 1827 hours worked in 33 pay periods or after working three consecutive years without loss of seniority and maintaining 700 hours worked at the straight-time rate within the previous 26 pay periods. Such auxiliary employees eligible for benefits under this clause will not receive the payment under Clause 31.7 - Health and Welfare.
- (b) An auxiliary employee will cease to be entitled to coverage under (a) above when they lose their seniority in accordance with Clause 31.4(a), (b), (c) or (d) - Loss of Seniority.
- (c) Auxiliary employees qualified under (a) above who do not work full-time hours shall only be entitled to maintain coverage under such plans if they are expected to work a minimum of 70 hours within a month.
- (d) Auxiliary employees qualified under (a) above shall be entitled to maintain coverage under such plans for a maximum period of six consecutive months immediately following the month in which the layoff occurs by paying the premium themselves.
- (e) When an auxiliary employee on layoff, who has previously qualified under (a) above and has not ceased to be entitled under (b) above, is recalled, the employee shall immediately be entitled to the benefits under (a) above.

31.10 Designated Paid Holidays

- (a) Auxiliary employees shall be compensated for the paid holiday who have:
 - (1) worked, or received pay at straight-time rates for the day before and the day after a paid holiday; or

- (2) worked, or received pay at straight-time rates for 15 of the previous 30 days; or
- (3) worked, or received pay for at least 105 hours at the straight-time rate in the previous 30 days.

This clause shall not apply to employees who have been terminated and not on layoff status.

(b) An auxiliary employee who is qualified under (a) to receive compensation for the paid holiday but does not work on the paid holiday, shall receive compensation for the day based on the following formula:

straight-time hours paid in the previous 30 calendar days divided by the straight-time hours of work of a full-time employee for the same 30 calendar day period multiplied by the hourly rate multiplied by seven.

(c) An auxiliary who is qualified in (a) to receive compensation for the holiday and who works on that day shall be compensated at the same rate as regular employees in the same situation, as outlined in Article 17 - Paid Holidays. The day off in lieu provided through the application of Article 17 - Paid Holidays shall be compensated on the basis of the formula in (b) above.

(d) Auxiliary employees who work on the designated holiday, but do not meet the conditions of (a) above shall receive straight-time for hours worked on the holiday.

31.11 Annual Vacations

(a) Auxiliary employees will be entitled to receive vacation pay at the rate of 6% of their regular earnings. Auxiliary employees shall receive their earned vacation biweekly.

(b) Auxiliary employees after six months from their date of hire may elect to take a leave of absence without pay of up to 15 workdays, not to exceed 105 hours, in any calendar year. An employee seeking such unpaid leave shall make application, in writing, a minimum of seven workdays prior to the requested leave.

(c) The granting and scheduling of any such leave shall be subject to operational requirements, the vacation schedules of employees and provided there is no increased cost to the Employer. The days need not be consecutive.

(d) Auxiliary employees who have completed 1827 hours worked in 33 pay periods shall be eligible for annual vacation leave in accordance with the provisions of this clause and Clause 18.1 - Annual Vacation Entitlement, except that the first vacation year is the calendar year in which the anniversary of eligibility occurs. Auxiliary employees eligible for annual vacation shall not be entitled to vacation pay as in (a) above or leave in accordance with (b) above.

(e) The calendar year in which an employee qualifies for vacation leave under (d) will be considered the first partial year of service for purposes of vacation entitlement and subject to Clause 18.6 - Vacation Carryover any unused vacation entitlement earned during that year will be paid to the employee on the final payday of that year.

(f) Upon qualifying for vacation leave an auxiliary employee will be paid any earned vacation pay owing to that date and thereafter will earn vacation leave in accordance with Clause 18.2 - Vacation Earnings for Partial Years.

(g) Employees hired for vacation relief or for seasonal operations may be restricted as to the time of year they may schedule vacation.

- (h) Vacation schedules, once approved by the Employer, may be rescheduled if it is displaced by an emergency or because the employee is absent on an approved WCB claim.
- (i) Auxiliary employees who qualify for vacation leave shall be covered by the provisions of Clauses 18.4 - Vacation Pay, 18.6 - Vacation Carryover, 18.7 - Callback from Vacation, 18.8 - Vacation Leave on Retirement and 18.9 - Vacation Credits Upon Death.

31.12 Eligibility Requirements for Benefits

Auxiliary employees will qualify for Short-Term Illness and Injury Plan (STIIP), Clauses 20.2 - Special Leave, 20.3 - Family Illness, 20.4 - Full-Time Public Duties, 20.5 - Leave for Court Appearances, 20.9 Elections, 20.11 - Leave for Medical and Dental Care, 20.12 - Maximum Leave Entitlement, 20.13 - Emergency Service Leave, 20.18 - Compassionate Care Leave and Article 21 - Maternity, Parental and Pre-Adoption Leave as follows:

- (a) An employee will be entitled to benefits under this clause after completion of 1827 hours worked in 33 pay periods.
- (b) An auxiliary employee will cease to be entitled to coverage when they:
 - (1) fail to maintain 1200 hours worked at the straight-time rate within the previous 26 pay periods except as provided under Article 21 - Maternity, Parental and Pre-Adoption Leave,
 - (2) lose their seniority in accordance with Clause 31.4(a), (b), (c), or (d) - Loss of Seniority.
- (c) Benefits will not be paid on layoff except as provided in Appendix 2, Section 1.10 - Benefits Upon Layoff or Separation.
- (d) Auxiliary employees on layoff or subject to recall will not be eligible for benefits until after their return to work and subject to meeting the eligibility requirements. ("Return to work" is understood to mean the employee completed at least one-half of a scheduled workday or shift.)
- (e) Auxiliary employees on layoff and who are unavailable to work due to illness or injury and who call in to their work unit/recall section at the times designated by the Employer, will be eligible for STIIP benefits provided a less senior auxiliary employee is recalled to do the available work. STIIP benefit entitlement will be based on the hours worked by the junior employee replacing the senior employee making the STIIP claim.
- (f) Notwithstanding 31.5(j)(5), auxiliary employees claiming entitlement to STIIP pursuant to this clause, may be required to provide the Employer proof of illness for each claim in accordance with Appendix 2, Section 1.4 - Criteria.
- (g) STIIP benefits under this clause are only payable to one auxiliary employee per recalled position in accordance with (1) above.
- (h) Auxiliary employees making a STIIP claim must call into the Employer on a daily basis, unless the employee making a claim for STIIP provides acceptable medical documentation supporting an extended absence.
- (i) Where there is no established work schedule the calculation of hours for the purposes of STIIP benefits shall be based on the average number of hours worked during the six pay periods immediately preceding absence due to illness.

ARTICLE 32 - GENERAL CONDITIONS**32.1 Commuting**

- (a) The Employer shall actively participate in environmentally sustainable employee transit programs which encourage employees to use public transit and/or to carpool to their worksites.
- (b) The Employer and the Union agree that there shall be no change in parking regulations and policies except by mutual agreement of the parties.

32.2 Comprehensive Insurance

The Employer agrees to provide comprehensive insurance covering tools, reference texts, and instruments owned by the employees and required to be used in the performance of their duties at the request of the Employer.

32.3 Indemnity

- (a) *Civil Action* - except where there has been flagrant or wilful negligence on the part of an employee, the Employer agrees not to seek indemnity against an employee whose actions result in a judgment against the Employer. The Employer agrees to pay any judgment against an employee arising out of the performance of their duties. The Employer also agrees to pay any legal costs incurred in the proceedings including those of the employee.
- (b) *Criminal Actions* - where an employee is charged with an offence resulting directly from the proper performance of their duties and is subsequently not found guilty, the employee shall be reimbursed for reasonable legal fees.
- (c) At the option of the Employer, the Employer may provide for legal services in the defence of any legal proceedings involving the employee (so long as no conflict of interest arises between the Employer and the employee) or pay the legal fees of counsel chosen by an employee.
- (d) Where an employee is required to defend their professional actions arising out of the proper performance of their duties, in a proceeding before their professional licensing body, the Employer will provide either legal counsel or, at the Employer's option, reimbursement of reasonable legal fees incurred in such defence.
- (e) In order that the above provisions shall be binding upon the Employer, the employee shall notify the Employer immediately, in writing, of any incident or course of events which may lead to legal action against them, and the intention or knowledge of such possible legal action is evidenced by any of the following circumstances:
 - (1) when the employee is first approached by any person or organization notifying them of intended legal action against them;
 - (2) when the employee themselves require or retain legal counsel in regard to the incident or course of events;
 - (3) where any investigative body or authority first notifies the employee of any investigation or other proceeding which might lead to legal action against the employee;
 - (4) when information first becomes known to the employee in the light of which it is a reasonable assumption that the employee would conclude that they might be the object of legal action; or
 - (5) when the employee receives notice of any legal proceeding of any nature or kind.

32.4 Payroll Deductions

An employee shall be entitled to have deductions from their salary assigned for the purchase of Canada Savings Bonds.

32.5 Political Activity

(a) *Municipal and School Board Offices:*

- (1) Employees may seek election to municipal and school board offices, provided that:
 - (i) the duties of the municipal or school board office other than regular council or board meetings do not impinge on normal working hours as a Freshwater Fisheries Society of BC employee;
 - (ii) there is no conflict of interest between the duties of the municipal or school board office and the duties of the Freshwater Fisheries Society of BC position.
- (2) Where the municipal council, the school board or committees of the council or board hold meetings during the employee's normal working hours, the Employer shall grant leave without pay to attend such meetings.
- (3) Where leave without pay is granted to attend committee meetings, such leave shall be in accordance with Clause 20.10, and provided that such leave shall not exceed one-half shift per week.
- (4) The employee shall provide at least one week's written notice to the Employer.

(b) *Federal and Provincial Offices:*

There are no restrictions other than the oath of office on employees engaging in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election, the employee shall be granted leave without pay in accordance with Clause 20.4(a) to engage in the election campaign. If elected, the employee shall be granted leave of absence in accordance with Clause 20.4(b). If not elected, the employee shall be allowed to return to their former position.

32.6 Copies of Agreements

- (a) The Union and the Employer desire every employee to be familiar with the provisions of this agreement, and their rights and obligations under it. For this reason, sufficient copies of the agreement will be printed for distribution to employees. The cost of such printing and distribution shall be borne equally by the parties.
- (b) All agreements shall be printed in a union shop and shall bear a recognized union label.
- (c) The Employer will provide copies of the printed agreement within 90 days of signing the agreement. Ninety days may be waived in extenuating circumstances.

32.7 Travel Advance

Regular employees not covered by a work party advance, and who do not qualify to obtain a corporate card, will be provided with an adequate travel advance if they are required to proceed on travel status. The amount of advance will be determined by such factors as time away from headquarters and the frequency of reimbursement.

32.8 Private Vehicle Damage

Where an employee's vehicle is damaged by a person in the care or custody of the Employer, or as a direct result of the employee being employed by the Employer, the Employer shall reimburse the employee the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$600.

32.9 Personal Property Damage

On request, and with reasonable notice, the Employer shall provide a secure space for employees to store such personal possessions, wallets and/or purses when the employees are at their worksite.

32.10 Disclosure of Information

The Employer and the Union recognize that it is in the public interest for employees to be able to disclose information regarding breaches of a statute, danger to public health and safety or a significant danger to the environment.

No employee shall be disciplined for bringing forth in good faith an allegation of wrongdoing in accordance with the following procedure:

- (a) An employee shall direct their concern or allegation to the employee's immediate supervisor.
- (b) If the employee feels that their allegation has not been adequately addressed at this level or if the allegation relates directly to the immediate supervisor, the employee may refer the matter in writing to the next level of excluded management not directly involved in the matter.
- (c) The written notice should provide full particulars of the allegation including the name(s) of individual(s) involved, the date(s) the wrongdoing is alleged to have occurred and any supporting documentation in the employee's possession, or of which the employee is aware.
- (d) The excluded manager will acknowledge, in writing, receipt of the employee's notice and will investigate and take such action as may be required respecting the allegation. If the employee feels that their allegation has not been adequately addressed at this level, they will so advise the excluded manager prior to proceeding to the next level of this process.
- (e) Where the employee is not satisfied that the allegation has been resolved or is not satisfied with the timeliness of the response at any level, the employee may refer the matter in writing to the President FFSBC, including the detailed information outlined above.
- (f) Where an allegation involves the President FFSBC, the employee shall forward their allegation to the Chairperson of the Board of Directors of the Society.
- (g) These procedures do not relieve an employee from their responsibility to the Employer, nor do these procedures restrict the employee from exercising their rights or obligations under any applicable statute.

32.11 Electronic Monitoring

- (a) Monitoring equipment may be used to protect the safety of employees, and clients or to protect the assets or property of the Employer.
- (b) Monitoring equipment will not be installed by the Employer in staff washrooms or lunch rooms.

32.12 Positions Temporarily Vacant

The Employer acknowledges that, except in cases of emergency, the workload of employees will not be increased beyond their regular level as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reasons. This clause shall only apply when workloads are full.

32.13 Recreational Use of Employer's Facilities

(a) Employees in isolated field crews or crews working at a temporary field point of assembly shall be permitted reasonable and authorized use of the Employer's vehicles, where it is impractical for the employees to provide their own transportation. This provision is contingent upon the responsibility for the safe operation and return of the vehicle at the appropriate time.

(b) Employees shall be allowed reasonable personal use of the Employer's communications facilities, where commercial facilities are not available in which case no telephone allowance will be paid.

32.14 Job Orientation

The Employer agrees to provide essential orientation for employees assigned to new jobs.

32.15 Equipment Demonstrations

Where an employee is, or will be, required to operate technical equipment or use new methods during the course of their duties, and where seminars, demonstrations or conferences are held pertaining to such technical equipment or new methods, the employee shall attend such demonstrations, conferences or seminars, upon approval of their application by the Employer. Such approval shall not be unreasonably withheld. Time spent in travel and in attendance shall be considered as time worked.

32.16 Exchange Programs

The Employer agrees that exchange programs between the Freshwater Fisheries Society of BC and other jurisdictions, public and private, will be encouraged. Subject to the Employer's approval, employees will be given the opportunity to participate in exchange programs at full pay and allowances.

32.17 Points of Assembly

(a) The point of assembly shall be the location at which the employee normally receives their daily direction.

(b) Unless otherwise specified in this agreement, an employee shall commence and terminate each day's work at their point of assembly.

(c) Assembly points may be changed by mutual agreement at the local level. The Employer may change temporarily the point of assembly in the event of an emergency.

(d) Where new worksites are established by the Employer, the assembly point shall be mutually agreed to by the Employer and the Union prior to work commencing at the new worksite.

(e) It is the intent of this article that employees shall return to their point of assembly at the end of each workday whenever possible.

32.18 Return to Point of Assembly

When an employee is assigned temporarily to a worksite that is so far removed that they are unable to return to their point of assembly at the end of each workday, the following conditions shall apply:

- (a) Travel between their place of temporary accommodation and the worksite that exceeds 15 minutes shall be considered as time worked.
- (b) (1) Time spent in travel between an employee's point of assembly and the worksite at the commencement and termination of each assignment shall be considered as time worked.
- (2) Employees on travel status shall be afforded the opportunity of returning to their point of assembly at the end of each two week cycle, at no loss of pay to the employees. In addition, time off adjoining their days of rest, at their point of assembly, will be earned at the rate of one-half day for each day of rest, spent away from their point of assembly. The latter provision shall not apply when the employee is authorized to work, and works their day(s) of rest.
- (c) The overtime provisions of the collective agreement shall be considered to apply to any travel undertaken to return the employee to their point of assembly if such travel takes place outside their scheduled hours of work.

32.19 Supply and Maintenance of Equipment/Tradesmen's Tools

The Employer shall provide and maintain all equipment, tools, machinery, furniture, and supplies necessary for the employees to perform their duties effectively.

32.20 Transportation on Termination

Employees engaged in work away from headquarters and temporary headquarters who are discharged shall be paid for transportation costs and travel time to their point of hire or residence within British Columbia, whichever is the lesser cost. The Employer may determine the mode of transportation.

32.21 Medical Examinations Upon Employment

When the Employer requires employees to undergo medical examinations as required for employment, the Employer shall grant the necessary time off.

32.22 Use of Aircraft

Employees shall not be required to use an aircraft in the course of their duties other than those of regular commercial airlines or licensed charters.

32.23 Copyrights

(a) The Employer and the Union agree that original articles, technical papers, information reports and/or instructional notes prepared by the employee within the course of their duties for the Employer, shall be retained by the Employer. The Employer further agrees that the employee may be granted permission to quote selected portions of such materials in a larger work or to publish the material in related journals. Such permission shall not be unreasonably withheld.

(b) The Employer agrees that an employee may prepare articles, technical papers, and/or instructional notes on their own time, and copyright for such material shall be vested in the employee. Confidential information shall not be disclosed without written permission of the Employer.

32.24 Personal Research

Subject to approval by the Employer and the Local Safety Committee, an employee may use facilities normally used in the course of their duties to carry out personal research or projects. The cost of materials shall be borne by the employee. Such approval shall not be unreasonably withheld by the Employer.

32.25 Replacement of Employee's Tools

The Employer will replace the employees' tools and tool boxes required for the job, which may be lost or broken while used on the job, upon reasonable proof of such loss or breakage, and proof that there has been no negligence on the part of the employee. Replacements will be of equal quality.

32.26 Assignment of Work

- (a) The parties agree that it is essential to ensure that all employees be advised of their job expectations, duties and responsibilities.
- (b) Where an employee is concerned that they cannot complete assignments and/or their work obligations, it is their responsibility to seek advice and direction from their local supervisor. The local supervisor will then provide direction to the employee, as necessary, on how to complete the assigned duties. This may include instructions on the priorities of the assigned duties.

32.27 Personal Duties

- (a) It is understood by both parties that work not related to the business of the Employer should not be performed on the Employer's time.
- (b) To this end, it is agreed that an employee will not be required to perform duties of a personal nature for supervisory personnel.

32.28 Notice of Retirement

An employee who intends to retire from their position shall provide the Employer with a minimum of 60 days' notice prior to their last day physically at work.

ARTICLE 33 - EMPLOYMENT EQUITY

- (a) The Freshwater Fisheries Society of BC is committed to providing a work environment free of any form of adverse discrimination.
- (b) The parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.
- (c) The parties recognize the need to implement an employment equity program.
- (d) The goals of employment equity are to create a workforce which, at all levels, is representative of the diverse population it serves; and to ensure that individuals are not denied employment, advancement or training opportunities within the Employer for reasons unrelated to ability to do the job.
- (e) Regulations, policies and procedures with respect to recruitment, selection and promotion shall facilitate:
 - (1) opportunities for external recruitment and internal advancement to develop a workforce that is representative of the diversity of the people of British Columbia; and
 - (2) the long-term career development and advancement of employees.
- (f) The Joint Labour Management Committee shall act as Steering Committee with regard to issues related to employment equity.
- (g) The Steering Committee is authorized to:
 - (1) advise the Employer on employment equity issues and initiatives;

- (2) review and monitor progress of action plans to ensure they comply with the mandatory procedures and are consistent with employment equity goals.
- (h) Employees representing the Union on this Steering committee shall be on leave of absence without loss of basic pay for time on this committee.

ARTICLE 34 - SPECIAL EMPLOYMENT PROGRAMS

34.1 Cooperative Education Training Program

The purpose is to establish the salary rate and working conditions for students hired under the Cooperative Education Training Program.

- (a) Employees hired under the Cooperative Education Training Program will be considered auxiliary employees and receive the appropriate benefits as per this agreement.
- (b) The program will be restricted to persons registered in a recognized cooperative education program at a participating post-secondary institution. The length of appointment for students under this article will correspond to the requirements of their academic program.
- (c) Coop education will be considered supernumerary to the established workforce. As such, Clause 31.5(d) will apply to these programs.
- (d) No employees hired under this program will be employed where it would result in a layoff or failure to recall a qualified employee.
- (e) Employees hired under this program will be classified and paid in accordance with Appendix 1D at Level 1 or 2 as appropriate.
- (f) The standard hours of work for employees under this program will be seven hours per day and 35 hours per week.
- (g) The standard hours of work may be varied by mutual agreement at the local level, consistent with local hours of work agreements, provided that no employee works more than 10 hours in one day and 70 hours in a biweekly period.
- (h) Employees hired under the Cooperative Education Training Program shall be assigned work that augments their field of study.

34.2 Skills Development Employment Program

The purpose is to establish the salary and working conditions for students hired by the Employer under the employment programs.

- (a) Employees hired to carry out the principal duties of a job shall be classified accordingly and paid according to the rate established for that position.
- (b) Employees hired under this program will be classified and paid a biweekly salary in accordance with Appendix 1D.
- (c) Employees hired under this program will be considered auxiliary employees and receive the appropriate benefits as per this agreement. No student will be hired under this program to perform work previously done by an employee on layoff or for which an employee on layoff has right of recall.
- (d) Notwithstanding Clause 28.3, if there is a dispute as to whether an employee hired under this program should be classified in accordance with (a) or (b), the dispute shall be referred to an

adjudication committee for final resolution. The Committee shall be composed of a single adjudicator and two assessors - one appointed by each of the parties to this agreement.

- (e) The program will be considered a special employment program and Clause 31.5(d) will apply.
- (f) The hours of work shall average 35 hours per week and shall be consistent with the hours of work established for the work group to which the employee is assigned.
- (g) The hours of work may be varied by mutual agreement between the Union and the Employer provided that no employee works more than 10 hours in one day or 70 hours in a biweekly period.

ARTICLE 35 - LIMITED EMPLOYMENT AND PRIVATIZATION

35.1 Limited Employment

- (a) "*Limited Term Employee*" means "*persons appointed on a temporary limited basis for a specific term of less than 31 calendar days*".
- (b) The Employer agrees to provide the Union with a copy of all letters appointing a limited term employee within 10 calendar days of such appointments. The appointment notice shall contain the following information: the date the appointment is to commence; the date the employment is to terminate or is intended to terminate; and the work location and classification of work to be performed.
 - (1) No individual will be permitted to work on a subsequent appointment of less than 31 days without the elapse of a period of 31 days since the expiry of that individual's most recent appointment of less than 31 days. If a person is appointed pursuant to Clause 35.1(a) and the person's appointment extends beyond 30 days, that person shall be re-appointed as an auxiliary employee effective the date the appointment is extended, however, seniority shall be credited for hours worked pursuant to the appointment.
 - (2) For the purposes of Clause 35.1 of this article non-working periods in excess of seven days within a period of 90 days shall not be counted for purposes of calculating whether an appointment is for a period of less than 31 days.
- (c) An "*employment agency*" is defined as a person or business organization who is in the business of recruiting and providing the services of individuals to other persons or organizations, including the Employer. No assignment of work to any one individual from an employment agency shall exceed 30 days.
- (d) *Combination Usage*: The Employer agrees that it will not utilize limited-term employees and individuals from employment agency(s) or a combination of either, in succession to perform the same duties for a period in excess of 30 days within a period of 90 days.
- (e) *Waiver*: Nothing in this article prohibits the Union from waiving any term or condition of this article. A waiver may only be granted by the President of the Union in writing, and such waivers will not be unreasonably withheld. The President of the Union shall respond to requests for a waiver within 10 calendar days of a request.

ARTICLE 36 - TERM OF AGREEMENT

36.1 Duration

This agreement shall be binding and remain in effect to midnight December 31, 2021.

36.2 Notice to Bargain

- (a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after October 1, 2021, but in any event not later than midnight, October 31, 2021.
- (b) Where no notice is given by either party prior to October 31, 2021, both parties shall be deemed to have given notice under this clause on October 31, 2021, and thereupon Clause 36.3 applies.
- (c) All notices on behalf of the Union shall be given by the President of the Union and similar notices on behalf of the Employer shall be given by the President of the Freshwater Fisheries Society of BC.

36.3 Commencement of Bargaining

Where a party to this agreement has given notice under Clause 36.2, the parties shall, within 14 days after the notice was given, commence collective bargaining.

36.4 Change in Agreement

Any change deemed necessary in this agreement may be made by mutual agreement at any time during the life of this agreement.

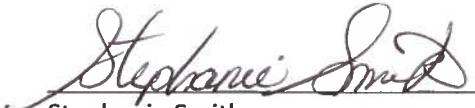
36.5 Agreement to Continue in Force

Both parties shall adhere fully to the terms of this agreement during the period of bona fide collective bargaining.

36.6 Effective Date of Agreement

The provisions of this agreement, except as otherwise specified, shall come into force and effect January 1, 2018.

**SIGNED ON BEHALF OF
THE UNION:**



Stephanie Smith
President



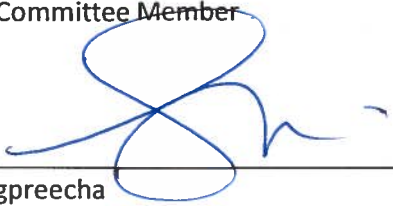
Tony Andrychuk
Bargaining Committee Chair



David Ek
Bargaining Committee Member

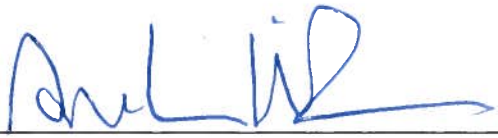


Aaron Wolff
Bargaining Committee Member



Selena Kongpreecha
Staff Representative


**SIGNED ON BEHALF OF
THE EMPLOYER:**




Andrew Wilson
President



Tim Yesaki
VP, Operations Division



Adrian Clarke
VP, Science Division



Mark Green
Manager, Clearwater Trout Hatchery



Tammy Longbottom
Director, Human Resources

Dated this 15 day of February, 2019.

**APPENDIX 1A
Salary Grid**

Effective Jan 7, 2018 (1.5%)						Effective Jan 6, 2019 (1.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
1	1	32,997.97	2,749.83	1,264.81	18.0687	1	1	33,492.94	2,791.08	1,283.78	18.3397
	2	33,878.71	2,823.23	1,298.57	18.5510		2	34,386.89	2,865.57	1,318.05	18.8293
	3	34,788.40	2,899.03	1,333.44	19.0491		3	35,310.23	2,942.52	1,353.44	19.3349
	4	35,728.80	2,977.40	1,369.48	19.5640		4	36,264.73	3,022.06	1,390.02	19.8574
	5	37,136.75	3,094.73	1,423.45	20.3350		5	37,693.80	3,141.15	1,444.80	20.6400
2	1	33,878.71	2,823.23	1,298.57	18.5510	2	1	34,386.89	2,865.57	1,318.05	18.8293
	2	34,788.40	2,899.03	1,333.44	19.0491		2	35,310.23	2,942.52	1,353.44	19.3349
	3	35,728.79	2,977.40	1,369.48	19.5640		3	36,264.72	3,022.06	1,390.02	19.8574
	4	36,700.19	3,058.35	1,406.71	20.0959		4	37,250.69	3,104.22	1,427.81	20.3973
	5	38,155.51	3,179.63	1,462.50	20.8929		5	38,727.85	3,227.32	1,484.43	21.2061
3	1	34,788.40	2,899.03	1,333.44	19.0491	3	1	35,310.23	2,942.52	1,353.44	19.3349
	2	35,728.80	2,977.40	1,369.48	19.5640		2	36,264.73	3,022.06	1,390.02	19.8574
	3	36,700.19	3,058.35	1,406.71	20.0959		3	37,250.69	3,104.22	1,427.81	20.3973
	4	37,704.62	3,142.05	1,445.21	20.6459		4	38,270.19	3,189.18	1,466.89	20.9556
	5	39,207.32	3,267.28	1,502.81	21.4687		5	39,795.43	3,316.29	1,525.35	21.7907
4	1	35,728.79	2,977.40	1,369.48	19.5640	4	1	36,264.72	3,022.06	1,390.02	19.8574
	2	36,700.19	3,058.35	1,406.71	20.0959		2	37,250.69	3,104.22	1,427.81	20.3973
	3	37,704.62	3,142.05	1,445.21	20.6459		3	38,270.19	3,189.18	1,466.89	20.9556
	4	38,741.80	3,228.48	1,484.97	21.2139		4	39,322.93	3,276.91	1,507.24	21.5320
	5	40,294.79	3,357.90	1,544.49	22.0641		5	40,899.21	3,408.27	1,567.66	22.3951
5	1	36,700.19	3,058.35	1,406.71	20.0959	5	1	37,250.69	3,104.22	1,427.81	20.3973
	2	37,704.62	3,142.05	1,445.21	20.6459		2	38,270.19	3,189.18	1,466.89	20.9556
	3	38,741.80	3,228.48	1,484.97	21.2139		3	39,322.93	3,276.91	1,507.24	21.5320
	4	39,814.65	3,317.89	1,526.09	21.8013		4	40,411.87	3,367.66	1,548.98	22.1283
	5	41,418.24	3,451.52	1,587.56	22.6794		5	42,039.52	3,503.29	1,611.37	23.0196
6	1	37,704.62	3,142.05	1,445.21	20.6459	6	1	38,270.19	3,189.18	1,466.89	20.9556
	2	38,741.80	3,228.48	1,484.97	21.2139		2	39,322.93	3,276.91	1,507.24	21.5320
	3	39,814.66	3,317.89	1,526.09	21.8013		3	40,411.88	3,367.66	1,548.98	22.1283
	4	40,922.01	3,410.17	1,568.54	22.4077		4	41,535.84	3,461.32	1,592.06	22.7437
	5	42,579.39	3,548.28	1,632.06	23.3151		5	43,218.08	3,601.51	1,656.54	23.6649
7	1	38,741.80	3,228.48	1,484.97	21.2139	7	1	39,322.93	3,276.91	1,507.24	21.5320
	2	39,814.66	3,317.89	1,526.09	21.8013		2	40,411.88	3,367.66	1,548.98	22.1283
	3	40,922.01	3,410.17	1,568.54	22.4077		3	41,535.84	3,461.32	1,592.06	22.7437
	4	42,067.68	3,505.64	1,612.45	23.0350		4	42,698.70	3,558.22	1,636.64	23.3806
	5	43,779.75	3,648.31	1,678.07	23.9724		5	44,436.45	3,703.04	1,703.24	24.3320
8	1	39,814.65	3,317.89	1,526.09	21.8013	8	1	40,411.87	3,367.66	1,548.98	22.1283
	2	40,922.01	3,410.17	1,568.54	22.4077		2	41,535.84	3,461.32	1,592.06	22.7437
	3	42,067.67	3,505.64	1,612.45	23.0350		3	42,698.68	3,558.22	1,636.64	23.3806
	4	43,250.47	3,604.21	1,657.79	23.6827		4	43,899.23	3,658.27	1,682.65	24.0379
	5	45,018.98	3,751.58	1,725.57	24.6510		5	45,694.26	3,807.85	1,751.46	25.0209
9	1	40,922.01	3,410.17	1,568.54	22.4077	9	1	41,535.84	3,461.32	1,592.06	22.7437
	2	42,067.68	3,505.64	1,612.45	23.0350		2	42,698.70	3,558.22	1,636.64	23.3806
	3	43,250.47	3,604.21	1,657.79	23.6827		3	43,899.23	3,658.27	1,682.65	24.0379
	4	44,473.34	3,706.11	1,704.66	24.3523		4	45,140.44	3,761.70	1,730.23	24.7176
	5	46,300.90	3,858.41	1,774.71	25.3530		5	46,995.41	3,916.28	1,801.33	25.7333
10	1	42,067.67	3,505.64	1,612.45	23.0350	10	1	42,698.68	3,558.22	1,636.64	23.3806
	2	43,250.47	3,604.21	1,657.79	23.6827		2	43,899.23	3,658.27	1,682.65	24.0379
	3	44,473.34	3,706.11	1,704.66	24.3523		3	45,140.44	3,761.70	1,730.23	24.7176
	4	45,736.85	3,811.40	1,753.09	25.0441		4	46,422.91	3,868.58	1,779.38	25.4197
	5	47,624.65	3,968.72	1,825.45	26.0779		5	48,339.02	4,028.25	1,852.83	26.4690

Effective Jan 7, 2018 (1.5%)					Effective Jan 6, 2019 (1.5%)						
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
11	1	43,250.47	3,604.21	1,657.79	23.6827	11	1	43,899.23	3,658.27	1,682.65	24.0379
	2	44,473.34	3,706.11	1,704.66	24.3523		2	45,140.44	3,761.70	1,730.23	24.7176
	3	45,736.50	3,811.37	1,753.07	25.0439		3	46,422.55	3,868.55	1,779.37	25.4196
	4	47,042.17	3,920.18	1,803.12	25.7589		4	47,747.81	3,978.98	1,830.17	26.1453
	5	49,010.52	4,084.21	1,878.57	26.8367		5	49,745.68	4,145.47	1,906.75	27.2393
12	1	44,473.34	3,706.11	1,704.66	24.3523	12	1	45,140.44	3,761.70	1,730.23	24.7176
	2	45,736.85	3,811.40	1,753.09	25.0441		2	46,422.91	3,868.58	1,779.38	25.4197
	3	47,042.16	3,920.18	1,803.12	25.7589		3	47,747.80	3,978.98	1,830.17	26.1453
	4	48,391.65	4,032.64	1,854.85	26.4979		4	49,117.52	4,093.13	1,882.67	26.8953
	5	50,406.08	4,200.51	1,932.06	27.6009		5	51,162.17	4,263.51	1,961.04	28.0149
13	1	45,736.86	3,811.41	1,753.09	25.0441	13	1	46,422.92	3,868.58	1,779.39	25.4199
	2	47,042.17	3,920.18	1,803.12	25.7589		2	47,747.81	3,978.98	1,830.17	26.1453
	3	48,391.65	4,032.64	1,854.85	26.4979		3	49,117.52	4,093.13	1,882.67	26.8953
	4	49,785.58	4,148.80	1,908.28	27.2611		4	50,532.36	4,211.03	1,936.90	27.6700
	5	51,867.23	4,322.27	1,988.07	28.4010		5	52,645.24	4,387.10	2,017.89	28.8270
14	1	47,042.17	3,920.18	1,803.12	25.7589	14	1	47,747.81	3,978.98	1,830.17	26.1453
	2	48,391.65	4,032.64	1,854.85	26.4979		2	49,117.52	4,093.13	1,882.67	26.8953
	3	49,785.58	4,148.80	1,908.28	27.2611		3	50,532.36	4,211.03	1,936.90	27.6700
	4	51,226.57	4,268.88	1,963.51	28.0501		4	51,994.97	4,332.91	1,992.96	28.4709
	5	53,376.95	4,448.08	2,045.93	29.2276		5	54,177.61	4,514.80	2,076.62	29.6660
15	1	48,391.65	4,032.64	1,854.85	26.4979	15	1	49,117.52	4,093.13	1,882.67	26.8953
	2	49,785.58	4,148.80	1,908.28	27.2611		2	50,532.36	4,211.03	1,936.90	27.6700
	3	51,226.57	4,268.88	1,963.51	28.0501		3	51,994.97	4,332.91	1,992.96	28.4709
	4	52,714.65	4,392.89	2,020.55	28.8650		4	53,505.37	4,458.78	2,050.86	29.2980
	5	54,937.26	4,578.11	2,105.74	30.0820		5	55,761.32	4,646.78	2,137.33	30.5333
16	1	49,785.57	4,148.80	1,908.28	27.2611	16	1	50,532.35	4,211.03	1,936.90	27.6700
	2	51,226.57	4,268.88	1,963.51	28.0501		2	51,994.97	4,332.91	1,992.96	28.4709
	3	52,714.65	4,392.89	2,020.55	28.8650		3	53,505.37	4,458.78	2,050.86	29.2980
	4	54,253.90	4,521.16	2,079.55	29.7079		4	55,067.71	4,588.98	2,110.74	30.1534
	5	56,549.32	4,712.44	2,167.53	30.9647		5	57,397.56	4,783.13	2,200.04	31.4291
17	1	51,226.57	4,268.88	1,963.51	28.0501	17	1	51,994.97	4,332.91	1,992.96	28.4709
	2	52,714.65	4,392.89	2,020.55	28.8650		2	53,505.37	4,458.78	2,050.86	29.2980
	3	54,254.81	4,521.23	2,079.58	29.7083		3	55,068.63	4,589.05	2,110.77	30.1539
	4	55,843.44	4,653.62	2,140.47	30.5781		4	56,681.09	4,723.42	2,172.58	31.0369
	5	58,215.18	4,851.27	2,231.38	31.8769		5	59,088.41	4,924.03	2,264.85	32.3550
18	1	52,714.65	4,392.89	2,020.55	28.8650	18	1	53,505.37	4,458.78	2,050.86	29.2980
	2	54,253.90	4,521.16	2,079.55	29.7079		2	55,067.71	4,588.98	2,110.74	30.1534
	3	55,843.44	4,653.62	2,140.47	30.5781		3	56,681.09	4,723.42	2,172.58	31.0369
	4	57,486.21	4,790.52	2,203.44	31.4777		4	58,348.50	4,862.38	2,236.49	31.9499
	5	59,952.98	4,996.08	2,297.99	32.8284		5	60,852.28	5,071.02	2,332.46	33.3209
19	1	54,253.90	4,521.16	2,079.55	29.7079	19	1	55,067.71	4,588.98	2,110.74	30.1534
	2	55,843.44	4,653.62	2,140.47	30.5781		2	56,681.09	4,723.42	2,172.58	31.0369
	3	57,486.21	4,790.52	2,203.44	31.4777		3	58,348.50	4,862.38	2,236.49	31.9499
	4	59,189.21	4,932.43	2,268.72	32.4103		4	60,077.05	5,006.42	2,302.75	32.8964
	5	61,767.10	5,147.26	2,367.53	33.8219		5	62,693.61	5,224.47	2,403.04	34.3291
20	1	55,843.44	4,653.62	2,140.47	30.5781	20	1	56,681.09	4,723.42	2,172.58	31.0369
	2	57,486.21	4,790.52	2,203.44	31.4777		2	58,348.50	4,862.38	2,236.49	31.9499
	3	59,189.21	4,932.43	2,268.72	32.4103		3	60,077.05	5,006.42	2,302.75	32.8964
	4	60,979.35	5,081.61	2,337.33	33.3904		4	61,894.04	5,157.84	2,372.39	33.8913
	5	63,641.75	5,303.48	2,439.38	34.8483		5	64,596.37	5,383.03	2,475.97	35.3710

Effective Jan 7, 2018 (1.5%)						Effective Jan 6, 2019 (1.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
21	1	57,486.21	4,790.52	2,203.44	31.4777	21	1	58,348.50	4,862.38	2,236.49	31.9499
	2	59,189.22	4,932.43	2,268.72	32.4103		2	60,077.06	5,006.42	2,302.75	32.8964
	3	60,979.35	5,081.61	2,337.33	33.3904		3	61,894.04	5,157.84	2,372.39	33.8913
	4	62,827.97	5,235.66	2,408.19	34.4027		4	63,770.39	5,314.20	2,444.31	34.9187
	5	65,580.14	5,465.01	2,513.68	35.9097		5	66,563.85	5,546.99	2,551.38	36.4483
21A	1	60,055.81	5,004.65	2,301.93	32.8847	21A	1	60,956.65	5,079.72	2,336.46	33.3780
	2	61,834.97	5,152.91	2,370.13	33.8590		2	62,762.49	5,230.21	2,405.68	34.3669
	3	63,705.09	5,308.76	2,441.81	34.8830		3	64,660.67	5,388.39	2,478.44	35.4063
	4	65,636.28	5,469.69	2,515.83	35.9404		4	66,620.83	5,551.74	2,553.57	36.4796
	5	68,511.25	5,709.27	2,626.03	37.5147		5	69,538.92	5,794.91	2,665.42	38.0774
22	1	59,189.21	4,932.43	2,268.72	32.4103	22	1	60,077.05	5,006.42	2,302.75	32.8964
	2	60,979.35	5,081.61	2,337.33	33.3904		2	61,894.04	5,157.84	2,372.39	33.8913
	3	62,827.96	5,235.66	2,408.19	34.4027		3	63,770.38	5,314.20	2,444.31	34.9187
	4	64,739.17	5,394.93	2,481.45	35.4493		4	65,710.25	5,475.85	2,518.67	35.9810
	5	67,581.69	5,631.81	2,590.40	37.0057		5	68,595.42	5,716.28	2,629.25	37.5607
23	1	60,979.35	5,081.61	2,337.33	33.3904	23	1	61,894.04	5,157.84	2,372.39	33.8913
	2	62,827.96	5,235.66	2,408.19	34.4027		2	63,770.38	5,314.20	2,444.31	34.9187
	3	64,739.17	5,394.93	2,481.45	35.4493		3	65,710.25	5,475.85	2,518.67	35.9810
	4	66,713.82	5,559.48	2,557.13	36.5304		4	67,714.53	5,642.88	2,595.49	37.0784
	5	69,651.37	5,804.28	2,669.73	38.1390		5	70,696.14	5,891.35	2,709.78	38.7111
24	1	62,827.97	5,235.66	2,408.19	34.4027	24	1	63,770.39	5,314.20	2,444.31	34.9187
	2	64,739.17	5,394.93	2,481.45	35.4493		2	65,710.25	5,475.85	2,518.67	35.9810
	3	66,713.82	5,559.48	2,557.13	36.5304		3	67,714.53	5,642.88	2,595.49	37.0784
	4	68,753.67	5,729.47	2,635.32	37.6474		4	69,784.98	5,815.41	2,674.85	38.2121
	5	71,790.07	5,982.51	2,751.71	39.3101		5	72,866.92	6,072.24	2,792.98	39.8997
25	1	64,739.17	5,394.93	2,481.45	35.4493	25	1	65,710.25	5,475.85	2,518.67	35.9810
	2	66,713.82	5,559.48	2,557.13	36.5304		2	67,714.53	5,642.88	2,595.49	37.0784
	3	68,753.67	5,729.47	2,635.32	37.6474		3	69,784.98	5,815.41	2,674.85	38.2121
	4	70,862.54	5,905.21	2,716.15	38.8021		4	71,925.48	5,993.79	2,756.90	39.3843
	5	73,998.94	6,166.58	2,836.37	40.5196		5	75,108.92	6,259.08	2,878.92	41.1274
26	1	66,713.82	5,559.48	2,557.13	36.5304	26	1	67,714.53	5,642.88	2,595.49	37.0784
	2	68,753.67	5,729.47	2,635.32	37.6474		2	69,784.98	5,815.41	2,674.85	38.2121
	3	70,862.54	5,905.21	2,716.15	38.8021		3	71,925.48	5,993.79	2,756.90	39.3843
	4	73,041.87	6,086.82	2,799.69	39.9956		4	74,137.49	6,178.12	2,841.68	40.5954
	5	76,282.38	6,356.86	2,923.90	41.7700		5	77,426.61	6,452.22	2,967.75	42.3964
27	1	68,753.67	5,729.47	2,635.32	37.6474	27	1	69,784.98	5,815.41	2,674.85	38.2121
	2	70,862.54	5,905.21	2,716.15	38.8021		2	71,925.48	5,993.79	2,756.90	39.3843
	3	73,041.87	6,086.82	2,799.69	39.9956		3	74,137.49	6,178.12	2,841.68	40.5954
	4	75,292.86	6,274.41	2,885.97	41.2281		4	76,422.26	6,368.52	2,929.26	41.8466
	5	78,641.55	6,553.46	3,014.32	43.0617		5	79,821.17	6,651.76	3,059.54	43.7077
28	1	70,862.54	5,905.21	2,716.15	38.8021	28	1	71,925.48	5,993.79	2,756.90	39.3843
	2	73,041.87	6,086.82	2,799.69	39.9956		2	74,137.49	6,178.12	2,841.68	40.5954
	3	75,292.85	6,274.40	2,885.97	41.2281		3	76,422.25	6,368.52	2,929.26	41.8466
	4	77,619.57	6,468.30	2,975.15	42.5021		4	78,783.86	6,565.32	3,019.78	43.1397
	5	81,079.66	6,756.64	3,107.77	44.3967		5	82,295.86	6,857.99	3,154.39	45.0627
29	1	73,041.87	6,086.82	2,799.69	39.9956	29	1	74,137.49	6,178.12	2,841.68	40.5954
	2	75,292.85	6,274.40	2,885.97	41.2281		2	76,422.25	6,368.52	2,929.26	41.8466
	3	77,619.57	6,468.30	2,975.15	42.5021		3	78,783.86	6,565.32	3,019.78	43.1397
	4	80,024.07	6,668.67	3,067.31	43.8187		4	81,224.43	6,768.70	3,113.32	44.4760
	5	83,599.08	6,966.59	3,204.34	45.7763		5	84,853.07	7,071.09	3,252.41	46.4630

Effective Jan 7, 2018 (1.5%)						Effective Jan 6, 2019 (1.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
30	1	75,292.85	6,274.40	2,885.97	41.2281	30	1	76,422.25	6,368.52	2,929.26	41.8466
	2	77,619.57	6,468.30	2,975.15	42.5021		2	78,783.86	6,565.32	3,019.78	43.1397
	3	80,024.06	6,668.67	3,067.31	43.8187		3	81,224.42	6,768.70	3,113.32	44.4760
	4	82,565.70	6,880.48	3,164.73	45.2104		4	83,804.19	6,983.68	3,212.21	45.8887
	5	86,202.42	7,183.53	3,304.13	47.2019		5	87,495.45	7,291.29	3,353.69	47.9099
31	1	77,619.56	6,468.30	2,975.15	42.5021	31	1	78,783.85	6,565.32	3,019.78	43.1397
	2	80,024.06	6,668.67	3,067.31	43.8187		2	81,224.42	6,768.70	3,113.32	44.4760
	3	82,565.70	6,880.48	3,164.73	45.2104		3	83,804.19	6,983.68	3,212.21	45.8887
	4	85,190.37	7,099.20	3,265.34	46.6477		4	86,468.23	7,205.69	3,314.32	47.3474
	5	88,947.27	7,412.27	3,409.34	48.7049		5	90,281.48	7,523.46	3,460.48	49.4354
32	1	80,024.06	6,668.67	3,067.31	43.8187	32	1	81,224.42	6,768.70	3,113.32	44.4760
	2	82,565.70	6,880.48	3,164.73	45.2104		2	83,804.19	6,983.68	3,212.21	45.8887
	3	85,190.37	7,099.20	3,265.34	46.6477		3	86,468.23	7,205.69	3,314.32	47.3474
	4	87,901.60	7,325.13	3,369.26	48.1323		4	89,220.12	7,435.01	3,419.80	48.8543
	5	91,783.07	7,648.59	3,518.03	50.2576		5	93,159.82	7,763.32	3,570.81	51.0116
33	1	82,565.70	6,880.48	3,164.73	45.2104	33	1	83,804.19	6,983.68	3,212.21	45.8887
	2	85,190.37	7,099.20	3,265.34	46.6477		2	86,468.23	7,205.69	3,314.32	47.3474
	3	87,901.60	7,325.13	3,369.26	48.1323		3	89,220.12	7,435.01	3,419.80	48.8543
	4	90,701.15	7,558.43	3,476.57	49.6653		4	92,061.67	7,671.81	3,528.71	50.4101
	5	94,710.39	7,892.53	3,630.24	51.8606		5	96,131.05	8,010.92	3,684.69	52.6384

**APPENDIX 1B
Salary Grid**

Effective Jan 5, 2020 (2.0%)						Effective Jan 3, 2021 (2.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
1	1	34,162.80	2,846.90	1,309.46	18.7066	1	1	35,016.87	2,918.07	1,342.19	19.1741
	2	35,074.63	2,922.89	1,344.41	19.2059		2	35,951.49	2,995.96	1,378.02	19.6860
	3	36,016.44	3,001.37	1,380.51	19.7216		3	36,916.85	3,076.40	1,415.02	20.2146
	4	36,990.03	3,082.50	1,417.82	20.2546		4	37,914.78	3,159.56	1,453.27	20.7610
	5	38,447.68	3,203.97	1,473.70	21.0529		5	39,408.87	3,284.07	1,510.54	21.5791
2	1	35,074.63	2,922.89	1,344.41	19.2059	2	1	35,951.49	2,995.96	1,378.02	19.6860
	2	36,016.44	3,001.37	1,380.51	19.7216		2	36,916.85	3,076.40	1,415.02	20.2146
	3	36,990.02	3,082.50	1,417.82	20.2546		3	37,914.77	3,159.56	1,453.27	20.7610
	4	37,995.70	3,166.31	1,456.37	20.8053		4	38,945.60	3,245.47	1,492.78	21.3254
	5	39,502.40	3,291.87	1,514.12	21.6303		5	40,489.96	3,374.16	1,551.98	22.1711
3	1	36,016.44	3,001.37	1,380.51	19.7216	3	1	36,916.85	3,076.40	1,415.02	20.2146
	2	36,990.03	3,082.50	1,417.82	20.2546		2	37,914.78	3,159.56	1,453.27	20.7610
	3	37,995.70	3,166.31	1,456.37	20.8053		3	38,945.60	3,245.47	1,492.78	21.3254
	4	39,035.59	3,252.97	1,496.23	21.3747		4	40,011.48	3,334.29	1,533.64	21.9091
	5	40,591.34	3,382.61	1,555.86	22.2266		5	41,606.12	3,467.18	1,594.76	22.7823
4	1	36,990.02	3,082.50	1,417.82	20.2546	4	1	37,914.77	3,159.56	1,453.27	20.7610
	2	37,995.70	3,166.31	1,456.37	20.8053		2	38,945.60	3,245.47	1,492.78	21.3254
	3	39,035.59	3,252.97	1,496.23	21.3747		3	40,011.48	3,334.29	1,533.64	21.9091
	4	40,109.38	3,342.45	1,537.39	21.9627		4	41,112.12	3,426.01	1,575.82	22.5117
	5	41,717.20	3,476.43	1,599.02	22.8431		5	42,760.13	3,563.34	1,638.99	23.4141
5	1	37,995.70	3,166.31	1,456.37	20.8053	5	1	38,945.60	3,245.47	1,492.78	21.3254
	2	39,035.59	3,252.97	1,496.23	21.3747		2	40,011.48	3,334.29	1,533.64	21.9091
	3	40,109.38	3,342.45	1,537.39	21.9627		3	41,112.12	3,426.01	1,575.82	22.5117
	4	41,220.11	3,435.01	1,579.96	22.5709		4	42,250.61	3,520.88	1,619.46	23.1351
	5	42,880.31	3,573.36	1,643.60	23.48		5	43,952.31	3,662.69	1,684.69	24.0670

Effective Jan 5, 2020 (2.0%)						Effective Jan 3, 2021 (2.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
6	1	39,035.59	3,252.97	1,496.23	21.3747	6	1	40,011.48	3,334.29	1,533.64	21.9091
	2	40,109.38	3,342.45	1,537.39	21.9627		2	41,112.12	3,426.01	1,575.82	22.5117
	3	41,220.12	3,435.01	1,579.96	22.5709		3	42,250.62	3,520.89	1,619.46	23.1351
	4	42,366.56	3,530.55	1,623.91	23.1987		4	43,425.72	3,618.81	1,664.50	23.7786
	5	44,082.44	3,673.54	1,689.68	24.1383		5	45,184.51	3,765.38	1,731.92	24.7417
7	1	40,109.38	3,342.45	1,537.39	21.9627	7	1	41,112.12	3,426.01	1,575.82	22.5117
	2	41,220.12	3,435.01	1,579.96	22.5709		2	42,250.62	3,520.89	1,619.46	23.1351
	3	42,366.56	3,530.55	1,623.91	23.1987		3	43,425.72	3,618.81	1,664.50	23.7786
	4	43,552.67	3,629.39	1,669.37	23.8481		4	44,641.49	3,720.12	1,711.10	24.4443
	5	45,325.18	3,777.10	1,737.31	24.8187		5	46,458.31	3,871.53	1,780.74	25.4391
8	1	41,220.11	3,435.01	1,579.96	22.5709	8	1	42,250.61	3,520.88	1,619.46	23.1351
	2	42,366.56	3,530.55	1,623.91	23.1987		2	43,425.72	3,618.81	1,664.50	23.7786
	3	43,552.66	3,629.39	1,669.37	23.8481		3	44,641.47	3,720.12	1,711.10	24.4443
	4	44,777.21	3,731.43	1,716.31	24.5187		4	45,896.64	3,824.72	1,759.21	25.1316
	5	46,608.14	3,884.01	1,786.49	25.5213		5	47,773.35	3,981.11	1,831.15	26.1593
9	1	42,366.56	3,530.55	1,623.91	23.1987	9	1	43,425.72	3,618.81	1,664.50	23.7786
	2	43,552.67	3,629.39	1,669.37	23.8481		2	44,641.49	3,720.12	1,711.10	24.4443
	3	44,777.21	3,731.43	1,716.31	24.5187		3	45,896.64	3,824.72	1,759.21	25.1316
	4	46,043.25	3,836.94	1,764.83	25.2119		4	47,194.33	3,932.86	1,808.95	25.8421
	5	47,935.32	3,994.61	1,837.36	26.248		5	49,133.70	4,094.48	1,883.29	26.9041
10	1	43,552.66	3,629.39	1,669.37	23.8481	10	1	44,641.47	3,720.12	1,711.10	24.4443
	2	44,777.21	3,731.43	1,716.31	24.5187		2	45,896.64	3,824.72	1,759.21	25.1316
	3	46,043.25	3,836.94	1,764.83	25.2119		3	47,194.33	3,932.86	1,808.95	25.8421
	4	47,351.37	3,945.95	1,814.97	25.9281		4	48,535.15	4,044.60	1,860.35	26.5764
	5	49,305.80	4,108.82	1,889.89	26.9984		5	50,538.45	4,211.54	1,937.13	27.6733
11	1	44,777.21	3,731.43	1,716.31	24.5187	11	1	45,896.64	3,824.72	1,759.21	25.1316
	2	46,043.25	3,836.94	1,764.83	25.2119		2	47,194.33	3,932.86	1,808.95	25.8421
	3	47,351.00	3,945.92	1,814.96	25.928		3	48,534.77	4,044.56	1,860.33	26.5761
	4	48,702.76	4,058.56	1,866.77	26.6681		4	49,920.33	4,160.03	1,913.44	27.3349
	5	50,740.59	4,228.38	1,944.88	27.784		5	52,009.11	4,334.09	1,993.50	28.4786
12	1	46,043.25	3,836.94	1,764.83	25.2119	12	1	47,194.33	3,932.86	1,808.95	25.8421
	2	47,351.37	3,945.95	1,814.97	25.9281		2	48,535.15	4,044.60	1,860.35	26.5764
	3	48,702.75	4,058.56	1,866.77	26.6681		3	49,920.32	4,160.03	1,913.44	27.3349
	4	50,099.87	4,174.99	1,920.32	27.4331		4	51,352.37	4,279.36	1,968.33	28.1190
	5	52,185.41	4,348.78	2,000.26	28.5751		5	53,490.05	4,457.50	2,050.27	29.2896
13	1	47,351.38	3,945.95	1,814.97	25.9281	13	1	48,535.16	4,044.60	1,860.35	26.5764
	2	48,702.76	4,058.56	1,866.77	26.6681		2	49,920.33	4,160.03	1,913.44	27.3349
	3	50,099.87	4,174.99	1,920.32	27.4331		3	51,352.37	4,279.36	1,968.33	28.1190
	4	51,543.01	4,295.25	1,975.64	28.2234		4	52,831.58	4,402.63	2,025.03	28.9290
	5	53,698.14	4,474.85	2,058.24	29.4034		5	55,040.60	4,586.72	2,109.70	30.1386
14	1	48,702.76	4,058.56	1,866.77	26.6681	14	1	49,920.33	4,160.03	1,913.44	27.3349
	2	50,099.87	4,174.99	1,920.32	27.4331		2	51,352.37	4,279.36	1,968.33	28.1190
	3	51,543.01	4,295.25	1,975.64	28.2234		3	52,831.58	4,402.63	2,025.03	28.9290
	4	53,034.87	4,419.57	2,032.82	29.0403		4	54,360.74	4,530.06	2,083.64	29.7663
	5	55,261.16	4,605.10	2,118.15	30.2593		5	56,642.69	4,720.22	2,171.11	31.0159
15	1	50,099.87	4,174.99	1,920.32	27.4331	15	1	51,352.37	4,279.36	1,968.33	28.1190
	2	51,543.01	4,295.25	1,975.64	28.2234		2	52,831.58	4,402.63	2,025.03	28.9290
	3	53,034.87	4,419.57	2,032.82	29.0403		3	54,360.74	4,530.06	2,083.64	29.7663
	4	54,575.48	4,547.96	2,091.87	29.8839		4	55,939.87	4,661.66	2,144.17	30.6310
	5	56,876.55	4,739.71	2,180.07	31.1439		5	58,298.46	4,858.20	2,234.57	31.9224
16	1	51,543.00	4,295.25	1,975.64	28.2234	16	1	52,831.57	4,402.63	2,025.03	28.9290
	2	53,034.87	4,419.57	2,032.82	29.0403		2	54,360.74	4,530.06	2,083.64	29.7663
	3	54,575.48	4,547.96	2,091.87	29.8839		3	55,939.87	4,661.66	2,144.17	30.6310
	4	56,169.06	4,680.76	2,152.95	30.7564		4	57,573.29	4,797.77	2,206.78	31.5254
	5	58,545.52	4,878.79	2,244.04	32.0577		5	60,009.15	5,000.76	2,300.14	32.8591
17	1	53,034.87	4,419.57	2,032.82	29.0403	17	1	54,360.74	4,530.06	2,083.64	29.7663
	2	54,575.48	4,547.96	2,091.87	29.8839		2	55,939.87	4,661.66	2,144.17	30.6310
	3	56,170.00	4,680.83	2,152.99	30.757		3	57,574.25	4,797.85	2,206.81	31.5259

Effective Jan 5, 2020 (2.0%)						Effective Jan 3, 2021 (2.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
	4	57,814.72	4,817.89	2,216.03	31.6576		4	59,260.08	4,938.34	2,271.43	32.449
	5	60,270.18	5,022.51	2,310.15	33.0021		5	61,776.93	5,148.08	2,367.90	33.8271
18	1	54,575.48	4,547.96	2,091.87	29.8839	18	1	55,939.87	4,661.66	2,144.17	30.6310
	2	56,169.06	4,680.76	2,152.95	30.7564		2	57,573.29	4,797.77	2,206.78	31.5254
	3	57,814.72	4,817.89	2,216.03	31.6576		3	59,260.08	4,938.34	2,271.43	32.4490
	4	59,515.47	4,959.62	2,281.22	32.5889		4	61,003.36	5,083.61	2,338.25	33.4036
	5	62,069.33	5,172.44	2,379.11	33.9873		5	63,621.06	5,301.75	2,438.59	34.8370
19	1	56,169.06	4,680.76	2,152.95	30.7564	19	1	57,573.29	4,797.77	2,206.78	31.5254
	2	57,814.72	4,817.89	2,216.03	31.6576		2	59,260.08	4,938.34	2,271.43	32.4490
	3	59,515.47	4,959.62	2,281.22	32.5889		3	61,003.36	5,083.61	2,338.25	33.4036
	4	61,278.59	5,106.55	2,348.80	33.5543		4	62,810.55	5,234.21	2,407.52	34.3931
	5	63,947.48	5,328.96	2,451.10	35.0157		5	65,546.17	5,462.18	2,512.38	35.8911
20	1	57,814.72	4,817.89	2,216.03	31.6576	20	1	59,260.08	4,938.34	2,271.43	32.4490
	2	59,515.47	4,959.62	2,281.22	32.5889		2	61,003.36	5,083.61	2,338.25	33.4036
	3	61,278.59	5,106.55	2,348.80	33.5543		3	62,810.55	5,234.21	2,407.52	34.3931
	4	63,131.92	5,260.99	2,419.84	34.5691		4	64,710.22	5,392.52	2,480.34	35.4334
	5	65,888.30	5,490.69	2,525.49	36.0784		5	67,535.51	5,627.96	2,588.63	36.9804
21	1	59,515.47	4,959.62	2,281.22	32.5889	21	1	61,003.36	5,083.61	2,338.25	33.4036
	2	61,278.60	5,106.55	2,348.80	33.5543		2	62,810.56	5,234.21	2,407.52	34.3931
	3	63,131.92	5,260.99	2,419.84	34.5691		3	64,710.22	5,392.52	2,480.34	35.4334
	4	65,045.80	5,420.48	2,493.20	35.6171		4	66,671.94	5,556.00	2,555.53	36.5076
	5	67,895.12	5,657.93	2,602.41	37.1773		5	69,592.50	5,799.38	2,667.47	38.1067
21A	1	62,175.78	5,181.32	2,383.19	34.0456	21A	1	63,730.18	5,310.85	2,442.77	34.8967
	2	64,017.74	5,334.81	2,453.79	35.0541		2	65,618.19	5,468.18	2,515.14	35.9306
	3	65,953.88	5,496.16	2,528.01	36.1144		3	67,602.73	5,633.56	2,591.21	37.0173
	4	67,953.25	5,662.77	2,604.64	37.2091		4	69,652.08	5,804.34	2,669.76	38.1394
	5	70,929.70	5,910.81	2,718.73	38.839		5	72,702.94	6,058.58	2,786.70	39.8100
22	1	61,278.59	5,106.55	2,348.80	33.5543	22	1	62,810.55	5,234.21	2,407.52	34.3931
	2	63,131.92	5,260.99	2,419.84	34.5691		2	64,710.22	5,392.52	2,480.34	35.4334
	3	65,045.79	5,420.48	2,493.20	35.6171		3	66,671.93	5,555.99	2,555.53	36.5076
	4	67,024.46	5,585.37	2,569.04	36.7006		4	68,700.07	5,725.01	2,633.27	37.6181
	5	69,967.33	5,830.61	2,681.84	38.312		5	71,716.51	5,976.38	2,748.89	39.2699
23	1	63,131.92	5,260.99	2,419.84	34.5691	23	1	64,710.22	5,392.52	2,480.34	35.4334
	2	65,045.79	5,420.48	2,493.20	35.6171		2	66,671.93	5,555.99	2,555.53	36.5076
	3	67,024.46	5,585.37	2,569.04	36.7006		3	68,700.07	5,725.01	2,633.27	37.6181
	4	69,068.82	5,755.73	2,647.40	37.82		4	70,795.54	5,899.63	2,713.59	38.7656
	5	72,110.06	6,009.17	2,763.97	39.4853		5	73,912.82	6,159.40	2,833.07	40.4724
24	1	65,045.80	5,420.48	2,493.20	35.6171	24	1	66,671.94	5,556.00	2,555.53	36.5076
	2	67,024.46	5,585.37	2,569.04	36.7006		2	68,700.07	5,725.01	2,633.27	37.6181
	3	69,068.82	5,755.73	2,647.40	37.82		3	70,795.54	5,899.63	2,713.59	38.7656
	4	71,180.68	5,931.72	2,728.35	38.9764		4	72,960.20	6,080.02	2,796.56	39.9509
	5	74,324.26	6,193.69	2,848.84	40.6977		5	76,182.36	6,348.53	2,920.06	41.7151
25	1	67,024.46	5,585.37	2,569.04	36.7006	25	1	68,700.07	5,725.01	2,633.27	37.6181
	2	69,068.82	5,755.73	2,647.40	37.82		2	70,795.54	5,899.63	2,713.59	38.7656
	3	71,180.68	5,931.72	2,728.35	38.9764		3	72,960.20	6,080.02	2,796.56	39.9509
	4	73,363.99	6,113.67	2,812.03	40.1719		4	75,198.09	6,266.51	2,882.33	41.1761
	5	76,611.10	6,384.26	2,936.50	41.95		5	78,526.38	6,543.87	3,009.91	42.9987
26	1	69,068.82	5,755.73	2,647.40	37.82	26	1	70,795.54	5,899.63	2,713.59	38.7656
	2	71,180.68	5,931.72	2,728.35	38.9764		2	72,960.20	6,080.02	2,796.56	39.9509
	3	73,363.99	6,113.67	2,812.03	40.1719		3	75,198.09	6,266.51	2,882.33	41.1761
	4	75,620.24	6,301.69	2,898.52	41.4074		4	77,510.75	6,459.23	2,970.98	42.4426
	5	78,975.14	6,581.26	3,027.11	43.2444		5	80,949.52	6,745.79	3,102.79	44.3256
27	1	71,180.68	5,931.72	2,728.35	38.9764	27	1	72,960.20	6,080.02	2,796.56	39.9509
	2	73,363.99	6,113.67	2,812.03	40.1719		2	75,198.09	6,266.51	2,882.33	41.1761
	3	75,620.24	6,301.69	2,898.52	41.4074		3	77,510.75	6,459.23	2,970.98	42.4426
	4	77,950.70	6,495.89	2,987.84	42.6834		4	79,899.47	6,658.29	3,062.54	43.7506
	5	81,417.60	6,784.80	3,120.73	44.5819		5	83,453.04	6,954.42	3,198.75	45.6964

Effective Jan 5, 2020 (2.0%)						Effective Jan 3, 2021 (2.5%)					
Grid	Step	Annual	Monthly	Biweekly	Hourly	Grid	Step	Annual	Monthly	Biweekly	Hourly
28	1	73,363.99	6,113.67	2,812.03	40.1719	28	1	75,198.09	6,266.51	2,882.33	41.1761
	2	75,620.24	6,301.69	2,898.52	41.4074		2	77,510.75	6,459.23	2,970.98	42.4426
	3	77,950.69	6,495.89	2,987.84	42.6834		3	79,899.46	6,658.29	3,062.54	43.7506
	4	80,359.54	6,696.63	3,080.17	44.0024		4	82,368.53	6,864.04	3,157.18	45.1026
	5	83,941.77	6,995.15	3,217.48	45.964		5	86,040.32	7,170.03	3,297.92	47.1131
29	1	75,620.24	6,301.69	2,898.52	41.4074	29	1	77,510.75	6,459.23	2,970.98	42.4426
	2	77,950.69	6,495.89	2,987.84	42.6834		2	79,899.46	6,658.29	3,062.54	43.7506
	3	80,359.54	6,696.63	3,080.17	44.0024		3	82,368.53	6,864.04	3,157.18	45.1026
	4	82,848.92	6,904.08	3,175.59	45.3656		4	84,920.14	7,076.68	3,254.98	46.4997
	5	86,550.13	7,212.51	3,317.46	47.3923		5	88,713.89	7,392.82	3,400.39	48.5770
30	1	77,950.69	6,495.89	2,987.84	42.6834	30	1	79,899.46	6,658.29	3,062.54	43.7506
	2	80,359.54	6,696.63	3,080.17	44.0024		2	82,368.53	6,864.04	3,157.18	45.1026
	3	82,848.91	6,904.08	3,175.59	45.3656		3	84,920.13	7,076.68	3,254.98	46.4997
	4	85,480.27	7,123.36	3,276.45	46.8064		4	87,617.28	7,301.44	3,358.36	47.9766
	5	89,245.36	7,437.11	3,420.76	48.868		5	91,476.50	7,623.04	3,506.28	50.0897
31	1	80,359.53	6,696.63	3,080.17	44.0024	31	1	82,368.52	6,864.04	3,157.18	45.1026
	2	82,848.91	6,904.08	3,175.59	45.3656		2	84,920.13	7,076.68	3,254.98	46.4997
	3	85,480.27	7,123.36	3,276.45	46.8064		3	87,617.28	7,301.44	3,358.36	47.9766
	4	88,197.59	7,349.80	3,380.60	48.2943		4	90,402.53	7,533.54	3,465.12	49.5017
	5	92,087.11	7,673.93	3,529.69	50.4241		5	94,389.29	7,865.77	3,617.93	51.6847
32	1	82,848.91	6,904.08	3,175.59	45.3656	32	1	84,920.13	7,076.68	3,254.98	46.4997
	2	85,480.27	7,123.36	3,276.45	46.8064		2	87,617.28	7,301.44	3,358.36	47.9766
	3	88,197.59	7,349.80	3,380.60	48.2943		3	90,402.53	7,533.54	3,465.12	49.5017
	4	91,004.52	7,583.71	3,488.19	49.8313		4	93,279.64	7,773.30	3,575.40	51.0771
	5	95,023.01	7,918.58	3,642.22	52.0317		5	97,398.59	8,116.55	3,733.28	53.3326
33	1	85,480.27	7,123.36	3,276.45	46.8064	33	1	87,617.28	7,301.44	3,358.36	47.9766
	2	88,197.59	7,349.80	3,380.60	48.2943		2	90,402.53	7,533.54	3,465.12	49.5017
	3	91,004.52	7,583.71	3,488.19	49.8313		3	93,279.64	7,773.30	3,575.40	51.0771
	4	93,902.90	7,825.24	3,599.29	51.4184		4	96,250.47	8,020.87	3,689.27	52.7039
	5	98,053.67	8,171.14	3,758.39	53.6913		5	100,505.01	8,375.42	3,852.35	55.0336

APPENDIX 1C

Classification Titles, Job Titles and Grid Ranges

Explanatory Notes:

- Classification titles include reference to grid range assignment through the use of the terminology "R_". For example, Administrative Officer R14 indicates that the applicable grid range for this classification is Range 14.
- Some titles utilize "N" instead of "R". The use of the letters "N" is transitional and indicates a grid range adjustment will be applied to this classification during the term of the 13th Master agreement as provided for in Appendix N, MOU re: PSJEP.
- Existing classification titles continue where the current grid range is not to be utilized under the Public Service Job Evaluation Plan.
- Classification Titles which are identical, except for the designation "R" or "N" will be deemed to be the same classification.
- Salary administration provisions related to the various growth classifications are set out in Appendix L, MOU re: PSJEP.

Classification Title	Grid Level	Position Title
Biologist N21 (BIO2)	21	Junior Research & Development Biologist
Biologist N24 (BIO 3)	24	Biologist
Biologist N27 (BIO4)	27	Senior Research and Development Biologist
Biologist N27 (BIO4)	27	Senior Fish Biologist
Clerk R9 (Clerk 3)	9	Finance and Administration Clerk
Clerk R9 (Clerk 3)	9	Office Manager
Clerk N14 (Clerk 5)	15	Outreach Coordinator
Clerk N14 (Clerk 5)	15	Outreach Coordinator - Kootenays
Communication Officer R14	15	Communications Coordinator
Communication Officer R14	15	Marketing Coordinator
Financial Officer N18 (FO 2)	18	Financial Officer
Fish and Wildlife Assistant R6 (FWA 1)	6	Fish Culture Assistant 1
Fish and Wildlife Assistant R6 (FWA 1)	6	Visitor Centre Coordinator
Fish and Wildlife Assistant R7 (FWA 2)	7	Fish Culture Assistant 2
Hatchery Maintenance Supervisor R18	18	Hatchery Maintenance Worker
Information Systems Level R18	18	Information Systems Analyst
Information Systems Level R18	18	Data Analyst
Information Systems Level R24	24	Information and Systems Administrator
Laboratory/Health Science Officer R13 (LHSO 1)	13	Fish Health Laboratory Assistant
Laboratory/Health Science Officer N18 (LHSO 3)	18	Fish Health Laboratory Technician
Laboratory/Health Science Officer 24	24	Fish Health Laboratory Scientist
Scientific/Technical Officer R11 (STO 1)	11	Junior Fish Culture Technician
Scientific/Technical Officer N15 (STO 2)	15	Technician, Aging Laboratory
Scientific/Technical Officer N15 (STO 2)	15	Fish Culture Technician
Scientific/Technical Officer N15 (STO 2)	15	Technician, Research, Evaluation & Development Section
Scientific/Technical Officer N18 (STO3)	18	Senior Technician, Research, Evaluation & Development Section
Scientific/Technical Officer N18 (STO3)	18	Senior Fish Culture Technician
Scientific/Technical Officer N21 (STO 4)	21	Systems & Information Analyst
Scientific/Technical Officer N21 (STO 4)	21	Facility Supervisor
Scientific / Technical Officer N21A (STO 4)	21A	Manager, Sturgeon Programs
Scientific / Technical Officer N21A (STO 4)	21A	Assistant Hatchery Manager
Utility Worker R13	13	Facility Maintenance Assistant

**APPENDIX 1D
Special Employment Program Rates**

Definition	Grid	Steps Used		
		1	3	5
Skills Development Employment Program Students enrolled in full-time studies at an accredited educational institution within the past 36 months at a secondary or post-secondary level. Work duties are temporary and time-limited.	1	X	-	-
Coop Education Training Program – Level 1 Employees registered in a recognized cooperative education program at a participating post-secondary institution, who are working towards a diploma or Bachelor's degree.	3	-	X	-
Coop Education Training Program – Level 2 Employees registered in a recognized cooperative education program at a participating post-secondary institution, who are working towards a post-graduate degree.	11	-	X	-
Internship Program Employees who are recent graduates from a university or who have received a college diploma or certificate and who are hired as part of an Internship Program.	13	X	-	-

**APPENDIX 2
Short and Long-Term Disability**

Part I - Short-Term Illness and Injury Plan

1.1 Eligibility

- (a) Regular employees shall be covered by the Short-Term Illness and Injury Plan upon completion of six months of active service with the Employer.
- (b) Regular employees with less than six months of service who are unable to work because of illness or injury are entitled to six days coverage at 75% pay in any one calendar year.
- (c) Regular employees with three months but less than six months of service will be entitled to 15 weeks (75 workdays) of coverage, consisting of the above six days, or what remains of the six days entitlement, at 75% pay, and the remainder of the 15 weeks at two-thirds of pay, not to exceed a maximum weekly benefit of \$413 or the Employment Insurance maximum weekly sickness benefit, whichever is higher.
- (d) (1) Notwithstanding (a), (b) and (c) above, where a regular employee is on a claim recognized by the Workers' Compensation Board (WorkSafeBC) while the employee was on the Employer's business, they shall be entitled to leave with pay up to 130 days for any one claim in lieu of benefits as outlined in Section 1.2.
- (2) Employer and employee contributions and deductions for Superannuation and Employment Insurance during the period of absence will comply with statutory requirements.
- (3) During the leave period, the employee will receive net take-home pay equal to wage loss benefits (inclusive of any earnings over and above basic pay) as calculated by the WCB, less any voluntary deductions and those employee deductions referenced in (2) above.

- (4) If net take-home pay as calculated in (3) above is less than the employee would receive if they had continued to work, the Employer will top up so there is no difference in net take home pay.
 - (5) The compensation payable by the Workers' Compensation Board (WorkSafeBC) shall be remitted to the Employer.
- (e) Pay for a regular part-time employee under this plan shall be based on their part-time percentage of full-time employment at date of present appointment.

1.2 Short-Term Plan Benefit

- (a) In the event an employee is unable to work because of illness or injury they will be entitled to a benefit of 75% of pay for a period not to exceed six months from date of absence (Short-Term Plan Period).
- (b) The 75% benefit may be supplemented at the rate of 25% of actual duration of absence due to illness or injury by the use of the following in descending order:
 - (1) accumulated sick leave credit under the old sick leave plan;
 - (2) compensatory Time-Off (CTO);
 - (3) banked Earned Time-Off (ETO), excepting where scheduled in a shift schedule;
 - (4) vacation entitlement.

1.3 Recurring Disabilities

- (a) Employees who return to work after being absent because of illness or injury, and within 15 consecutive scheduled days of work again become unable to work because of the same illness or injury are considered to still be within the original Short-Term Plan period as defined in Section 1.2(a).
- (b) Employees who return to work after being absent because of illness or injury and within 15 consecutive scheduled workdays again become unable to work because of a new illness or injury unrelated to the illness or injury that caused the previous absence shall be entitled to a further six months of benefits under this plan.
- (c) Employees who return to work after being absent because of illness or injury, and after working 15 or more consecutive scheduled days of work, again become unable to work because of the same illness or injury will be entitled to a further six month period of benefits under this plan, except as provided in (d) below, where the Short-Term Plan period shall continue to be as defined in Section 1.2(a).
- (d) Where an employee is returning to work after a period of illness or injury and where the Rehabilitation Committee has approved such return on a trial basis for assessment and/or rehabilitation purposes, the Short-Term Plan period shall continue to be as defined in Section 1.2(a). Such trial period must be approved during the period the employee is receiving short-term benefits, however, the end of the trial period can go beyond the Short-Term Plan benefit period.
- (e) Employees who return to work after a period of illness or injury and who do not work the same number of hours that were scheduled prior to the illness or injury shall receive prorated benefits under this plan, however, not beyond six calendar months from the initial date of absence as defined in Section 1.2(a), if absence is due to the same illness or injury.

1.4 Doctor's Certificate of Inability to Work

The Employer may require an employee who is unable to work because of illness or injury to provide a statement from:

- (a) a medical practitioner qualified to practise in the province of BC; or
- (b) where necessary, from a medical practitioner licensed to practise in the province of Alberta or the Yukon; or
- (c) the consulting physician to whom the employee is referred by the medical practitioner in (a) or (b) above, providing medical evidence of the employee's inability to work in any of the following circumstances:
 - (1) where it appears that a pattern of consistent or frequent absence from work is developing;
 - (2) where the employee has been absent for six consecutive scheduled days of work;
 - (3) where at least 30 days have elapsed since the last statement was obtained and the employee has been in receipt of plan benefits throughout that period.

With the exception of the STO2 and doctor's certificates referenced above, where the Employer requires a medical assessment from the employee's physician specifying the employee's employment limitations and/or capabilities, the employee will be reimbursed, upon production of receipt, for 50% of the cost of the medical assessment.

Benefits will cease to be paid when an employee fails to provide satisfactory evidence of medical disability during the benefit period.

1.5 Integration with Other Disability Income

Short-term benefits will be reduced by all other disability income benefits to which the absent employee is entitled except disability income which was being received prior to the illness or injury resulting in the employee being absent from work and which is unrelated to the illness or injury causing the current absence and the one-quarter day accumulation that is being used to supplement the plan, pursuant to Section 1.2(b). Other disability income benefits will include:

- (a) any amount the absent employee receives from any group insurance, wage continuation or pension plan of the Employer;
- (b) any amount of disability income provided by any compulsory Act or law, except Employment Insurance sickness benefits and WCB benefits payable in accordance with Section 1.1(d);
- (c) any periodic benefit payment from the Canada or Quebec Pension Plan or other social security plan of any country.

Notwithstanding the above, in the case of ICBC Weekly Indemnity payments or, in the case of personal insurance coverage integration will apply to the extent that the combination of Plan benefits and ICBC Weekly Indemnity payments, or personal insurance disability income benefits exceed either:

- (1) 100% of pay; or
- (2) the applicable benefit percentage of the individual's average total monthly income in the 12-month period immediately preceding commencement of the disability, whichever is the

greater. Where this provision is to apply, the employee will be required to provide satisfactory evidence of their total monthly income.

Notwithstanding the above, where an employee makes a successful wage loss claim against a third party for an injury for which the employee received or would receive STIIP benefits, the Employer will be entitled to recover or decrease Plan benefits by an amount equal to the amount that Plan benefits in combination with the wage loss claim paid exceed 100% of pay.

This section does not apply to a war disability pension paid under an Act of the governments of Canada or other commonwealth countries.

1.6 Benefits Not Paid During Certain Periods

Benefits will not be paid when an employee is:

- (a) receiving designated paid holiday pay;
- (b) engaged in an occupation for wage or profit;
- (c) on strike or is locked out unless the strike or lockout occurred after the illness or injury resulting in the employee being absent from work;
- (d) serving a prison sentence;
- (e) on suspension without pay;
- (f) on paid absence in the period immediately preceding retirement;
- (g) on any leave of absence without pay.

Notwithstanding (g) above, where an illness or injury occurs during a period of approved:

- (1) educational leave;
 - (2) general leave of absence not exceeding 30 days;
 - (3) maternity leave, parental leave, or adoption leave which prevents the employee from returning to work on the scheduled date of return, the Short-Term Plan will be effective from the date of disability due to illness or injury and benefits will be paid for the balance of the six month period remaining from the scheduled date of return to work.
- (h) not actively engaged in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program. An employee shall be afforded the opportunity to demonstrate there were reasonable grounds for not being engaged in a treatment program.

1.7 Employee to Inform Employer

The employee shall inform the Employer as soon as possible of their inability to report to work because of illness or injury. The employee shall inform the Employer of the date of return to duty, in advance of that date, in order that relief scheduled for that employee can be notified.

1.8 Entitlement

For the purpose of calculating six days per calendar year, one day shall be considered to be one day regardless of the regularly scheduled workday. Calculation for part-time employees and partial days will be on a prorated basis.

1.9 EIC Premium

The parties agree that the complete premium reduction from Human Resources Development Canada Insurance Commission accruing through the improved illness and injury plan will be returned to the Employer.

1.10 Benefits upon Layoff or Separation

(a) Subject to (b) and (c) below, regular employees who have completed three months of service and who are receiving benefits pursuant to Section 1.1(c), 1.1(d), or 1.2 shall continue to receive such benefits upon layoff or separation until the termination of the illness or until the maximum benefit entitlement has been granted, whichever comes first, if the notice of layoff or separation is given after the commencement of the illness for which the benefits are being paid.

(b) In the event that layoff or separation notice was given prior to the commencement of the illness, benefits will cease on the effective date of the layoff or separation only if the illness commenced within two months of the effective date of the layoff or separation.

(c) Benefits will continue to be paid in accordance with (a) above for which notice of layoff or separation was given prior to the commencement of the illness and if the illness commenced more than two months before the effective date of the layoff or separation.

The maximum six month period identified in Appendix 2, Part 1 shall be a maximum seven month period for auxiliary employees who qualify for benefits pursuant to Article 31.12.

Part II - Long-Term Disability Plan

2.1 Eligibility

(a) (1) Regular full-time employees shall be covered by the Long-Term Disability Plan upon completion of six months active employment with the Employer. To be covered by the Plan, a regular part-time employee must be working in a position that requires at least half-time work on a regularly scheduled basis, and must have completed six months active service in such a position.

Employees must submit their LTD Plan application within four weeks following the end of the STIIP period. An employee who fails to submit their application for LTD benefits within four weeks of the end of the STIIP period will be presumed to have abandoned their claim for LTD benefits. An employee shall be afforded the opportunity to rebut such presumption to the Plan Administrator and demonstrate that there were reasonable grounds for not having applied for LTD benefits within the prescribed time period.

(2) Where an employee is converted from auxiliary to regular status, plan coverage shall commence the earlier of (a)(1) above, or upon the completion of six months of full-time, unbroken employment from the date the employee qualified for Short-Term Illness and Injury Plan benefits under Clause 31.12.

(b) An employee who is not actively at work because of illness or injury on the workday coincident with, or immediately preceding, the date they would otherwise have become eligible for coverage under the Plan will not be eligible for coverage until the date the employee returns to active employment.

(c) Coverage in the plan is a condition of employment.

2.2 Long-Term Disability Benefit

In the event an employee, while covered under this plan, becomes totally disabled as a result of an accident or a sickness, then, after the employee has been totally disabled for six months, including periods approved in Sections 1.3(a) and (c), they shall be eligible to receive a monthly benefit as follows:

- (a) While the employee has a sick bank balance to be used on a day-for-day basis, full monthly earnings will continue until the sick bank is exhausted, and Section 2.6 will not apply.
- (b) When an employee has no sick bank, or after it is exhausted, the employee shall receive a monthly benefit equal to the sum of:
 - (1) 70% of the first \$2,300 of monthly earnings; and
 - (2) 50% of the monthly earnings above \$2,300.

For the purposes of the above, earnings shall mean basic monthly earnings as at the date of disability as determined by the Employer.

The basic monthly earnings as at the date of disability shall be the salary in effect for the last month of the Short-Term Plan period, or equivalent six-month period, taking into consideration any retroactive adjustments. The date of disability for determining the commencement of the first 25 months of disability shall be the day following the last month of the Short-Term Plan period, or an equivalent six month period.

- (c) The long-term disability benefit payment will be made as long as an employee remains totally disabled in accordance with Section 2.3, and will cease on the date the employee recovers, or at the end of the month in which the employee reaches age 65, or resigns or dies, whichever occurs first.
- (d) An employee in receipt of long-term disability benefits will be considered an employee for purposes of pension benefits and will continue to be covered by group life, extended health, dental and medical plans. Employees will not be covered by any other portion of a collective agreement but will retain the right of access to a rehabilitation committee established thereunder and will retain seniority rights should they return to employment within nine months following cessation of benefits. A temporary assignment or auxiliary appointment will not disqualify an employee from the nine month access period.
- (e) When an employee is in receipt of the benefit described in (b) above, contributions required for benefit plans in (d) above and contributions for superannuation will be waived by the Employer.
- (f) An employee engaged in rehabilitative employment with the Employer and who is receiving partial long-term disability benefit payments will have contributions required for benefit plans in (d) above and contributions for superannuation waived by the Employer, except that superannuation contributions shall be deducted from any salary received from the Employer to cover the period of rehabilitative employment.

2.3 Total Disability

(a) Total disability, as used in this Plan, means the complete inability because of an accident or sickness of a covered employee to perform all the duties of their own occupation for the first 25 months of disability except where accommodation has been made which enables an employee to work:

- (1) in their own occupation, or
- (2) in a job other than their own occupation.

Where accommodation has been made which enables an employee to return to work they will not be considered totally disabled and the rate of pay shall be the rate for the job.

If the rate of pay for this job is less than the rate of pay of the employee at the date of disability, the employee's salary will be protected in accordance with Clause 27.7(a) at the employee's basic rate at the date of disability.

After the first 25 months of total disability, where accommodation has been made that enables an employee to return to a job other than their own occupation, the employee will not be considered totally disabled and their basic rate shall be the basic rate for the job or 75% of the basic rate of their own occupation, whichever is greater.

After the first 25 months of total disability, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than 75% of the current rate of pay of their regular occupation at date of disability will not be considered totally disabled and will therefore not be eligible for benefits under this Long-Term Disability Plan.

(b) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses, except that an employee who is totally disabled as a result of a mental or nervous disorder and who has received 25 months of Long-Term Disability Plan benefit payments must be confined to a hospital or mental institution, or where they are at home, under the direct care and supervision of a medical doctor, in order to continue to be eligible for benefit payments.

During a period of total disability an employee must be under the regular and personal care of a legally qualified doctor of medicine.

(c) (1) If an employee becomes totally disabled and during this period of total disability engages in rehabilitative employment, where they are unable to perform the principal duties of their previous classification, the employee may earn in combination with benefits from this Plan up to 100% of their earnings at the date of disability. In the event that income from rehabilitative employment and the benefit paid under this Plan exceed 100% of the employee's earnings at date of disability, the benefit from this Plan will be further reduced by the excess amount.

(2) If an employee is able to perform the principal duties of the position they are placed into on rehabilitative employment, the employee may earn, in combination with the benefits from this Plan, up to 100% of their earnings at the date of disability or the position's current rate of pay, whichever is greater.

"Rehabilitative employment" shall mean any occupation or employment for wage or profit or any course or training that entitles the disabled employee to an allowance, provided such rehabilitative employment has the approval of the employee's doctor and the Employer.

The rehabilitative employment of a disabled employee will continue until such time as the employee's earnings from rehabilitative employment reach 100% of the employee's earnings at the date of disability but in no event for more than 25 months from the date benefit payments commence.

If earnings are received by an employee during a period of total disability and if such earnings are derived from employment which has not been approved of as rehabilitative employment by their doctor and the Employer, then the regular monthly benefit from the Plan will be reduced by 100% of such earnings.

(3) In the event that an employee has been classified as totally disabled for all occupations and engages in approved rehabilitative employment, the provisions of (1) above apply except that the rehabilitative employment may continue for 25 months from the date rehabilitative employment commenced.

(4) In the case where rehabilitative employment has been approved while an employee is receiving a benefit under the provisions of Section 2.2(a), the provisions of Section 2.3(c)(1) shall not apply until the employee is receiving a benefit under Section 2.2(b).

2.4 Exclusions from Coverage

The Long-Term Disability Plan does not cover total disabilities resulting from:

- (a) war, insurrection, rebellion, or service in the Armed Forces of any country after the commencement of this plan;
- (b) voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of their regular occupation;
- (c) intentionally self-inflicted injuries or illness.

2.5 Pre-Existing Conditions

An employee shall not be entitled to long-term disability benefits from this plan if their total disability resulted from an accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received in the 90-day period prior to the date of hire unless they have completed 12 consecutive months of service after the date of hire during which time they have not been absent from work due to the aforementioned accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received. This clause does not apply to present employees who have been continuously employed since April 1, 1987.

2.6 Integration with Other Disability Income

In the event a totally disabled employee is entitled to any other income as a result of the same accident, sickness, mental or nervous disorder that caused them to be eligible to receive benefits from this Plan, the benefits from this Plan will be reduced by 100% of such other disability income.

Other disability income shall include, but not necessarily be limited to:

- (a) any amount payable under the *Workers Compensation Act* or law or any other legislation of similar purpose; and
- (b) any amount the disabled employee receives from any group insurance, wage continuation or pension plan of the Employer that provides disability or retirement income; and
- (c) any amount of disability income provided by any compulsory Act or law; and
- (d) any periodic primary benefit payment from the Canada or Quebec Pension Plans or other similar social security plan of any country to which the disabled employee is entitled or to which they would be entitled if their application for such a benefit were approved; and
- (e) any amount of disability income provided by any group or association disability plan to which the disabled employee might belong or subscribe.

The amount by which the disability benefit from this Plan is reduced by other disability income will normally be the amount to which the disabled employee is entitled upon becoming first eligible for such

other disability income. Future increases in such other disability income resulting from increases in the Canadian Consumer Price Index or similar indexing arrangements will not further reduce the benefit from this Plan.

Notwithstanding the above, in the case of ICBC Weekly Indemnity payments or, in the case of personal insurance coverage, integration will apply to the extent that the combination of Plan benefits and ICBC Weekly Indemnity payments or, personal insurance disability income benefits exceed either:

- (1) 100% of basic pay; or
- (2) the applicable benefit percentage of the individual average total monthly income in the 12-month period immediately preceding commencement of the disability, whichever is the greater. Where this provision is to apply the employee will be required to provide satisfactory evidence of their total monthly income.

Notwithstanding the above, where an employee makes a successful wage loss claim against a third party for an injury for which the employee received or would receive LTD benefits, the Employer will be entitled to recover or decrease Plan benefits by an amount equal to the amount that Plan benefits in combination with the wage loss claim paid exceed 100% of pay subject to the following:

- 1) The amount of plan benefit recovered or decreased will be reduced limited to the legal fees attributed to the Employer's share of total claim recovery.
- 2) The existence of an action commenced by or on behalf of an employee does not preclude the Employer from joining the employee's action or commencing an action on its own behalf respecting the benefits paid.
- 3) Where the Employer or the employee intends to commence or join such an action, they shall advise the other in writing of that intention.

This section does not apply to a war disability pension paid under an Act of the governments of Canada or other commonwealth countries.

2.7 Successive Disabilities

- (a) If, following a period of total disability with respect to which benefits are paid from this Plan, an employee returns to work on a full-time basis for a continuous period of six months or more, any subsequent total disability suffered by that employee, whether related to the preceding disability or not, shall be considered a new disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.
- (b) In the event the period during which such an employee has returned to work is less than six months and the employee again suffers a total disability and that is related to the preceding disability, the subsequent disability shall be deemed a continuation of the preceding disability, and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan as though they had not returned to work.
- (c) Should such an employee suffer a subsequent disability that is unrelated to the previous disability and, provided the period during which the employee returned to work is longer than one month, the subsequent disability shall be considered a new disability and the employee shall be entitled to benefit payments in accordance with the provisions of this Plan. If the period during which the employee returned to work is one month or less, the subsequent disability shall be deemed a continuation of the preceding disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.

- (d) Limitation of benefits for successive disabilities in (b) and (c) above must be determined within one year from the date of absence due to successive disability.

2.8 Cessation of Benefits

An employee shall cease to be eligible for benefits of this Plan at the earliest of the following dates:

- (a) at the end of the month in which the employee reaches their 65th birthday (60th birthday for correctional centre employees);
- (b) on the date of commencement of paid absence prior to retirement;
- (c) on the date of termination of employment with the Employer. Benefits will not be paid when an employee is serving a prison sentence.

Cessation of active employment as a regular employee shall be considered termination of employment except when an employee is on authorized leave of absence with or without pay.

2.9 Leave of Absence

Employees on leave of absence without pay may opt to retain coverage under the plan and shall pay the full premium, except when on approved maternity leave. Coverage will be permitted for a period of 18 months of absence without pay except that if the leave is for educational purposes the maximum period will be extended to two years. If an employee on leave of absence without pay or with partial pay, who has elected coverage under this Plan, becomes disabled, benefits under this Plan will be based upon monthly earnings immediately prior to the current leave of absence.

2.10 Benefits upon Plan Termination

In the event this Long-Term Disability Plan is terminated, the benefit payments shall continue to be paid in accordance with the provisions of this Plan to disabled employees who became disabled while covered by this Plan prior to its termination.

2.11 Contributions

The cost of this Plan will be borne by the Employer.

2.12 Waiver of Contributions

Employee contributions to this Plan shall be waived with respect to disabled employees during the time such an employee is in receipt of disability benefit payments from this Plan.

2.13 Claims

- (a) Long-term disability claims will be adjudicated and paid by a claims-paying agent to be appointed by the Employer. In the event a covered employee disputes the decision of the claims paying agent regarding a claim for benefits under this Plan, the employee may arrange to have their claim reviewed by a claims review committee composed of three medical doctors; one designated by the claimant, one by the Employer, and a third agreed to by the first two. Written notice of a disputed claim or an appeal under this Plan shall be sent to the Plan Administrator.
- (b) (1) Written notice of an appeal must be submitted to the Plan Administrator within 60 days from the date the claims-paying agent rejected the claim. Due to extenuating circumstances, the time frame may be extended by the Plan Administrator.

(2) Where the claims-paying agent denies benefits due to insufficient medical evidence being provided, an employee will have 60 days in which to provide satisfactory medical evidence to support their claim.

In such circumstances the 60 day appeal period in (1) above will not commence until the claims paying agent renders its decision based on the medical evidence provided.

Where the employee fails to provide further satisfactory medical evidence within the 60 day period, the claim will be deemed to have been denied and the appeal period in (1) above shall commence.

(c) The expenses incurred by a claims review committee will be paid by the Plan.

(d) Where an employee has disputed the decision of the claims-paying agent and is awaiting the outcome of a review or an appeal, the employee will be considered to be on leave of absence without pay during the portion of the waiting period when they are not receiving pay or benefit allowance. During the waiting period an employee will continue to be covered by group life, extended health, dental and medical plans.

(e) LTD benefits received will be reduced by the same amount of benefits received for the same period under the *Employment and Assistance Act* and/or the *Employment and Assistance for Persons with Disabilities Act* (referenced in this section as the "Acts"), except where the benefits received for that period under these Acts are repaid to government. Where the employee has been deemed eligible for benefits under these Acts, which benefits exceed the LTD benefits level, LTD benefits will not be subject to reduction for that additional amount.

2.14 Physical Examination

The Employer, at its own expense, shall have the right and be given the opportunity to have a medical doctor appointed by the Employer examine, as often as it may reasonably require, any employee whose injury, sickness, mental or nervous disorder is the basis of claim upon this Plan.

2.15 Canadian Currency

All monies payable to or from this plan shall be payable in Canada in Canadian currency.

2.16 Administration

The Employer will be the administrator of the Plan. All questions arising as to the interpretation of this plan shall be subject to the grievance and arbitration procedures in Articles 8 and 9 of the collective agreement.

2.17 Implementation by Regulation

The provisions of this plan shall become part of a memorandum of agreement between the parties and will be implemented by regulation.

2.18 Benefit Level

Persons receiving benefits shall receive the same increases to their benefit level as do the employees covered by the terms and conditions of this collective agreement receive in wage increases.

Part III - Advisory Committee

The Article 29 Joint Labour Management Committee shall consider and make recommendations to the bargaining Principals on all matters related to the effective administration of the Short-Term Illness and

Injury and Long-Term Disability Plans and to consider and make recommendations to the bargaining Principals on any questions which may arise related to interpretation or application of the wording of Appendix 2. The Committee shall consider and report back on all matters related to the plans which may be referred to it jointly by the bargaining Principals.

In the event that a regular employee becomes incapacitated through accident or sickness and they are unable to perform all the duties of their own occupation, the following shall apply:

(a) For the purpose of this section, incapacity shall mean where the employee is unable to perform all the duties of their own occupation as defined in Section 2.3(a) of the Long-Term Disability Plan.

(b) Where the employee meets the definition in (a) above, the Employer shall provide the employee with an application for alternative suitable employment (P7). An employee who fails to:

- (1) sign the application form;
- (2) make themselves reasonably available and co-operate with a reasonable rehabilitation/return to work process consistent with advisory committee principles;
- (3) actively engage in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program shall have benefits suspended.

Prior to having benefits suspended, an employee shall be afforded an opportunity to demonstrate that there were reasonable grounds for failing to meet the above obligations.

(c) The application shall be completed and returned to the Employer who shall within 10 workdays forward the application to the Secretary. The Committee members shall be provided with copies of the application.

(d) The Advisory Committee will, based on the information, coordinate the necessary medical and/or vocational assessments and determine the following:

- (1) if the application is properly before the Committee;
- (2) based on the assessment, determine whether the employee is immediately capable of performing modified, alternative or rehabilitative employment;
- (3) if no to (2) above the Committee may, based on the assessments, implement the necessary training to place the employee in alternative or rehabilitative employment;
- (4) In considering modified, alternative or rehabilitative employment, the Committee may provide advice and make recommendations to the Employer to return the incapacitated employee to work considering the following accommodations:
 - (i) modification of the duties of the employee's job;
 - (ii) flexibility in scheduling hours of work within existing hours of operation;
 - (iii) provision of technical or mechanical aids.

(5) where the employee is considered capable of performing alternative employment or once the rehabilitative employment is considered to be successful, and the employee is therefore able to perform the duties of a gainful occupation, they shall be subject to Article 13 - Layoff and Recall excluding displacement options pursuant to Clause 13.3.

(e) (1) An employee in receipt of STIIP benefits, whose prognosis for return to work exceeds eight weeks, may be referred to the Advisory Committee if it is medically appropriate to do so.

(2) In those cases where a return to their own occupation is unlikely, employees may be referred, by either party to the Rehabilitation Committee while on STIP. In such cases, Part III (c), and (d) will apply.

(f) Where an employee has a physical occupational illness or injury, the Employer will, where feasible, accommodate the employee's incapacity so as to avoid a time loss illness or injury. Where a time loss illness or injury occurs, the compensation payable shall be in accordance with the applicable terms of Appendix 2.

(g) Where the Employer has concerns with a recommendation made in accordance with (d)(4) above, the concern will be reviewed with the Advisory Committee.

**APPENDIX 3
Seniority Blocks and Units**

- Corporate Services Division - by geographic location
- Operations Division - by geographic location
- Science Division - by geographic location
- Sport Fishing Division - by geographic location

**APPENDIX 4
Table of Recognized Work Schedules**

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Previsions For Stat. Holidays	Stat. Holidays on Shut Down	Stat. Holidays Lieu Days
			Scheduled	Required					
1	10 hrs	5:2	249	174	75	104	Shut Down	12	—
2	9 hrs	5:2	249	194	55	104	Shut Down	12	—
3	9 hrs	5:2	261	194	58	104	Work	—	9
4	8 hrs	5:2	249	218	31	104	Shut Down	12	—
5	8 hrs	5:2; 4:3	223	218	5	130	Shut Down	12	—
6	7 hrs 49 min	5:2	249	223	26	104	Shut Down	12	—
7	7 hrs 49 min	5:2; 4:3	223	223	0	130	Shut Down	12	—
8	7 hrs 30 min	5:2	249	232	17	104	Shut Down	12	—
9	7 hrs 30 min	5:2; 5:2; 4:3	231	232	-1	122-1=121	Shut Down	12	—
10	7 hrs 30 min	5:2	261	232	18	104	Work	—	11
11	7 hrs 30 min	5:2; 5:2; 4:3	232	232	0	121	Work	—	11
12	7 hrs	5:2	249	249	0	104	Shut Down	12	—
13	7 hrs	5:2	261	249	0	104	Work	—	12
14	7 hrs	7:2,3:2	249	249	0	104	Shut Down	12	—
15	7 hrs	7:2, 3:2	261	249	0	104	Work	—	12
16	8 hrs 45 min	4:3	197	199	*-2	156 (156-2=154)	Shut Down	12	—
17	10 hrs	4:3	197	174	23	156	Shut Down	12	—
18	8 hrs 50 min	4:3	197	197	0	156	Shut Down	12	—
19	8 hrs 45 min	4:3	209	199	0	156	Work	—	10
20	10 hrs	1:1	171	174	*-3.0	(182-3=179)	Shut Down	12	—
21	10 hrs	1:1	182.5	174	0	182.5	Work	—	8.5
22	7 hrs 30 min	2:1	243	232	0	122	Work	—	11
23	8 hrs	2:1	243	218	14	122	Work	—	11

	Length of Scheduled Shift	Shift Pattern	Workdays		Surplus or Shortage	No. of Days of Rest	Provisions For Stat. Holidays	Stat. Holidays on Shut Down	Stat. Holidays Lieu Days
			Scheduled	Required					
24	8 hrs 30 min	2:1	243	205	28	122	Work	—	10
25	9 hrs	2:1	243	194	40	122	Work	—	9
26	9 hrs 30 min	2:1	243	183	51	122	Work	—	9

* The 1 day, 2 day or 3 day shortage or prorated portion thereof must be included in the negotiated schedule. The scheduling of such time to be by mutual agreement.

INFORMATION APPENDIX I

Re: Advance Payment of Group Life Benefits

The guidelines regarding payment of group life benefits for terminally ill employees pursuant to Clause 25.4 are as follows:

1. Death must be "*expected*" within 24 months. The employee's attending physician will be required to provide sufficient medical information, including the employee's diagnosis and prognosis, to allow the group life insurance carrier to assess the life expectancy.
2. Requests for advance payments must be in writing.
3. Authorization from the Employer must be submitted with the employee's request.
4. The amount of the payment will be 50% of the life insurance coverage, subject to a maximum of \$50,000.
5. A signed release will be obtained from the insured employee prior to payment being made. A release is not required from designated revocable beneficiaries as they have no legal rights to life insurance proceeds until after the insured's death. Situations involving irrevocable beneficiaries or divorce judgments will require special releases.

MEMORANDUM OF UNDERSTANDING 1

Re: Board and Lodging and Relocation Expenses

Definitions

For the purpose of these regulations:

"*stationary employees*" are employees who occupy positions that require them to:

- (a) carry out their duties on a day-to-day basis at their headquarters; and/or
- (b) travel from their headquarters for short periods of time; and/or
- (c) travel from their headquarters more or less on a continuous basis, but whose assignments are of sufficiently short duration so that temporary headquarters cannot be practically assigned;

"*seasonal field employees*" are those employees who occupy positions which permit them to be normally domiciled at their permanent headquarters but who are assigned field duties on a seasonal basis, returning to their permanent headquarters when not working in the field;

"*seasonal camp*" is a camp that will be established and occupied less than five months and is usually comprised of tents and, where feasible, trailers;

"*fly or sub-base camp*" is a camp that will be established and occupied on a very temporary basis, is mobile in nature, and is generally isolated with very restricted access;

"*local hire*" is a person who is hired or is domiciled within 80 kilometres of the job site by means of the shortest road route;

"*travel status*" with respect to an employee means absence of the employee from the employee's designated headquarters or geographic location on government business with the approval of the Employer, but travel status does not apply to employees temporarily assigned to a position outside of the designated headquarters or to field status employees;

"*headquarters or geographic location*" is that area within a radius of 32 kilometres where employees ordinarily perform their duties. When employees are relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist;

"*dependants*" for the purpose of definition, dependants are spouse, dependent children and anyone for whom the employee claims exemption on federal income tax returns;

"*private dwelling house*" refers to the single family residence of the employee on a reasonable amount of property required to support such a house, owned by the employee and/or the spouse, and for which evidence of title can be provided. "*House*", "*residence*" and "*property*" refer solely to the property occupied as the principal residence of the employee at the time of relocation, including mobile homes.

"*reasonable amount of property*" where an employee elects to purchase a dwelling house on a piece of property that would not be considered a "*reasonable amount*" (ie., hobby farm, etc.), the following formula shall be used to determine the value of the private dwelling house for legal fee reimbursement purposes:

- (a) value of an average serviced lot in or close to the nearest town;
- (b) assessed value of actual house on site;
- (c) total added value in (a) and (b).

Part I - Board and Lodging Regulations

1.1 Board and Lodging Allowances

(a) Local Hire:

No board and lodging will be supplied or no living allowance will be paid to persons hired locally for a project. Should such persons be transferred to another project where the distance involved requires the persons to reside away from their original point of domicile, then board and lodging allowances will apply.

(b) Employees at Their Headquarters:

No board and lodging will be supplied, or living allowance or meals and/or accommodation paid to employees while at their permanent place of residence or to "*stationary*" or "*seasonal field*" employees while at their permanent headquarters, except as specifically authorized by the collective agreement.

(c) Travel Status:

"*Stationary*" employees who are required to travel away from their permanent headquarters up to a maximum of 60 days at one location on a continuous basis shall be entitled to the current meal allowance and accommodation reimbursement, or the current private accommodation allowance in lieu of accommodation reimbursement:

(1) "seasonal field" employees who are required to travel away from their permanent headquarters up to a maximum of 60 days at one location on a continuous basis, or, who are required to travel away from their assigned temporary headquarters for short periods up to a maximum of 30 days at one location on a continuous basis, or, who are moving from one assigned temporary headquarters to another, for a period up to 30 days at the beginning of each assignment to enable them to arrange suitable longer term accommodation, or until the Employer makes other arrangements such as providing board and lodging using community services or camp facilities;

(2) Notwithstanding any provisions contained in (c)(1), above, travel status will not apply where the Employer decides to provide for or supplies free board and lodging.

(d) *Board and Lodging:*

The following class of employees, when not on travel status, and under the conditions stated, shall be entitled to board and lodging supplied by the Employer in either employer-operated camps or by means of local community services:

- (1) "stationary" employees assigned to a temporary headquarters;
- (2) "seasonal field" employees assigned to a temporary headquarters.

(e) *Per Diem Living Allowance:*

The per diem living allowance is intended to cover only those living costs which are considered over and above normal for those employees whose positions require mobility or require that the employee live in the field thereby making it impractical to establish a relatively permanent residence or reside at their permanent residence.

(1) Where employees would otherwise be entitled to travel status under Subsection (c) or board and lodging supplied under (d) above, employees may elect a per diem living allowance in lieu of travel status or board and lodging supplied, in which case employees shall be responsible to find and pay for their own accommodation and make and pay for their own board arrangements; however, where the Employer establishes a camp, employees will be obligated to receive board and lodging using camp facilities at the Employer's option.

(2) The election of the per diem allowance by employees shall not result in greater transportation costs to the Employer than would have resulted if board and lodging was supplied by the Employer.

(3) Where employees are entitled, the per diem living allowance will be \$35.50 per day for each calendar day in the month. This will be paid via the payroll (subject to income tax) one month in arrears to enable the pay offices to calculate the correct entitlement. This allowance will be paid for the periods employed on the job and will include days of rest, statutory and declared holidays, short-term illness and injury absence, approved WCB leave with pay, other approved leave of absence with or without pay for periods up to five days. Without limiting or extending the provisions of this section, the per diem allowances will not be payable during the following periods:

- (i) non-approved unpaid absences from the job including abutting weekends;
- (ii) unpaid WCB leave and unpaid absence due to illness or injury in excess of five days, except that where such conditions occur and the employee remains at the job area, then board and lodgings will be supplied by the Employer, but not beyond the period of hire or 20 days, whichever is the lesser;

- (iii) while on educational leave with or without pay;
 - (iv) termination pay for vacation and pre-retirement leave upon retirement;
 - (v) while employees are away from the job under Clauses 32.19;
 - (vi) while employees are moving from one job site to another or from one headquarters to another and on travel status.
- (4) Where employees have elected free board and lodging it is understood and agreed that 50% of the per diem living allowance will be payable where the Employer is unable to supply board but lodging is supplied.
- (5) Where employees have elected the per diem allowance, it is understood and agreed that, in the following situations, 50% of the per diem allowance will be payable where the employee and the Employer mutually agree that it is necessary to retain employees' accommodation at designated headquarters, and in such cases the Employer's agreement shall not be unreasonably withheld:
- (i) where employees are temporarily assigned away from designated headquarters and are on travel status or supplied with free board and lodging;
 - (ii) where employees are on annual holidays, banked holidays, or compensatory time off with pay; for the purposes of calculating the allowance, holiday, or compensatory time off will be considered to commence on the first working day off the job, and will end the day before the employee's return to work;
 - (iii) where employees are on leave with pay for union business;
 - (iv) where employees are in receipt of STIIP in excess of five consecutive days, on approved WCB leave with pay in excess of five consecutive days or on other approved leaves of absence with or without pay for periods in excess of five consecutive days.

Where the employee and Employer do not find it necessary to retain accommodation at the employee's headquarters under the circumstances outlined in this section, then no per diem allowance is payable.

(6) It is understood that the Employer will advise employees in advance as to what type of board and lodging facilities are or will be made available, and employees will advise in writing if requested, prior to final arrangements being made, whether or not they wish to accept board and lodging supplied or elect the per diem living allowance. The decision reached will remain in effect for the duration of the project, except that changes may be made by mutual agreement.

(7) Where employees have elected the per diem living allowance, it is understood and agreed that the Employer will be required to provide sufficient notice in writing of the termination date of the project to enable employees to avoid possible duplication of accommodation payments. In the event the project terminates earlier than the notice date given, employees shall be entitled, upon production of receipts, to any duplication accommodation costs incurred directly resulting from the insufficient notice. Where the project terminates later than the notice date given, employees shall be entitled, upon production of receipt, to any abnormal increase of costs in accommodation, or any duplication of accommodation costs, directly resulting from extending the termination date of the project. This would not include normal increases in rent that may be experienced during the extended period.

1.2 Moving of Trailers and Household Effects

It is understood and agreed that it is necessary for some "seasonal field" and "stationary" employees to move from one assignment to another to carry out their normal duties. In these cases, the regular relocation expenses will not apply, instead, the Employer shall be responsible for arranging and paying for the moving of an employee's single wide mobile trailer or home up to the maximum width allowed on the highway with a permit, and one vehicle, and/or household effects.

1.3 Type of Accommodation

It is agreed and understood that where the Employer supplies lodging using community services whenever possible, the employee will be entitled to single accommodation, and the sharing of a room with other employees will not be required except under unusual circumstances, such as where sufficient accommodation is not available. Where employees are sharing accommodation with persons other than employees entitled to lodging, or where an employee chooses to use accommodation in excess of single accommodation, the employee will be responsible for all lodging costs in excess of the single accommodation rate.

Part II - Relocation Expenses

2.1 Policy

(a) *Relocation expenses will apply:*

- (1) to regular employees and to auxiliary employees who qualify pursuant to Clause 31.2 who have to move from one headquarters or geographic location to another after completing their probation period and after winning an internal competition where the position is permanently located at another headquarters or geographic location;
- (2) to employees who have to move from one headquarters or geographic location to another at the Employer's request to fill a position which is permanently located at another headquarters or geographic location.

(b) Relocation expenses will not apply, but instead the applicable travelling, living and moving expenses provided under the collective agreement will apply to the following groups of employees who will not be considered to be on relocation:

- (1) to employees whose normal duties require moves from one temporary headquarters to another or from one assignment to another;
- (2) to employees who are successful applicants for posted positions, where such positions are not permanently located at one headquarters or geographic location.

(c) To employees entitled to relocation expenses, the Employer will pay travelling, living and moving expenses on relocation in accordance with the following provisions.

2.2 Travel Expenses on Relocation

(a) *Initial Trip to Seek New Accommodation*

The Employer shall grant, with no loss of basic pay, prior to relocation, at a time mutually agreeable to the Employer and the employee, up to five days plus reasonable travel time, to an employee being relocated and shall reimburse the employee for travel expenses for the employee and spouse in accordance with the collective agreement.

Any time beyond specified time may be charged against the employee's annual vacation credits, however, expenses will not be payable. This leave must be for the specific purpose of locating accommodation, with the intent, in as many instances as possible, that furniture and household effects may be delivered directly to the new residence.

(b) *Travelling Expenses Moving to New Location*

The Employer shall provide reimbursement of travel expenses incurred during relocation for employees and dependants, for the actual travel time, plus accommodation and meals up to seven days at the new location when employees are unable to move into the new accommodation. Such expense allowances will be in accordance with the collective agreement.

Meals:	Adults - full rate
	Children 12 and under - one-half rate
	Motel or Hotel - on production of receipts

Private lodging:	at old or new location - current rate
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(c) Where dependants of an employee relocate at a time different than the employee, the Employer shall reimburse the employee for their dependants' travel expenses, meals and accommodation incurred while travelling to the new headquarters area. In such cases where the employee remains eligible for benefits pursuant to Section 2.3, the employee will be reimbursed for their dependants' meals at the new location for a period of up to seven days.

The above allowances will be in accordance with the collective agreement.

2.3 Living Expenses upon Relocation at New Location

After the first seven days has expired at the new location and the employee can establish to the satisfaction of the Employer that there is no suitable housing available, then:

(a) the Employer shall pay an employee not accompanied by dependants at the new location, a living allowance of \$25 per day up to a maximum of 30 days; or

(b) the Employer shall pay an employee accompanied by dependants at the new location, a living allowance of \$30 per day up to maximum of 60 days;

(c) where an employee is receiving the payment in (a) above and is later joined by their dependants at the new location and the employee is still eligible for payment under this section, the payment shall be as in (b) above. However, the maximum period of payment under (a) and (b) shall not exceed 60 days.

2.4 Moving of Household Effects and Chattels

On relocation, the Employer shall arrange and pay for the following:

(a) moving of household effects and chattels up to 8,165 kg. including any item(s) which the contracted mover will accept as part of a load which includes household appliances and furniture, hobbies, boats, outboard motors and pianos;

(b) comprehensive insurance to adequately protect the employee's household effects and chattels during the move up to a maximum of \$60,000;

(c) where necessary, insured storage up to two months, upon production of receipts;

(d) the packing and unpacking of the employee's household effects and chattels;

(e) when an employee is being relocated and opts to move their own household effects and chattels, the employee shall receive one of the following allowances:

- (1) \$500 for a move not exceeding a distance of 240 kilometres;
- (2) \$800 for a move which exceeds a distance of 240 kilometres;
- (3) \$250 where the employee is entitled to receive the amount pursuant to Section 2.7(d).

(f) where the employee exercises an option pursuant to (e) above then the provisions of (a) and (d) above shall not apply.

2.5 Moving of Mobile Homes

(a) On relocation, an employee who owns a mobile home may opt to have their mobile home moved by the Employer in either of the following circumstances:

- (1) where the employee's new headquarters area is on the list of isolated areas, providing no suitable accommodation is available; or
- (2) where an employee is living in a mobile home which was moved to its present location by the Employer, and the employee's headquarters prior to the impending relocation is named on the list of isolated locations.

(b) Where an employee's mobile home is moved by the Employer under this section then the Employer shall also arrange and pay for the following:

- (1) moving of single wide mobile trailer or home up to the maximum width allowed on the highway with a permit including any skirting, cabanas or attachments. Where mobile homes in excess of the above are involved, the Employer will pay:
 - (i) the equivalent cost of moving a single wide mobile trailer or home up to the maximum width allowed on highways with a permit; or
 - (ii) the real estate and legal fees involved in selling the extra wide trailer up to a maximum of \$5,000;
- (2) comprehensive insurance to adequately protect the employee's household effects, chattels and trailer during the move up to a maximum of \$60,000;
- (3) the setting up and levelling of a mobile home or double wide, at the new location to a maximum of \$600 upon production of receipts;
- (4) the packing and unpacking of the employee's household effects and chattels if required.

(c) Where an employee is living in a mobile home and is not included in (a) above, and chooses to move the mobile home to the new headquarters area, the employee shall be entitled to reimbursement for costs covered in (b) above up to a maximum of \$2,500 upon production of receipts.

(d) Where the employee opts under this section to have a mobile home moved, there shall be no entitlement to the provisions of Sections 2.4 and 2.10.

2.6 Moving of Personal Vehicles Upon Relocation

The Employer shall reimburse employees for the cost of transporting one personal vehicle and one trailer towed by the personal vehicle.

The vehicle and trailer, where applicable, may be driven in which case current vehicle allowance rates for the vehicle only will apply, or, vehicle and trailer, where applicable may be shipped by rail or boat, in which case the cost of the least expensive method will be paid.

In addition, the Employer will pay for any additional transportation charges such as ferry fares for the vehicle and trailer with or without load.

2.7 Incidental Expenses on Relocation

The Employer shall pay to the employee upon relocation only one of the following amounts, to cover incidental expenses on relocation, and once the employee has claimed one allowance no alternate further claim may be made:

- (a) when an employee purchases a private dwelling house in the new location - \$600;
- (b) when the employee is moving to rental accommodation in the new location - \$300;
- (c) when an employee is moving with a mobile home - \$200;
- (d) when the employee is moving to room and board - \$150.

The application for incidental expenses on relocation must be made by the employee on the appropriate form within 60 days of the employee's arrival at the new location, unless there is no available suitable housing, in which case application must be made within 60 days of suitable housing becoming available.

2.8 Notice to Employee Upon Relocation

It is understood and agreed that the Employer will provide employees with reasonable notice of the relocation effective date, and wherever possible, at least one month's notice shall be given. Where less than one month's notice is given, or the relocation date is altered either earlier or later than the relocation effective date given which directly results in duplication of rent costs to the employee, then the Employer agrees to reimburse the employee, upon production of receipts, for the duplicate rent payments at the new location.

2.9 Requested Relocation by Employee

Where an employee requests a relocation from one headquarters or geographic location to another, all travelling and living expenses incurred in such a move are the responsibility of the employee.

2.10 Real Estate and Legal Fees

On relocation or within one year of the effective date of relocation, an employee who purchases and/or sells their private dwelling house, will be entitled to claim for the following expenses upon production of receipts:

- (a) Reimbursement of fees to a maximum of \$8,500, charged by a real estate agency for the selling of the employee's private dwelling home in which they resided immediately prior to relocation.
- (b) An employee who has sold their own home without the aid of a realtor shall be entitled to claim \$2,000.
- (c) Allowance for legal fees encumbered upon the employee because of the purchase of their private dwelling house in which they live after relocation will be paid in accordance with the following:
 - 1% of the first \$50,000 of the purchase price;
 - one-half of 1% of any amount of the purchase price above \$50,000;
 - the total cost to the Employer under Part (c) shall not exceed \$1,000.

(d) Where an employee purchases a reasonable amount of property, secures a joint mortgage (land and private dwelling) and begins construction within six months of relocation (ie., foundation poured), they shall be entitled to reimbursement of legal fees not to exceed the amount specified in (c) above. In these circumstances, the reimbursement shall be for one transaction only.

(e) The employee may only claim legal fee reimbursement in either (c) or (d) above, not both.

Part III

Where a regular employee is required to relocate:

(a) as a result of the Employer moving its operation from one geographic location to another (see collective agreement Clause 12.8);

(b) as a result of accepting a placement pursuant to Article 13, provided the employee is in receipt of layoff notice;

the employee will be entitled to the following reimbursements in addition to the provisions of MOU 1 Part II, upon production of receipts:

- Real estate commission fees not to exceed \$15,000. Where a claim is made under this section, there shall be no entitlement to MOU 1 Part II, 2.10(a);
- Except where the terms of the employee's mortgage allow the employee to transfer the mortgage to a new residence without penalty, the mortgage discharge fee not to exceed \$200 and mortgage pre-payment penalty, if any;
- Survey Certificate fee as required for the acquisition of a mortgage/purchase of a private dwelling at the new location;
- Interim financing fees and/or interest charges incurred for the purchase of the private dwelling house in the new location for a maximum period of 60 days. The employee shall provide the necessary documentation to demonstrate that such interim financing arrangements were incurred and/or duplicate mortgage payments have been made.

Part III does not apply where the employee's private dwelling in which they resided immediately prior to relocation is not sold.

MEMORANDUM OF UNDERSTANDING 2

Re: Flexible Work Arrangements

The parties agree that balancing life and work is an important aspect of an employee's being able to provide the best possible service to the Freshwater Fisheries Society of BC. Further, the parties are committed to flexible work arrangements that are advantageous to both the Employer and employees. Flexible work arrangements support collaborative and participative processes that encourage flexibility, innovation, work/life balance and the enhancement of productivity and organizational success.

The objective of this memorandum of understanding is to provide parameters and guidance regarding flexible work arrangements, specifically a modified workweek and job sharing. Flexible work arrangements are not appropriate for all regular employees. They are neither an obligation nor a right. Participation in flexible work arrangements is voluntary and is not a condition of employment.

A. Modified Workweek

(a) Where there is mutual agreement between the union designate and the Employer's designate at the local level for a modified workweek, work schedules may be arranged on one of the following bases:

- (1) 4/4 - the workday shall be eight hours and 45 minutes.
- (2) 5/4 - the workday shall be seven hours and 47 minutes.
- (3) 5/5/4 - the workday shall be seven hours and 30 minutes.
- (4) 5/5/5/4 - the workday shall be seven hours and 22 minutes.

(b) *The foregoing work schedules shall be subject to the following provisions:*

- (1) It is understood that the implementation of modified workweek work schedules is dependent on receiving approval from the Employer prior to implementation.
- (2) There shall be equitable rotation of the extra days off as mutually agreed at the local level.
- (3) Pursuant to Clause 14.3(b) - Conversion of Hours - Vacation, for vacation purposes employees shall remain on the agreed work schedules and vacation entitlement shall be converted to hours. The scheduled daily hours shall be deducted from the vacation entitlement for each day of vacation taken.
- (4) Pursuant to Clause 14.3(c) - Conversion of Hours - Designated Paid Holidays, any shortfall arising from designated paid holidays falling within the schedule shall be scheduled by mutual agreement.

- (c) (1) The extra day off is scheduled by mutual agreement at the local level on Monday or Friday; or
- (2) is scheduled by mutual agreement within the applicable cycle in (a) above.

B. Job Sharing

Job Share is an arrangement between two employees (partners) who perform the duties of a position previously performed by one full-time employee. Job Share situations are not promotional opportunities; therefore half of a job share cannot be posted or advertised as a promotional opportunity.

Partners in a job share proposal must both be qualified for the position and at the same level, or a higher classification than the position to be shared. The partners are appointed to and paid at the classification level of the shared position.

Job Share arrangements are at the discretion of the Employer.

Job Share arrangements can be considered where one of the partners proposing the job share already occupies the full-time position under consideration, or where two partners propose to share a vacant position that is at a classification level that is the same or lower than the partners' current positions.

Job Share arrangements may be approved on a trial basis for a three month period to enable all the parties to assess whether the job share arrangement is suitable.

Initiation of Job Share Arrangements

Job Sharing proposals must be submitted in writing to the excluded manager for approval and must include the following:

- identification of the partners and the position to be shared, including classification levels;

- a written statement signed by both partners requesting part-time employment to job share as outlined in the proposal;
- information on the qualifications and experience of the proposed partners;
- a description of how job duties and responsibilities will be shared and workload priorities determined on an ongoing basis;
- a proposal on how extended absences may be covered;
- details on arrangements to communicate necessary information to each other, clients, colleagues and the supervisor; and
- preferred start date and work schedules (subject to relevant collective agreements, if applicable).

If approved, the job share proposal is confirmed in writing and becomes the job share agreement. The job sharing partners are then appointed as part-time employees and are subject to the applicable policies (e.g., Recruitment, Selection and Appointment). Benefits are in accordance with those approved for part-time employees. Most benefits are prorated based on the number of hours the partner works; some benefits are paid in full to both partners.

The appointment letter should address the terms and conditions of employment and the agreed to terms of the job share arrangement. If the Employer intends to increase either partner's hours of work due to operational requirements or as the result of the extended absence of the other partner, it must be stated in the appointment letter.

Acceptance of the appointment must be in writing.

Changes to Job Share Arrangements

Changes to job share arrangements may be initiated by either the Employer or the employee. All changes must be in writing and approved by the responsible excluded manager.

If the appointment letter states that the employee's hours may be increased, this is not meant to be a permanent change in hours unless requested by the employee and approved by the excluded manager, nor is it meant to limit the excluded manager's responsibility to determine how operational requirements will be met on each occasion. Partners will give as much notice as possible of an extended absence or change to a job share arrangement so the supervisor can give adequate notice before increasing a partner's hours of work.

Termination of Job Share Arrangements

The job share arrangement may be terminated, in writing, by either the Employer or the employee.

The Employer may terminate a job sharing arrangement for bona fide operational reasons.

If the Employer terminates the job sharing agreement:

- it is the Employer's responsibility to find part-time work for employees who do not wish regular full-time work. This may include a new job share arrangement if there is a suitable vacant position and the supervisor/manager of that position agrees.
- If either partner terminates the job share arrangement:
- the remaining partner may request to fill the position full-time;
- the remaining partner may find another job share partner (through solicitation of interest) and develop a new job share proposal for approval by the excluded manager;

- the excluded manager has the option of creating two part-time positions and posting one of them (half a job share cannot be posted as a promotional opportunity). In this case, the manager would not have the ability to increase the remaining part-time employee's hours to cover extended absences without the employee's agreement; and,
- the Employer will endeavour to find a suitable position for the remaining job sharing partner; however; the onus is on the remaining employee to find alternative employment.

MEMORANDUM OF UNDERSTANDING 3
Re: Project Employees

The parties agree to establish a project to provide an alternate means of undertaking time limited project work. It is anticipated that this pilot will also facilitate a reduction in the number of contractors engaged to do work which could be performed by employees. To meet these objectives, the following provisions will apply:

1. Project employees will be engaged for projects of 12 to 24 months' duration. Where a project employee is retained beyond the 24 month maximum, they will be deemed a regular employee from their initial date of hire.
2. Project employees' terms and conditions of employment shall be those applicable to regular employees under this agreement except as provided in this memorandum. Internal status shall not apply except as provided pursuant to 3 below.
3. At the completion of the project, such employees will receive severance pay in the amount of three weeks' pay per year of project service or portion thereof. Project employees will have no residual rights in respect of the application of any provision of the collective agreement following severance, except that internal status will apply for the six months following.
4. Projects for which these employees may be hired shall be as mutually agreed by the Principals, or their designates, within five workdays of request, where possible, but no later than 10 workdays.

MEMORANDUM OF UNDERSTANDING 4
Re: Temporary Market Adjustments

The parties recognize that recruitment and retention challenges with specific bargaining unit positions may occur over the life of the collective agreement. The intention of this memorandum is to provide an expeditious means of addressing salary issues which may be associated with such recruitment and retention challenges.

Temporary market adjustment(s) subject to this Memorandum are guided by the following:

1. Positions identified to receive a TMA may include specialized and/or unique positions that are not part of a larger generic group; or the recruitment challenge can be directly linked to the geographic location of the work.
2. The TMA is not considered as base pay, but is pensionable.
3. An eligible employee in receipt of salary protection pursuant to Clause 27.7 will have the TMA reduced by the corresponding amount of salary protection.

4. Except in cases of temporary appointments and substitution pay, an eligible regular employee in receipt of a TMA will continue to receive the TMA should it be discontinued pursuant to 5 below so long as they remain in the position and the principal duties of the position remain unchanged.
5. Any temporary market adjustment is subject to mutual agreement between the bargaining Principals for the term of the collective agreement except that the Employer may terminate the payment of any TMA with 60 days' notice to the Union. Except as provided in 4 above, payment of the TMA will cease on the expiry or termination date.

This memorandum supersedes and nullifies any former agreement(s) respecting the matter of temporary market or wage adjustments.

The parties agree to temporary market adjustments as per the table below to expire in accordance with 5 above.

Position/Classification	TMA %
IS 18, BIO 27 and 30	3.3
FO 18*, FO* and IS 21, 24 and 27	6.6
FO* and IS 30 and above	9.9

*The TMA applies solely to those positions where a recognized accounting designation (i.e. CMA, CGA, CA) is a requirement of the position and the incumbent possesses such designation.

MEMORANDUM OF UNDERSTANDING 5
Re: Scheduling of Earned Time Off and Vacation on Layoff

Auxiliary employees who have earned time off (ETO) will have their earned time off scheduled as time off commencing at the effective date of layoff.

Auxiliary employees may, on request, also schedule earned vacation credit commencing at the effective date of layoff. In such cases, the provisions of Clause 18.5 shall not apply.

The auxiliary employee will not be subject to recall during the period of the scheduled earned time off or vacation.

Employees on scheduled ETO or vacation past the effective date of layoff will not be grounds for a claim from another employee that he or she has been laid off out of order of seniority or that the employee had not been recalled in order of seniority.

MEMORANDUM OF UNDERSTANDING 6
Re: Gainsharing

The parties acknowledge that suggestions for gainsharing improvements may arise or be negotiated at any time during the life of this agreement to provide additional (one-time or ongoing) payments. Where such initiatives are identified, the bargaining Principals will meet to review the proposal and consider whether it should be included within the scope of this Memorandum. The parties agree to not terminate gainsharing for the life of the agreement.

MEMORANDUM OF UNDERSTANDING 7**Re: Seniority for Promotion of Auxiliary Employees within a Seniority Unit**

An auxiliary employee who accepts work in a position with a higher classification within the same classification series in the same geographic location and seniority unit will retain their accrued seniority hours worked in the junior classification, and have seniority accrued at the higher classification recognized for the purpose of layoff and recall to the junior classification as long as recall rights are maintained. This cumulative time is not eligible to be used toward recall to a higher classification or toward meeting conversion criteria.

Upon relocation, an auxiliary employee moving to a new auxiliary position in a different location will not have their seniority transferred for the purposes of recall in the new location, except as provided by Clause 31.3(b).

This MOU became effective May 22, 2013, and has no retroactive application.

MEMORANDUM OF UNDERSTANDING 8**Re: Intern Rate for Entry Level Positions**

The parties agree that for all new external hires at grid level 11 and below, an intern rate shall be in effect for a period equivalent to six month's employment (913) hours.

Employees hired into positions at grid 6, 7, 9 and 11 shall be assigned for pay purposes only, at step one of the pay band equivalent to two grids lower on the salary scale.

At the end of the equivalent of six month's employment, employees on an intern wage shall move to step one of the applicable grid into which they were hired.

MEMORANDUM OF UNDERSTANDING 9**Re: Health Spending Account**

The Employer will provide a Health Spending Account in the amount of \$300 for employees covered by the Employer's extended health benefits plan for the term of this agreement. The Health Spending Account will be governed by the Employer's extended health benefits plan provider policies for health spending accounts, and employees will be provided with relevant plan provider information for use of the Health Spending Account.

MEMORANDUM OF UNDERSTANDING 10**Re: Legislative Changes to Parental Leave**

The parties recognize that the federal government plans to implement the extension of the parental leave entitled from a total of up to 37 consecutive weeks to 63 consecutive weeks under the *Employment Insurance Act*.

Changes to the language under Article 21 will be as follows:

21.1 Maternity Leaves - Maintain Current Language

21.2 Parental Leave

- (a) Upon written request an employee shall be entitled to parental leave of up to 37 consecutive weeks or 62 weeks without pay.
- (b) Where both parents are employees of the Employer, the employees shall determine the apportionment of the parental leave entitlement between them.
- (c) Such written request pursuant to (a) above must be made at least four weeks prior to the proposed leave commencement date.
- (d) Leave taken under this clause shall commence:
 - (1) in the case of the birth parent, immediately following the conclusion of leave taken pursuant to Clause 21.1 or 21.3;
 - (2) in the case of the other parent, immediately following the birth or placement of the adoptive child.
 - (3) The commencement of the leave taken pursuant to (1) or (2) above may be deferred by mutual agreement, however, the leave must conclude within the 78-week period after the date of birth or placement of the adoptive child. Such agreement shall not be unreasonably withheld.Such leave request must be supported by appropriate documentation.
- (e) Leave taken under this clause and Clause 21.1 is intended to be for the care of children.

21.3 Benefit Waiting Period - Maintain Current Language**21.4 Benefit Waiting Period Allowance - Maintain Current Language****21.5 Maternity Leave Allowance - Maintain Current Language****21.6 Parental Leave Allowance**

- (a) An employee who qualifies for parental leave pursuant to Clause 21.2, shall be paid a parental leave allowance in accordance with the Supplemental Employment Benefit (SEB) Plan. In order to receive this allowance, the employee must provide to the Employer proof of application and eligibility to receive employment insurance benefits pursuant to the *Employment Insurance Act*. An employee disentitled or disqualified from receiving employment insurance benefits is not eligible for parental leave allowance.
- (b) Pursuant to the Supplemental Employment Benefit (SEB) Plan and subject to leave apportionment pursuant to Clause 21.2(b), the parental leave allowance will consist of a maximum of 35 weekly payments, equivalent to the difference between the employment insurance gross benefits and any other earnings received by the employee and 75% of the employee's basic pay.
- (c) Where an employee has chosen to take parental leave of up to 62 weeks, the employee will receive the equivalent overall amount of parental allowance to which they would have been entitled to for the parental leave period as defined in (b) above, but the allowance payments will be spread out over 61 weeks instead of 35.

21.7 Pre-Placement Adoption Leave - Maintain Current Language**21.8 Benefits Continuation - Maintain Current Language****21.9 Deemed Resignation - Maintain Current Language**

21.10 Entitlements upon Return to Work - Maintain Current Language**21.11 Maternity and/or Parental and/or Pre-Adoption Leave Allowance Repayment - Maintain Current Language****21.12 Benefits upon Layoff - Maintain Current Language****21.13 Extended Child Care Leave**

Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:

- (a) The employee's application shall be submitted to the Employer at least four weeks prior to the expiration of leaves taken under Clauses 21.1, 21.2 or 21.7.
- (b) The combined length of leaves taken under Clauses 21.1, 21.2, 21.7 or 21.13 shall not exceed 18 months.
- (c) The employee's return to work requirements of Clauses 21.8(b) and 21.11 shall be deferred until the expiration of leave taken under this clause. Notification of return to work and return to work shall be subject to Clause 21.9.
- (d) Upon return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.
- (e) Leave taken under this clause is intended to be for the care of children.

MEMORANDUM OF UNDERSTANDING 11**Re: Article 14 - Hours of Work**

The parties agree to discuss the hours of work schedule relating to Facilities Maintenance at the Fraser Valley Trout Hatchery at the Joint Labour Management Committee with a view to reducing standby coverage requirements.

MEMORANDUM OF UNDERSTANDING 12**Re: Clause 16.1 - Overtime Compensation**

The parties agree to discuss the form of overtime compensation (e.g. monetary or time off) relating to overtime accrued on projects outside the normal scope of operation, and/or externally funded projects at the Joint Labour Management Committee.