

***REGIONAL DISTRICT OF
FRASER-FORT GEORGE***

***COLLECTIVE AGREEMENT
WITH
CUPE, LOCAL NO. 1699***

**FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2021**

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THIS AGREEMENT MADE THE 23rd DAY OF AUGUST, 2018

BETWEEN: THE REGIONAL DISTRICT OF FRASER-FORT GEORGE
(Hereinafter called "the Employer")

PARTY OF THE FIRST PART

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 1699
(Hereinafter called "the Union")

PARTY OF THE SECOND PART

ARTICLE I – INTERPRETATION

1.01* GLOSSARY

In this Agreement, unless the context otherwise requires:

"Administrator" means the Administrator of the Regional District, or the Administrator's delegate.

"biweekly period" means any two (2) consecutive calendar weeks.

"bargaining unit" means the group of employees who are collectively represented by the Union.

"calendar day" means a twenty-four (24) hour period.

"call out" means overtime which has not been pre-arranged with an employee during his/her regular working hours.

"casual employee" means an employee who works irregular hours on an as-needed basis.

"days of rest" means two designated consecutive days free from work in every seven (7) day period.

"emergency" means an unforeseen situation or set of circumstances which, if not acted upon without delay, could reasonably be expected to result in personal injury.

"full-time employee" means an employee who normally works a full work week.

"grant-assisted employee" means an employee whose wages are subsidized by the Provincial or Federal Government.

"grievance" means any difference arising out of the interpretation, application, administration or alleged violation of this Agreement, or a case where the Union believes that the Employer has acted unjustly, improperly, or unreasonably.

"lay off" means the period of time for which there is a temporary interruption of employment by the Employer.

“medically responsible” means an employee who is appointed as a representative in a representation agreement in the *Representation Agreement Act* of British Columbia.

“overtime” means the time worked outside of an employee’s regular work schedule which consists of either seven and one-quarter (7¼) hours or eight (8) hours per day.

“part-time employee” means an employee who regularly works a fixed schedule which is less than a normal full work week of thirty-six and one-quarter (36¼) or forty (40) hours.

“permanent employee” means an employee whose term of employment has no specified duration or termination date.

“probationary employee” means a newly hired employee who has not yet completed his/her probation period.

“regular employee” means an employee who is not a probationary employee.

“resignation” means an employee’s employment with the Employer has been ended by the employee.

“seniority” means the length of accumulated regular scheduled hours with the Employer while part of the bargaining unit, including all approved leaves of absence with the exception of absences approved under Articles 18.07 and 18.10.

“shift” means a period of work or duty scheduled within one twenty-four (24) hour period.

“shift block” means a scheduled series of shifts alternating with days of rest.

“sick leave” means the period of time that an employee is absent from work with full pay by virtue of being sick, disabled, or quarantined and includes approved time off for visits to a physician, dentist, chiropractor, or other licensed medical practitioner or because of an accident for which compensation is not payable under provincial workers’ compensation legislation.

“spouse” means a person to whom the employee is legally married and legal common-law spouse shall be recognized as equivalent to spouse in any part of this collective agreement where the term “spouse” is used, including relationships pertaining thereto.

“supervisor” means an employee, either inside or outside the Bargaining Unit, to whom another employee reports directly on a regular basis.

“temporary employee” means an employee whose term of employment has a specified duration or termination date.

“termination” means an employee’s employment with the Employer has been ended by the Employer.

“working day” means a day for which an employee receives pay from the Regional District.

1.02 PLURAL OR FEMININE TERMS MAY APPLY

Where the singular or masculine is used in this Agreement, it shall be construed as the plural or feminine or vice-versa where the context so requires.

1.03 MUTUALLY AGREED CHANGES

Any mutually agreed changes to this Agreement shall form part of this Agreement and are subject to the grievance and arbitration procedures.

ARTICLE 2 – GENERAL CONDITIONS

2.01 CORRESPONDENCE

All correspondence between the parties hereto, arising from or incidental to this Agreement, shall pass between the Administrator of the Employer and the President of the Union or their delegates.

2.02 REPRESENTATIVES OF CANADIAN UNION OF PUBLIC EMPLOYEES

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.

2.03 TECHNICAL INFORMATION

The Employer shall make available to the Union, upon written request, information such as job descriptions, job classifications, wage rates, and costs of benefit plans. The Union recognizes the right of the Employer to undertake confidential studies of personnel or bargaining related matters at its own expense and to withhold such studies from the Union.

2.04 EMERGENCY SERVICES

The parties agree to provide services of an emergency nature in the event of a strike or lock-out involving the Union and the Employer.

2.05 PERSONNEL FILE

As soon as possible, and no later than twenty-four (24) hours after an employee's written request, an employee shall have the right to access and review his/**her** personnel file.

Any disagreement as to the accuracy of information contained in the file may be subject to the grievance procedure and the eventual resolution thereof shall become part of the employee's file.

No information from the employee's personnel file, of which the employee was not aware at the time of filing, may be introduced in any hearing. Compliance with Article 9.03 shall provide confirmation of employee awareness. Employees shall have the right to have copies made of any material contained in their file.

Employees may apply in writing to have material of an adverse or disciplinary nature removed from their personnel files after a period of time equivalent to twenty-four (24) months of full-time employment, provided no further material of an adverse or disciplinary nature is added within that period. Approval of such a request shall not be unreasonably withheld.

2.06 HARASSMENT/HUMAN RIGHTS

The Employer agrees that an employee has the right to work without being subjected to any harassment or discrimination. The Employer has Human Rights Policy HR5 to address personal harassment/human rights issues in the workplace. Any complaints of harassment or discrimination may be grieved commencing at Step 3 of the Grievance Procedure in accordance with Article 7.

2.07 BULLETIN BOARDS

The Employer shall provide a bulletin board upon which the Union shall have the right to post notices concerning Union business. The location of the bulletin board shall be determined by mutual agreement.

2.08 MEETING ACCOMMODATION

The Employer agrees to provide accommodation on the Employer's premises for Union meetings provided it does not jeopardize or unduly interfere with the Employer's operations.

2.09* PROBATION FOR NEWLY HIRED EMPLOYEES

Newly hired employees shall be placed on probation for a period of sixty (60) working days or six (6) calendar months, whichever is less, excluding lay offs. Upon completion of the probationary period, such employees shall be granted seniority effective from the original date of employment.

The probation period may be extended by mutual agreement between the Employer and the Union.

2.10 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 Code of British Columbia* or the *Canada Labour Code*. Any employee failing to report for duty in such circumstances shall be considered to be absent without pay. Refusal 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.

ARTICLE 3 – MANAGEMENT RIGHTS

3.01 RIGHT TO MANAGE

The Union recognizes the right of the Employer to operate and manage the Regional District in accordance with its commitments and responsibilities and to make and alter, from time to time, rules and regulations to be observed by employees provided that such rules and regulations are not contrary to any provision of this Agreement. Without limiting the generality of the foregoing the Union recognizes the right of the Employer to hire, assign, discipline and discharge employees for proper cause.

ARTICLE 4 – UNION RECOGNITION

4.01 RECOGNITION OF UNION

The Employer recognizes the Union as the sole and exclusive collective bargaining agent for all of its employees save and except those excluded by the Labour Relations Board of British Columbia and hereby agrees to negotiate with the Union or any of its authorized committees concerning all matters affecting the relationship between parties, aiming towards a peaceful and amicable settlement of any difference that may arise between them.

4.02 NO OTHER AGREEMENTS

No employee within the bargaining unit shall be required or permitted to make written or verbal agreement with the Employer or any of its representatives which conflicts with the terms of this Agreement.

4.03 ALL EMPLOYEES TO BE MEMBERS

Except as otherwise provided herein all employees, as a condition of continued employment, shall become and remain members in good standing of the Union according to its constitution and bylaws, within thirty (30) days of commencing employment.

4.04 REFUSAL OF MEMBERSHIP

An employee whose Union membership is terminated or whose application for Union membership is rejected shall not, for those reasons alone, be subject to discharge from employment but shall nonetheless be required to pay to the Union, through check-off, an amount equal to Union dues and assessments.

4.05 CHECK-OFF PAYMENT

The Employer shall deduct from every employee any monthly dues, initiation fees or assessments levied in accordance with the Union constitution and bylaws effective from the date of joining the Union. The Union shall notify the Employer of the rates it has established for the above purposes prior to implementation.

4.06 DEDUCTIONS

Deductions shall be made from each payroll and forwarded, no later than ten (10) calendar days afterward, to the Secretary-Treasurer of the Union together with two (2) copies of the list showing names and classifications of those employees from whom the deductions have been made.

4.07 NEW EMPLOYEES

The Employer agrees to acquaint new employees, at the time of appointment, with the fact that this Agreement is in effect. New employees shall be presented with a copy of this Agreement, application for Union Membership Card and Dues Deduction Authorization Card by the Employer upon commencement of employment.

4.08 COPIES OF AGREEMENT

The Union and the Employer desire all employees to be familiar with the provisions of this Agreement and with their rights and obligations under it. For this reason the Employer shall provide, at its own expense, a copy of this Agreement to each employee within thirty (30) days of signing.

4.09 REPRESENTATION

No employee shall undertake to represent the Union at meetings with the Employer without proper authorization. In order that this may be carried out the Union will supply the Employer with the names of its officers. Likewise, the Employer shall supply the Union with the names of its supervisory personnel with whom the Union may transact business.

4.10 NO DISCRIMINATION

There shall be no discrimination, with respect to any employee in the matter of wage rates, training, upgrading, promotion, transfer, lay off, recall, classification, discipline, discharge, or otherwise by reason of race, creed, age, colour, national origin, political or religious affiliation, sex or marital status, nor by reason of his/**her** membership in a trade union, except as provided in this Agreement.

ARTICLE 5 – LABOUR MANAGEMENT COMMITTEE

5.01 COMPOSITION OF COMMITTEE

In the interest of good relations, a Labour Management Committee shall be appointed consisting of two (2) representatives of the Union and they must be members of the Executive (President and Shop Steward or alternate) and two (2) representatives of the Employer (consisting of the Human Resources Manager and one other member of the Management team or alternate). Each party shall appoint two (2) alternates. Each party will notify the other in writing of its appointees to this Committee. The Committee shall meet as required by either party.

Union representatives on the Committee who are employed by the Employer shall have the privilege of attending Committee meetings during working hours without loss of remuneration.

5.02 PURPOSE OF COMMITTEE

The purpose of the Labour Management Committee is to promote the cooperative resolution of workplace issues, to respond and adapt to changes in the economy, to foster the development of work-related skills and to promote workplace productivity.

The Committee shall enjoy the full support of both parties in the interest of improved service to the public, health and safety, and job security for the employees and shall concern itself with:

- (a) constructive criticism of all activities so that better relations shall exist between the Employer and its employees;
- (b) extending and improving service to the public;

- (c) reviewing suggestions from employees and the Employer related to performance of work, operational problems, hours of work, working conditions and service, other than grievances concerned with service; and
- (d) correcting conditions causing grievances and misunderstandings.

5.03 COMMITTEE RECOMMENDATIONS

All Committee recommendations shall be referred to the Administrator for consideration by the Employer and to the President for consideration by the Union. The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in its discussions.

5.04 TIME OFF FOR MEETING

Union representatives on the Committee who are employed by the Employer shall have the privilege of attending Committee meetings during working hours without loss of remuneration.

ARTICLE 6 – BARGAINING COMMITTEE

6.01 BARGAINING COMMITTEE

A CUPE Bargaining Committee shall be elected. The Bargaining Committees shall consist of not more than four (4) authorized representatives of each party. At least one (1) of each party's representatives shall be an employee of the Employer and the Employer's representatives shall not be members of the Union. The parties will advise each other of their representatives as early as possible prior to the commencement of collective bargaining. Each party may change its representatives at any time but shall give one (1) day of notice to the other party before recognition is required.

6.02 FUNCTION OF BARGAINING COMMITTEE

All matters of mutual concern pertaining to collective bargaining shall be referred to the Bargaining Committee for discussion and possible settlement.

6.03 MEETING OF THE COMMITTEE

In the event either party wishes to call a meeting of the Committee, it shall be arranged by mutual agreement as to time and place, with such arrangements to be made no later than six (6) working days after the receipt of the request from the other party.

6.04 ACQUIRED RIGHTS

If any of the terms or provisions of this Agreement are invalidated by the enactment of legislation the unaffected portions shall remain in full force and effect and either party may, upon notice to the other, reopen the affected parts of this Agreement for negotiation.

6.05 TIME OFF FOR MEETING

Any employee representing the Union on this Committee shall have the privilege of attending Committee meetings held during working hours without loss of remuneration.

6.06 TIME OFF TO PREPARE FOR BARGAINING

- (a) Union Bargaining Committee members shall be granted up to three (3) days off for the purpose of preparing for collective bargaining.
- (b) The Employer shall continue said employees' pay and shall be reimbursed by the Union for the costs related to this leave.
- (c) Scheduling of the three (3) days off shall be at a time mutually agreed to by the Employer and the Union taking into account bona fide operational needs of the departments affected.

ARTICLE 7 – GRIEVANCE PROCEDURE

“Grievance” means any difference arising out of the interpretation, application, administration or alleged violation of this Agreement or a case where the Union believes that the Employer has acted unjustly, improperly, or unreasonably.

7.01 STEWARDS

The Employer acknowledges the right of the Union to select stewards whose duty shall be to assist any employee who the steward represents in preparing and presenting his/**her** grievance in accordance with the grievance procedure.

7.02 RECOGNITION OF STEWARDS

The Union shall notify the Employer, in writing, of the names of the Chief Steward and every other steward and the departments they represent before the Employer is required to recognize them. The Union steward shall be recognized so long as they remain employees or until their successors are chosen.

7.03 GRIEVANCE COMMITTEE

The Employer acknowledges the right of the Union to appoint or otherwise select a Grievance Committee consisting of three (3) members who shall be employees of the Employer. The names of the Grievance Committee members shall be communicated to the Employer in writing.

7.04 PERMISSION TO LEAVE WORK

The Employer agrees that stewards and members of the Grievance Committee shall not be hindered, coerced, restrained or interfered with in any way during their investigation or presentation of grievances. It is understood that stewards and members of the Grievance Committee, being employees of the Employer, have job-related responsibilities during working hours and will therefore not leave work except as provided in this Agreement.

Prior to leaving their workplace, stewards and Grievance Committee members shall obtain the permission of their supervisor which shall not be withheld unreasonably. Where a supervisor is unavailable for the above purpose, permission will be requested from the general manager.

7.05 TIME OFF FOR GRIEVANCE

The Employer agrees that where a Union steward, a member of the Grievance Committee, a witness, or an aggrieved employee leaves his/**her** work to deal with a grievance or to attend an arbitration in accordance with this agreement, he/**she** shall suffer no loss of pay for the time so spent. It is understood that employees have job-related responsibilities during working hours and will therefore not leave the workplace or assigned work station except as provided in this Agreement.

7.06* GRIEVANCE PROCEDURE

The grievor shall have the right to be present at all steps of the grievance procedure. An earnest effort shall be made to resolve grievances in the following manner:

- STEP 1:** **The Grievance Committee and/or Steward, will submit the written grievance to the Department Head within 20 working days of date of the incident giving rise to the grievance.**

- STEP 2:** **The Department Head shall convene a meeting of the parties to the dispute, to hear the dispute and render a written decision within 10 working days of receiving the grievance.**

- STEP 3:** **Failing satisfactory settlement at Step 2, the Union shall advance the grievance to the Administrator within 10 working days of the decision rendered by the Department Head.**

- STEP 4:** **The Administrator shall convene a meeting of the parties to the dispute, to hear the dispute and render a written decision within 10 working days of receiving the grievance.**

- STEP 5:** **Failing satisfactory settlement at Step 4, the Union shall have 20 working days to refer in writing to the Employer, the dispute to arbitration or to provide written notice of withdrawing the grievance.**

These timelines can be extended by mutual agreement between the Union and the Employer.

7.07* GRIEVANCE ON DISCIPLINE

An employee who considers himself/**herself** to be wrongfully or unjustly discharged, suspended or otherwise disciplined, shall be entitled to initiate the grievance at Step 3. However, the **twenty (20) working** day time limit in **Step 1 of the grievance procedure as outlined in Article 7.06** shall not be omitted, **unless by mutual agreement between the Union and the Employer.**

7.08 REPLIES IN WRITING

Replies to written grievances shall be in writing.

7.09 FACILITIES FOR GRIEVANCES

The Employer shall supply the facilities necessary for grievance meetings involving the Union and the Employer.

ARTICLE 8 – ARBITRATION

8.01 COMPOSITION OF BOARD OF ARBITRATION

When either party request that a grievance be submitted to arbitration, the request shall be made by courier or registered mail to the other party indicating the name and address of its appointee to an arbitration board. Within five (5) working days the other party shall answer by courier or registered mail indicating the name and address of its appointee to the arbitration board. The two (2) appointees shall then meet to select a chairperson.

8.02 FAILURE TO APPOINT

If the party receiving the notice fails to notify the other party of its appointment within the time limit specified the Deputy Minister of Labour shall, upon request of the party grieving, appoint an arbitrator. If, within seven (7) calendar days of the appointment of a second arbitrator the two (2) appointees fail to select a chairperson, the appointment shall be made by the Minister of Labour upon the request of either party.

8.03 BOARD PROCEDURE

The Board of Arbitration shall determine its own procedure but shall give full opportunity to all parties to present evidence and make representations. It shall hear the grievance and render a decision within ten (10) calendar days of the last day of the hearing.

8.04 DECISION OF THE BOARD

The decision of the Board shall be final, binding, and enforceable on both parties. The Board shall not have the power to change this Agreement but shall have the power to resolve any grievance in a manner which it deems just and equitable.

8.05 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 Board of Arbitration to clarify the decision or to reconvene the Board to clarify the decision, which it shall attempt to do within seven (7) calendar days after receipt of the application.

8.06 EXPENSES OF THE BOARD

Each party shall pay the fees and expenses of the arbitrator it appoints and one-half (½) of the fees and expenses of the chairperson.

8.07 AMENDING OF TIME LIMITS

The time limits fixed in the arbitration procedure may be extended by mutual consent of the parties to this Agreement.

8.08 WITNESSES

At any stage of the grievance or arbitration procedure either party shall have the right to request the assistance of any witnesses and all reasonable arrangements shall be made to allow access for the parties and the arbitrators to the Employer's premises or place of work to view any conditions which may be relevant to the grievance.

8.09 IRREGULARITY

Throughout the grievance and arbitration procedure no grievance shall be deemed invalid by reason of defect in form, technical irregularity or procedural error and the Board of Arbitration shall have the power to relieve against such conditions on such terms as may be just and reasonable.

8.10 ALTERNATIVE TO ARBITRATION PROCEDURE

- (a) Where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation, or alleged violation of this agreement, including any question as to whether a matter is arbitrable, during the term of the *Collective Agreement*, *Vince Ready* or a substitute agreed to by the parties, shall at the request of either party:
1. investigate the difference;
 2. define the issue in the difference; and,
 3. make written award to resolve the difference,
- within five (5) days of the date of receipt of the request; and for those five (5) days from that date, time does not run in respect of the grievance procedure.
- (b) Where a hearing, rather than arbitration, has been implemented, the decision shall be final, binding, and enforceable on all parties.

ARTICLE 9 – SUSPENSION OR DISCHARGE PROCEDURE

9.01 SUSPENSION OR DISCHARGE PROCEDURE

Probationary employees may be discharged upon the authority of the Administrator if, in the opinion of the Employer, they prove unsatisfactory in the position or unable to perform the duties

of the position. The general manager may suspend probationary employees but shall immediately report such action to the Administrator.

9.02 REINSTATEMENT

Where it has been determined that an employee has been unjustly suspended or discharged, such employee shall be immediately reinstated in his/**her** former position without loss of seniority and shall be paid for all time lost as a result of the suspension or discharge in an amount equal to the normal straight time earnings that he/**she** would have received while at work or by any other arrangement for compensation which the parties hereto consider just and equitable in the circumstances.

9.03 NOTICE OF DISCIPLINARY ACTION

The Employer agrees to give written particulars of any warning, censure, suspension, discharge or other disciplinary action to the employee and the Union within five (5) working days of such disciplinary action unless the employee requests otherwise in writing. An employee may be disciplined by the Employer only for just cause.

ARTICLE 10 – SENIORITY

Seniority means the length of accumulated regular scheduled hours with the Employer while part of the bargaining unit, including all approved leaves of absence with the exception of absences approved under Articles 18.07 and 18.10.

10.01 SENIORITY LIST

The Employer shall maintain a list ranking each employee on the basis of accumulated seniority and showing the date upon which they commenced employment. An up-to-date seniority list shall be sent to the Chief Steward and posted on all bulletin boards provided for the use of the Union at the beginning of each month unless there has been no change in the ranking.

10.02 SENIORITY FOR TEMPORARY EMPLOYEES

Temporary employees shall not exercise seniority rights with respect to lay offs, terminations or “bumping”.

10.03 LOSS OF SENIORITY

An employee shall lose his/**her** accumulated seniority in the event that:

- (a) he/**she** is discharged for just cause and is not reinstated;
- (b) he/**she** resigns; or
- (c) following a lay off he/**she** fails to return to work or notify the Employer that because of sickness or other just cause he/**she** is unable to return to work within fifteen (15) calendar days of the Employer attempting to notify him/**her** by registered mail to do so.

Except for the above, an employee shall lose his/**her** seniority at the rate of fifteen (15) days per week commencing one (1) year after termination or continuous layoff.

ARTICLE 11 – PROMOTIONS AND STAFF CHANGES

11.01 JOB POSTINGS

When a vacancy occurs or a new position is created either inside or outside of the bargaining unit, the Employer will ensure that a notice of the position vacancy is given to the Union and posted on all bulletin boards provided for the use of the Union for a minimum of five (5) working days prior to the closing of the job competition. The notice will contain all information included in external notices advertising the position including, in the case of positions within the bargaining unit, the nature of the position, required qualifications, hours of work and wage rate.

Extension of employment for temporary positions need not be posted provided the extension does not exceed two (2) months.

Vacancies for positions involving ten (10) days or less work need not be posted.

11.02 METHOD OF MAKING APPOINTMENTS

In making staff changes, the applicant having the most seniority and the minimum level of qualifications required for the position shall be appointed.

11.03 PROMOTION OUTSIDE THE BARGAINING UNIT

An employee shall not be promoted or transferred to a position outside of the bargaining unit without his/**her** consent and shall have the right to return to his/**her** former position at any time within three (3) months of the date of transfer or promotion.

11.04 TRIAL PERIOD

In the case of promotions and transfers the successful applicant shall be given a trial period of three (3) months during which time if, in the opinion of the Employer, he/**she** proves unsatisfactory in the position or unable to perform the duties, he/**she** shall be returned to his/**her** former position. The trial period may be extended by mutual agreement. An employee may request to be returned to his/**her** former position at any time during the trial period notwithstanding that he/**she** may have proven himself/**herself** capable in the new position. Any other employee whose position is affected by the rearrangement of positions shall also be returned to his/**her** former position. Written explanation of the entire staff rearrangement will be given to all employees affected.

11.05 NOTIFICATION TO EMPLOYEE AND UNION

Within seven (7) working days of the date of an appointment a notice shall be sent to the Union and posted on all bulletin boards provided for the use of the Union indicating the name of the person appointed. All employees who applied for the position but were not appointed shall also be notified within seven (7) working days.

The Union shall be notified of all appointments, hires, lay offs, transfers, recalls and terminations of employment within the bargaining unit.

11.06 TEMPORARY APPOINTMENTS

An employee who is appointed to a temporary position shall have the right to return to his/**her** former position upon termination of the temporary position provided that the Employer's consent has been given in writing prior to the appointment.

ARTICLE 12 – LAYOFFS, TERMINATIONS AND RECALLS

12.01 ROLE OF SENIORITY

Subject to having the minimum qualifications required for a position an employee's seniority ranking shall be the first consideration when laying off, recalling, terminating, or rehiring become necessary.

In the event of a layoff or termination, employees shall be laid off or terminated in the reverse order of their bargaining unit wide seniority. An employee about to be laid off or terminated may bump any employee with less seniority. The right to bump shall include the right to bump down or laterally. Any employee displaced by this procedure shall be entitled to the same bumping rights.

Permanent full-time employees may also exercise bumping rights when there is a reduction in their regular hours of work.

12.02 NOTICE OF LAY OFF OR TERMINATION

The Employer shall not lay off or terminate an employee without giving him/**her** in writing at least:

- (a) three (3) working days' notice if employed by the hour where the employee has been employed less than six (6) months;
- (b) two (2) weeks' notice where the employee has been employed at least six (6) months but less than three (3) years; or
- (c) one (1) week notice for every full year of employment, to a maximum of eight (8) weeks, where the employee has been employed a minimum of three (3) years.

The Employer may pay to an employee to be laid off or terminated, in lieu of notice, an amount equal to that which the employee would have earned during the period of notice.

The period of notice shall not include any portion of the employee's paid vacation leave which has been arranged prior to layoff notification.

Temporary employees who are terminated in accordance with the terms of their letter of appointment shall be deemed to have received the minimum notification required at the time of appointment.

Employees will attempt to provide the Employer with written notification of their intention to resign in the same manner as required of the Employer.

12.03 RECALL PROCEDURE

Employees shall be recalled in the order of their seniority. New employees shall not be hired until those laid off and having minimum qualifications have been given an opportunity of recall. Notification of recall will be attempted by use of certified mail or other service providing acknowledgement of receipt.

ARTICLE 13 – HOURS OF WORK

13.01 HOURS OF WORK

Except as otherwise provided in this Agreement, the regular work schedule for all employees shall be 8:45 a.m. to 5:00 p.m., including one (1) hour off for lunch, Monday through Friday.

13.02 FLEX TIME

1. Flex time provisions shall be reviewed by either party at the end of each calendar year with the option that either the Employer or the Union may choose to opt out of the provisions at that time.
2. Flex time should be at the option of the employee. An employee may request flex time arrangements in writing to the general manager for approval.

A general manager, in writing, may request a flex time arrangement of an employee with a copy to the Administrator. Once mutually agreed to, the application shall be approved in writing by the Administrator before implementation. Any denials of flex time applications by a general manager or an employee shall be forwarded to the Administrator for review and filing. Flex time applications shall be considered from permanent full-time employees. Flex time approval shall not be unreasonably withheld.

An employee or employee's department head can terminate an approved flex time arrangement with three (3) weeks' notice.

3. Flex time provisions shall permit the Employer regular operations and flex time arrangements on a departmental basis shall not interfere with staffing of such department during those hours.
4. Flex time arrangements will be such that consistent patterns will be employed and hours of work will balance the seventy-two and one-half (72½) hours normally worked within each pay period or eighty (80) hours for outside workers. General variations on the regular hours of work will be spelled out where possible in advance in individual flex schedules.

Flex agreements should recognize and distinguish between "regular" and "seasonal" arrangements. For both the "regular" and "seasonal" schedules, for inside workers the first eighty (80) hours of work biweekly are worked on a flex basis. For outside workers, the first eighty-eight (88) hours of work biweekly are worked on a flex basis. This includes working in the evenings, or weekends. For all additional hours, overtime rates shall apply in accordance with Article 14.02.

Accumulated flex time is banked at straight time and is recorded and used separately from overtime. Overtime is banked or paid either at time and a half or double time and is recorded separately in timesheet and payroll records.

5. A maximum of forty (40) hours of banked flex time may be carried over to the next calendar year. By November 15th of each year, banked time in excess of forty (40) hours will be paid out on the first payday in December of each year.
6. The standard day of seven and one-quarter (7¼) hours [eight (8) hours in the case of outside workers] shall apply to the accumulation of all benefits, sick leave and seniority.
7. Sick leave and unscheduled leaves of absence either paid or unpaid, shall be credited as hours normally worked on the flex hour arrangement.

Paid holidays, annual vacation and scheduled leaves of absence shall be calculated on the basis of the regular seven and one-quarter (7¼) hour work day [eight (8) hours in the case of outside workers].

8. Employees who transfer to a position in another department and who wish to continue with a flex arrangement must request a new flex arrangement that fits the operational needs of the new department.
9. Employees who volunteer for emergency management or fire callout receive paid overtime from the call-out department at their regular rate of pay for hours worked outside of regular hours. In order to avoid time loss in the employee's own department, flex time and banked overtime do not apply for emergency management or fire callout.
10. Employees who have flex agreements and who are called out to work overtime shall receive overtime as specified in Article 14.05 – Minimum Call Out Time.

13.03 MINIMUM HOURS

In the event an employee starts work in any day and is sent home before completing four (4) hours he/**she** shall be paid for four (4) hours. In the event an employee reports for work but is sent home before commencing work, he/**she** shall be paid for four (4) hours work.

13.04 BREAK PERIOD

An employee shall be permitted a paid rest period of fifteen (15) consecutive minutes in each half of a shift. For reasons of staff safety or adequate provision of service to the public, employees may be required to remain on-site for paid rest breaks.

13.05* VARIATIONS IN WORK SCHEDULE – OUTSIDE WORKERS

The regular work schedule for Parks and Environmental Services outside workers shall not be more than nine (9) hours in any day between 6:00 a.m. and 10:00 p.m., Monday through Sunday, and not more than forty (40) hours in any week.

The regular work schedule for Recreation Centre outside workers shall not be more than eleven (11) hours in any day (10 working hours) between 6:00 a.m. and 2:00 a.m., Monday through Sunday, and not more than eighty (80) hours in any biweekly period.

Shift schedules shall be provided to employees at least seventy-two (72) hours in advance of any scheduled shift. Employees shall be entitled to two (2) consecutive days off in every seven (7) days. Employees shall not be required to work more than five (5) consecutive days in any seven (7) day period.

The above classes of workers are entitled to a lunch break of one (1) hour in each day to be scheduled by mutual agreement of the supervisor and the employees affected except that such employees may elect, by consensus, and with the approval of the Employer to reduce the lunch break to less than one (1) hour on any particular day. A lunch break of not more than fifteen (15) minutes shall be considered as time worked.

Daily hours of work for all employees shall be scheduled consecutively. There shall be no split shifts.

13.06* SCHEDULING – PART-TIME EMPLOYEE – INSIDE WORKER

The hours of commencement of work shifts, breaks and lunch breaks shall be determined by the department head prior to the commencement of each work week.

Shifts will be determined as per Article 13.01. Shift schedules shall be provided to employees at least seventy-two (72) hours in advance of any scheduled shift.

13.07 SHIFT PREMIUMS

The shift premium for all workers shall consist of one dollar (\$1.00) per hour for all time worked between 10:00 p.m. and 6:00 a.m., and seventy-five cents (\$0.75) per hour for all time worked between 5:00 p.m. and 10:00 p.m.

13.08 NOTICE OF SHIFT CHANGE

Twenty-four (24) hours notice shall be given before change of shift. Failure to provide notice of change of shift or failure to provide at least twelve (12) hours rest shall result in payment of overtime at established rates for any hours worked during such rest period. This article shall not apply to casual employees.

ARTICLE 14 – OVERTIME

“Overtime” means the time worked outside of an employee’s regular work schedule which consists of either seven and one-quarter (7¼) hours or eight (8) hours per day.

14.01 OVERTIME APPROVAL

All overtime to be worked must receive prior approval from the Administrator or his/her delegate.

14.02 OVERTIME PAY

Subject to Section 13.02 and 13.05 overtime worked immediately before or after an employee’s regular hours of work shall be paid at time and one-half for the first two hours and double time thereafter. Where an employee returns to work on an overtime basis following a pre-arranged meal break, call out rules will not apply.

14.03 OVERTIME NOTICE

Provided that at least two (2) hours notice has been given the Employer may require any employee to work overtime. Overtime arranged with less than two (2) hours notice shall be considered a call out and subject to the call out provisions of this Agreement, unless such short notice is acceptable to the employee.

The Employer will, at all times, attempt to arrange overtime work in such a way as to minimize conflict with an employee's personal plans and shall ensure, before requiring an employee to work overtime, that no other qualified employee is willingly available for the work.

14.04 OVERTIME ON DAY OF REST

All time worked on an employee's day of rest shall be considered overtime and paid at double time (2T).

14.05 MINIMUM CALL OUT TIME

"Call Out" means overtime which has not been pre-arranged with an employee during his/**her** regular working hours.

An employee who is called out to work overtime in an emergency or because of unforeseen circumstances beyond the control of the Employer shall be paid at double time (2T) for all time worked.

Call out while on approved vacation leave is considered to be on a day of rest and applicable overtime rates apply.

An employee who is called out to work overtime for less than two (2) hours shall be paid for two (2) hours unless the call out immediately precedes his/**her** regular work day in which case he/**she** shall be paid at double time (2T) only for the time worked prior to commencement of his/**her** regular work day.

In the case of outside workers, all call out starts fifteen (15) minutes prior to the employee arriving at work and shall be considered as time worked.

14.06 MEAL ALLOWANCE

A meal allowance shall be given to an employee who works a minimum of two (2) hours preceding or following his/**her** regular work day, unless on travel status, in which case the Employer's travel policy rates shall apply. Meal allowances preceding or following a shift shall be paid at the District's current travel expense policy rates for breakfast and dinner respectively.

14.07 CLEAR HOURS

If overtime work ends less than eight (8) hours before but does not immediately precede an employee's regular shift, he/**she** shall be paid at double time (2T) for all time worked between commencement of his/**her** regular shift and eight (8) hours after cessation of such overtime. An employee shall suffer no loss of remuneration if he/**she** chooses not to report to work until eight (8) hours have elapsed since the cessation of such overtime.

14.08 TIME OFF IN LIEU OF OVERTIME

Instead of an immediate cash payment for overtime, an employee may choose to bank an equivalent amount of time with the Employer for use as a leave of absence with pay. Such leave may only be taken at a time mutually agreeable to the Employer and the employee.

Unless an employee requests otherwise, banked overtime will be paid out in cash on the first pay day in December of each year. On or before November 15th of each year an employee is entitled, following a request in writing, to carry over banked overtime into the next calendar year. The carry over to the next year shall not exceed ten (10) days.

ARTICLE 15 – HOLIDAYS

15.01 PAID HOLIDAYS

The Employer recognizes the following 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

and any other day proclaimed as a paid statutory holiday by the Federal, Provincial or applicable Municipal Government.

15.02 Compensation for Paid Holidays for Part-time and Casual Employees

Part-time and casual employees shall receive compensation for paid holidays pro-rated on the basis of the number of hours worked during the last two completed pay periods immediately preceding the pay period in which the paid holiday occurs.

15.03 COMPENSATION FOR HOLIDAYS FALLING ON EMPLOYEE'S DAY OF REST

When a paid holiday falls on an employee's day of rest his/**her** next scheduled work day shall be deemed to be the holiday for the purpose of this Agreement.

Where a full-time employee works on a holiday which falls on his/**her** regular scheduled day of rest, he/**she** shall be paid at double time (2T) and receive the next scheduled work day off with pay unless otherwise mutually agreed to.

15.04 COMPENSATION FOR HOLIDAYS FALLING WITHIN VACATION SCHEDULE

If a paid holiday falls or is observed during an employee's paid vacation leave, he/**she** shall be allowed an additional day of paid vacation leave at a mutually agreeable time.

15.05 PAY FOR REGULARLY SCHEDULED WORK ON A PAID HOLIDAY

An employee who works on a holiday which falls on his/her regularly scheduled work day shall be paid at double time (2T) for the time worked, and paid out for the stat holiday or receive another day off with pay at a mutually agreeable time. Part-time and casual employees' day off with pay shall be pro-rated and paid out.

ARTICLE 16 – VACATIONS

16.01 VACATIONS – PERMANENT FULL-TIME EMPLOYEES

Permanent full-time employees shall earn paid vacation leave which recognizes years of service to the Employer. The term “years of service” shall mean a period of twelve (12) months from the employee’s date of commencement of employment. Paid vacation leave shall be taken only after it has been earned and shall be paid at the employee’s regular rate of pay at the time the vacation is taken.

Paid vacation leave shall be earned according to the following schedule:

YEARS OF SERVICE	Working Days Per Year	Working Days Per Month
During the 1 st year of service up to and including the 5 th year of service	15	1-1/4
During the 6 th year of service up to and including the 10 th year of service	20	1-2/3
During the 11 th year of service and thereafter	1 extra day/year (accumulative) to a maximum of 30 days	

16.02* VACATIONS – OTHER THAN PERMANENT FULL-TIME EMPLOYEES

YEARS OF SERVICE	Vacation Pay in lieu of Days off
During the 1 st year	4%
During the 2 nd year, up to and including the 5 th year	6%
During the 6 th year, up to and including the 10 th year	8%
During the 11 th year and each subsequent year	10%

Vacation pay is based on gross earnings and is payable biweekly. Increases in vacation pay commences on the employees’ anniversary of their date of hire.

In addition to the above, Permanent Part-time employees shall receive fifteen (15) working days without pay accrued at a rate of 1.25 days per month.

A Permanent Part Time Employee shall be permitted to accumulate a maximum of thirty (30) working days without pay. An Employee may be permitted to accumulate more than this amount with the prior written approval of the Administrator.

16.03 TERMINATION OF SERVICE

Upon termination or resignation the unused portion of an employee's vacation entitlement shall be paid out. An employee may choose to receive all or part of his/her vacation entitlement upon or during layoff.

16.04* PREFERENCE IN VACATIONS

Where the work schedule permits, including consideration of peak work periods, **and operational requirements**, an employee shall be granted the vacation period he/she prefers at such time as may be mutually agreed upon by the Employer and the employee. Vacation requests shall not be unreasonably denied. Conflicts in preferred vacation dates shall be settled on the basis of the seniority of the employees involved, except that in order to allow finalization of vacation plans without fear of seniority rights being exercised, the following rules will apply:

- (a) **All vacation requests must be submitted by January 31st for any request between April 1st of the current year and March 31st of the following year;**
- (b) **All vacation requests submitted by January 31st will be approved in order of seniority;**
- (c) **All vacation requests submitted by January 31st of each year shall be either approved or denied in writing by March 1st of the current year;**
- (d) **Vacation requests submitted after January 31st of each year shall be approved on a first come, first serve basis for requests between April 1st of the current year and March 31st of the following year.**
- (e) **Once an employee's vacation request has been approved, it will no longer be subject to change due to conflict with a senior employee's vacation plans;**

Once written vacation approval has been granted, requests for subsequent changes must be submitted by the employee in writing with as much advance notice as possible. Approvals for changes to previously approved vacation schedules cannot be guaranteed by the Employer due to the amount of staff rescheduling which may be required.

16.05 VACATION PAY

Employees entitled to paid vacation leave shall continue to receive full regular pay through the direct deposit system while on approved vacation.

16.06 VACATION CARRY-OVER

An Employee shall be permitted to accumulate a maximum of thirty (30) days of paid vacation entitlement. An employee may be permitted to accumulate more than this amount with the prior written approval of the Administrator.

If written approval by the Administrator is not received by November 15th of each year, paid vacation entitlement in excess of thirty (30) days will be paid out on the first payday in December of each year.

16.07* VACATIONS – TEMPORARY WORKERS

A temporary Employee shall receive fifteen (15) working days without pay accrued at the rate of 1.25 days per month.

A temporary Employee shall be permitted to accumulate a maximum of thirty (30) working days without pay. A temporary Employee may be permitted to accumulate more than this amount with the prior written approval of the Administrator.

ARTICLE 17 – SICK LEAVE

Sick Leave means the period of time that an employee is absent from work with full pay by virtue of being sick, disabled, or quarantined and includes approved time off for visits to a physician, dentist, chiropractor, or other licensed medical practitioner or because of an accident for which compensation is not payable under provincial workers' compensation legislation.

Employees requesting time off to attend visits to a physician, dentist, chiropractor or other licensed medical practitioner shall endeavour to give the employer at least forty-eight (48) hours' notice. Wherever possible, employees shall schedule such appointments outside of work hours.

17.01 ANNUAL PAID SICK LEAVE

Employees shall earn sick leave credits in proportion to the time paid to a maximum of one and one-half (1½) days per month.

17.02 ACCUMULATION OF SICK LEAVE

The unused portion of an employee's sick leave credits shall accrue as earned.

17.03 DEDUCTIONS FROM SICK LEAVE

As sick leave is taken, time shall be deducted from an employee's accumulated sick leave bank at actual time taken, rounded down to the nearest one-quarter (¼) hour.

An employee claiming sick leave shall notify his/**her** department head no later than one (1) hour after commencement of his/**her** regular working day advising of the time he/**she** expects to be absent due to illness or medical/dental appointment, except where this is not reasonably possible. In the event the employee's department head cannot be reached, a message shall be left with the department receptionist.

17.04 SUPPLEMENTATION OF COMPENSATION AWARD

An employee prevented from performing his/**her** regular work with the Employer because of an accident that is compensable by the Workers' Compensation Board shall receive from the Employer the difference between the amount payable by the Workers' Compensation Board and

his/**her** regular salary or earnings. This difference shall be deducted from his/**her** accumulated sick leave credits until the expiration of such credit.

17.05 PROOF OF ILLNESS

An employee may be required to produce a certificate from a licensed medical practitioner for any illness in excess of five (5) consecutive working days or five (5) full or partial days off in any four (4) week period certifying that he/**she** was unable to carry out his/**her** duties due to illness. Such certificate shall be one hundred (100%) percent paid by the Employer.

17.06* SICK LEAVE WITHOUT PAY

Sick leave without pay may be granted to an employee who does not qualify for sick leave with pay. In determining eligibility for sick leave without pay and the seniority rights which ensue, the Employer is entitled to request a medical certificate from a licensed medical practitioner setting out one or each of the following:

- (a) the **prognosis and any related limitations on** the employee's ability to perform the total duties outlined in the job description;
- (b) an estimated date of return to full employment in the assigned duties.

One hundred (100%) percent of the cost of such certificate shall be paid by the Employer.

Permanent part-time employees on unpaid sick leave shall accumulate seniority based on the regular hours worked in the position from which they are absent.

17.07 SICK LEAVE RECORD

A record of each employee's unused sick leave credits is maintained by the Employer and recorded on the payslips.

17.08 CASH PAYMENT

- (a) As an incentive to accumulate sick days during an employee's tenure of employment, the following schedule of payout of accumulation of sick days shall apply:
 - (i) on termination or resignation – twenty-five percent (25%) to a maximum of forty-two (42) days;
 - (ii) retirement between age fifty-five (55) years and sixty (60) years with a minimum of ten (10) years of service with the Employer – forty percent (40%) to a maximum of seventy-six (76) days.
 - (iii) retirement after age sixty (60) years with any length of service with the Employer – forty percent (40%) to a maximum of seventy-six (76) days.
- (b) The employee may request payment of accrued sick leave as:
 - (i) a lump sum payment at the time of termination, resignation, or retirement; or

- (ii) held over to the next taxation year; or
- (iii) converted into a paid, pre-retirement vacation equivalent; or
- (iv) R.R.S.P.

In the case of an employee's death, sick leave credits will be payable to the estate.

Payment of accumulated sick leave shall not apply to temporary casual positions involving ten (10) days or less work.

ARTICLE 18 – LEAVE OF ABSENCE

18.01 BEREAVEMENT LEAVE

Upon request any full-time employee will be granted an appropriate leave of absence with pay to a maximum of five (5) days in the case of the death of a close relative in his/**her** family. In the case of the death of a full-time employee's spouse or child, a maximum of seven (7) days shall be granted. The maximum period of leave for a part-time employee shall be up to five (5) consecutive days in the case of the death of a close relative in his/**her** family. In the case of the death of a part-time employee's spouse or child, the maximum period of leave shall be up to seven (7) consecutive days. The employee will suffer no loss of pay for scheduled days of work missed during these leave periods. Applications from other employees will be considered where appropriate. Close relative shall mean:

Spouse**	
Parent	Grandparent
Child	Grandchild
Brother	Parent-in-law
Sister	Brother-in-law
Step-parent	Sister-in-law
Step-child	Spouse's Grandparents
Son-in-law	Daughter-in-law
Uncle	Aunt
Niece	Nephew
Step-brother	Step-sister

**Legal common-law spouse shall be recognized as equivalent to spouse including any of the above relationships pertaining thereto.

18.02* COMPASSIONATE LEAVE

Employees may be granted leave of absence with pay to a maximum of twelve (12) days per year to provide care or support to a family member, if the family member has a serious medical condition **with a significant risk of death within twenty-six (26) weeks.**

The Employer requires the **Employee to provide a certificate from a medical practitioner or a nurse practitioner stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks. The Employee will supply the Employer with the certificate as soon as practicable.**

One hundred (100%) percent of the cost of such certificate shall be paid by the Employer.

Family member is defined as spouse, child, parent, grandchild, step-child, guardian, sibling, grandparent, step-parent, parent-in-law or any person who lives with the employee as a member of the employee's family.

18.03 FAMILY ILLNESS

In the case of illness of the spouse, dependent child, parent or parent-in-law of an employee currently living with and cared for by the employee, when no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled after notifying the Employer to use up to a maximum of three (3) consecutive days at any one time of accumulated sick leave for this purpose.

18.04 MATERNITY LEAVE

Upon an employee's written request, leave of absence without pay for pregnancy shall be granted to a maximum of seventeen (17) weeks. An employee returning to work after maternity leave shall be placed in the pay grade step which she would normally have occupied had leave not been taken.

Employees on maternity leave will be required to stay off work for the full amount of leave requested unless the Employer is satisfied that the employee, prior to the expiration of leave, is capable of performing her regular duties.

On return from maternity leave, the employee will be placed in a position consistent with the seniority provisions of this Agreement.

At the option of the employee, benefits shall be maintained on the current cost sharing arrangements during the term of the maternity leave.

18.05 JURY OR WITNESS DUTY LEAVE

The Employer shall grant leave of absence to an employee subpoenaed to serve as a juror or witness in any court. The Employer shall pay such employee the difference between his/**her** regular earnings and the payment he/**she** receives for jury or witness duty excluding payment for travelling, meals or other expenses, conditional upon the employee presenting proof of service and proof of the amount of pay received. Leave of absence without pay shall be granted to any employee whose private affairs require his/**her** appearance in court.

18.06 LEAVE OF ABSENCE FOR UNION FUNCTIONS OR DUTIES

- (a) Upon request to the Employer, one (1) employee elected or appointed to represent the Union at Union functions shall be allowed a leave of absence without pay. Leave of absence without pay but without loss of benefits shall be allowed employees to attend Executive and Committee meetings of the Canadian Union of Public Employees.
- (b) An employee who is elected or selected for a full-time position with the union or any body with which the Union is affiliated shall be granted leave of absence without pay.

- (c) Such employee shall receive his/**her** pay and benefits as provided for in this Agreement but the Union shall reimburse the Employer for all pay and benefits for the period of absence.

18.07 LEAVE OF ABSENCE FOR FULL-TIME PUBLIC DUTIES

The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay and without loss of seniority so that an employee may be a candidate in a federal or provincial election.

An employee who is elected to public office shall be allowed leave of absence without pay and without loss of seniority during his/**her** term of office.

18.08* EDUCATION LEAVE

The Employer shall pay:

- (a) up to one hundred percent (100%) of the cost of an academic, technical or other course which is requested by an employee;
- (b) one hundred percent (100%) of the cost of an academic, technical or other course which the Employer requests that an employee take.

Employees shall submit requests in writing. All requests are subject to approval by the Employer in advance of course registration. **Future career development goals shall be mutually agreed upon in writing between the Employee and the Employer.**

Where a course involves absence from work, there shall be no loss of pay if attendance is approved in advance by the Employer. If an employee requests the course, travel to/from the course or courses taken on days of rest or outside of normal hours of work shall be without pay or overtime. If the Employer requires an employee to take a course, travel to/from the course shall be with pay at the appropriate rate or overtime rate.

With respect to subsection (a), reimbursement will be provided upon course completion except where such is not reasonably possible because of ill health or course cancellation.

Where the Employer has a written policy which is more beneficial to employees in matters of educational training, the provision of such policy **shall** apply.

18.09 MOURNER'S LEAVE

One (1) day leave of absence with pay shall be granted to any employee to attend a funeral as a pallbearer.

18.10 GENERAL LEAVE

The Employer may, upon written request, grant leave of absence without pay to any employee for good and sufficient cause.

18.11* PARENTAL AND ADOPTION LEAVE

Upon an employee's written request, leave of absence without pay for parental leave **in accordance with the *Employment Insurance Act*** shall be granted to a maximum of **sixty-one (61)** weeks. **Parental leave** must **fall** within **seventy-eight (78)** weeks after the birth of the child **or for** an adopting parent within **seventy-eight (78)** weeks after the child is placed with the parent.

An initial period of parental leave may be extended up to five (5) weeks if the child requires an additional period of parental care. A request for parental leave must be made in writing at least four (4) weeks before the proposed start date. **The Employer** may require an employee to provide a doctor's certificate or other evidence that the employee is entitled to the leave or leave extension.

On return from parental leave, the employee will be placed in a position consistent with the seniority provisions of the Agreement.

At the option of the employee, benefits shall be maintained on the current cost sharing arrangements during the term of the parental leave.

18.12* FAMILY RESPONSIBILITY LEAVE

An employee is entitled to ten (10) working days of unpaid leave in a year to meet the responsibilities related to the care or health of a spouse, child, parent, grandchild, step-child, guardian, sibling, grandparent, step-parent, parent in-law, or any person who lives with the employee as a member of the employee's family. Benefits shall be maintained on the current cost sharing arrangements.

If an Employee is medically responsible for someone other than identified above, Family Responsibility Leave may apply provided that the Employee provides to the Employer documentation that they are medically responsible and a certificate from a medical practitioner or a nurse practitioner that the person the Employee is medically responsible for is incapable of making decisions independently.

ARTICLE 19 – PAYMENT OF WAGES AND ALLOWANCES

19.01 PAY DAYS

The Employer shall pay salaries and wages every second Friday in accordance with Salary Rates attached hereto and forming part of the Agreement. Payment of salaries and wages is by direct deposit only through a financial institution of the employee's choice.

On each pay day an employee shall be provided with an itemized statement of his/**her** wages and deductions.

An employee's final pay cheque will normally be given on his/**her** last day of employment or on the following working day except where circumstances are such that his/**her** entitlement has not yet been determined by the Employer. In these cases the Employer shall have up to five (5) working days to issue payment.

19.02* RATE OF PAY ON PLACEMENT

Employees at the time of their hiring, transfer, reclassification, and promotion shall be placed in the Pay Grade step which most appropriately recognizes their relevant qualifications and training for the position, except where a newly hired employee is placed in any step other than the lowest, it shall be with prior Union approval.

Employees will move through the steps as follows:

Newly hired employees will be placed at Step 1 of the Pay Grade while on probation. Upon completion of probation, an employee will be placed on Step 2 of the Pay Grade for nine (9) months, followed by twelve (12) months at Step 3 and Step 4 thereafter.

Employees hired at other than Step 1 will be placed at that step until completion of their probationary or trial period. Upon completion of probation or trial period they will move to the next step.

19.03 PAY ON TEMPORARY TRANSFERS – HIGHER RATED JOB

1. The Employer shall have the right to request an employee to temporarily assume all or part of the duties of a higher classification during the absence of another employee or in the event of unexpected workloads, projects or unfilled vacancies. Temporarily assume means for a period of no more than six (6) months unless an end date is specified. After this time period the temporary transfer can be extended for another period mutually agreed upon by the Employer, employee, and the Union.
2. In cases where the full responsibilities of the position are assumed by the employee for three (3) full consecutive days or longer, the employee shall be entitled to the higher rate of pay associated with that position. When the responsibilities of the position are only partly assumed by the employee for three (3) full days or longer, the employee shall be entitled to a premium equal to at least 10% of that employee's hourly rate provided that the rate does not exceed the rate of pay of the higher classification. If an employee is absent from work for any reason, except for scheduled vacation, or other scheduled leaves of absence, he/she, shall have his/**her** wage replacement paid inclusive of the Higher Rate premium.
3. The employee shall be entitled to a percentage of the full rate which most accurately recognizes the level of responsibility assumed. The Employer will take seniority and qualifications into account when making senior work assignments.
4. The Employer shall approve or deny responsibility pay within thirty (30) calendar days of the work being completed. Where responsibility pay is approved, employees will receive such pay in the next pay period.

19.04 PAY ON TEMPORARY TRANSFERS – LOWER RATED JOB

If an employee is assigned on a temporary basis to a position paying a lower rate, his/**her** rate of pay shall not be reduced.

19.05 DEMOTION

An employee who is demoted as a disciplinary measure or because he/**she** has lost the statutory qualifications to perform his/**her** duties shall not benefit from the rate protection provisions set out

above. Upon regaining his/**her** statutory qualifications, he/**she** shall be returned to his/**her** former job classification provided that the loss of qualifications is the only such instance during the two (2) year period immediately preceding the loss and providing that the job originally held still exists.

19.06 SEVERANCE PAY ON TERMINATION

If an employee with five (5) or more years of service is displaced as a result of the Employer ceasing all or part of its operations or because of changes in operating methods and the Employer is unable to provide work at the same regular rate of pay in a comparable class of work, the employee shall be given severance pay in the amount of one (1) week's pay at his/**her** regular rate for every year of service with the Employer.

For employees with less than five (5) years' service, severance pay shall be calculated at a rate of three (3) days of pay for each completed year of service.

19.07 EMPLOYMENT PROGRAMS

Grant-assisted employees shall not receive the salary increments set out in Salary Rates. In the event such employees continue to work after the termination of the above wage subsidy programs, they shall receive a rate of pay equal to that which would have applied had the step increases of Salary Rates been in effect from the commencement of employment.

19.08 VEHICLE ALLOWANCE

The Employer agrees to reimburse an employee who uses his/**her** own vehicle for business where authorized by the Employer. Where the Employer grants prior permission, the employee may use his/**her** own vehicle for authorized business when the Employer's vehicle is available and he/**she** will be reimbursed at one-half (1/2) of the rate established herein. Vehicle allowances shall be paid at forty cents (\$.40) per kilometre or by the Employer policy whichever is greater.

Upon approval by the Employer, the employee will obtain business insurance coverage for their personal vehicle. The Employer shall pay the difference between personal insurance costs and business insurance costs incurred by an employee as a result of using a personal vehicle for authorized business purposes.

19.09 STANDBY PAY

The Employer shall have the right to request an employee to engage in standby emergency duty. Standby emergency duty means that the employee will remain available to be contacted for emergency duty and will be within a reasonable distance in order to carry out the emergency duties. An employee who performs emergency standby duty shall receive a premium of twelve and one-half percent (12.5%) of his/**her** normal rate of pay for each day of standby duty. Regular call out provisions shall apply for emergency work performed.

"Normal pay" means that on regular work days standby pay applies to the standard work schedule (i.e. 7-1/4 hours or 8 hours) of a regular work day with double time (2T) on weekends and triple time (3T) on Statutory Holidays.

ARTICLE 20 – JOB CLASSIFICATION AND RECLASSIFICATION

20.01 JOB DESCRIPTION

The Employer is responsible to draw up job descriptions for all positions whether or not included within the bargaining unit. Job descriptions for those positions in the Bargaining Unit shall utilize a common format agreed upon by the Employer and the Union. No position within the bargaining unit shall be filled until the rate of pay has been settled through negotiation, unless by mutual agreement.

20.02* CHANGES IN CLASSIFICATION OF POSITIONS WITHIN THE BARGAINING UNIT

1. All new jobs will require evaluations using the full job questionnaire. Managers will be responsible for completing the questionnaire to specify the requirements for the job. The job will be rated according to the process established by the Joint Committee on Bargaining Unit Job Evaluation and Classification (JJEC) and put into the appropriate wage band.
2. Existing jobs that have changed significantly will be re-evaluated by the JJEC upon completion of a Request for Job Review form and a shortened version of the original questionnaire may be required. **Both the manager and the incumbent in the position being re-evaluated will fill out the questionnaire, providing details of the duties being performed.** Either employees or managers can initiate this process when there are significant changes to job duties. The JJEC will consider the information provided and rate the job based on established criteria and make recommendations to the Union and Management for the appropriate wage band according to the evaluation.
3. If the parties are unable to agree on the reclassification and/or rate of pay for the job in question, such dispute shall be submitted to grievance and arbitration for determination.
4. Request for a Job Review by the Employer or the employee will be processed by the JJEC within six (6) months from the date Human Resources receives the complete information required.

20.03 COPIES OF JOB DESCRIPTIONS

The Employer agrees to provide a complete set of Bargaining Unit job descriptions to each general manager and three (3) sets to the Union. Each employee shall be provided with an up-to-date copy of his/her job description upon commencement of employment and whenever a change has been made.

ARTICLE 21* - EMPLOYEE BENEFITS

1. All **permanent** full-time **and part-time** employees shall be eligible for pension, dental, extended health, life insurance, accidental death and dismemberment, and long-term disability coverage on completion of the probationary period, **as long as they are able to meet the eligibility requirements of the individual plans.** They shall be eligible for medical insurance in accordance to coverage and eligibility governed by the terms of the BC Medical Services Plan.

2. **Employees who do not meet the eligibility requirements for the benefit plans defined in Article 21 (1)** shall receive **thirteen percent (13%)** pay in lieu of medical, dental, extended health, life insurance, accidental death and dismemberment, and long-term disability coverage upon completion of the probationary period.
3. **In the case of a permanent full-time employee on an approved sick-leave, the Employer shall pay one hundred (100%) percent of their premiums to such plans for Medical, Dental, Extended Health and Group Life for a maximum of twenty-four (24) months.**
4. **Those employees who change employment status and are no longer able to meet their eligibility requirements of the plans defined in Article 21 (1) shall receive thirteen percent (13%) pay in lieu of benefits as defined in Article 21 (2).**
5. Temporary, part-time and casual employees who have been hired in a full-time permanent position will be eligible to be enrolled in all benefits as soon as permissible by the terms of the particular plans **and after** the successful completion of the trial **or probationary** period.
6. The Employer agrees to maintain the level of benefits in Article 21 at the **2018** level. The level of benefits may only be adjusted by mutual agreement of the parties.
7. **Benefits eligibility and coverage will be governed by the terms of the benefit carrier or plan. In the event there are employees who continue to work beyond the age of 70, the Employer will address those circumstances on a case-by-case basis.**

21.01 PENSION PLAN

All employees shall participate in the existing pension plan, in accordance with the terms of the plan and in any future plan that may be entered into by mutual agreement of the parties hereto.

21.02 MEDICAL INSURANCE

All permanent full-time employees shall participate in the recognized medical plan unless covered by an alternate medical plan. The Employer shall pay one hundred (100%) percent of each employee's premiums to such plan and, in the case of employees on sick leave, shall continue such contributions for a maximum of three (3) months.

21.03 EXTENDED HEALTH PLAN

The Employer shall pay one hundred (100%) percent of the premium cost of the recognized extended health plan for all full-time employees.

21.04 GROUP LIFE INSURANCE

The Employer shall pay one hundred (100%) percent of the premium cost of the recognized Group Life and Accidental Death and Dismemberment Insurance plans for all regular employees. Group life insurance policy value shall be two (2) times gross annual salary and accidental death and dismemberment policy value also shall be two (2) times gross annual salary. Dividends from these plans may be allowed to accrue but shall be used only for such purposes as may be mutually determined from time to time.

21.05* DENTAL PLAN

The Employer shall contribute one hundred (100%) percent of the premiums of the recognized dental plan for all **qualified** employees **as determined by Article 21**. A **qualified** employee shall participate in the plan unless he/**she** has existing coverage through a plan applicable to an employee's spouse. Coverage shall be as follows:

Plan A	100%	} Plan A & B combined maximum \$3,000 per family member.
Plan B	60%	
Plan C	50%	

\$3,000 Life Time limit per family member

21.06 LONG TERM DISABILITY

The Employer shall provide long-term disability insurance coverage for all full-time employees, the premiums for which shall be one hundred (100%) percent employee paid.

21.07 CONTINUATION OF BENEFITS

In the event an employee is laid off and desires to continue receiving the employee benefits outlined herein, the Employer agrees to continue paying its share of monthly premiums on such benefits for a period of thirteen (13) weeks for such employees with two or more years of service. At the end of the thirteen (13) week period such benefit costs shall become the responsibility of the employee concerned. Employees desiring continuation of medical coverage will be required to make arrangements with the Employer prior to being laid off. Extended coverages are subject to group plan rules covering these circumstances.

21.08 PROFESSIONAL DEVELOPMENT/ASSOCIATION FEES

It is agreed the Employer will ensure that all employees that are members of professional associations as required by their job description or duties requested by the Employer, meet their professional development as set out in legislation, acts, or bylaws. The costs for such professional development, shall be done in accordance with 18.08 (b).

The Employer agrees to pay for the cost of memberships to maintain any professional certification as required, or considered an asset by the Employer for the performance of their duties.

21.09 DIRTY PAY

Dirty pay in the amount of seventy-five (75) cents per hour, with a minimum payment of two (2) hours, will be paid in addition to the employee's regular pay when an employee is required to work under conditions which would subject clothing or protective equipment supplied by the employee to abnormal wear and tear, or subject the employee to working conditions which are unusually objectionable and beyond the scope of the employee's regular duties. This would include coming in contact with hot mix asphalt, asphalt emulsions, raw sewage, sewage sludges, sandblasting, or spray undercoating of vehicles.

21.10* PROTECTIVE CLOTHING AND SAFETY FOOTWEAR

1. The Employer will provide protective clothing where required to meet applicable **WorkSafeBC** standards. The Employer will be responsible for the maintenance and cleaning of such protective clothing.
2. The Employer will pay for safety footwear for those non-probationary employees who are required by the **WorkSafeBC** to wear safety footwear. The Employer will reimburse such employees up to **Two Hundred (\$200) Dollars** per year upon presentation of a receipt to the Employer.
3. Employees who lose the protective clothing or safety footwear issued to them will be responsible for replacement, but will not be responsible for replacement if the loss is due to no fault of their own or for normal wear. Worn-out clothing and safety footwear will be made available to the Employer before a replacement is made.

ARTICLE 22 – JOB SECURITY

22.01 JOB SECURITY

The Employer agrees that no permanent employee shall suffer a loss of employment, a reduction of hours or fail to be recalled as a result of the Employer contracting out work.

22.02 TECHNOLOGICAL CHANGE

The Employer agrees to give to the Union, in writing, at least three (3) months' notice of any intended introduction to the workplace of a technological change which would affect the terms and conditions or security of employment of any employee or which would significantly alter the basis upon which this Agreement was negotiated.

An employee whose job security or terms of employment would be adversely affected by the introduction of a technological change shall be offered a similar position within the bargaining unit at a comparable salary rate or shall be compensated in a manner considered just and equitable by the Union and the Employer.

22.03 JOB RELATED LEGAL PROTECTION

The Regional District shall indemnify an employee, including probationary employees, against any claim for damages arising out of the performance of his/**her** duties and, in addition, shall pay legal or other costs incurred subject to the terms and conditions specified in an indemnification bylaw of the Employer.

The Employer agrees to make available the services of the Employer's solicitor or other solicitor of the Employer's choice at no cost to the employee provided the act alleged to have been committed or omitted does not constitute a breach of the terms of employment or of any condition, statutory or otherwise, of any insurance policy which would otherwise be applicable.

22.04 AMALGAMATION

In the event an employee's position is terminated as a result of the Employer merging or amalgamating with another body the Employer shall undertake to ensure that the employee is offered a similar position at a comparable salary rate with the new Employer.

Where another organization assumes similar functions to those removed from the Employer, the Employer shall recommend the hiring of any employee displaced as a result of the loss of the function.

ARTICLE 23 - HEALTH AND SAFETY

The Employer agrees that it is bound by the provisions of the *Workers' Compensation Act and Regulations* as these may be changed from time to time.

23.01 JOINT HEALTH AND SAFETY COMMITTEE

1. The Joint Health and Safety Committee shall deal with health and safety in the workplace. The Employer shall endeavour through its Committee representatives to keep the Committee fully informed of intended technological changes, safety information on any substance associated with the work environment, and to give serious consideration and a written response to observations and recommendations made by the Committee. The Employer also undertakes to provide the Union with copies of reports and data provided to or by the Workers' Compensation Board and other government agencies, and all correspondence directed to the Committee.
2. Committee members shall have the right to participate in monitoring the workplace and accompanying government inspectors on health and safety inspection tours.

23.02 COMMITTEE RECOMMENDATIONS

All Committee recommendations shall be referred to the Administrator for consideration by the Employer and to the President for consideration by the Union. The Committee shall not supersede the activities of any other Committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in its discussions.

23.03 TIME OFF FOR MEETING

Union representatives on the Committee who are employed by the Employer shall have the privilege of attending Committee meetings during working hours without loss of remuneration.

23.04 RIGHT TO REFUSE UNSAFE WORK

Employees shall have the right to refuse unsafe work pursuant to the *Occupational Health and Safety Regulation*.

23.05 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

The Employer shall provide and maintain an Employee and Family Assistance Program selected with the mutual agreement of the Union. The Plan shall be monitored jointly by two representatives of the Union and two representatives of the Regional District. The Plan shall be one hundred percent (100%) financed by the Employer.

ARTICLE 24 – TERM OF AGREEMENT

24.01* DURATION

The parties agree this Agreement shall be in force from **January 1, 2018 to December 31, 2021** and thereafter from year to year unless either party gives notice in accordance with the existing provincial statutes. Both parties shall adhere fully to the terms of this Agreement during the period of bona fide collective bargaining even if negotiations extend beyond the anniversary date of this Agreement. Negotiated changes to the *Collective Agreement* are effective **January 1, 2018** unless indicated in the applicable Articles.

ARTICLE 25* – RATES OF PAY

2.0% wage rate increase effective January 1, 2018
1.5% wage rate increase effective January 1, 2019
1.75% wage rate increase effective January 1, 2020
2.0% wage rate increase effective January 1, 2021

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES,
LOCAL 1699

Original Signed by: David Mahoney
President

Original Signed by: Amanda Spendiff
Treasurer

October 17, 2018
Date

SIGNED ON BEHALF OF THE REGIONAL
DISTRICT OF FRASER-FORT GEORGE

Original Signed by: C. Art Kaehn
Chair

Original Signed by: Jim Martin
Chief Administrative Officer

October 18, 2018
Date

LETTER OF UNDERSTANDING

VARIATIONS IN WORK SCHEDULE – OUTSIDE WORKERS NO. 1-2011

BETWEEN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE (hereinafter called the “Employer”)

AND THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1699 (hereinafter called the “Union”)

WHEREAS the Employer and Union have entered into a *Collective Agreement* binding the Employer and the Union for the period **January 1, 2018 to December 31, 2021**; and

NOW THEREFORE the Employer and the Union recognize that employees at the Robson Valley Recreation Centre, the Robson Valley Community Centre and the Canoe Valley Recreation Centre may work split shifts. Hours worked in a split shift shall not exceed a twelve (12) hour period. This Letter of Understanding may be cancelled with thirty (30) calendar days written notice from either party.

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES
LOCAL 1699

SIGNED ON BEHALF OF THE REGIONAL
DISTRICT OF FRASER-FORT GEORGE

Original Signed by: David Mahoney
President

Original Signed by: C. Art Kaehn
Chair

Original Signed by: Amanda Spendiff
Treasurer

Original Signed by: Jim Martin
Chief Administrative Officer

October 17, 2018
Date

October 18, 2018
Date

LETTER OF UNDERSTANDING

JOINT JOB EVALUATION AND CLASSIFICATION REVIEW NO. 1-2018

BETWEEN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE (hereinafter called the “Employer”)

AND THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1699 (hereinafter called the “Union”)

WHEREAS the Employer and the Union have entered into a *Collective Agreement* binding the Employer and the Union for the period January 1, 2018 to December 31, 2021; and

WHEREAS the Employer and the Union support the existing Joint Job Evaluation and Classification Program;

NOW THEREFORE it is agreed that the Employer and the Union shall establish a joint committee with equal representation from the Employer and the Union to review the Joint Job Evaluation Classification Program. The establishment of a joint committee is to be initiated within one (1) year of the ratification of the *Collective Agreement*. Any changes to the program recommended by the joint committee shall be mutually agreed upon between the Employer and the Union. The parties agree to make every effort to conclude this work at least 6 months prior to the expiration of the *Collective Agreement*.

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES
LOCAL 1699

SIGNED ON BEHALF OF THE REGIONAL
DISTRICT OF FRASER-FORT GEORGE

Original Signed by: David Mahoney
President

Original Signed by: C. Art Kaehn
Chair

Original Signed by: Amanda Spendiff
Treasurer

Original Signed by: Jim Martin
Chief Administrative Officer

October 17, 2018
Date

October 18, 2018
Date

LETTER OF UNDERSTANDING

BENEFITS REVIEW COMMITTEE NO. 2-2018

BETWEEN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE (hereinafter called the “Employer”)

AND THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1699 (hereinafter called the “Union”)

WHEREAS the Employer and the Union have entered into a *Collective Agreement* binding the Employer and the Union for the period January 1, 2018 to December 31, 2021.

NOW THEREFORE it is agreed that the Employer and the Union will establish a Benefits Advisory Committee with equal representation from the Employer and the Union. The Benefits Advisory Committee will undertake a market evaluation of the benefits plan. Any changes to the benefits plan recommended by the Benefits Advisory Committee shall be forwarded to the Employer. The establishment of the Benefits Advisory Committee is to be initiated within one (1) year of ratification of the *Collective Agreement*.

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES
LOCAL 1699

SIGNED ON BEHALF OF THE REGIONAL
DISTRICT OF FRASER-FORT GEORGE

Original Signed by: David Mahoney
President

Original Signed by: C. Art Kaehn
Chair

Original Signed by: Amanda Spendiff
Treasurer

Original Signed by: Jim Martin
Chief Administrative Officer

October 17, 2018
Date

October 18, 2018
Date

LETTER OF UNDERSTANDING

WORKPLACE ACCOMMODATION AND RETURN TO WORK NO. 3-2018

BETWEEN THE REGIONAL DISTRICT OF FRASER-FORT GEORGE (hereinafter called the “Employer”)

AND THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1699 (hereinafter called the “Union”)

WHEREAS the Employer and the Union have entered into a *Collective Agreement* binding the Employer and the Union for the period January 1, 2018 to December 31, 2021; and

WHEREAS the Employer and Union recognize their obligations for the Duty to Accommodate;

NOW THEREFORE the parties agree to the following process for workplace accommodation:

Return to Work and Accommodation of Employees within the workplace is a shared responsibility between the Employer, the Union and the Employee.

The Employer agrees to make every reasonable effort, short of undue hardship, to provide suitable modified or alternate employment to Employees who are temporarily or permanently unable to return to their regular duties as a consequence of an occupational or non-occupational disability.

In consideration of accommodating an Employee, the following shall apply in the order listed below:

- a) Determine if the Employee can perform his/her existing job as it is;**
- b) If the Employee cannot, then determine if the Employee can perform his/her existing job in a modified form;**
- c) If the Employee cannot, then determine if he/she can perform another job in its existing form;**
- d) If the Employee cannot, then determine if he/she can perform another job in a modified form.**

Note: All options shall be considered when accommodating Employees. In such circumstances, the Employer and the Union may agree to waive certain provisions in this Agreement.

SIGNED ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES
LOCAL 1699

Original Signed by: David Mahoney
President

Original Signed by: Amanda Spendiff
Treasurer

October 17, 2018
Date

SIGNED ON BEHALF OF THE REGIONAL
DISTRICT OF FRASER-FORT GEORGE

Original Signed by: C. Art Kaehn
Chair

Original Signed by: Jim Martin
Chief Administrative Officer

October 18, 2018
Date

"Schedule A"
REGIONAL DISTRICT OF FRASER-FORT GEORGE
CUPE SALARY RATE 2018 TO 2021

			Jan 2018	Bi-Weekly	Rate	Jan 2019	Bi-Weekly	Rate	Jan 2020	Bi-Weekly	Rate	Jan 2021	Bi-Weekly	Rate
Total Points	Job	Level	2.00%	A	B	1.50%	A	B	1.75%	A	B	2.00%	A	B
Job Title	No.	No.		72.50	80.00		72.50	80.00		72.50	80.00		72.50	80.00
BAND 1 (133-156)														
		1	17.5904	1275.3040	1407.2320	17.8543	1294.4368	1428.3440	18.1668	1317.0930	1453.3440	18.5301	1343.4323	1482.4080
		2	18.6274	1350.4865	1490.1920	18.9068	1370.7430	1512.5440	19.2377	1394.7333	1539.0160	19.6225	1422.6313	1569.8000
		3	19.6644	1425.6690	1573.1520	19.9594	1447.0565	1596.7520	20.3087	1472.3808	1624.6960	20.7149	1501.8303	1657.1920
		4	20.7016	1500.8660	1656.1280	21.0121	1523.3773	1680.9680	21.3798	1550.0355	1710.3840	21.8074	1581.0365	1744.5920
BAND 2 (157-180)														
General Maintenance Worker I	15	1	19.3146	1400.3085	1545.1680	19.6043	1421.3118	1568.3440	19.9474	1446.1865	1595.7920	20.3463	1475.1068	1627.7040
		2	20.3517	1475.4983	1628.1360	20.6570	1497.6325	1652.5600	21.0185	1523.8413	1681.4800	21.4389	1554.3203	1715.1120
		3	21.3886	1550.6735	1711.0880	21.7094	1573.9315	1736.7520	22.0893	1601.4743	1767.1440	22.5311	1633.5048	1802.4880
		4	22.4256	1625.8560	1794.0480	22.7620	1650.2450	1820.9600	23.1603	1679.1218	1852.8240	23.6235	1712.7038	1889.8800
BAND 3 (181-204)														
		1	21.0515	1526.2338	1684.1200	21.3673	1549.1293	1709.3840	21.7412	1576.2370	1739.2960	22.1760	1607.7600	1774.0800
		2	22.0886	1601.4235	1767.0880	22.4199	1625.4428	1793.5920	22.8122	1653.8845	1824.9760	23.2684	1686.9590	1861.4720
		3	23.1256	1676.6060	1850.0480	23.4725	1701.7563	1877.8000	23.8833	1731.5393	1910.6640	24.3610	1766.1725	1948.8800
		4	24.1627	1751.7958	1933.0160	24.5251	1778.0698	1962.0080	24.9543	1809.1868	1996.3440	25.4534	1845.3715	2036.2720
BAND 4 (205-228)														
Clerk II - Information Technology	8	1	22.7886	1652.1735	1823.0880	23.1304	1676.9540	1850.4320	23.5352	1706.3020	1882.8160	24.0059	1740.4278	1920.4720
Clerk Typist II - Administration	3	2	23.8255	1727.3488	1906.0400	24.1829	1753.2603	1934.6320	24.6061	1783.9423	1968.4880	25.0982	1819.6195	2007.8560
Clerk Typist II - Reception	16	3	24.8625	1802.5313	1989.0000	25.2354	1829.5665	2018.8320	25.6770	1861.5825	2054.1600	26.1905	1898.8113	2095.2400
		4	25.8996	1877.7210	2071.9680	26.2881	1905.8873	2103.0480	26.7481	1939.2373	2139.8480	27.2831	1978.0248	2182.6480
BAND 5 (229-252)														
Environmental Services Worker I	35	1	24.5126	1777.1635	1961.0080	24.8803	1803.8218	1990.4240	25.3157	1835.3883	2025.2560	25.8220	1872.0950	2065.7600
		2	25.5497	1852.3533	2043.9760	25.9329	1880.1353	2074.6320	26.3867	1913.0358	2110.9360	26.9144	1951.2940	2153.1520
		3	26.5866	1927.5285	2126.9280	26.9854	1956.4415	2158.8320	27.4576	1990.6760	2196.6080	28.0068	2030.4930	2240.5440
		4	27.6235	2002.7038	2209.8800	28.0379	2032.7478	2243.0320	28.5286	2068.3235	2282.2880	29.0992	2109.6920	2327.9360
BAND 6 (253-276)														
Environmental Services Worker II	13	1	26.2495	1903.0888	2099.9600	26.6432	1931.6320	2131.4560	27.1095	1965.4388	2168.7600	27.6517	2004.7483	2212.1360
		2	27.2866	1978.2785	2182.9280	27.6959	2007.9528	2215.6720	28.1806	2043.0935	2254.4480	28.7442	2083.9545	2299.5360
		3	28.3237	2053.4683	2265.8960	28.7486	2084.2735	2299.8880	29.2517	2120.7483	2340.1360	29.8367	2163.1608	2386.9360
		4	29.3606	2128.6435	2348.8480	29.8010	2160.5725	2384.0800	30.3225	2198.3813	2425.8000	30.9290	2242.3525	2474.3200

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Total Points	Job	Level	2.00%	A	B	1.50%	A	B	1.75%	A	B	2.00%	A	B
Job Title	No.	No.		72.50	80.00		72.50	80.00		72.50	80.00		72.50	80.00
BAND 7 (277-300)														
Clerk Typist III - Corporate Services	47	1	27.9866	2029.0285	2238.9280	28.4064	2059.4640	2272.5120	28.9035	2095.5038	2312.2800	29.4816	2137.4160	2358.5280
General Maintenance Worker II	5	2	29.0236	2104.2110	2321.8880	29.4590	2135.7775	2356.7200	29.9745	2173.1513	2397.9600	30.5740	2216.6150	2445.9200
Helpdesk Support Technician	49	3	30.0605	2179.3863	2404.8400	30.5114	2212.0765	2440.9120	31.0453	2250.7843	2483.6240	31.6662	2295.7995	2533.2960
Service Centre Representative	7	4	31.0978	2254.5905	2487.8240	31.5643	2288.4118	2525.1440	32.1167	2328.4608	2569.3360	32.7590	2375.0275	2620.7200
Environmental Services Program Analyst	51													
BAND 8 (301-324)														
9-1-1 CAD-RMS Technician	37	1	29.7107	2154.0258	2376.8560	30.1564	2186.3390	2412.5120	30.6841	2224.5973	2454.7280	31.2978	2269.0905	2503.8240
Accounting Clerk Typist	20	2	30.7478	2229.2155	2459.8240	31.2090	2262.6525	2496.7200	31.7552	2302.2520	2540.4160	32.3903	2348.2968	2591.2240
Clerk Typist III - Financial Services	32	3	31.7847	2304.3908	2542.7760	32.2615	2338.9588	2580.9200	32.8261	2379.8923	2626.0880	33.4826	2427.4885	2678.6080
Cultural and Communications Coordinator	46	4	32.8217	2379.5733	2625.7360	33.3140	2415.2650	2665.1200	33.8970	2457.5325	2711.7600	34.5749	2506.6803	2765.9920
GIS Technician	9													
Network Technician	48													
Planner I	38													
BAND 9 (325-348)														
Community/Public Safety Assistant	41	1	31.4478	2279.9655	2515.8240	31.9195	2314.1638	2553.5600	32.4781	2354.6623	2598.2480	33.1277	2401.7583	2650.2160
Environmental Services Lead Hand	23	2	32.4848	2355.1480	2598.7840	32.9721	2390.4773	2637.7680	33.5491	2432.3098	2683.9280	34.2201	2480.9573	2737.6080
General Maintenance Worker III	44	3	33.5219	2430.3378	2681.7520	34.0247	2466.7908	2721.9760	34.6201	2509.9573	2769.6080	35.3125	2560.1563	2825.0000
		4	34.5586	2505.4985	2764.6880	35.0770	2543.0825	2806.1600	35.6908	2587.5830	2855.2640	36.4046	2639.3335	2912.3680
BAND 10 (349-372)														
Accounting Assistant I	21	1	33.1848	2405.8980	2654.7840	33.6826	2441.9885	2694.6080	34.2720	2484.7200	2741.7600	34.9574	2534.4115	2796.5920
Facilities Leader	25	2	34.2218	2481.0805	2737.7440	34.7351	2518.2948	2778.8080	35.3430	2562.3675	2827.4400	36.0499	2613.6178	2883.9920
Planner II	39	3	35.2587	2556.2558	2820.6960	35.7876	2594.6010	2863.0080	36.4139	2640.0078	2913.1120	37.1422	2692.8095	2971.3760
GIS Programmer	52	4	36.2957	2631.4383	2903.6560	36.8401	2670.9073	2947.2080	37.4848	2717.6480	2998.7840	38.2345	2772.0013	3058.7600

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Total Points	Job	Level	2.00%	A	B	1.50%	A	B	1.75%	A	B	2.00%	A	B
Job Title	No.	No.		72.50	80.00		72.50	80.00		72.50	80.00		72.50	80.00
BAND 11 (373-396)														
Application Specialist - 9-1-1 Systems	4	1	34.9217	2531.8233	2793.7360	35.4455	2569.7988	2835.6400	36.0658	2614.7705	2885.2640	36.7871	2667.0648	2942.9680
Application Specialist - GIS	10	2	35.9587	2607.0058	2876.6960	36.4981	2646.1123	2919.8480	37.1368	2692.4180	2970.9440	37.8795	2746.2638	3030.3600
Environmental Services Field Supervisor (Parks & Facility Maintenance)	6	3	36.9958	2682.1955	2959.6640	37.5507	2722.4258	3004.0560	38.2078	2770.0655	3056.6240	38.9720	2825.4700	3117.7600
Environmental Services Field Supervisor (Solid Waste)	6	4	38.0327	2757.3708	3042.6160	38.6032	2798.7320	3088.2560	39.2788	2847.7130	3142.3040	40.0644	2904.6690	3205.1520
Environmental Services Technician	6A													
Public Safety Technician	1													
Structural and Civil Design Technician	26													
Application Programmer	53													
BAND 12 (397-420)														
Accounting Assistant II	36	1	36.6458	2656.8205	2931.6640	37.1955	2696.6738	2975.6400	37.8464	2743.8640	3027.7120	38.6033	2798.7393	3088.2640
Inspector II	17	2	37.6830	2732.0175	3014.6400	38.2482	2772.9945	3059.8560	38.9175	2821.5188	3113.4000	39.6959	2877.9528	3175.6720
Inspector II	17A	3	38.7198	2807.1855	3097.5840	39.3006	2849.2935	3144.0480	39.9884	2899.1590	3199.0720	40.7882	2957.1445	3263.0560
Service Centre Leader	27	4	39.7569	2882.3753	3180.5520	40.3533	2925.6143	3228.2640	41.0595	2976.8138	3284.7600	41.8807	3036.3508	3350.4560
BAND 13 (421-444)														
Emergency Services Coordinator	45	1	38.3827	2782.7458	3070.6160	38.9584	2824.4840	3116.6720	39.6402	2873.9145	3171.2160	40.4330	2931.3925	3234.6400
Planner III	40	2	39.4198	2857.9355	3153.5840	40.0111	2900.8048	3200.8880	40.7113	2951.5693	3256.9040	41.5255	3010.5988	3322.0400
Public Safety Coordinator	12	3	40.4566	2933.1035	3236.5280	41.0634	2977.0965	3285.0720	41.7820	3029.1950	3342.5600	42.6176	3089.7760	3409.4080
Bylaw Enforcement Officer	14	4	41.4939	3008.3078	3319.5120	42.1163	3053.4318	3369.3040	42.8533	3106.8643	3428.2640	43.7104	3169.0040	3496.8320
BAND 14 (445-468)														
Community Services Leader	28	1	40.1200	2908.7000	3209.6000	40.7218	2952.3305	3257.7440	41.4344	3003.9940	3314.7520	42.2631	3064.0748	3381.0480
Finance Leader	22	2	41.1570	2983.8825	3292.5600	41.7744	3028.6440	3341.9520	42.5055	3081.6488	3400.4400	43.3556	3143.2810	3468.4480
Operations Leader	33	3	42.1939	3059.0578	3375.5120	42.8268	3104.9430	3426.1440	43.5763	3159.2818	3486.1040	44.4478	3222.4655	3555.8240
Senior Building Inspector	18	4	43.2308	3134.2330	3458.4640	43.8793	3181.2493	3510.3440	44.6472	3236.9220	3571.7760	45.5401	3301.6573	3643.2080
Utilities Leader	34													
Waste Diversion Program Leader	43													
Planning Leader	50													
Technology Analyst	11													
BAND 15 (469-492)														
		1	41.8438	3033.6755	3347.5040	42.4715	3079.1838	3397.7200	43.2148	3133.0730	3457.1840	44.0791	3195.7348	3526.3280
		2	42.8808	3108.8580	3430.4640	43.5240	3155.4900	3481.9200	44.2857	3210.7133	3542.8560	45.1714	3274.9265	3613.7120
		3	43.9180	3184.0550	3513.4400	44.5768	3231.8180	3566.1440	45.3569	3288.3753	3628.5520	46.2640	3354.1400	3701.1200
		4	44.9549	3259.2303	3596.3920	45.6292	3308.1170	3650.3360	46.4277	3366.0083	3714.2160	47.3563	3433.3318	3788.5040

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Total Points	Job	Level	2.00%	A	B	1.50%	A	B	1.75%	A	B	2.00%	A	B
Job Title	No.	No.		72.50	80.00		72.50	80.00		72.50	80.00		72.50	80.00
BAND 16 (493-516)														
Development Services Supervisor	31	1	43.5808	3159.6080	3486.4640	44.2345	3207.0013	3538.7600	45.0086	3263.1235	3600.6880	45.9088	3328.3880	3672.7040
		2	44.6180	3234.8050	3569.4400	45.2873	3283.3293	3622.9840	46.0798	3340.7855	3686.3840	47.0014	3407.6015	3760.1120
		3	45.6548	3309.9730	3652.3840	46.3396	3359.6210	3707.1680	47.1505	3418.4113	3772.0400	48.0935	3486.7788	3847.4800
		4	46.6920	3385.1700	3735.3600	47.3924	3435.9490	3791.3920	48.2218	3496.0805	3857.7440	49.1862	3565.9995	3934.8960