

**COLLECTIVE AGREEMENT**

**between the**

**THE UNIVERSITY OF BRITISH COLUMBIA  
CHILD CARE SERVICES PROGRAM**

**and the**

**B.C. GENERAL EMPLOYEES' UNION (BCGEU)**

**Effective from May 1, 2022 to April 30, 2025**

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## PREAMBLE

This is the collective agreement, amended on the 26<sup>th</sup> day of May, 2023, between the University of British Columbia (hereinafter referred to as the “*Employer*”) and the B.C. General Employees’ Union (hereinafter referred to as the “*Union*” collectively the “*Parties*”). It establishes the terms and conditions of employment for employees of the Employer for whom the Union has been certified as the sole bargaining agent.

The parties mutually and expressly acknowledge that the University’s Point Grey Campus is situated upon the traditional, ancestral, and unceded territory of the Musqueam people.

The purpose and effect of this collective agreement is to reflect the Parties’ mutual interests in:

1. Fostering a diverse, inclusive, anti-racist, and respectful workplace that reflects the values of the Employer and the Union;
2. fostering and enhancing a harmonious relationship between the Employer and its employees;
3. establishing, fostering, and enhancing a collaborative and harmonious relationship between the Employer and the Union;
4. to provide for orderly and efficient consideration and settlement of all matters of collective bargaining and mutual interest;
5. to provide for orderly and efficient dispute resolution; and, to maintain the efficient and effective operation of the Employer.

In the furtherance of the above principals, and in consideration of the Parties’ mutual obligations under Section 2 of the *Labour Relations Code*, the Parties hereby agree as follows:

## ARTICLE 1 - UNION RIGHTS AND RECOGNITION

### 1.1 No Discrimination

The **Employer** agrees that there will be no discrimination against an employee or intended employee by reason of **Indigenous identity**, age, race, ancestry, colour, place of origin, political belief, religion, sex, sexual orientation, gender identity or expression, marital status, family status, physical or mental disability, or because of a conviction for a criminal or summary conviction charge that is unrelated to the employment of the person.

Pursuant to the above, the parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.

### 1.2 Recognition

The Employer recognizes the B.C. General Employees’ Union, as the exclusive bargaining agent for all employees of the University of British Columbia Child Care Services Programs for whom the Union is certified under the *Labour Relations Code*.

It is expressly understood that parents or their designates are regularly engaged in activities of the centres (which may include duty time, supervision, clean-up, and other parent jobs) and these activities are an integral part of the centres. Therefore, it is agreed that all parents and their designees and all volunteers shall be excluded from all terms, conditions, and benefits listed in this agreement.

**1.3 No Other Agreement**

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

**1.4 No Discrimination for Union Activity**

The **Employer** and the Union agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee for reason of membership or activity in the Union, or for the exercise of rights provided for in this agreement.

**1.5 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 applicable BC Labour Legislation. Any employee failing to report for duty for this reason shall be considered to be absent without pay.

Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this agreement nor shall it be grounds for disciplinary action.

**1.6 Union Security**

- (a) All employees at the date of signing of this agreement covered by the certification who are at the time members of the Union, will continue as members of the Union.
- (b) As a condition of employment, employees who are hired after the date of signing of this agreement shall become union members from the date of hire.

**1.7 Recognition of Shop Stewards**

The **Employer** agrees to the operation of a shop steward system and the recognition of the steward elected by the Union. The University shall not discriminate against such stewards for carrying out the duties proper to that position.

**1.8 Meeting the Employer**

- (a) When the **Employer** wishes to discuss unsatisfactory work habits with an employee, the employee shall have the right to be accompanied by a steward or another union representative.

**1.9 Stewards Leave with Pay**

The steward may investigate and process grievances, or discuss and negotiate with the Employer on behalf of the Union, during regular working hours without loss of pay. There shall be no undue disruption of work, and the steward shall not leave work without first informing the Director or designate.

**1.10 Acquainting New Employees**

The Employer agrees that the shop steward shall be given an opportunity to meet with each new employee within regular working hours, without loss of pay, during the first month of employment, for the purpose of acquainting new employees with the benefits and duties of union membership.

The Employer shall provide new employees with the current collective agreement on their date of hire.



**1.11 Contacting at Work**

Representatives of the Union shall have the right to contact employees at work on matters respecting this agreement or its administration. The Union agrees that there shall be no undue disruption of work.

**1.12 Recognition and Rights of Stewards**

The Employer recognizes the Union's right to select stewards to represent employees. The Employer and the Union will agree on the number of stewards, taking into account both operational and geographic considerations. The Union agrees there will be no undue disruption of work.

A steward shall make every effort to perform their duties of a steward outside of normal working hours. If this is not possible, a steward, or their alternate, shall obtain the permission of the Director or designate before leaving their work to perform their duties as a steward (outlined below).

The duties of a steward shall include:

- (a) investigation of complaints of an urgent nature;
- (b) investigation of grievances and assisting any employee whom the steward represents in presenting a grievance in accordance with the grievance procedure;
- (c) carrying out duties within the realm of safety responsibilities, but only for those matters which are recognized as complaints of an urgent nature which require immediate attention; and
- (d) attending meetings called by the Employer.

Permission shall not be unreasonably withheld. Leave for this purpose shall be without loss of pay. On resuming their normal duties, the steward shall notify their supervisor.

**1.13 Time Off for Union Business**

Leave of absence without pay and without loss of seniority will be granted:

- (a) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
- (b) for elected or appointed representatives of the Union to attend to union business which requires them to leave their premises of employment;
- (c) for employees who are representatives of the Union on a bargaining committee to attend meetings of the Bargaining Committee;
- (d) to employees called by the Union to appear as a witness before an arbitration board or any other Labour Relations body or Human Rights Tribunal;
- (e) leave for negotiations with the Employer;
- (f) to stewards to maintain all bulletin boards and binders; and
- (g) leave for union observer.

**1.14 Notification for Union Leave**

The Union agrees to give a minimum of two weeks' notice when requesting leave for elected union representatives to attend activities of the Union. Should the Union request less than two weeks' notice

and the leave can be accommodated without undue disruption of the child care centre, then said leave shall be granted. Should there be additional costs other than the regular rate of pay, then the Union shall pay such costs.

### **1.15 Bulletin Boards**

The **Employer** agrees to ensure there is space available on bulletin boards within each centre for the Union to convey information to its members.

### **1.16 Union Insignia**

Employees will be permitted to wear or display the recognized insignia of the Union.

## **ARTICLE 2 - EMPLOYER'S RIGHTS**

### **2.1 Employer's Rights**

The Union recognizes that it is the Employer's right and duty to exercise the functions of management, to organize the work of the centres and to direct the employees including the right to hire, suspend, discharge, promote, layoff, transfer, assign, demote or otherwise discipline its employees, except where and to the extent that the terms of the agreement limit, or affect that right.

## **ARTICLE 3 - EMPLOYER-UNION RELATIONS**

### **3.1 Employer-Union Relations**

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization by the Union. To implement this, the Union shall on January 1<sup>st</sup> of each year, supply the Employer with the names of its shop stewards and/or negotiating committee, and similarly, the Employer shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business. Each party shall supply periodic updates of changes to their respective lists, within one calendar month of any such change.

### **3.2 Check-off Authorization and Deductions**

All employees covered by the certification, on their date of hire, as a condition of employment, shall be required to sign an authorization for dues deduction and initiation fee. The Employer shall deduct dues and, where applicable, the initiation fee from the wages or monthly salary of each employee who is covered by the certification and remit such amount to the Union in accordance with Clause 3.3.

### **3.3 Remittance of Dues**

Before the 15<sup>th</sup> calendar day of each month the Employer will forward the dues deducted in the previous month, by Electronic Funds Transfer (EFT) to the Union. The EFT will be submitted with an email to [direct.deposit@bcgeu.ca](mailto:direct.deposit@bcgeu.ca) including the EFT date and dollar amount.

### **3.4 Dues Receipt for Income Tax Purposes**

The Employer agrees to include on the employee's T4 slip the amount of union dues paid in the previous calendar year and all other amounts deemed tax deductible by Revenue Canada.

### **3.5 Alteration of Dues and Special Deductions**

Upon receipt of a statement signed by the President and the Treasurer of the Union stating that the Union has altered its dues check-off amount or has authorized a special deduction, the Employer agrees to deduct the revised amounts and remit same to the Union in accordance with Clause 3.3.

### **3.6 Notification of Staff Changes**

The **Employer** agrees to notify the Union in writing by copy of such letters to an employee when that employee has been hired, promoted, laid off, transferred, recalled, suspended, terminated or resigns.

### **3.7 Correspondence**

- (a) The **Employer** agrees that all correspondence between the Employer and the Union related to matters covered by this agreement shall be sent to the business address of the Union.
- (b) The Employer agrees that a copy of any correspondence between the Employer and any employee covered by this agreement pertaining to the interpretation or application of any clause in this agreement where there is any potential for conflict as it applies to that employee shall be forwarded to the Union.

### **3.8 Copies of the Agreement**

The Union and the Employer jointly agree to provide all present and new employees with a copy of the agreement. **Copies of the agreement will be posted electronically with a minimal number of printed copies available upon request for those who may not have electronic access. Two printed copies of the agreement will be placed in each child care centre.** The cost of reproducing this agreement shall be shared by the Union and the **Employer**.

### **3.9 Joint Consultation Committee**

The purpose of the Joint Consultation Committee is to meet regularly about issues relating to the workplace that affect the parties or any employee covered by this agreement.

The Committee shall be comprised of a maximum of three members representing the Employer and three members representing the Union. For continuity purposes, the elected Bargaining Committee shall be appointed to the Joint Consultation Committee once bargaining has concluded. If an elected bargaining committee member steps down mid-term, the Union may appoint a steward until a new bargaining committee is elected.

The Committee shall meet at least every 60 days at a mutually agreeable time and place. The Committee may mutually agree to meet sooner than every 60 days to deal with emergent issues.

Employees shall not suffer any loss of basic pay for time spent on this Committee.

## **ARTICLE 4 - STAFFING**

### **4.1 Definition of a Regular Employee**

An employee who is employed for work which is of a continuous full-time or continuous part-time nature.

#### 4.2 Definition of an Auxiliary Employee

**Auxiliary employees are employed on an on-call basis** for work which is not of a continuous nature, such as:

- (a) positions created to carry out special projects of work which are not continuous; and
- (b) temporary positions created to cover employees **absences due to** vacation, **leaves such as** sick leave, educational leave, compassionate leave, pregnancy leave, parental leave or **to augment staff during peak periods.**

See Article 16 for the employment status of auxiliary employees.

#### 4.3 Definition of a Sessional Employee

An employee who is hired to fill a recurring position which occurs approximately from September to June each year. Sessional employees shall be considered as laid off at the end of each session.

Upon layoff, sessional employees may have their name added to the substitute list for summer relief work. These employees must provide in writing their intent to accept such shifts and any vacation requests which may coincide with the layoff period prior to April 1<sup>st</sup> of each year. Once sessional employees elect this option they shall be given first consideration for shifts which come available during the summer months. Sessional employees will be paid at their regular rate of pay for such work.

#### 4.4 Staffing Structure

It is agreed that employees can and should make significant contributions to the operation of the centres. To this end, the **Employer** will consult with employees when considering any changes to the organizational or staffing structure of a centre.

#### 4.5 Regular Employees' Notification of Employment

At the time of hiring, each new regular employee shall receive a letter indicating their starting date, wage rate, job classification, and a copy of their job description and a copy of this collective agreement. Copies of such letters shall be forwarded to the Union within five working days.

#### 4.6 Job Descriptions

The Employer agrees to consult with employees when drawing up job descriptions. Copies of job descriptions for all employee classifications shall be forwarded to the Union.

#### 4.7 Job Postings

- (a) When a vacancy occurs or a new position is created inside the bargaining unit, the Employer shall notify the Union in writing and post notice of the position in the **Child Care Services Main Office and on the Employer's and appropriate external job posting websites** for a minimum of five calendar days.

The **Employer** shall not **interview or hire any external applicants until** five calendar days **of** internal posting **have lapsed and only if there are no qualified internal applicants.**

- (b) If the vacancy is not filled within one month after the closing date noted on the posting, the position shall be reposted.

#### 4.8 Priorities in Hiring

First consideration will be given to qualified applicants **on the** recall list. Second consideration will be given to other qualified applicants from UBC Child Care Services Programs. **Internal qualified candidates from groups that have been historically underrepresented will be considered prior to existing internal qualified candidates. Qualified candidates from groups that have been historically underrepresented will be asked to identify in the application process for this consideration by the hiring committee. Notwithstanding the preceding, qualified internal candidates will be recalled or offered the position prior to consideration of external candidates.**

If the position cannot be filled in the aforesaid manner, **external** applicants may be considered.

**When considering external applicants, qualified candidates who have been historically underrepresented will be given priority.**

#### 4.9 Consultation in Hiring

The Employer recognizes the importance of continuity and stability of each centre's staff team. Towards this end, the Employer shall consult with the applicable centre staff team before any final offers of **regular** employment are made to an applicant. However, the Employer shall make the final and binding decision. This consultation process does not apply to the recruitment of seniors (supervisory) positions.

#### 4.10 Probation

- (a) The Employer may reject a probationary employee for just cause. A rejection during probation shall not be considered a dismissal for the purpose of Clause 10.3 of this agreement. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in the position to which **they have** been appointed, provided that the factors involved in suitability could reasonably be expected to affect work performance.
- (b) **The probationary period for regular employees shall be six months worked.**
- (c) The Employer, with the agreement of the Union, may extend the probationary period for a further period not to exceed three months worked.
- (d) Where an employee feels they been aggrieved by the decision of the Employer to reject **them** during the probationary period, they may grieve the decision pursuant to the grievance procedure outlined in Article 11 of this agreement commencing at Step 3.

#### 4.11 Performance Evaluations

There shall be a performance evaluation done for each **regular** employee prior to the end of the probationary period and every year thereafter and upon promotion to a senior position or transfer to another centre. Evaluation shall be done by the centre staff and the Director or designate and the employee concerned shall be given sufficient opportunity to read and review the evaluation. The form shall provide for the employee's signature in two places, one indicating that the employee has read and accepts the evaluation, and the other indicating that the employee disagrees with the evaluation. The employee shall sign in one of the places provided.

An employee shall, receive a copy of **their** evaluation at the time of signing. An employee evaluation shall not be changed after an employee has signed it without the knowledge of the employee, and any such changes shall be subject to the grievance procedure of this agreement. The Employer agrees to ensure the secure storage of employee evaluations.

The written portion of the performance evaluation may be conducted outside of a centre's regular hours should there be insufficient time to complete it during the workday. Employees must notify their Manager in writing and obtain approval prior to conducting performance evaluations outside of regular hours. In such cases, employees will receive compensating time off (CTO) at straight-time to a maximum of one hour per written evaluation.

#### 4.12 Trial Period

When a vacancy is filled by an existing regular full-time or regular part-time employee, the employee shall be confirmed in the new job after a **trial** period of three calendar months. In the event **they** are unsatisfactory in the position during the trial period, the Employer may extend the period for a further three months.

If the employee is unable to perform the duties of their new job or if the employee wishes to return to their former position, they shall be returned to their former position and wage **or** salary rates without loss of seniority. Any other employee promoted or transferred because of rearrangement of positions shall be returned to their former position and wage or salary rate without loss of seniority.

Auxiliary employees hired into a regular position do not serve a trial period **but** are subject to Clause 4.10 Probation.

#### 4.13 Seniority Definition and Seniority List

##### (a) *Regular Employees*

Seniority is **calculated** from the date of hire with UBC Child Care Services Programs for all employees and shall include service with previous UBC Child Care Services Programs prior to the certification or recognition of the Union by the UBC Child Care Services Programs. Two seniority lists shall be maintained, one list for all UBC Child Care Services Programs, and a second list for each centre based upon date of hire or transfer to that centre. Employees on the **seniority** lists shall include **all** regular employees. Except for a reduction in staff hours or layoffs based upon a shortage of work, recall rights in Clause 4.17 shall only apply to regular employees.

##### (b) *Auxiliary Employees*

The Employer shall maintain an auxiliary seniority list for UBC Child Care Services.

Auxiliary employees shall accumulate seniority retroactive to their start date after having worked 30 shifts. Seniority will accumulate on the basis of all straight-time hours worked and, upon prior written notice by the Union, the hours paid for union business.

When an auxiliary employee is hired into a permanent position, the total accumulated hours worked will be converted and credited as seniority **and they will be placed on the Regular Employees seniority list in 4.13(a) above.**

Upon returning to work from after receiving WCB benefits, an auxiliary employee will be credited with seniority, equal to their average weekly hours of work for the six months immediately preceding the WCB leave, for the period of the WCB leave.

Seniority lists shall be made available to the Union on reasonable request.

#### 4.14 Loss of Seniority

An employee shall not lose seniority rights if they are absent from work because of **illness, injury pregnancy or parental** leave, layoff or any leave of absence approved by the **Employer**.

#### 4.15 Reduction in Hours

(a) Reduction in hours shall be based on centre seniority as per Clauses 4.13 and 4.14 providing that affected employees have the **qualifications** to perform the work that is available, and that licensing standards can be maintained.

(b) **Any regular employee who has completed less than five years employment shall receive four weeks' notice or four weeks' pay in lieu of notice. After the completion of a period of employment of five years, one week's notice shall be added for each subsequent completed year to a maximum of eight weeks' notice or pay in lieu of notice.**

(c) Any regular **employee whose hours have been reduced** shall have the right to choose layoff as per Clause 4.17(a), (c) and (d).

#### 4.16 Professional Fees

New employees have the responsibility to possess the required professional accreditation **including Emergency Child Care First Aid and CPR and membership with the Early Childhood Educators of British Columbia** upon beginning employment at the University. The **Employer will pay 100% of the associated membership fees for ECEBC and recertification of First Aid** during the course of employment.

#### 4.17 Layoff and Recall

(a) Layoff and recall shall be based on seniority. That is, the last hired shall be the first laid off and the last laid off shall be the first recalled provided they have the **qualifications** to perform the work that is available, and that licensing standards can be maintained.

(b) Any regular employee who has completed less than five years employment shall receive four weeks' **written** notice or four weeks' pay in lieu of notice. After the completion of a period of employment of five years, one week's notice shall be added for each subsequent completed year to a maximum of eight weeks' **written** notice or pay in lieu of notice.

(c) Any regular employee who has chosen layoff as per Clause 4.15(c) shall have the right to decline a recall to work at reduced hours, without loss of seniority.

(d) *Layoff and Recall Process*

(1) No layoff will occur without prior **written** notice to the shop steward.

(2) Any employee affected by a layoff shall receive written notification **pursuant to the time limits established in Clause 4.17(b)**.

(3) A regular employee who is laid off will remain on the recall list for a maximum of 12 months from the discontinuation of their position, regardless of any period the employee is not subject to recall under Clause 4.17(d)(7).

(4) **Where a regular employee is on lay-off and when a vacancy occurs for which the employee is qualified, the vacancy shall be offered to the employee. The employee shall be guaranteed the offer of a position, should they be qualified and it becomes available,**

**comparable to the position held prior to lay-off. If such a placement is turned down the Employer will have met their obligations. If the regular full-time employee takes a part-time or auxiliary position, this shall not extinguish their recall rights.**

(5) Notice of recall shall be made by telephone, or if unsuccessful, by registered mail to the last address of the employee known to the University.

(6) An employee notified of recall shall be given 10 working days' notice to report to work **from the date of receipt of the notice.**

(7) It shall be the responsibility of the employee to keep the Employer informed of their current address and telephone number. If the employee is not available to be recalled to work for a period of time, they shall inform the Employer of this in writing and will be removed from the recall list for that period of time. They will be returned to their position on the recall list at the end of their period of unavailability by the Employer.

(8) The recalled employee shall receive no less than their former salary plus any negotiated changes to which they had become entitled during the period of layoff.

(9) If the employee informs the Employer, by telephone or by mail, that they are unwilling to be recalled, or if they fail to report as per (6) above, their position on the recall and seniority list is forfeited as of that date.

(10) If the employee informs the Employer that they are unable to report to work within the limits in (6) above, the Employer may **contact** the next person on the recall list, or hire as in Clause 4.7 if the recall list is exhausted. The passed over employee remains at the top of the list for any subsequent hires up to the term set out in (3) above.

#### **4.18 Criminal Records Checks**

As a condition of employment, when an employee is hired they must obtain a criminal records check as required by the Community Care Facilities Branch. Any costs incurred in obtaining such record checks shall be paid by the employee.

If any subsequent criminal records checks are required by the Community Care Facilities Branch or by the Employer, the Employer shall cover any costs incurred.

The Employer agrees to ensure the secure storage of criminal records checks and that the contents of such criminal records checks will remain strictly confidential.

#### **4.19 Official University Closure**

**Where the Director, Child Care Services or designate curtails or cancels Child Care Programs due to a weather event or other circumstance,** employees who are normally required to work during that time will receive their normal salary.

**The Director will notify each employee scheduled to work via email. A number of factors will be considered in deciding whether to curtail services, including but not limited to, operational requirements, the health and safety of employees travelling to and from home and availability of public transportation.**



**ARTICLE 5 - WORKING CONDITIONS****5.1 Workday****(a) Normal Workday**

The normal workday shall be **up to nine hours per day** inclusive of all relief and meal breaks. **The normal workday shall be specific to the centre.**

**(b) Extended Hours Shifts:**

Employees may work shifts in excess of the normal workday. In no case will such shifts exceed nine and one-half hours in length (inclusive of all relief and meal breaks).

**(c)** All provisions of the collective agreement continue to apply to an employee working Extended Hours Shifts except as noted below:

- (1) Overtime for employees working an extended workday commences after the completion of a normal workweek **as defined in Clause 5.2 and**, in accordance with Clause 13.4.

**5.2 Workweek**

**The standard work week shall not exceed 37.5 hours per week inclusive of all relief and meal breaks. The standard work week shall consist of five working days of seven and one-half hours each, from Monday to Friday. Subject to approval from the Employer, employee and their senior, an employee may work the standard work week in a period of less than five days.**

**Notwithstanding the preceding, regular fulltime hours shall be minimum of 36 hours to a maximum of 40 hours each week inclusive of relief and meal breaks. An employee who is working a schedule that is 36 hours to 40 hours per week shall be considered a full-time regular employee and that schedule shall be considered their normal work week. Except as otherwise provided within the collective agreement, entitlements for those working an alternative schedule shall be pro-rated against the standard work week.**

**5.3 Relief and Meal Breaks**

- (a) Employees working less than four hours on a shift are not eligible for a paid break.
- (b) Employees working less than five hours on a shift shall be permitted one paid rest break of 15 minutes.
- (c) Employees working five or more hours on a shift shall be permitted two paid rest breaks of 15 minutes in the first and the second half of a shift.
- (d) Employees working six or more hours on a shift shall be permitted one paid rest break of 15 minutes and one paid lunch break of 30 minutes.
- (e) Employees working a shift of seven hours or greater shall be entitled to two 15 minute paid rest breaks, and one 30 minute paid lunch break at midday.
- (f) Employees working a shift of nine hours or more shall be entitled to three 15 minute paid rest breaks (the third rest break to be taken during the last three hours of the shift) and one 30 minute paid lunch break at midday.
- (g) Such breaks may be taken on the premises if necessary to maintain the staff/child ratio.

#### 5.4 Staff Meetings and Administrative Time

On an annual accrual basis, each centre has access to at least 15 hours per month and may access up to 20 hours, per month, outside regular working hours for staff meetings and administrative time. The Director will distribute the time to individual centres based on age groupings, program specific requirements and ratios. This annual accrual must be exhausted by March 31<sup>st</sup> annually. The Senior Early Childhood Educator shall direct the allocation of the time.

Regular employees shall be compensated for attendance at such staff meetings with compensating time off at straight-time rates.

The Director may, at their discretion, distribute more than 20 hours per month to an individual centre. However, the overall hours accessed for staff meetings and administrative time for all of the centres will be no more than 20 hours per centre.

#### 5.5 Parent and Other Meetings

A regular employee **who is** required by the Director or designate to attend the regularly scheduled parent meeting shall be paid at overtime rates for any hours in excess of **their** normal workweek. These hours are in addition to the Administration Bank referenced in Clause 5.4.

#### 5.6 Licensing Standards

The **Employer** agrees to ensure that provincial *Child Care Licensing Act* regulation standards are met.

The employees agree to observe the regulations of the *Community Care Facilities Act* and to inform the **Employer** of any action or practice being carried out within the day care premise which they consider a breach of the Regulations.

### ARTICLE 6 - VACATIONS

#### 6.1 Vacation Year

**Vacation Year shall be** the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>, inclusive.

#### 6.2 Vacation for the First Incomplete Year

Regular employees -shall receive during their first incomplete year of service, one and two thirds working days' vacation for each month or major portion thereof worked, with the right to take days off as they are accumulated, but not earlier than completion of the probation period, subject to Clause 6.4.

#### 6.3 Vacation Entitlement

All regular employees in their second and subsequent calendar years of service shall be entitled to an annual vacation of 20 working days with pay, available to them to take any time within the calendar year, subject to Clause 6.4.

**For purposes of vacation entitlement for those working a non-standard workweek as defined in Clause 5.2, the amount paid for a day's vacation shall be calculated as follows:**

$$\frac{\text{Projected Annual Hours of Work}}{1950} \times 7.5 = \text{Hours Paid per Vacation Day}$$

All regular employees in their fifth and subsequent calendar years shall be entitled to one extra day per year to a total of five additional days. Example: An employee in their fifth calendar year would be entitled to 21 working days' vacation.

For the purpose of establishing vacation entitlement, years of service shall include all of the time worked without interruption of continuous service with the Employer. Length of service shall include any periods of leave of absence approved under the terms of the collective agreement or layoff.

**Regular part-time employees shall be entitled to vacation time on a pro rata basis.**

**Auxiliary employees shall be paid vacation pay equivalent to 6% of gross earnings on each cheque.**

#### **6.4 Vacation Scheduling**

- (a) The time of vacation is to be determined by mutual agreement between the employee and the Director or designate. Scheduling of vacations shall be **by Centre according to** bargaining unit-wide seniority.
- (b) A schedule of the year's vacation shall be posted by April 1<sup>st</sup>. This schedule shall be subject to change by mutual agreement.
- (c) Notwithstanding (a) above, an employee who relocates to another **Centre** where the vacation schedule has already been completed will not be entitled to exercise their seniority rights for that year only. However, every effort shall be made to grant vacation at the time of the employee's choice.

#### **6.5 Accumulation or Carryover of Vacation**

Up to one-half of an **employee's annual** vacation entitlement may be deferred to the **following** year with prior written approval.

**Employees requesting vacation deferral must submit their requests in writing by November 15<sup>th</sup> of each year and will be approved in writing no later than December 1<sup>st</sup> of that year. Approvals will be based on centre seniority and operational requirements but will not be unreasonably denied. A failure of the Employer to respond by December 1<sup>st</sup> shall mean that the deferral request has been approved.**

**Vacation deferral cannot be compounded year to year.**

#### **6.6 Part-Time Employment**

Regular and long-term auxiliary part-time employees shall be entitled to vacation time on a pro rata basis.

#### **6.7 Approved Leave of Absence During Vacation**

When an employee is eligible for sick leave due to illness or **injury** while on vacation, sick leave shall be granted with the intent not to lose vacation time, subject to presentation of supporting medical proof of illness or injury.

#### **6.8 Termination of Employment**

Vacation entitlement for any regular employee who terminates before December 31<sup>st</sup> of any calendar year shall be computed in accordance with Clauses 6.2, 6.3 and 6.6 on a pro rata basis.

The **Employer** shall pay the terminating employee for all vacation days owed to them at their regular rate of pay.

Should the terminating employee have used more of their vacation credit than entitled, they shall have the difference deducted from their final paycheque.

## ARTICLE 7 - DESIGNATED HOLIDAYS

### 7.1 Paid Holidays

Employees who have **worked or earned** wages for 11 of the 30 calendar days **preceding** the designated holiday shall receive the following as paid holidays:

New Year's Day	Labour Day
Family Day	<b>National Day for Truth &amp; Reconciliation</b>
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
BC Day	

Any other day proclaimed as a holiday by the federal or provincial governments shall also be a paid holiday.

### 7.2 Designated Holiday Falling on a Scheduled Day Off

When a designated holiday falls on the scheduled day off of an employee, they shall be granted an equivalent time off without loss of pay.

### 7.3 Designated Holiday Coinciding with Employee's Vacation

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

### 7.4 Designated Holiday for Part-Time Employees

Regular part-time employees shall be eligible for designated holidays under this article on a pro rata basis.

## ARTICLE 8 - LEAVES

### 8.1 Sick Leave Allotment

Regular full-time employees will accrue, **on average**, one and one-quarter days per month sick leave with full pay, to a maximum of 120 days.

When an employee has worked 11 of the days in any given calendar month, they will accrue sick leave allotment for that month. Part-time employees **and auxiliary employees who have rights pursuant to Clause 16.1(c) and who work at least 11 days in a given month**, will accrue sick leave allotment on a pro rata basis, based on actual hours worked up to the maximum accrual.

**The provisions of the *Employment Standards Act* are incorporated into the article such that all employees are entitled to up to five paid days of sick leave per year after completing 90 calendar days of service and further three days of unpaid sick leave per year.**

**The illness and injury leave entitlement in the *Employment Standards Act*, which is currently up to five days, is not in addition to any entitlement that may be accrued in (a) above.**

## **8.2 Sick Leave Credit**

All regular employees shall be able to draw on a block of five days sick leave when they commence employment. If all or part of this block of sick leave is used it will be paid back as sick leave is accumulated. If an employee ceases employment and has a negative balance in sick leave credit, this amount will be deducted from their final paycheque.

## **8.3 Medical Confirmation of Sick Leave**

(a) The Employer may require an employee who is unable to work due to illness or injury to provide a medical certificate providing medical evidence of the employee's inability to work in any of the following circumstances:

- (1) where it appears that a pattern of consistent or frequent absences is developing;
- (2) where the employee has been absent for three or more consecutive workdays; and
- (3) where at least 30 days have elapsed since the last statement was received.

(b) The medical certificate must provide, at minimum, the following information:

- (1) Nature of illness or injury (not diagnosis)
- (2) Prognosis (expected return date)

(c) Where there has been a prolonged absence due to illness or injury, the Employer may require an employee to provide a further certificate stating date of return, whether the employee will be returning on a graduated/modified return and any job restrictions.

(d) Any medical certificate/reports required by the Employer shall be paid by the Employer.

## **8.4 Illness in the Immediate Family**

The employee may use up to five days credit annually from their sick leave entitlement in the event of illness of dependent children, spouse or parent.

## **8.5 Medical Appointments**

**Sick leave may be used for medical or dental appointments. Employees will make every effort to book appointments on their own time whenever possible.**

## **8.6 Sick Leave**

No employee shall be terminated or lose seniority because of illness **or injury**.

Upon return to work, the employee shall be reinstated in their former position and resume receiving the current negotiated salary. The Employer agrees to remit premiums for Health and Welfare benefits that the employee is entitled to during their leave of absence provided that the employee reimburses the Employer for both the employee and the Employer's share.

## **8.7 Sick Leave for Pregnant Employees**

It is recommended that all employees of childbearing years be immunized against rubella (German Measles) upon consultation with their medical advisor.

Sick leave may be used by any pregnant employee when there is a known or suspected case of German Measles or any other disease or condition which could be harmful to pregnancy on the place of

employment. The employee may use this leave until all danger from such disease or condition no longer exists.

### **8.8 Subrogation**

While no employee shall be required to take legal action to recover lost salary or other damages from any person, employees shall turn over, or cause to be turned over to the Employer, any monies received directly or indirectly by them from the Insurance Corporation of British Columbia or any other person, excluding interest, as a result of a claim for lost salary, where employees have used their sick leave with pay as a result of an automobile accident or otherwise because of injuries sustained due to the negligence or wrong-doing of a third party. Sick leave will be credited upon payment of these monies. The amount an employee is required to repay to the Employer for a claim of lost salary shall be net of verified expenses incurred by the employee to recover that claim.

This requirement for repayment shall not apply to an award or judgement pursuant to a claim or legal action where the award or judgement does not include damages for lost salary. For greater certainty, the requirement for repayment continues to apply to global settlements that include but do not specify wage losses.

### **8.9 Pregnancy and Parental Leave**

**Employees are eligible for unpaid leave of absence from employment subject to the conditions in this article. Every employee who intends to take a leave of absence under this article will give at least four weeks' notice in writing to the Employer unless there is a valid reason why such notice cannot be given and will inform the Employer in writing of the length of leave intended to be taken.**

**Each employee who wishes to change the effective date of approved leave will give four weeks' notice of such change unless there is a valid reason why such notice cannot be given.**

#### **(a) Pregnancy Leave**

**(1)** A pregnant employee is entitled to a leave of absence without pay of up to 17 consecutive weeks. This leave must start no earlier than 13 weeks before the expected birth date of the child, and no later than the actual birth date. This leave must end no later than 17 weeks after the pregnancy leave begins. If eligible, the employee shall receive the benefits of the applicable provisions of the *Employment Insurance Act*.

**(2)** An employee must notify the Director or designate in writing of the expected date of the birth of the child. Such notice shall be given at least 10 weeks prior to the expected date of birth of the child and should include the expected date of the leave.

**(3) The Employer will, upon the request of the employee, modify the commencement of pregnancy leave for any period approved in writing by a qualified medical practitioner.**

**(4)** If birth occurs or pregnancy ends before a request for pregnancy leave is made, the employee will be granted up to six weeks' unpaid leave, upon medical certification of such event.

**(5)** An employee is entitled to up to six additional consecutive weeks of unpaid pregnancy leave if, for reasons related to the birth or the termination of pregnancy, the employee is unable to return to work when the employee's leave ends under this article. The Employer may require a medical certificate stating the reasons for the leave extension.

**(b) Parental Leave**

(1) Upon application, an employee will be granted an unpaid leave of absence following the birth or adoption of the employee's child. The employee will have to furnish a medical certificate or other evidence stating the date of birth of the child or, where applicable, proof of adoption.

(2) Upon application, employees will be granted parental leave as follows:

(i) in the case of the pregnant parent, up to 61 consecutive weeks commencing immediately following the end of pregnancy leave under Clause 8.9(a), Pregnancy Leave,

(ii) in the case of the partner of the pregnant parent, including a same-sex partner, up to 62 weeks commencing within the 78-week period following the birth of the child,

(iii) in the case of an adopting parent, up to 62 consecutive weeks commencing within the 78-week period following the date the adopted child comes into the actual care and custody of the parent or within the two-week period preceding the date the adopted child comes into the actual care and custody of the parent.

(3) An employee on parental leave is entitled to up to an additional five consecutive weeks of unpaid parental leave if the child has a physical, psychological or emotional condition requiring a period of additional parental care. The Employer may require a medical certificate or other evidence of the employee's entitlement to this leave extension.

**8.10 Aggregate Leave**

The aggregate amount of leave of absence from employment that may be taken by an employee under Clause 8.9 in respect of the birth or adoption of any one child will not exceed 78 weeks, except as provided under Clause 8.9 (a)(5) (Pregnancy Leave) or 8.9 (b)(3) (Parental Leave).

**8.11 Benefits Continuation**

(a) An employee on pregnancy or parental leave participating in the following Employer benefit plans may maintain coverage by providing post-dated cheques to Financial Services for their share of the following premiums/contributions:

- Medical Plan
- Dental Plan
- Extended Health Plan
- Group Life Insurance Plan
- Long-Term Disability Plan

(b) Employees on pregnancy or parental leave who are eligible for the benefits of Clauses 8.9 and 8.10 shall receive the accrual of vacation credits and any sick leave credits that may be issued for the first month of such leave. Employment shall be deemed continuous for that first month of leave for purposes of calculating annual vacation entitlement or any sick leave entitlement in effect during that first month of leave.

### 8.12 Sick Leave for Pregnant Employees

(a) Prior to the commencement of pregnancy leave, illness or injury arising due to pregnancy will be covered by sick leave.

(b) Sick leave may be used by any pregnant employee **where** there is a **confirmed** case of German Measles or any other disease or condition **in the place of employment** which could be harmful to **the pregnancy as determined by the qualified medical practitioner's statement or report**. The employee may use this leave until all danger from such disease or condition no longer exists.

### 8.13 Entitlements Upon Return to Work

(a) Upon return to work, the employee shall be reinstated in their former position with all increment to wages and to benefits to which the employee would have been entitled had the leave not been taken. If their former position has been discontinued, they will be placed into a position at UBC Child Care Services Programs:

- which is in the same classification and pay grade and is coincidentally vacant;
- for which the employee has the ability, qualifications and training to perform the duties of the vacant position; and
- for which licensing standards can be maintained.

(b) An employee on pregnancy or parental leave shall not lose seniority entitlements. Seniority entitlements shall continue to accrue for the period of such leave.

(c) The probationary period will be frozen while a probationary employee is on pregnancy or parental leave in accordance with Clauses 8.9 and 8.10. Upon return to work from such leave, a probationary employee shall complete the remainder of their probationary period.

(d) Employees who return to work for at least six consecutive months following pregnancy and/or parental leave will receive vacation credits (as defined in Clause 6.3) as follows:

- (1) pregnancy leave - up to 18 weeks of vacation credits;
- (2) parental leave - up to 18 weeks of vacation credits; or
- (3) combined pregnancy and parental leave - up to 30 weeks of vacation credits.

(e) If an employee does not apply for or qualify for Employment Insurance benefits, that employee will not accrue any sick leave credits then in effect, beyond the month in which the pregnancy or parental leave began. In such instances, employment shall be considered continuous for the purposes of calculating annual vacation entitlement. However, vacation pay will be limited to the month in which the pregnancy or parental leave began if that employee does not return to work for a minimum of six consecutive months following such leave.

### 8.14 Notice to Return to Work

An employee returning to work after pregnancy or parental leave in accordance with Clauses 8.9 and 8.10 will provide the University with at least one month's written notice.

### 8.15 Bereavement Leave

In the case of bereavement in the immediate family a regular employee shall be entitled to three working days at their regular rate of pay. This leave may be extended up to a further three days with pay by the Director or designate, Child Care Services in the appropriate circumstances.



Immediate family includes employee's child, (including stepchild), parent, spouse, common-law spouse including same sex spouse, sibling, parent-in-law, grandparents, grandchildren and any other relative permanently residing with the employee. **It is understood that spouse/ partner includes non-binary, gender-fluid and gender-queer individuals.**

**In event of the death of the employee's child's spouse or sibling's spouse, the employee shall be entitled to one working day at their regular rate of pay.**

**For self-identifying Indigenous employees, this leave will also be granted for the passing of an Elder close to them and/or the community, as well as any individual the employee considers a close family member consistent with the cultural norms of their community (e.g. aunt, uncle).**

***The additional leave for self-identifying Indigenous employees is agreed to on a provisional basis and the specific language is subject to refinement or amendment based on consultations to be conducted with the Indigenous community at UBC within 60 days of ratification.***

#### **8.16 Leave of Absence with Pay**

Leave of absence with pay of one day shall be granted to attend the funeral of a co-worker from the same centre.

Special leave with pay may be granted to the employee for other extenuating circumstances such as:

- (a) attending a funeral; and
- (b) attending a formal hearing to become a Canadian citizen.

Length of time granted in any instance shall be appropriate to the particular circumstances and will be dependent on the financial status of the day care. Such leave shall not be unreasonably denied. Adequate prior notice is required.

#### **8.17 Court Appearances**

- (a) An employee who is called for jury duty or as a subpoenaed witness shall continue to receive their regular pay for the days on which they would otherwise have worked. In the event the employee receives any monies from the Crown for such service, and shall retain such portion as covers their expenses, shall turn the remainder over to the Employer with an accounting of amounts received together with proof of amounts received together with proof of service.
- (b) When an employee is to appear as either plaintiff or defendant in a civil suit, they shall be granted leave of absence without pay.
- (c) When an employee is charged with an offence and is required to attend a hearing or is held in custody pending hearing of charges, the employee shall be allowed leave of absence without pay to attend such hearing or pending results of hearing of charges. If the employee is found to be guilty of the charge, the Employer shall consider the nature of the offence in determining whether the individual shall continue on leave of absence, return to work, or be discharged subject to Clause 1.1.

#### **8.18 Leave of Absence Without Pay**

##### **(a) General Leave**

An employee may apply for a leave of absence without pay for personal reasons for a period not normally exceeding one month. Requests for leave shall not be unreasonably denied.

Benefits entitlement during the period of leave shall be at the discretion of the Director or designate.

(1) *Procedure* - The employee shall submit a request in writing to the Director or designate, stating the reasons for the leave, at least one week in advance. Permission shall be obtained in writing from the Director or designate. Refusals for such leave shall be given in writing to the employee with reasons for refusal stated.

(2) Upon return to work, the employee shall be placed in their former position.

**(b) Other Leaves**

**In addition to leaves set out in Article 8 - Leaves of this Agreement, the Employer recognizes their obligation and employee rights with regards to additional leaves covered under the *Employment Standards Act, Part 6 - Leaves and Jury Duty, including but not necessarily limited to:***

- Critical illness or injury leave
- Covid 19 related issues
- Leave for Covid 19 vaccination
- Reservist's Leave
- Leave respecting disappearance of a child
- Leave respecting death of child
- Compassionate Care Leave
- Family Responsibility Leave

**8.19 Leave for Religious Holidays**

Employees practising non-Christian religious faiths shall be granted either leave of absence without pay or allowed to schedule vacation time during non-Christian religious holidays.

**8.20 Educational Leave**

(a) Employees shall be granted up to four days educational leave with pay per annum to observe other day care centres, or preschool programs, or to attend seminars, workshops, training sessions or conferences which in the opinion of the Director or designate and the employee will be of benefit to their professional development. No more than one employee from each centre shall be absent on such leave at the same time.

Employees must submit a course outline, program, or plan to the Director or designate two weeks in advance of such leave being granted.

(b) The Employer agrees to pay all or a portion of the cost of courses taken and completed by a regular employee, which, in the opinion of the Director or designate and the employee will contribute to their professional development.

(c) Where the Employer requires the employee to attend a professional development program outside of normal working hours, or where an employee is required by licensing regulations to fulfil professional development training or retraining requirements to maintain their licence, and such courses must be taken outside of normal working hours, time off (at straight-time) will be given in lieu of additional pay.

(d) Leave of absence with or without pay at the discretion of the Director or designate, shall be granted to an employee for the purpose of taking a required practicum.

**8.21 Short-Term Leave of Absence for Union Activities**

Leave of absence without pay and without loss of seniority shall be granted during working hours:

- (a) for employees who are elected or appointed representatives of the Union, to attend to union business which requires them to leave their place of employment;
- (b) for employees who are representatives of the Union Bargaining Committee, to discuss or negotiate directly with Employer representatives, or to attend meetings of the Bargaining Committee.

The **Employer** agrees that such leave shall not be unreasonably denied. The Union and the employee will make every effort to provide as much advance notice as possible, to facilitate scheduling of both clients and employees. To facilitate the administration of the above, when leave without pay is granted, the leave shall be given without loss of pay and the Union shall reimburse the Employer for the appropriate salary costs, including travel time incurred.

The Union agrees that for bargaining, no more than three employees in total, and no more than one employee from each centre, shall be absent at any one time for the purposes set forth in Section (b) above. For purposes described in Section (a) above, the Union agrees that no more than one employee from each centre shall be absent at any one time for the purpose of attending to such union business.

**8.22 Full-Time Leave of Absence for Union Activities**

A leave of absence without pay shall be granted upon request to any employee who has been elected or selected to a full-time office or position in the Union, in the Union's provincial association or in any other body in which the Union maintains membership or affiliate status. Any employee so elected or selected must give one month's notice to the Employer. Seniority shall be maintained during such employee's leave of absence of up to one year but not longer. The employee shall also be allowed to continue with all the Employer's benefit plans and the employee shall pay the full premium of these plans. When the leave of absence has a term of one year or less, the employee shall be returned to their former position with the Employer.

**8.23 Special Leave of Absence Without Pay for Union Activities**

Special leave of absence without pay may be granted by the Employer to an employee to act as a delegate or representative of the Union at union functions. It is agreed that the Director or designate will be given at least one-month advance notice in writing and it is understood that such leave of absence must not interfere with the normal functions of the day care or centre. **The Union will reimburse the Employer the employee's share of their premium costs** for medical, extended health, life insurance, **AD&D, and dental coverage** during the period of leave.

**8.24 Elections**

- (a) Any employee eligible to vote in a federal, provincial or municipal election or a referendum shall have four consecutive clear hours during the hours in which the polls are open in which to cast their ballot. The Employer and employees shall jointly coordinate shift schedules.
- (b) **The Employer shall grant, on written request, leave of absence without pay and without loss of seniority:**
  - (1) **For employees to seek election in a municipal, provincial, federal, First Nation or other Indigenous election for a maximum period of 90 days;**
  - (2) **For employees elected to a public office for a maximum period of five years**

### 8.25 Domestic or Sexual Violence Leave

An employee who wishes to take leave under this **clause** shall advise the Employer in writing that the employee will be doing so. If the employee must begin the leave before advising the Employer, the employee shall advise the Employer of the leave in writing as soon as possible after beginning it.

Where leave from work is required due to an employee **or an employee and their** dependent child **having experienced domestic or sexual violence**, the employee shall be granted leave in each calendar year, in accordance with the *Employment Standards Act*, as follows:

- (a) Up to five days of paid leave, and
- (b) Up to five days of unpaid leave, and
- (c) Up to 15 weeks of additional unpaid leave

The leave in clause 8.23 may be taken by the employee intermittently.

### 8.26 Indigenous Leave for Ceremonial, Cultural or Spiritual Events

A self-identifying Indigenous employee may request up to two days of leave per calendar year without loss of pay to participate in ceremonial, cultural, or spiritual event(s). The leave may be taken in one or more blocks of time. For the purposes of this Article, a ceremonial, cultural, or spiritual event under this section includes any event that is significant to a self-identifying Indigenous employee's cultural practices. Examples of significant cultural events include, but are not limited to, Hoobiye, Pow-wows, Sundance, sweat lodge ceremony, coming of age events, feasts, traditional food gathering, or ceremonies held following a significant family event.

Leave under this provision is in addition to an Indigenous employee's entitlement to leave under Article 8.15 - Bereavement Leave, as applicable.

Where a self-identifying Indigenous employee requires more than two days of leave for a ceremonial, cultural, or spiritual event, the leave shall not be unreasonably denied. This additional leave is unpaid, however, and an employee may draw from their available vacation and ATO banks, as applicable.

*This Article is agreed to on a provisional basis and the specific language is subject to refinement or amendment based on consultations to be conducted with the Indigenous community at UBC within 60 days of ratification.*

## ARTICLE 9 - BENEFITS

### 9.1 Basic Medical Insurance

All regular employees who work at least 20 hours per week and all eligible long-term auxiliary employees who work at least 20 hours per week may choose to be covered by the BC Medical Services Plan effective the first of the month on or following commencement of employment. The Employer shall pay 100% of the monthly contribution, at the dependent or family rate, if required, for such employees.

### 9.2 Extended Health and Life Insurance

The Employer agrees to pay 100% of the monthly premium of the Extended Health coverage for all regular employees who are eligible at the dependent rate, if required. Regular employees will be eligible for benefits on the first of the month on or after the employee's date of hire.

All regular employees who work at least 20 hours per week are entitled to be covered by the Employer's Basic Group Life Insurance plan. The Employer agrees to pay 100% of the monthly premium for all such employees.

### **9.3 Dental Services Plan**

The regular employees who work at least 20 hours per week are entitled to be covered by the Union's Dental Services Plan effective upon completion of the third month of employment. The Employer shall pay 100% of the monthly premium for such employees, at the dependent rate, if required.

### **9.4 Workers' Compensation**

**An employee whose claim for temporary disability benefits is accepted by WorkSafeBC will be paid in advance at 90% of average net earnings (subject to upward adjustment in accordance with WorkSafeBC rates) of their regular rate of pay, for each day the employee is off on Workers' Compensation.**

**The advance will be paid on the employee's regular pay cheques.**

**If an employee suffers a disability, compensation for which is in dispute with the Worker's Compensation Board, Sick Leave benefits will be paid retroactively to the first day of disability that is eligible for benefits.**

**If the WorkSafeBC claim is subsequently allowed, the employee shall repay these benefits. Employees who do not have available sick leave benefits shall be placed on an unpaid sick leave pending a decision from WorkSafeBC.**

### **9.5 Pension**

(a) The BCGEU Pension Plan will be the plan used to provide a pension benefit for eligible child care employees through the life of this agreement and as long as the plan does not mandate contribution increases to meet funding shortfalls. A third party administers the plan and is responsible for record keeping. The cost of this administration is borne by the plan. Vesting will be determined as per the plan.

(b) **Effective May 1, 2023**, the Employer will contribute a maximum **6%** of payroll (regular earnings only) for all eligible employees, and eligible employees will contribute **6%** of their gross regular earnings. The Employer will not commit more than the **6%**. Regular earnings include paid short-term medical leave. No pay other than regular earnings will attract pension deductions. For example, overtime pay, shift differential pay, and long-term disability pay will not attract pension deductions.

(c) Employees on **pregnancy** or parental leave will be eligible to maintain the pension plan benefit while on such a leave. The Employer will continue its contributions during an employee's maternity or parental leave if the employee continues to pay their portion of the overall contribution.

(d) Employees on any type of unpaid leave (except **pregnancy** or parental leaves) will not be eligible for the pension plan benefit.

(e) Employees will be eligible for this benefit if they are classified as regular monthly or regular hourly child care workers. Auxiliary staff will be eligible for this benefit once they have completed two years of continuous employment with earnings of not less than 35% of the Year's Maximum Pensionable Earnings in each of the two consecutive calendar years.

(f) Eligible employees will be enrolled on the first day of the month following their start date with the Employer. This benefit is mandatory for all current and future employees who meet the eligibility

requirements. The Employer **will** remit voluntary contributions to the plan on behalf of the employees receiving the benefit **should the employee choose to make additional contributions**. Deductions will take place on each pay cycle. The University will remit the Employer and employee contributions on a monthly basis, and by the 20<sup>th</sup> of each month.

#### **9.6 Health Spending Account**

The Employer will establish a health spending account for all eligible employees. Eligible expenses are as prescribed by the *Income Tax Act* for eligible medical expenses and will include dependant expenses. Each eligible employee will be able to access up to \$200 for eligible medical expenses per calendar year.

#### **9.7 Part-Time and Auxiliary Employees Eligibility**

Employees who have worked in a full-time or part-time position for a minimum of three consecutive months and who have worked at least 20 hours per week will be eligible to receive benefits in accordance with this article. Auxiliary employees must also meet the requirements set out in Clause 16.1.

The Employer will assess on a quarterly basis the hours worked by all part-time and auxiliary employees. Employees who consistently do not work 20 hours per week will be removed from benefit coverage and will need to re-qualify by working 20 hours per week for a minimum of three consecutive months.

#### **9.8 Trans Inclusion**

**The Employer recognizes that respect and support for transgender and gender diverse employees is central to their success and well-being. The recognition of gender diversity, including people who identify as transgender, two-spirit, or non-binary, affirms and acknowledges that gender is highly personal and fluid and is worthy of respect at UBC.**

**A transitioning employee can expect a welcoming, inclusive, and respectful work environment.**

**In some cases, an employee, may wish to keep their gender affirming changes and plans private, or to let only some people in the workplace know. In other cases they may wish to announce their transition widely. If the employee requests the support of the Employer, the employee may consult with their manager/supervisor to determine their wishes regarding confidentiality and desired supports. Should an employee prefer to utilize Workplace Health Services, WHS will work with the employee, supervisor and union to ensure a supportive plan is created.**

**The Employer and the Union will make every reasonable effort to protect the privacy and safety of transgender and gender diverse employees.**

**The employee may ask for assistance of their Union representative throughout this process and the Employer will work with the parties to ensure a supportive plan is in place.**

**By request of the employee, the Employer will update all current employee records and documents to reflect the employee's name and gender change that are within the Employer's ability to change and are not self-service accessible, except as required by law or policy.**

### **ARTICLE 10 - DISCHARGE AND RESIGNATION**

#### **10.1 Personnel Files**

An employee shall have full access to their employee file. The employee will be provided with a copy of any material regarding the employee to be placed on file, clearly indicating its placement.

All disciplinary materials shall be removed after one year from date of incident, except for those materials relating to the safety and well-being of children in care. The employee may apply to the Employer for a review to determine whether such materials shall be removed from the employee's file following the one year period.

The Employer agrees not to introduce as evidence in any hearing any document the existence of which the employee was not aware at the time of filing.

#### **10.2 Right to Have Union Representative Present**

(a) When the Employer wishes to discuss dissatisfaction with the work of an employee which may lead to disciplinary action the employee shall have the right to be accompanied by a steward. This clause does not apply to those interviews that are of an operational nature and do not involve disciplinary action.

(b) A steward shall have the right to consult with a staff representative of the Union and to have a local union representative present at any interview with supervisory personnel which might be the basis of disciplinary action against the steward, providing that this does not result in an undue delay of the interview.

#### **10.3 Discipline**

The **Employer** agrees to adhere to the principles of progressive discipline.

#### **10.4 Dismissal or Suspension for Cause**

An employee may be dismissed or suspended for cause. All dismissals and suspensions shall be subject to grievance and arbitration procedures, and the burden of proof shall be on the Employer. In the case of a probationary employee, just cause shall include failure to display suitability for the position.

In the event of a dismissal or suspension, the Employer shall give a letter outlining the reasons for their dismissal or suspension to the employee concerned. The letter shall be given to the employee immediately upon dismissal or suspension, except in cases of summary dismissal or summary suspension, in which case the letter shall be sent to the employee as soon as reasonably possible. A copy of the letter shall be sent to the Union.

#### **10.5 Reinstatement for Unjust Cause**

If, as a result of the grievance procedure, it is found that an employee has been discharged for unjust cause, that employee will be reinstated in their former position, or one of equal salary range, without loss of seniority **and pursuant to the terms of any arbitration award or grievance settlement.**

#### **10.6 Resignation**

If an employee resigns, one month notice will be given in writing prior to the date of termination. For employees who do not give the required notice, the employee will be entitled to 4% of gross earnings less any actual vacation they have taken, unless that employee has served five continuous years of employment with the Employer, in which case 6% of gross earnings less any actual vacation will be paid.

Vacation entitlements banked from the previous year shall be paid at the full employee rate.

An employee may rescind their resignation, in writing, without penalty up to three working days after giving notice.

**10.7 Benefits**

In case of dismissal or resignation, subject to Clause 10.5, the employee shall receive all vacation entitlements and salary due to the date of termination.

**10.8 Employee Investigations**

The parties agree that in certain situations it may be in the best interest of both clients and employees that employees be reassigned or removed from all job sites during an investigation of conduct. In cases where an employee cannot be reassigned, then the employee shall be considered to be on leave of absence without loss of pay until the Employer has determined there is a prima facie case for imposing discipline.

The Employer will make every effort to complete its investigation within 14 days. The Employer will notify the President of the Union or their designate when an investigation of conduct has been initiated. Any employee who is interviewed in the course of an investigation shall have the right to union representation at such an interview.

**ARTICLE 11 - GRIEVANCE PROCEDURE****11.1 Grievance Procedure**

The **Employer** and the Union agree that disputes arising from:

- (a) the interpretation, application or alleged violation of the agreement, including the question of arbitrability; or
- (b) the dismissal, suspension or discipline of any employee in the bargaining unit, shall be resolved in accordance with the following procedures:

**11.2 Time Limits to Present Initial Grievance**

An employee who wishes to present a grievance at Step 1 of the grievance procedure, must do so no later than 30 calendar days after the date:

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

**11.3 Step 1**

In the first step of the grievance procedure, every effort shall be made to settle the dispute with the Manager or designate within 30 days of receipt of the grievance. The aggrieved employee shall have the right to have their steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the union steward, to Step 2 of the grievance procedure.

**11.4 Step 2**

- (a) Within 30 days of the presenting the initial grievance at Step 1, the employee may present a grievance at this level by:



- (1) recording this grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
- (2) stating the article or articles of the agreement violated or alleged to have been violated, and the remedy or correction required; and
- (3) transmitting this grievance to the Manager or designate through the union steward.

(b) The Manager or designate shall:

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

### **11.5 Time Limits to Reply to Step 2**

- (a) Within 10 calendar days of receiving the grievance at Step 2, the representative of the Employer, the employee and the shop steward shall meet to examine the facts, the nature of the grievance and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (b) The Employer's designate at Step 2 shall reply in writing to the Union within 14 calendar days of receiving the grievance at Step 2.

### **11.6 Step 3**

The President of the Union, or their designate, may present a grievance at Step 3:

- (a) within 14 calendar days after the decision has been conveyed to them by the representative designated by the Employer to handle grievances at Step 2; and
- (b) within 14 calendar days after the Employer's reply was due.

### **11.7 Time Limit to Reply at Step 3**

The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within 30 calendar days of receipt of the grievance at Step 3.

### **11.8 Failure to Act**

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

### **11.9 Time Limit to Submit to Arbitration**

Failing satisfactory settlement at Step 3, and pursuant to Article 12, the President, or their designate, may inform the Employer of their intention to submit the dispute to arbitration within:

- (a) 30 days after the Employer's decision has been received; and
- (b) 30 days after the Employer's decision is due.

**11.10 Amending of Time Limits**

The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing. Where a grievance or a reply is presented by mail, it shall be deemed to be presented on the day on which it is postmarked and it shall be deemed to be received on the day it was delivered to the appropriate office of the Employer or the Union. Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by certified mail or facsimile.

**11.11 Dismissal or Suspension Grievances**

(a) In the case of a dispute arising from an employee's dismissal, the grievance may be filed directly at Step 3, within 30 days of the date on which the dismissal occurred, or within 30 days of the employee receiving notice of dismissal.

(b) In the case of a dispute arising from an employee's suspension, the grievance may commence at Step 2 of the grievance procedure within 30 days of the date on which the suspension occurred, or within 30 days of the employee receiving notice of suspension.

**11.12 Deviation from Grievance Procedure**

(a) The **Employer** agrees that, after a grievance has been initiated by the Union, the Employer's representative will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly, with the aggrieved employee without the consent of the Union.

(b) In the event that after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that, pursuant to this article, the grievance shall be considered to have been abandoned.

(c) Notwithstanding (b) above, an employee who has filed a complaint with the Human Rights Commission shall not have their grievance deemed abandoned through the filing of the complaint.

**11.13 Policy Grievance**

Where either party to this agreement disputes the general application, interpretation, or alleged violation of an article of this agreement, the dispute shall be discussed initially with **the Employer** or the Union, as the case may be, within 30 days of occurrence. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration, as set out in Article 12 of this agreement.

**11.14 Technical Objections to Grievances**

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

**ARTICLE 12 - ARBITRATION****12.1 Notification**

Where a difference arising between the parties relating to the interpretation, application, or administration of this agreement, including any questions as to whether a matter is arbitrable or where

an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 11, notify the other party within 30 days of the receipt of the reply at the third step, of its desire to submit the difference or allegations to arbitration.

### **12.2 Appointment of the Arbitrator**

Where a party to the collective agreement has requested that a grievance be submitted to arbitration, the Union and the Employer shall agree on a single arbitrator. If the parties cannot agree on a single arbitrator, one shall be appointed by the BC Labour Relations Board.

### **12.3 Board Procedure**

The Arbitrator may determine their own procedures in accordance with the *Labour Relations Code* and shall give full opportunity to all parties to present evidence and make representations. He shall hear and determine the difference or allegation and shall make every effort to render a decision within 30 days of their first meeting.

### **12.4 Decision of Arbitrator**

The decision of the Arbitrator shall be final, binding and enforceable on the parties. The Arbitrator shall have the power to dispose of a dismissal, discharge or discipline grievance by any arrangement which the Arbitrator deems just and equitable. However, the Arbitrator shall not have the power to change this agreement or to alter, modify or amend any of its provisions.

### **12.5 Disagreement on Decision**

Should either party disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision. The Arbitrator shall make every effort to provide written clarification within seven days of receipt of the application.

### **12.6 Expenses of Arbitrator**

Each party shall pay one-half of the fees and expenses of the Arbitrator.

### **12.7 Amending Time Limits**

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

### **12.8 Witnesses**

At any stage of the grievance or arbitration, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses. All reasonable arrangements will be made to permit the concerned parties or the Arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

### **12.9 Expedited Arbitration**

- (a) The parties may by mutual agreement refer to expedited arbitration any outstanding grievances considered suitable for this process, and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.
- (b) The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve groups of grievances.

- (c) The Arbitrator shall hear the grievances and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.
- (d) Expedited arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.
- (e) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- (f) A grievance determined by either party to fall within one of the categories listed in (b) above may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing pursuant to Clause 12.3.
- (g) The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.

### **ARTICLE 13 - PAYMENT OF WAGES AND ALLOWANCES**

#### **13.1 Program Planning**

It is understood that the rates of pay in this agreement reflect recognition that program planning is an integral function of all classifications.

#### **13.2 Acting Supervisor Rate of Pay**

When a regular or long-term auxiliary employee is temporarily required by the Director or designate to accept the responsibilities and carry out the duties incident to a position covered by this agreement which is senior to the position they normally hold, they shall be paid at the senior rate. Absences of less than three working days shall not normally be filled by an acting appointment.

#### **13.3 Choice of Time Off or Pay for Overtime**

Every employee who is required to work overtime shall at the time of working such overtime, elect and inform the **Employer** whether to be paid for it or receive compensating time off in lieu thereof.

#### **13.4 Pay for Overtime Worked**

Overtime is defined as any hours worked in excess of the employee's regular hours of work in one working day or in one working week, as specified in Clause 5.1.

An employee who is required by the Director or designate to work overtime shall be compensated at one and one half times the employee's normal hourly rate.

Claim for compensation for overtime worked shall be made within two weeks of the overtime worked. Payment shall be made to the employee by the end of the second pay period following submission of the claim.

#### **13.5 Compensating Time Off for Overtime Worked**

Any employee who elects to receive compensating time off in lieu of being paid for overtime shall be given time off equivalent to the number of hours for which they would have been paid for the overtime so worked. Time off for such compensating time shall be taken at a time mutually agreed upon by the employee and Director or designate. Once two days of overtime have been accumulated any additional overtime worked shall be paid out.

**13.6 Overtime Worked on a Designated Holiday**

An employee who works on a designated holiday shall be compensated at the rate of double time for hours worked, plus one day off in lieu of the holiday.

**13.7 Authorization and Application of Overtime**

An employee who is required to work overtime shall be entitled to overtime compensation when the overtime worked is authorized in advance by the Employer. It is understood that, in emergency situations, prior authorization may not be possible.

Employees working in more than one program are obligated to inform the Employer or designate and receive approval if they are asked to work hours that would result in overtime.

**13.8 Assignment of Overtime**

The Employer shall endeavour to keep overtime to a minimum and to meet requirements on a voluntary basis. Insofar as reasonably possible, overtime shall be divided equally among the employees in the centre who are willing and able to perform the available work within a reasonable time. In the event an employee who has been directed to work overtime demonstrates an urgent personal emergency, that employee shall be excused the necessity of working overtime on that occasion.

**13.9 Mileage Payments and Auto Insurance**

Employees using their own car for Employer's business shall receive payment for all kilometres in accordance with the Employer's policy. Each employee using their car for Employer's business shall be required to produce normal liability insurance. The Employer shall be responsible for insurance over and above normal insurance coverage when it is necessary for the employee to drive their automobile for the Employer's business.

**13.10 Part-Time Employment**

**Regular Part-Time employees shall be subject to the same standards and conditions of employment which apply to Regular Full-Time employees.**

**13.11 Payment of Wages**

Monthly paid employees shall be paid and shall receive a statement of earnings on the last working day before the 16<sup>th</sup> of each month and on the last working day of each month.

Hourly paid employees will be paid and shall receive a statement of earnings on the last working day before the 8<sup>th</sup> and 23<sup>rd</sup> of each month.

All employees shall receive their pay through direct deposit into their bank account.

**13.12 Expenses**

All approved expenses incurred by the employee on the **Employer's** business shall be reimbursed at cost.

**ARTICLE 14 - OCCUPATIONAL SAFETY AND HEALTH****14.1 Safety and Health****(a) Conditions**

The parties agree that regulations made pursuant to the *Workers Compensation Act* or any other statute of the Province of British Columbia pertaining to the working environment, shall be fully complied with. First Aid kits shall be supplied in accordance with this section.

**(b) Working Environment**

The parties agree that a safe and clean working environment is essential in order to carry out work assignments in a satisfactory manner. It will be the Employer's responsibility to ensure that all working areas and employer-owned vehicles are maintained in a safe and clean condition. The Employer agrees to provide and maintain proper first aid and firefighting and safety equipment on the premises.

**(c) Departmental Health and Safety Committee**

(1) The Employer and the Union agree that policies and guidelines relating to safety and health shall be recommended by the Committee.

(2) The Committee shall be notified of each accident or injury and shall investigate and report to the Union and Employer on the nature and cause of the accident or injury.

(3) It is agreed that the Union will be entitled to appoint one representative to the Departmental Health and Safety Committee. The Union agrees to advise the Employer of the name of the appointed representative.

(4) Employees who attend meetings of the Committee as representatives of the Union shall be without loss of pay for the time spent on this Committee.

(5) A worker appointed by the Union as a workplace health and safety representative will be granted leave without pay to attend a union sponsored Workplace Health and Safety training course.

(6) When the Departmental Health and Safety Committee requests that a union representative on the Committee attend courses and seminars related to health and safety issues, the Employer shall provide the necessary time off with pay.

**(d) Unsafe Work**

An employee may exercise their right to refuse to do unsafe work pursuant to the Worker's Compensation Board Occupational Health and Safety Regulations. An employee must not be subject to discriminatory or disciplinary action pursuant to these regulations.

**14.2 First Aid Requirements**

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

(b) Where the Employer requires an employee to perform first aid duties as a normal requirement of the job, the cost of renewing this certificate shall be borne by the Employer.

**14.3 Communicable Diseases and Parasitic Infestations**

- (a) The parties to this agreement intend to prevent acquisition and transmission of disease when employees, while in the workplace, may come in contact with a person or property carrying a communicable disease or parasitic infestations.
- (b) The Employer will inform employees about the inherent risks of communicable diseases in the workplace.
- (c) The Employer will provide and pay for pre-exposure Hepatitis B vaccinations to employees at risk of work-related exposure.
- (d) If a vaccination is readily available on a non-experimental basis, then as a preventative measure, the vaccination will be made available to employees who, in the course of their employment at Child Care Services Programs, may be at risk of contracting the disease. These vaccinations will be provided at no cost to such employees.
- (e) The Employer may provide, as needed, information sessions/in-services to educate employees regarding communicable diseases as part of the program. Time spent by employees at these sessions will be without loss of pay.

**ARTICLE 15 - HARASSMENT AND DISCRIMINATION****15.1 Harassment and Discrimination**

- (a) The Union and the Employer recognize the right of employees to work in an environment free from harassment and discrimination, including but not limited to sexual harassment and discrimination. The Employer shall take such actions as are necessary respecting an employee engaging in harassment or discrimination.
- (b) Such conduct includes verbal or physical behaviour which, whether intended or unintended, has no reasonable justification in adversely affecting an individual or group as follows:
- (1) On the basis of characteristics defined by the *BC Human Rights Code*; or
  - (2) As conduct which a reasonable person would consider unwanted. Such behaviour could include, but is not limited to:
    - touching, patting or other physical contact;
    - leering, staring or the making of sexual gestures;
    - demands for sexual favours;
    - verbal abuse or threats;
    - physical threats or intimidation;
    - unwanted sexual invitations;
    - physical assault of a sexual nature;
    - distribution or display of sexual or offensive pictures or material;
    - unwanted questions or comments of a sexual nature;

- practical jokes of a sexual nature;
  - words, gestures, actions, or practical jokes, the natural consequence of which is to humiliate, alarm or abuse another person; and
  - distribution or display of offensive pictures or materials.
- (c) Harassment may be repeated or persistent or may be a single serious incident.
- (d) Harassment may, but need not, be accompanied by an expressed or implied threat of reprisal or promise of reward.
- (e) Both males and females can be sexually harassed by members of either sex.
- (f) Personal harassment does not include actions occasioned through the exercising in good faith the Employer's supervisory rights and responsibilities.
- (g) Incidents of harassment include conduct within the course of employment at the Employer.

### **15.2 Complaint Procedures**

In the case of a complaint of harassment or discrimination, the Employer shall investigate and take appropriate action in accordance with Employer policies and procedures and its obligations under the law.

An employee who intends to complain about alleged harassment or discrimination may have recourse to informal and/or formal investigation, pursuant to Employer policies and procedures as well as the grievance procedure, agencies outside the Employer, and other forms of redress available to complainants of discrimination or harassment.

Complaints of this nature shall be treated in strict confidence by both the Union and the Employer, subject to release of information required on the basis of:

- concerns for an individual's health, safety and security; or
- arbitrations, court proceedings or procedures under the *Freedom of Information and Protection of Privacy Act*.

An employee filing a complaint may request temporary reassignment. The request will not be unreasonably denied.

## **ARTICLE 16 - AUXILIARY EMPLOYEES**

### **16.1 Employment Status**

- (a) Auxiliary employees will be considered in service applicants when applying for vacancies.
- (b) Vacancies of a temporary nature which exceed or are expected to exceed three months, shall be posted as per Clause 4.7.
- (c) **Auxiliary** employees who have worked in a temporary full-time or part-time position for a minimum of three consecutive months and who have worked at least 20 hours per week will receive all the rights and privileges of this agreement for which they meet eligibility requirements, unless otherwise specified in the agreement.



(d) In addition to (c), auxiliary employees must not refuse more than **one** shift within a 30 day period in order to maintain their eligibility for benefits. Auxiliary employees **must** also maintain 20 hours per week in order for the Employer to continue paying its share of the cost of premiums.

### **16.2 Application of Agreement**

Except as otherwise noted, the provisions of Clause 4.17 - Layoff and Recall; Article 7 - Designated Holidays; Clause 8.16 - Bereavement Leave; Article 6 - Vacations; and Article 17 - Professional Development Fund do not apply to auxiliary employees; and for auxiliary employees who have not yet reached the status defined in Clause 16.1(c), Clause 4.15 - Reduction in Hours; and Article 9 - Benefits. These employees will receive all the rights and privileges of the *Employment Standards Act* which may address such provisions.

### **16.3 Call-In Procedures**

**Qualified auxiliary employees shall be called in order of seniority, in accordance with the following procedures:**

- (a) Qualified auxiliary employees shall be called for available work in order of their seniority and availability, subject to the provisions of Clause 4.13(b).**
- (b) Auxiliary employees shall submit in writing to the Administrator, Child Care, by the 15<sup>th</sup> day of each month, their availability for the following month. The auxiliary employee will only be called for those days and shifts which the auxiliary employee has declared their availability. This clause does not prevent an auxiliary employee from providing their availability for more than one month at a time.**
- (c) Auxiliary employees shall have the right to refuse one shift per month. If an auxiliary employee refuses six shifts within a five-month period, they shall be removed from the auxiliary employees' call-in list and be deemed to have voluntarily terminated their employment. If an auxiliary employee has worked less than two shifts within a six-month period, they shall be removed from the auxiliary employees' call-in list and be deemed to have voluntarily terminated their employment.**
- (d) Auxiliary employees may not be scheduled for more than 40 hours per week.**

## **ARTICLE 17 - PROFESSIONAL DEVELOPMENT**

The Employer will annually contribute to a Professional Development Fund for regular employees on the following basis:

- (a) The annual contribution to the fund will be \$23,600. Any balance of funds remaining at the end of the year will be carried over to the next year. The fund will be increased by the same percentage increase and on the same dates as wages and salaries.**
- (b) Regular employees shall be entitled to a prorated percentage of the fund to be used for courses, seminars, lectures, or other educational events, which will enhance the employees' work at UBC Child Care Services.**
- (c) The Professional Development Fund is a benefit over and above the benefit provided for in Clause 8.19 - Educational Leave.**

(d) The Employer shall provide to the Joint Consultation Committee an accounting of the fund once per year by April 1<sup>st</sup>.

## **ARTICLE 18 - TERM OF AGREEMENT**

### **18.1 Duration**

The term of this agreement shall be from May 1, **2022** to and including April 30, **2025**.

### **18.2 Notice to Bargain**

(a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after January 1, **2025**, but in any event not later than midnight, January 31, **2025**.

(b) Where no notice is given by either party prior to February 1, **2025** both parties shall be deemed to have been given notice under this article on February 1, **2025** and thereupon Clause 18.3 applies.

(c) All notices on behalf of the Union shall be given by the President or designate and similar notices on behalf of the Employer shall be given to the Employer.

### **18.3 Commencement of Bargaining**

Where a party to this agreement has given notice under Clause 18.2 the parties shall, within 14 days after the notice was given, commence collective bargaining.

### **18.4 Changes in Agreement**

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

### **18.5 Agreement to Continue in Force**


Both parties shall adhere fully to the terms of this agreement until a strike or lockout occurs.


### **18.6 Effective Date of Agreement**

The provisions of the agreement shall come into full force and effect on the date of ratification except where otherwise noted.


**SIGNED ON BEHALF OF  
THE UNION:**


**SIGNED ON BEHALF OF  
THE EMPLOYER:**

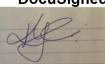
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**Stephanie Smith**  
President

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**Sabriena Aujla**  
Senior Employee Relations Manager


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**Freyja Sankey**  
Bargaining Committee Chairperson

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**Mike Vizsolyi**  
Executive Director, Employee & Labour  
Relations

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**Shannon Heighes**  
Bargaining Committee

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**Karen Vaughan**  
Director, Child Care Services

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**Gail Gordon**  
Bargaining Committee

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**Rachel Lanphear**  
Bargaining Committee (Observer)

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**Zoe Towle**  
Spokesperson, Negotiations

Date: February 28, 2024

**APPENDIX A1**  
**Regular Employees Salary Scale**

Childcare Salary Scale	Grade	May 1, 2022			May 1, 2023			May 1, 2024		
		Step			Step			Step		
		1	2	3	1	2	3	1	2	3
330412 Auxiliary Employee	3	15.95	16.79	19.06	Effective May 1, 2023 Auxiliary Employees have been moved to a new classifications system and pay grid. Reference Appendix A2, Auxiliary Employee Salary Grid for the rates.			Rates of pay will increase by the annualized average of BC CPI over 12 months starting on March 1, 2023 to a minimum of 2% and a maximum of 3%, subject to the COLA LOA*		
		2,592	2,729	3,097						
		31,104	32,748	37,164						
330413 Auxiliary Employee 2	3a	18.76	19.61	21.86	-	-	-			
		3,049	3,186	3,553	-	-	-			
		36,588	38,232	42,636	-	-	-			
330440 Assistant Early Childhood Educator (Assist. E.C.E.)	4	21.48	21.86	-	22.94	23.34	-			
		3,491	3,553	-	3,727	3,793	-			
		41,892	42,636	-	44,724	45,516	-			
330013 Assistant Infant Toddler	4a	23.29	-	-	24.87	-	-			
		3,785	-	-	4,041	-	-			
		45,420	-	-	48,492	-	-			
330450 Early Childhood Educator (E.C.E.)	5	24.06	24.47	24.90	25.69	26.12	26.58			
		3,910	3,976	4,046	4,174	4,244	4,319			
		46,920	47,712	48,552	50,088	50,928	51,828			
330451 Infant/Toddler (IT)	5	24.06	24.47	24.90	25.69	26.12	26.58			
		3,910	3,976	4,046	4,174	4,244	4,319			
		46,920	47,712	48,552	50,088	50,928	51,828			
		-	-	-	-	-	-			
		-	-	-	-	-	-			
		-	-	-	-	-	-			
330460 Senior Early Childhood Educator (Sr. E.C.E.)	5	-	-	-	-	-	-			
		-	-	-	-	-	-			
		-	-	-	-	-	-			
330471 Senior Early Childhood Educator 2 (Sr. E.C.E. 2)	6	28.55	29.02	29.51	30.48	30.98	31.51			
		4,640	4,716	4,796	4,953	5,034	5,120			
		55,680	56,592	57,552	59,436	60,408	61,440			
380005 School Age Care Assistant	7	29.14	29.63	30.15	31.11	31.63	32.18			
		4,735	4,815	4,899	5,055	5,140	5,230			
		56,820	57,780	58,788	60,660	61,680	62,760			
	4	-	-	-	-	-	-			
		-	-	-	-	-	-			
		-	-	-	-	-	-			
380003 School Age Care Provider	4a	23.30	-	-	24.88	-	-			
		4,039	-	-	4,312	-	-			
		48,468	-	-	51,744	-	-			
380006 Lead Hand School Age	5	24.05	24.47	24.90	25.67	26.12	26.58			
		4,168	4,241	4,316	4,449	4,527	4,607			
		50,016	50,892	51,792	53,388	54,324	55,284			
380006 Lead Hand School Age	5a	26.29	26.76	27.20	28.07	28.56	29.04			
		4,557	4,638	4,715	4,865	4,951	5,033			
		54,684	55,656	56,580	58,380	59,412	60,396			

Childcare Salary Scale	Grade	May 1, 2022			May 1, 2023			May 1, 2024		
		Step			Step			Step		
		1	2	3	1	2	3	1	2	3
380001 Senior School Age Care Provider	6	28.54	29.03	29.54	30.46	30.99	31.54			
		4,946	5,031	5,120	5,280	5,371	5,466			
		59,352	60,372	61,440	63,360	64,452	65,592			

**APPENDIX A2  
Auxiliary Employees Salary Scale**

New Classification	New Classification Grid: Hourly Rate May 1, 2023	25¢ Per Hour Additional May 1, 2023	Effective May 1, 2024
Step 1 - Responsible Adult (RA)	\$18.76	\$19.01	Rates of pay will increase by the annualized average of BC CPI over 12 months starting on March 1, 2023 to a minimum of 2% and a maximum of 3%, subject to the COLA LOA*
Step 2 - ECEA or enrolled in ECE	\$19.61	\$19.86	
Step 3 - ECE	\$21.90	\$22.15	

Hours 37.5     1950

Hours 40        2080

The parties agree to amend the wage schedules within the collective agreement to reflect the following general wage increases:

**May 1, 2022**     Increase all rates of pay by a flat rate of 25¢ per hour and a 3.24% GWI

**May 1, 2023**     Increase all rates of pay by a 6.75% GWI. (Note: Year 2 GWI is based on recognition of a COLA amount of 1.25% in addition to a 5.5% wage increase.)

**May 1, 2024**     Increase rates of pay by the annualized average of BC CPI over twelve months starting on March 1, 2023 to a minimum of 2% and a maximum of 3%, subject to the COLA LOA\*.

\*Please refer to Letter of Agreement - Cost of Living Adjustments.

Copies of current and updated salary scales reflecting all increases shall be available on the UBC Human Resources website at:

<https://hr.ubc.ca/working-ubc/salaries/staff-salaries-iob-evaluation/staff-salary-scales>

**Salary Step Scale - Placement of Employees on the Salary Scale**

New employees shall be placed at Step 1 of the appropriate classification on the salary scale at date of hire.

Existing employees who are promoted or reclassified to a senior position shall be placed at Step 1 in the new classification.

Regardless of the duties performed or the level of responsibility undertaken by an employee in the Assistant classification, that employee upon reclassification because of attainment of their certificate of qualifications shall be placed at Step 1 of their new classification.

Employees shall move to the next step in their classification on the salary scale upon their yearly anniversary date of placement in that classification.

## **APPENDIX B Definitions of Employee Classifications**

Please note that these definitions are meant only to ensure that employees are placed in their appropriate classifications when hired or promoted. Please refer to job descriptions for a detailed description of each position.

*Senior Early Childhood Educator* - **An employee who is registered as an Early Childhood Educator by the British Columbia ECE Registry.** As the person-in-charge on the centre's licence, is responsible for the operation of the centre and directs the day-to-day activities including providing **care** and educational programming for the children in the centre.

*Senior Early Childhood Educator 2* - An employee who is registered as an Early Childhood Educator with an Infant Toddler certificate **by the British Columbia ECE Registry.** As the person-in-charge on the licence(s) of a centre(s), is responsible for the operation of a centre or centres that incorporates two licences, directing the day to-day activities of both programs including providing **care** and educational program for the children in the centres.

*Senior Infant/Toddler Educator* - **An employee who is registered as an Infant/Toddler Educator under the British Columbia ECE Registry.** As the person-in-charge on the centre's licence, is responsible for the operation of the centre and directs the day-to-day activities including providing **care** and educational programming for the children in the centre.

*Senior School Age Care Provider* - An employee who **has completed the School Aged Child Care certification or who is registered as an Early Childhood Educator by the British Columbia ECE Registry.** **As the person in-charge of the centre's license, is responsible for the operation of the centre and directs the day-to-day activities including providing care and educational programming for the children in the centre.**

*Early Childhood Educator* - An employee who has completed the basic education requirements; has the required work experience; is suitable to provide care for children between the ages of three years and school age; and is registered as an Early Childhood Educator **by the British Columbia ECE Registry;** Assists the Senior **Early Childhood Educator** in the provision of a caring and educational programming for the children in the centre.

*Infant/Toddler Educator* - An employee who has completed the post-basic education requirements; has the required work experience; is suitable to provide care for children between the ages of six weeks and three years; and is registered as an Infant/Toddler Educator **by the British Columbia ECE Registry;** Assists the Senior **Early Childhood Educator** in the provision of **care** and educational programming for the children in the centre.

*Lead Hand* - An employee who works in the school age care program **who has completed the School Aged Child Care certification, or who is registered as an Early Childhood Educator by the British Columbia ECE Registry, possesses** a Class 4 unrestricted driver's licence and provides **care and educational programming** for children ages five to twelve years **in the centre.** **Works with a small team and is responsible for building meaningful relationships with the administrative staff and support staff at the**

**elementary schools.** Reports to the Senior School Age Care Provider and the Coordinator of School Age Programs **and** implements their direction regarding compliance with the contractual agreement with the Vancouver School Board.

*School Age Care Provider* - An employee who **has completed either the School Aged Child Care Certification requirements (or equivalent such as a degree in social work, teaching certificate, or other relevant certification for working with children), or who is registered as an Early Childhood Educator by the British Columbia ECE Registry, who holds a valid Class 4 unrestricted driver's license; and is suitable to provide care and educational programming for children between the ages of five and 12 in the centre.**

Early Childhood Assistant - An employee who is in the process of completing the basic Early Childhood Education requirements at an accredited training program but is not yet licensed by **the British Columbia ECE Registry**, and is suitable to provide care **and educational programming** for children between the ages of three years and school age **at the centre.**

*Infant/Toddler Assistant* - An employee who is in the process of completing the Infant/Toddler certification at an accredited training program but is not yet licensed by **the British Columbia ECE Registry**; and is suitable to provide care **and educational programming** for children between the ages of six weeks and three years **at the centre.**

*School Age Care Assistant* - An employee who is in the process of completing their **School Aged Child Care certification, or their Early Childhood Educator Assistant's certification, possesses a Class 4 unrestricted driver's license**, and is suitable to provide care **and educational programming** for children ages five to 12 years **in the centre.**

*Auxiliary (Employee)* - Will be **placed at the newly created Auxiliary pay grid within the classification to which they are eligible for placement.**

**Step 1** An employee who is recognized as a Responsible Adult as per Child Care Licensing Regulation (CCLR)

**Step 2** An employee who is currently enrolled in the basic Early Childhood Education certification program or who holds an ECEA certification.

**Step 3** An employee who holds a valid Early Childhood Educator, Infant/ Toddler Educator, or Special Needs certificate.

**Auxiliary Employees who are placed into a temporary appointment will receive the rate of pay associated with the classification of the position.**

### **LETTER OF AGREEMENT #1 Job Sharing**

For the life of this collective agreement, the **Employer** and Union agree to the following terms and conditions for any job-sharing arrangements which are approved by the employees and the Director or designate under Clause 5.1:

1. There may be only one job sharing position approved in a centre.
2. No more than two employees may share one full-time position.

3. Job sharing requests from employees shall be in writing and include the proposed commencement date of the job share, how the hours and days of work will be shared, and how communications and the continuity of work will be maintained. In the case of senior supervisory staff, the written proposal shall also include how direct staff supervision, accountability for administrative and program responsibilities, and communication with parents will be maintained.
4. The Director or designate shall communicate a decision on a job share request in writing to the applicant.
5. Upon approval of a request to job share, the tandem job-sharing position shall be posted and filled in accordance with Clauses 4.8, 4.9 and 4.13 of the collective agreement.
6. The job-sharing arrangement shall be treated as a full-time position with respect to wages, paid holidays, leaves, vacation and health and welfare benefits, and such conditions shall be calculated and received by the employees involved on a pro rata basis, subject to minimum eligibility requirements.
7. Seniority for each job-sharing partner shall continue from date of hire.
8. The position being shared shall be subject to all other provisions of the collective agreement.
9. If one job sharing partner vacates the job-sharing arrangement for any reason and the arrangement is not terminated under (10) below, the vacancy shall be posted as a job sharing position and filled in accordance with Clauses 4.8, 4.9 and 4.13 of the collective agreement. If the position cannot be filled by this process, the job-sharing arrangement for the position shall be terminated.
10. The Employer reserves the right to terminate the job-sharing arrangement in the following circumstances:
  - If one job sharing partner vacates the job sharing arrangement;
  - Following an annual review of the job-sharing arrangement, held in conjunction with the annual performance evaluations of the staff in the centre under Clause 4.11, where the Director or designate determines, in consultation with the staff in the centre, that the job-sharing arrangement is no longer appropriate;
  - Following a special review initiated by the Director or designate, in consultation with the staff in the centre, in circumstances where it appears that the job-sharing arrangement is no longer appropriate.
11. If the job-sharing arrangement for a position is terminated, the employee(s) shall receive one months' notice, or such lesser amount of notice as is mutually agreed between the Director or designate and the employee(s) to which the job-sharing arrangement applies.

In normal circumstances, the senior job-sharing partner shall be required to assume the full-time responsibilities of the position in order to retain their job status and, if both job-sharing partners remain, the junior employee in the centre shall be laid off and the junior job-sharing partner shall be required to assume their responsibilities in order to retain their job status. However, the Director or designate will consult with the employee(s) to determine whether there are alternate arrangements that can be mutually agreed.

*Signed and dated by both parties **February 21, 2023.***



**LETTER OF AGREEMENT #2**  
**Worksite Closure**

In recognition of the possible closure of a worksite or program, the parties agree to the following for the term of this agreement:

- (a) Where the Employer closes a worksite or discontinues a program, the Employer will consult with the Union prior to providing notice to affected employees.
- (b) The Employer will give two months written notice to affected employees of any such worksite closure or program closure.

Signed and dated by both parties **February 21, 2023**.

**LETTER OF AGREEMENT #3**  
**Extended Hours Shift**

The following employees will be exempt from notice that their positions will be changed to an extended hours shift (as set out in Clause 5.1)

Employees will be exempt if they:

- (a) are regular full-time;
- (b) were employed prior to December 1, 2008; and
- (c) have never worked in a position that included recurring extended hours shifts since December 1, 2008.

This exemption will exist until such time as the employee chooses to accept a position with the extended hours shifts or until such time as this letter of agreement expires.

On the discretion of the Director or designate of Child Care Services, an exempted employee may move to extended hours shifts on a trial basis. If the employee or the Director or designate feel the trial is unsuccessful, the exempted employee will return to their previous schedule without loss of rights under this letter.

Employees who meet the first two criteria above and did not apply to their current position may make a request to the Director or designate of Child Care Services to revert to the normal workweek. The Director or designate of Child Care Services will make reasonable efforts to accommodate such requests.

Re: Employees using Accumulated Time Off to achieve a normal workweek

Current employees, at the date of this agreement, who are paid on an hourly basis and working less than a normal workweek as a result of their shift rotation and who meet the definition of a full-time employee (according to Clause 5.1) may elect to be paid as a full-time monthly employee by using their Accumulated Time Off to achieve the normal workweek.

Signed and dated by both parties November 7, 2019

**LETTER OF AGREEMENT #4**  
**Clause 5.3 Relief and Meal Breaks**

The parties recognize that all employees working more than four hours are entitled to rest and/or meal breaks, and that at times employees may need to take their breaks on the premises to maintain the staff to child ratio.

Therefore, the parties agree to a standing item at the Joint Consultation Committee (JCC) meetings to discuss relief and meal breaks for each program for the purpose of:

- (a) determining how each program schedules their relief and meal breaks;
- (b) identifying any programs where employees that are consistently working through breaks or consistently taking breaks on premises for the purposes of maintaining staff to child ratio;
- (c) understanding the reasons why this is happening; and
- (d) exploring ways of ensuring that employees get regular breaks during their shifts.

The JCC will start discussions at the first meeting following ratification and will create a summary of information within four months of meeting. The parties agree that these issues should be resolved, if possible, at the local level. If a formal agreement outside the collective agreement is needed, the Employer will contact the BCGEU area office staff representative.

The JCC should complete this work by no later than six months from the date of ratification, unless mutually agreed to otherwise.

This letter of understanding is without prejudice and without precedent to the interpretation of the collective agreement as it applies to any other circumstance. Neither party may rely upon the contents of the letter as an aid to interpretation of any other clause of the collective agreement.

Signed and dated by both parties on November 18, 2019.

**LETTER OF AGREEMENT #5**  
**ECE Wage Enhancement**

The parties recognize that the Ministry of Children and Family Development implemented an Early Childhood Educator-Wage Enhancement program (ECE-WE) for front-line ECEs working in eligible licensed child care facilities in accordance with its *“Early Care and Learning Recruitment and Retention Strategy”*. This ECE-WE program commenced January 2019.

The Employer agrees to **fulfil** its commitments under the program as long as it is an eligible participant and there is continued funding of the ECE-WE program by the Ministry.

*Signed and dated by both parties on March 4, 2020.*

**LETTER OF AGREEMENT #6  
On Call Auxiliaries**

The parties recognize that there are challenges with the current process in finding on call auxiliaries for any unplanned absences, including sick leave coverage. The parties agree to a standing item at the Joint Consultation Committee (JCC) meetings to discuss the issue of on call auxiliaries and the JCC will specifically:

- (a) identify the issues with the current process; and
- (b) explore technological or other solutions that will address these issues.

The parties commit to beginning these discussions at the first JCC meeting following ratification of the collective agreement. The JCC will create a summary of the information within four months and will complete this work within six months from date of ratification, unless mutually agreed to otherwise. If a formal agreement outside the collective agreement is needed, the Employer will contact the BCGEU area office staff representative.

The JCC will request regular feedback from managers and/or senior staff three times a year on the process of finding replacements. The Employer will consider this feedback in addressing concerns related to finding on call auxiliaries.

*Signed and dated by both parties on **February 21, 2023.***

**LETTER OF AGREEMENT #7  
Pension - Article 9.5**

**The Parties agree to discuss the feasibility of transitioning the current Target Benefit Pension Plan to the UBC Staff Pension Plan.**

**The Parties will strike a joint committee with two representatives each from the Employer and Union. The Employer will choose its representatives and the Union will choose its representatives.**

**The joint committee will develop its own procedures including inviting any advisors who it believes may assist in its deliberations.**

**The joint committee will provide any recommendations to their respective Parties no later than June 1, 2024, and it will hold its first meeting within three months of ratification of this collective agreement.**

**It is understood that the joint committee does not have the authority to bind their respective Parties to any recommendations that it may make.**

*Signed and dated by both parties on **March 24, 2023***

**LETTER OF AGREEMENT #8  
Cost of Living Adjustments**

**The parties agree that in determining the level of any Cost of Living Adjustments (COLAs) that will be paid out starting on the first pay period after April 1, 2023 and April 1, 2024, respectively, the "annualized average of BC CPI over twelve months" in Appendix A of the collective agreement**

means the *Latest 12-month Average (Index) % Change* reported by BC Stats in March for British Columbia for the twelve months starting at the beginning of March the preceding year and concluding at the end of the following February. The percentage change reported by BC Stats that will form the basis for determining any COLA increase is calculated to one decimal point. The *Latest 12-month Average Index*, as defined by BC Stats, is a 12-month moving average of the BC consumer price indexes of the most recent 12 months. This figure is calculated by averaging index levels over the applicable 12 months.

The Latest 12-month Average % Change is reported publicly by BC Stats in the monthly *BC Stats Consumer Price Index Highlights* report. The BC Stats *Consumer Price Index Highlights* report released in mid-March will contain the applicable figure for the 12-months concluding at the end of February.

For reference purposes only, the annualized average of BC CPI over twelve months from March 1, 2021 to February 28, 2022 was 3.4%.

*Signed and dated by both parties on March 24, 2023*

**LETTER OF AGREEMENT #9  
Health and Welfare Benefits**

The Employer will explore benefit levels for BCGEU employees as part of its Benefit Review.

The review will be completed by June 30, 2023. The Employer commits to seeking input from BCGEU as part of the review process.

*Signed and dated by both parties on March 24, 2023*

**LETTER OF AGREEMENT #10  
Regular Auxiliary Educators**

Incumbent Regular Auxiliary Educators will continue to receive the general wage increases but will not be moved to the new Auxiliary Employee classification until such time the employee leaves the Regular Auxiliary Educator classification.

The parties agree that the Regular Auxiliary Educator classification is obsolete, and no new hires will be placed in this classification.

This Letter of Agreement does not affect or amend Appendix B - Definitions of Employee Classifications of the Collective Agreement and may not be relied upon in any manner to support an interpretation of the Collective Agreement.

*Signed and dated by both parties on March 24, 2023*

**LETTER OF AGREEMENT #11**  
**Targeted Wage Adjustments - Auxiliary Employees**

In recognition of the wage rate with respect to positions within classifications at the lower pay grades, the Employer will provide wage adjustments to address such affected positions.

Auxiliary employees in Auxiliary Employee and Auxiliary Employee 2 classifications will be moved to a newly created Auxiliary Employee classification and salary scale. Employees will be placed in the new classification according to their qualifications as noted in Appendix B - Definitions of Employee Classifications.

The adjustments will be made effective May 1, 2023, and a targeted increase in the amount of 25¢/hour will be applied to all employees in the new Auxiliary Employee classification.

*Signed and dated by both parties on March 25, 2023*

**LETTER OF AGREEMENT #12**  
**Sustainable Transportation Program**

The Employer and Union agree to establish a joint committee within 120 days to develop and implement a project to support sustainable transportation initiatives.

The joint committee will consist of two representatives each from the Employer and Union. The Employer will choose its representatives and the Union will choose its representatives. The joint committee will develop its own procedures including, inviting advisors to assist the committee in its deliberations.

The terms of reference for the committee are:

1. The committee will determine eligibility criteria.
2. The Committee shall consider subsidizing public transportation, including discounting Compass Cards for sale through University Community Services, car and van pools, and other sustainable transportation initiatives.
3. Single occupancy vehicles and single occupancy car share services shall not be considered.
4. The Committee shall consider administrative efficiency as a criterion in the development of the pilot project.
5. The Committee shall ensure that if any benefit or subsidy constitutes a taxable benefit, that the administration of the project includes compliance with taxation requirements.
6. The University shall provide \$35,000 per year in funding for the pilot project.

*Signed and dated by both parties on March 24, 2023*

**LETTER OF AGREEMENT #13  
Public Sector Wage Increases**

1. If a public sector employer, as defined in s. 1 of the *Public Sector Employers Act*, enters into a collective agreement with an effective date after December 31, 2021 and the first three years of the collective agreement under the Shared Recovery Mandate Includes cumulative nominal (not compounded) general wage increases (GWIs) and Cost of Living Adjustments (COLAs) that, in accordance with how GWIs are defined and calculated in this LOA, are paid out and exceed the sum of the GWIs and COLAs that are paid out in this Collective Agreement, the total GWIs and COLAs paid out will be adjusted on the third anniversary of the collective agreement so that the cumulative nominal (not compounded) GWIs and COLAs are equivalent. This Letter of Agreement is not triggered by any wage increase or lump sum awarded as a result of binding interest arbitration.
2. For the purposes of calculating the general wage increases in paragraph 1:
  - (a) a 25¢ per hour flat-rate wage increase for employees with their hourly wage rates set out in the collective agreement; or
  - (b) any alternative flat-rate wage increase for employees whose hourly wage rates are not set out in the collective agreement that is determined by the Public Sector Employers' Council Secretariat to be roughly equivalent to a 25¢ per hour flat-rate wage increase;shall be considered to be a 0.5% general wage increase, notwithstanding what it actually represents for the average bargaining unit member covered by the collective agreement. For clarity, under paragraph 2 (a), the combined GWIs of 25¢ per hour and 3.24% in Year 1 are considered to be a single increase of 3.74% for this LOA. For example, purposes only, combining the 3.74% increase (as it is considered in this LOA) in Year 1 with the maximum potential combined GWI and COLA increases of 6.75% in Year 2 and in Year 3 would result in a cumulative nominal increases of 13.49% over three years.
3. For certainty, a general wage increase is one that applies to all members of a bargaining unit (e.g. everyone receives an additional 25¢ per hour, \$400 per year, or 1% increase) and does not include wage comparability adjustments, lower wage redress adjustments, labour market adjustments, flexibility allocations, classification system changes, or any compensation increases that are funded by equivalent collective agreement savings or grievance resolutions that are agreed to in bargaining.
4. A general wage increase and its magnitude in any agreement is as confirmed by the Public Sector Employers' Council Secretariat.
5. This Letter of Agreement will be effective during the term of this Collective Agreement.

*Signed and dated by both parties on April 5, 2023*

**LETTER OF UNDERSTANDING #1**  
**Indigenous Alternative Resolution Process**

The Employer commits to forming a working group with representatives of the Union to explore the possibility of implementing an Indigenous Alternative Resolution Process for employees. The working group must include Indigenous employees. Prior to the process being an option for utilization, the working group must go through a consultative process to engage the appropriate facilitators.

The Parties agree that the working group does not have the authority to vary the collective agreement.

*This LOU is agreed to on a provisional basis and the specific language is subject to refinement or amendment based on consultations to be conducted with the Indigenous community at UBC within six months of ratification.*

*Signed and dated by both parties on March 1, 2023*

**LETTER OF UNDERSTANDING #2**  
**Opportunities for Underrepresented Groups**

The Employer and Union agree to establish a working group within 120 days to discuss in good faith recommendations on methods to specifically attract, retain, promote and provide opportunities to qualified candidates from groups that have been historically underrepresented and opportunities to further promote equity, diversity and inclusion within the collective agreement.

The purpose of the working group is to:

- 1) Identify and develop initiatives to attract prospective employees from historically underrepresented groups.
- 2) Examine, identify and recommend areas within the collective agreement wherein initiatives and programs may be undertaken to advance and promote equity, diversity and inclusion for historically underrepresented groups.
- 3) Where appropriate, the working group may recommend changes to the collective agreement for consideration by the parties.

The working group will have a maximum of four representatives from each party; two appointed by the Employer and two appointed by the Union. It is also understood that from time to time, additional resource people over and above the four representatives may be required to attend. The working group shall meet every two months, or more often as necessary and report out no later than January 1, 2025. It is agreed that the working group does not have the authority to vary the collective agreement between the Parties.

*Signed and dated by both parties on March 1, 2023*

**LETTER OF UNDERSTANDING #3**  
**Overpayments**

In circumstances where an administrative or other error results in an overpayment of wages or benefits to an employee, and such error has been made in good faith, the University shall be entitled to recover any overpayment, provided:

1. Where the error has been reported by the employee, that the Employer confirms the amount(s) owing to the employee; or, where the Employer discovers the error, then a detailed breakdown of the error, will be given by the Employer to the affected employee as soon as practicable
2. Unless impracticable or unreasonable to do so, the proposed recovery is made over a period of time not less than the period during which the overpayment was made unless otherwise agreed between the Employer and the employee;
3. This process applies when the overpayment amount is \$600 or less;
4. The instalment amounts will be made by payroll deduction and shall be:
  - For employees whose gross income is less than \$2500/month: \$25 per pay period;
  - For employees whose gross income is between \$2500/month and \$3500/month: \$35 per pay period;
  - For employees whose gross income is greater than \$3500/month: \$50 per pay period.
5. In the event the employee retires from, or leaves the employ of the Employer before the Employer is able to fully recover an overpayment, the Employer shall be entitled to make a full recovery at the time of employment termination and reduce accordingly any payments that might be outstanding by that employee on termination of employment to recover the overpayment. This Letter of Understanding does not apply to monies discovered to be owed by former employees after the date of their employment termination.
6. Should these repayment terms be insufficient to fully satisfy the amount of the overpayment, this Letter of Understanding is not a waiver of other rights that may be held or asserted by the Employer.
7. The Employer agrees to genuinely consider extenuating circumstances and potential hardships to employees.

*This Letter of Understanding does not apply where the overpayment results from an act of bad faith or other culpable action.*

*Signed and dated by both parties on March 25, 2023*

**LETTER OF UNDERSTANDING #4**  
**Recruitment and Retention Initiatives**

The parties recognize that the ability to recruit and retain employees for positions at Child Care Services can be challenging.

It is agreed that should the Employer seek to introduce a recruitment or retention initiative that requires union agreement as a result of a potential change to the terms and condition of employment,



the Employer will provide the Union with the following information 60 days prior to the proposed change and enter into good faith discussions regarding measures and steps that may be undertaken to resolve the issue:

1. Centre Name
2. Position/ Classification and number of vacancies
3. Length of time undertaken by the recruitment or retention initiative
4. Reasons necessitating the recruitment or retention initiative
5. Relevant details related to the form of the recruitment or retention initiative

The parties agree to exchange any additional documentation and supporting information that may assist them in their deliberations.

The Employer agrees to provide updates related to all recruitment and retention initiatives at the Joint Consultation Committee meetings.

*Signed and dated by both parties on March 24, 2023*

**Certificate Of Completion**

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Status: Completed  
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 Zoe Towle  
 HQ IT Services  
 4911 Canada Way  
 Burnaby, BC V5G 3W3  
 Zoe.Towle@bcgeu.ca  
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 Zoe.Towle@bcgeu.ca

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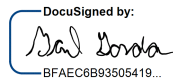
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Gail Gordon  
 ggordon5420@gmail.com  
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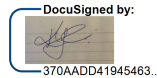
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Karen Vaughan  
 karen.vaughan@ubc.ca  
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Mike Vizsolyi  
 michael.vizsolyi@ubc.ca  
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Rachel Lanphear  
 rachel.lanphear@gmail.com  
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Sabriena Aujla  
 sabriena.aujla@ubc.ca  
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Zoe Towle  
 zoe.towle@bcgeu.ca  
 Staff Representative  
 BCGEU  
 Security Level: Email, Account Authentication (None)

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Stephanie Smith  
 stephanie.smith@bcgeu.ca  
 President  
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