

**FOURTEENTH
COLLECTIVE AGREEMENT**

between

**THOMPSON-NICOLA REGIONAL DISTRICT
LIBRARY SYSTEM**

and the

B.C. GENERAL EMPLOYEES' UNION (BCGEU)

Effective from January 1, 2023 to December 31, 2025

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ARTICLE 1 - PREAMBLE

1.1 Purpose of Agreement

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

1.2 Future Legislation

- (a) In the event that any future legislation renders null and void or materially alters any provision of this agreement, the remaining provisions shall remain in effect for the term of the agreement, and the parties hereto shall negotiate a mutually agreeable provision to be substituted for the provision so rendered null and void or materially altered.
- (b) Where the parties are unable to reach agreement, the matter shall be submitted to binding arbitration under Article 9.

1.3 Singular/Plural and Masculine/Feminine

Wherever the singular or any gender is used in this agreement, the same shall be applied to any gender identity or expression, or plural, if the context requires, unless otherwise specifically stated.

1.4 No Discrimination or Harassment

- (a) *Discrimination*: In subscribing to the principles of the *Human Rights Code* of BC and in keeping with Clause 1.1 of this agreement, the parties agree that there shall be no discrimination, interference, restriction, or coercion with respect to any employee in the matter of wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, discharge, or otherwise by reason of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political beliefs, criminal or summary offence unrelated to their employment, or by reason of membership or activity in the Union.
- (b) *Harassment*: In the case of alleged harassment by a client or a member of the general public, the employee claiming to be harassed has the right to discontinue contact with the alleged offender without incurring any penalty, pending determination of the facts of the case. The Employer shall not require the employee to conduct employer business with such alleged offender, pending resolution of the problem.

1.5 Conflict With Regulations

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

1.6 Sexual Harassment in the Workplace

- (a) The Union and the Employer recognize the right of employees to work in an environment free from sexual harassment.
- (b) "*Sexual harassment*" means engaging in a course of repeated sexually provocative comment or conduct of a nature that is known or ought reasonably to be known to be unwelcome and shall include, but not be limited to:
 - (1) sexual solicitation or advance or inappropriate touching and sexual assault;

(2) a reprisal, or threat of reprisal, which might reasonably be perceived as placing a condition of a sexual nature on employment.

1.7 Procedures for Filing Complaints

(a) A formal complaint must be submitted in writing within three months of the last alleged occurrence.

(b) A complaint must be submitted through the Union and/or directly to the Human Resources representative. The Employer will notify the respondent and the union staff representative of the substance of the complaint. If the respondent is a member of the Human Resources team, the employee will provide the complaint form to the Chief Administrative Officer.

(c) The complaint must contain the specific instance(s) and date(s) that the alleged harassment occurred, the names of any witnesses, when and where the event(s) occurred, any supporting documents, physical evidence, and the remedy sought.

(d) The Employer will begin to investigate the complaint immediately and will complete their report in writing as soon as reasonably possible. The Employer will advise the respondent, complainant, and the Union in writing of the outcome of the complaint.

(e) The Employer will take action to resolve the complaint within 30 days of receiving the investigator's report.

(f) Complaints arising from an alleged harassment (sexual and/or personal) not resolved to the complainants' satisfaction within 60 days, having utilized the Employer's Harassment Policy as approved by the Board of Directors, may be processed as a grievance by either the Employer or the Union.

1.8 General Transition Policy

The Union and Employer agree to the following general transition policy to support transgender employees at work.

(a) The Employer and the Union will make every effort to protect the privacy and safety of trans workers at all times.

(b) Upon request by an employee, the Employer will update all employee records and directories to reflect the employee's name and gender change and ensure that all workplace-related documents are also amended. This may include nametags, employee IDs, email addresses, organizational charts, health care coverage, schedules and human resources documents. No records of the employee's previous name, sex, gender or transition will be maintained unless required by law.

(c) The Employer will provide safe washroom and change room facilities to all trans workers. The Employer and the Union recognizes that a trans worker has the right to use the washroom of their lived gender, regardless of whether or not they have sought or completed surgeries or completed legal name or gender changes.

(d) Upon notification by an employee wishing to transition or in need of a gender support plan, or at the request of the union, the Employer will work with the union and the employee to tailor a transition or support plan to the employee's particular needs.

ARTICLE 2 - UNION RECOGNITION & RIGHTS

2.1 Bargaining Unit Defined

The Union represents all of those employees of the Employer as certified by the Labour Relations Board dated October 6, 1980 excepting those excluded by the *Labour Relations Code* and, without restricting the generality of the foregoing, save and except the following:

Chief Librarian	Special Project/Summer Students	Manager of Technology Services
Manager of Discovery and Support Services	Manager of Community Libraries and Engagement	Manager of Kamloops Libraries and Engagement
Senior Systems Administrators		

2.2 Bargaining Agent Recognition

The Employer recognizes the Union as the sole collective bargaining agency of the employees of the Employer to whom the certification of October 6, 1980 was issued.

2.3 Correspondence

The Employer agrees that all correspondence between the Employer and the Union shall be sent to the union staff representative and the bargaining unit Chairperson. The Employer agrees to copy the staff representative with any correspondence between the Employer and an employee as it pertains to this agreement.

2.4 No Other Agreement

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

2.5 Recognition and Rights of Stewards

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

- (5) duties under Article 5;
- (6) carrying out duties within the realm of safety responsibilities.

2.6 Bulletin Boards

The Employer shall provide bulletin board space for use by the Union at each worksite.

2.7 Right to Refuse to Cross Picket Lines

- (a) All employees covered by this agreement shall have the right to refuse to cross a picket line arising out of a labour dispute. An employee failing to report for duty shall be considered to be absent without pay.
- (b) Failure to cross a picket line by another trade union 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.
- (c) The Employer agrees that it shall not request or require or direct employees to perform work in progress that is currently being carried out by other employees who are on strike or locked out.

2.8 Leave of Absence for Union Business

Leave of absence without pay and no loss of seniority shall be given:

- (a) For elected or appointed representatives of the Union to attend union business which requires them to leave their general work area;
- (b) to an elected or appointed representative of the Union to attend conventions of the Union and union organizations to which the Union is affiliated;
- (c) to 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 witnesses before a board of arbitration;
- (e) to up to four employees selected by the Union to be on the Union's Bargaining Committee to carry on negotiations with the Employer;
- (f) for employees selected for a full-time position with the Union for a period of one year;
- (g) for an employee elected to a full-time position of the Union or any body to which the Union affiliated, for a period of three years;
- (h) seniority shall continue to accrue providing the employee would otherwise have been working. To facilitate the administration of this clause, leave shall be given with basic pay and the Union shall reimburse the Employer for salary and benefit costs.

The Union shall provide the Employer with reasonable notice to minimize disruption of the operation and shall make every reasonable effort to give a minimum of 14 days' notice prior to the commencement of leave in (a), (b), and (c) above. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld.

2.9 Use of Employer Telephone

Reasonable use of the Employer's telephone, at union expense, shall be granted to stewards and bargaining committee members in relation to conduct of their duties as described in Clauses 2.5 and 2.8, provided such use does not interfere with operational requirements or result in expense to the Employer.

ARTICLE 3 - UNION SECURITY

- (a) All employees in the bargaining unit who on October 6, 1980 were members of the Union or thereafter become members of the Union shall, as a condition of continued employment, maintain such membership.
- (b) All employees hired on or after October 6, 1980 shall, as a condition of continued employment, become members of the Union within 30 calendar days and maintain such membership.
- (c) Nothing in this agreement shall be construed as requiring a person who was an employee prior to October 6, 1980 to become a member of the Union.

ARTICLE 4 - CHECK-OFF OF UNION DUES

- (a) The Employer shall, as a condition of employment, deduct from the regular wages of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular biweekly dues payable to the Union by a member of the Union.
- (b) The Employer shall deduct from any employee who is a member of the Union any assessments levied in accordance with the Union Constitution and/or Bylaws and owing by the employee to the Union.
- (c) Deductions shall be made in each biweekly pay period, and membership dues or payments in lieu shall be considered as owed to the Union in the period for which they are so deducted.
- (d) The Employer shall provide a list of the names of those employees from whose salaries such deductions have been made, together with the amounts deducted from each employee, in a manner consistent with that set out in Clause 7.4.
- (e) Before the Employer is obliged to deduct any amount under Section (a) of this article, the Union must advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer, signed by the President of the Union (or designate). Upon receipt of such notice, such changed amount shall be the amount deducted.
- (f) The Employer shall supply each employee, without charge, a statement for income tax purposes indicating the amount of the deductions paid to the Union by the employee in the previous year. Such statements shall be provided to the employees prior to March 1st of the succeeding year.
- (g) The Employer will not be liable for any amount of money owing to the Union that is not paid by the employee where there are insufficient wages owing to the employee by the Employer, or where the employee has failed to authorize such deductions.
- (h) Each employee shall, as a condition of continued employment, complete an authorization form providing for the deduction, from an employee's biweekly wages or salary, of the amount of the regular biweekly dues and/or assessments payable to the Union.

ARTICLE 5 - EMPLOYER & UNION TO ACQUAINT NEW EMPLOYEES

- (a) The Employer agrees to provide each new employee, at the time of hire or the date the employee commences active employment, with a letter in the form set out in Appendix 2 and with the following enclosures:

- a copy of the collective agreement;
 - a Union Membership Application card;
 - a Union Dues Check-off Authorization form.
- (b) A summary of the information in the letter to each new employee will be distributed as set out in Appendix 2.
- (c) The steward will be provided with an opportunity to meet and interview each new employee within regular working hours, without loss of pay, for at least 15 minutes at the earliest opportunity and no later than within the first 10 calendar days of employment.
- (d) Where the Employer conducts an orientation or training session for new employees, time will be set aside on the agenda for a presentation by a union representative. This time will be separate from that provided under Section (c) above.
- (e) The Union will be provided with a copy of the completed and signed authorization form for dues check-off for all new employees.

ARTICLE 6 - EMPLOYER RIGHTS

6.1 Management Rights

Management of the operation and the direction and promotion of the employees is vested exclusively with the Employer provided, however, that this will not be used for the purpose of discrimination against the employees and except as this agreement otherwise specifies.

6.2 Hiring and Discipline

The Employer shall have the right to select its employees and to discipline or discharge them for proper cause.

6.3 General Operation

- (a) The Employer shall manage the Library System in determining the number of branches, location, schedules of operation, working procedures and standards of performance.
- (b) Where the term "*Chief Librarian*" appears in this agreement, it shall also read as "*or their authorized designate*".

ARTICLE 7 - EMPLOYER-UNION RELATIONS

7.1 Representation

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

7.2 Union Bargaining Committee

A union bargaining committee shall be elected and consist of up to four employees of the bargaining unit. The Union shall have the right, at any time, to have the assistance of the staff of the Union when negotiating with the Employer; however, the total union bargaining committee will not exceed five, except by mutual agreement.

7.3 Union Representation

- (a) The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance.
- (b) Members of union staff shall notify the Chief Librarian in advance of their intention and their purpose for entering and shall not interfere with the operation of the Branch concerned.

7.4 Technical Information

The Employer agrees to provide to the Union such information that is available relating to employees in the bargaining unit, as may be required by the Union for collective bargaining purposes. In addition, pursuant to Article 4, Section (d), the Employer shall include in the following columnar order, the following bargaining unit member information along with each union dues remittance cheque: Social Insurance Number, Surname and First Name, Sex, Birth Date, Job Classification, Gross Pay, Biweekly Dues Deducted, Home Mailing Address, Hours and Grid Level.

7.5 Labour-Management Committee

- (a) A labour-management committee will be established, composed of three employees appointed by the Union and three representatives of the Employer. In addition, the BCGEU staff representative may attend. This Committee may call upon additional employees for technical information or advice, however, not more than one employee at any one time may be utilized in this manner without the agreement of the Employer's representatives.
- (b) Meetings of the Committee will be held at a mutually agreeable time and shall not interfere with the operational requirements of the facility, however, committee meetings shall be scheduled during normal working hours whenever practicable. Time spent by designated committee members attending meetings held on their days of rest or outside regularly-scheduled hours of work shall be considered as straight-time worked.
- (c) The Committee shall have the power to make recommendations to the Union and the Employer on the following general matters:
 - (1) reviewing matters, other than grievances, relating to the maintenance of good relations between the parties;
 - (2) correcting conditions causing grievances and misunderstandings.
- (d) The Employer and the Union shall keep each other advised of its respective representatives.
- (e) A periodic status report of the results of the Committee will be distributed to all worksites for posting.

ARTICLE 8 - GRIEVANCES

8.1 Grievance Defined

- (a) The Employer and the Union agree that disputes arising from the interpretation, application, or any alleged violation of this agreement, or an arbitral award including the question of arbitrability; or the dismissal, suspension or discipline of an employee in the bargaining unit shall be resolved in accordance with the following procedures.

(b) "*Employee*" or "*aggrieved employee*" shall include the Union in its own right or a union representative designated by the Union. The Employer may also grieve.

8.2 Step 1

In the first step of the grievance procedure every effort shall be made to settle the dispute with the immediate supervisor. The aggrieved employee shall have the right to have their steward present at such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance, through the union steward, to Step 2 of the grievance procedure. Notwithstanding this provision, where the matter is not resolved by the immediate supervisor, they shall immediately advise the Chief Librarian (or designate) before a written grievance is initiated.

8.3 Step 2 Presentation

(a) An employee who has proceeded through Step 1 and who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Clause 8.2, must do so no later than 30 calendar days after the date:

- (1) on which the employee was notified orally or in writing of the action or circumstances giving rise to the grievance; or
- (2) on which the employee first became aware of the action or circumstances giving rise to the grievance.

(b) Subject to the time limits above, the employee may present a grievance at this level by:

- (1) recording their grievance on the appropriate grievance form, setting out the nature of the grievance and the circumstances from which it arose;
- (2) stating the article/s or clause/s of the agreement infringed upon or alleged to have been violated, and the remedy or correction required; and
- (3) transmitting their grievance to the local supervisor through the union steward.

(c) The local supervisor shall:

- (1) forward the grievance to the Chief Librarian; and
- (2) provide the employee with a receipt stating the date on which the grievance was received.

8.4 Step 2 Reply

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.

8.5 Altering Time Limits/Mail Submission Dates

The time limits fixed in the 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 is delivered to the appropriate office of the Employer or the Union.

8.6 Non-Discussion with Grievor

The Employer agrees that after a grievance has been initiated by the Union, the Employer's representatives will not enter into discussion or negotiation with the aggrieved employee without the

consent of the Union. 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.

8.7 Policy Grievance

Where either party 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. Where no satisfactory agreement is reached, either party may submit the dispute to arbitration as set out in Article 9 of this agreement.

8.8 Technical Objections

Except in instances of breach of time limits, a grievance shall not be dismissed because a technical error has been inadvertently made by either party. Both parties shall have the right to make representation to the Arbitration Board. The Arbitration Board shall have the right to determine whether a technical error has been made and to make the necessary corrections in the interest of arriving at a decision according to equitable principles and the justice of the case.

ARTICLE 9 - ARBITRATION

9.1 Notification

Either of the parties may, after exhausting the grievance procedure in Article 8, notify the other party within 30 days of the receipt of the reply at Step 2 of its desire to submit the difference or allegation to arbitration.

9.2 Single Arbitrator

Upon receipt of notice to arbitrate, pursuant to Clause 9.1, the parties will select a single arbitrator from the following list, or such other person as mutually agreed, within 14 calendar days. The Arbitrator shall be selected on the basis of earliest availability in each case.

Corinn Bell

Mark Brown

Robert Pekeles

Irene Holden

Ken Saunders

9.3 Decision of the Arbitrator

- (a) The decision of the Arbitrator shall be final, binding and enforceable on the parties. The Arbitrator shall have the power to dispose of a grievance by any arrangement deemed just and equitable. However, the Arbitrator shall not have the power to change this agreement by altering, modifying or amending any provision.
- (b) An arbitrator shall render a written decision to the parties within 30 calendar days of the date the arbitration hearing is concluded. This time period may be altered by consent of the parties.
- (c) The parties to this agreement shall jointly bear the cost of the Arbitrator and each of the parties shall bear the cost of its own representatives and witnesses.

9.4 Mediation-Arbitration Process

The parties may, by mutual agreement, refer one or more grievances to mediation-arbitration in accordance with Section 105 of the *Labour Relations Code* of BC.

9.5 Expedited Arbitration

(a) In an effort to ensure timely resolution of grievances at the local level the parties propose that all grievances shall be considered as suitable for expedited arbitration and unless one of the parties specifically requests arbitration pursuant to Clause 9.2, the provisions of Clause 9.5 will apply. The expedited arbitration procedure shall be in accordance with the following:

- All presentations shall be short and concise.
- A comprehensive opening statement shall be made by both parties.
- There will be limited use of authorities.
- Where possible the parties will develop an Agreed Statement of Facts.
- All documents will be jointly submitted wherever possible.
- The hearing will be conducted in an informal manner.
- The parties may mutually agree to have the Arbitrator mediate the issues.
- All presentations will be informal and lawyers will not be used, including staff lawyers.

(b) The Arbitrator shall hear the grievances and shall render a binding decision within two workdays of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.

(c) Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.

(d) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.

(e) The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms. In the event that either party delays cancellation, such that a cancellation fee is charged by the Arbitrator or by the facility in which the hearing is booked, the party cancelling shall be fully responsible for such fee/s.

(f) The parties agree that the hearings will be conducted locally unless mutually agreed otherwise.

9.6 Settlement Officer

In accordance with Section 87 of the *Labour Relations Code* of BC, either party may refer an unresolved grievance to a Settlement Officer for assistance in resolving the matter.

9.7 Amending Time Limits

The time limits fixed in the arbitration procedure may be altered by mutual consent of the parties but the same must be in writing. Failure to initiate or process a grievance in accordance with the stipulated time limits or those that are mutually altered will result in abandonment of the grievance.

9.8 No Legal Counsel

No legal counsel will be used to present cases pursuant to Clauses 9.4, 9.5, and 9.6 above.

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

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

10.2 Right to Have a Steward Present

(a) An employee shall have their union steward present at any disciplinary discussion with supervisory personnel. Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor shall notify the employee in advance of the purpose of the interview in order that the

employee may contact their union steward, providing that this does not result in an undue delay of the appropriate action being taken. This clause shall not apply to those discussions that are of an operational nature and do not involve disciplinary action.

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

10.3 Access to Personnel File

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

10.4 Notice of Demotion, Suspension, and Dismissal

The Employer shall notify an employee in writing of its decision to demote, suspend or discharge the employee and shall, in the notice, indicate the full reasons for the action. A copy of such notice shall be forwarded to the Union.

10.5 Dismissal or Suspension

In the case of a dispute arising from an employee's dismissal or 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 dismissal or notice of suspension. The parties agree that all dismissal grievances that are to proceed to arbitration will be dealt with expeditiously.

10.6 Right to Grieve Other Disciplinary Action

Upon the employee's request, any written censures, letters of reprimand and adverse report, other than official evaluation reports, shall be removed from the employee's file after the expiration of 24 months from the date it was issued provided there has not been a further infraction. The Employer agrees not to introduce as evidence in any hearing any document from the file of an employee, the existence of which the employee was not aware at the time of filing.

ARTICLE 11 - SENIORITY

11.1 Seniority Defined

"*Seniority*" is defined as all hours for which compensation is received from the Employer converted to days on the basis of a seven-hour workday.

11.2 Employee Status Definitions

- (a) "*Regular full-time employees*" shall mean those employed on a regularly-scheduled full-time basis.
- (b) "*Regular part-time employees*" shall mean those employed on a regularly-scheduled part-time basis.
- (c) "*Eligible part-time employees*" shall mean those employed an average of 21 or more regularly-scheduled part-time hours per week (*as noted in article 25.8*).

- (d) "Floater" is a regular employee with a guaranteed number of hours who regularly works out of more than one location. Floaters must be able to work a variety of shifts including daytime, evenings and weekends.
- (e) "Casual employees" shall mean those employed to provide relief for vacations and/or illness, or other approved leave; or to assist staff during peak periods.
- (f) "Special project/summer student" means a student hired under the auspices of the federal and provincial governments' Special Employment Programs or to provide meaningful experience in library work, and so designated by mutual agreement between the Employer and Union. Such persons shall be paid in accordance with the rate/s established under the terms of the specific grant. It is also agreed that these persons will be employed for the stated duration of the period of funding and considered terminated for cause upon completion of their specified term. It is agreed that no full-time, part-time or casual employee shall be laid off as a direct result of the employment of these special project persons.

11.3 Seniority Lists

- (a) A seniority list for regular full-time and part-time employees shall be maintained and seniority shall be on a bargaining-unit-wide basis.
- (b) (1) Seniority lists for casual employees shall be maintained bargaining-unit-wide. For the purposes of Subsections (2) and (3), seniority accrual will commence from July 1, 1993.
- (2) A casual employee who has worked in excess of 300 hours shall accumulate seniority within the bargaining unit on the basis of all hours worked. Upon completion of the 300 hours, a casual employee's seniority shall include the accumulated 300 hours.
- (3) Casual employees who are on a claim recognized by the Workers' Compensation Board which arises out of a work-related injury while employed by the Library System shall earn seniority credits toward the 300 hours, and/or, where the 300 hours has been achieved, shall earn seniority for all hours the employee would have worked had they not been injured and been able to stay on the job.
- (c) The Employer shall post the seniority lists for all full-time employees in January, April, July and October of each year. Each list shall become final with respect to the included employees, except for an employee who disputes the matter, who may refer to the grievance procedure. A copy of this list will be emailed to the BCGEU.
- (d) An updated casual and part-time employee seniority list will be provided and posted biweekly, at the end of each pay period, and will include all hours worked from the week prior. Hiring/recall decisions with respect to seniority will be based, upon the seniority list in effect at the date of the hiring/recall arrangements being made. A copy of this list will be emailed to the BCGEU.

11.4 Work Assignments

- (a) *Full-Time and Part-Time Hours*: When it is determined by the Chief Librarian that a substitutional opportunity for full- or part-time hours is available then:
- (1) the opportunity shall first be offered to qualified regular full-time employees, in order of bargaining unit-wide seniority;
- (2) thereafter, first refusal shall be granted to qualified part-time employees, based upon their bargaining unit-wide seniority.

(b) The employer will schedule Floaters' guaranteed hours and work location monthly, one week in advance of casual shifts being scheduled, as defined in Appendix 8. Floaters can indicate their scheduling preferences in advance of being scheduled and where possible these preferences may be accommodated, based upon bargaining unit wide seniority. After their guaranteed hours have been scheduled they can submit their availability for casual hours as per Appendix 8(a)(4).

(c) *Casual Hours:* A qualified part-time employee shall have the opportunity, in order of seniority, of casual work arising in the bargaining unit. Where part-time employees are unavailable or decline, such work shall next be offered to laid-off regular employees on recall followed by available qualified casual employees with seniority, from the bargaining unit, on the basis of seniority, and thereafter to qualified casual employees without seniority.

(d) Qualified employees may, by mutual consent, and with the approval of the Employer, temporarily exchange shifts provided it does not result in added costs or a reduction in service.

11.5 Loss of Seniority

A regular employee shall lose their seniority in the event that they:

- (a) are discharged for just cause;
- (b) voluntarily terminates their employment;
- (c) are on layoff for more than 12 months;
- (d) are absent without leave and without a reasonable explanation for three consecutive days.

11.6 Seniority While on Leave of Absence Without Pay

An employee on leave of absence without pay other than leave of absence for an elected or appointed position in the Union, shall not accrue seniority for leave periods over 30 calendar days.

ARTICLE 12 - SERVICE CAREER POLICY

12.1 Role of Seniority in Promotions and Transfers

- (a) Both parties recognize:
 - (1) the principle of promotion within the service of the Employer;
 - (2) that job opportunities should increase in proportion to length of service.
- (b) Grid level 3, grid level 7, and Circulation grid level 9 positions shall be awarded to the senior qualified applicant. Library Assistant grid level 9 positions shall be awarded to the senior qualified applicant holding a permanent Library Assistant position.
- (c) For all other positions, where two or more applicants have qualifications, and/or abilities, and experience which are relatively equal, the applicant with the greater seniority shall be awarded the position, promotion, and/or transfer.

12.2 Job Posting

- (a) Except where a substitutional opportunity has been determined, pursuant to Clause 11.4, when a vacancy occurs or a new position is created, the Employer shall post notice of the position for at least seven calendar days. A copy of the posting will be emailed to the BCGEU.
- (b) This will apply to a permanent regular full-time or part-time, or a temporary vacancy. A temporary vacancy is a vacancy that is known to exceed 40 workdays. Appointments made pursuant to this clause may be extended to a maximum accumulated total of 40 workdays provided the original job posting

indicated the possibility of an extension. Extension beyond 40 workdays may be permitted with the written agreement of the Union.

If the Employer deems it necessary to fill the vacancy for the seven calendar day posting period, or until the successful applicant can assume the position, it may, subject to the provisions of Clause 11.4, employ a casual employee without posting.

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

(d) Unsuccessful bargaining unit applicants to posted positions will be notified by email who the successful applicant is. This notification will occur within two working days of the successful candidate accepting the position. Upon request unsuccessful applicants will be notified of the reasons why they were unsuccessful. This notification will occur within five days of being requested.

(e) Prior to outside hiring, present employees shall be given first consideration.

(f) Applications for each position shall be available online and applicants must submit their application electronically.

12.3 Probation on Initial Appointment

(a) Upon initial appointment, a regular employee will serve a probationary period of six calendar months in the position to which they have been appointed. An employee who has not completed 420 hours in the six-month period will have their probationary period extended until they have completed 420 hours. During the probationary period the Employer may dismiss the employee for just and reasonable cause. The test of just and reasonable cause for dismissal of a probationary employee shall be a test of suitability of the probationary employee for continued employment in the position to which they have been appointed. Conditional on suitability for the position, the employee shall be confirmed in the position after the period of six calendar months (or 420 hours if the probationary period is extended).

(b) In the event that, during the probationary period, the employee has frequent absences which preclude the opportunity for the Employer to properly evaluate their performance, the parties to this collective agreement may mutually agree to extend the probation, but in no case longer than three months or 420 hours.

12.4 Trial Period

Upon appointment, an employee other than a probationary employee shall be placed on a trial period for three calendar months. Conditional on satisfactory service, the employee shall be confirmed in their new position after the period of three calendar months. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new position, they shall be returned to their former position and wage or salary rate without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position and wage or salary rate without loss of seniority.

12.5 Relocation Expenses

The Employer's policy dated February 19, 1999 and amended December 2009 and any subsequent amendments regarding relocation expenses shall apply.

12.6 Interview Leave

Employees granted an interview for a posted position shall be granted leave of absence with current pay as required for an interview.

ARTICLE 13 - LAYOFF AND RECALL

13.1 Layoff

(a) In the event of layoff, which shall include a cessation of employment or elimination of a job or reduction of hours resulting from a reduction of the amount of work required to be done by the Employer, a reorganization, program termination, closure or other material change in organization, regular full-time and regular part-time employees shall be laid off in the reverse order of seniority in accordance with their classification. A senior employee may bump a junior employee only in cases where the senior employee is qualified to fill the lower position.

(b) The Employer shall notify employees who are to be laid off at least four calendar weeks prior to the effective date of layoff.

13.2 Severance Pay

An employee may elect severance, pursuant to Sections (a) and (b) below, rather than recall. An employee who chooses not to bump, pursuant to Clause 13.1 above, may elect severance pay in accordance with the following.

(a) Regular employees who have successfully completed their probationary period and who are laid off may opt for severance pay based upon years of service. Severance pay shall be calculated at three weeks of regular pay for every full year of service and prorated for partial years. The employee will not receive an amount in excess of six months' salary. Employees who opt for severance pay will not be subject to recall in accordance with Clause 13.3. Upon receiving severance pay, an employee will be deemed to have resigned.

(b) For the purposes of Clause 13.2(a), regular employees are entitled to receive severance pay based on a straight-time hourly equivalent of each year of service. One year of service shall be credited for every 1,827 straight-time hours of work completed. Severance pay shall be similarly prorated for partial years.

13.3 Reinstatement and Recall

(a) *Regular employees:* Recall will be by seniority and qualification, on a bargaining-unit-wide basis. Decline of recall involving a relocation is not a resignation and brings no penalty.

(b) *Casual employees:* Recall will be based upon offered work assignments pursuant to Clause 11.4(b).

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

- (1) delivery of notice either orally or by letter by an Employer's representative;
- (2) local or long-distance telephone communication;
- (3) registered letter.

(d) Subject to Clauses 13.3(a) and (b) above, an employee who does not respond within 48 hours of the Employer's initial contact attempt, as per Clause 13.3(c), or who refuses to report to work shall be dropped to the bottom of the recall list. An employee shall report to work at the time specified by the Employer within seven days of the Employer's initial attempt to contact them. Employees required to

give two weeks' notice to another Employer shall be deemed to be in compliance with the seven-day provision.

(e) Each employee on layoff shall be responsible for keeping the Employer notified of a current contact point through which they can be reached.

ARTICLE 14 - HOURS OF WORK

14.1 Workday/Workweek

The normal workweek shall be established on the principle of either 35 hours within a five-day week or 70 hours within a two-week period that coincides with the two-week pay period. The normal workday shall consist of a scheduled period of seven hours. The exception to the normal workweek and workday is provided pursuant to Appendix 5 (Mobile Library), Appendix 6 (Earned Day Off) and any agreement pursuant to Clause 14.3 below.

Each employee must have a minimum of 32 consecutive hours clear from work each week and a minimum of eight hours clear between shifts. Employees who work casual hours (part-time and casual employees) may work up to six consecutive days but must not work more than 140 hours within every four-week period without incurring overtime.

14.2 Minimum Hours

- (a) If an employee commences work and their work is suspended, other than for discipline, the employee shall receive a minimum of four hours' pay.
- (b) No shift will be less than four hours.
- (c) Employees who attend interviews or joint committee meetings (i.e. Green Committee, Job Evaluation, etcetera), except for the Occupational Health & Safety Committee, outside of a scheduled shift will be compensated at straight-time rates of pay and the four-hour minimum will not apply in these cases.

14.3 Flexible Work Schedule

The Employer and union designates at a worksite may propose, in writing, a flexible work schedule to the Employer and Union. If the schedule is consistent with the terms of the collective agreement, approval, if granted by the Employer, shall be in writing.

14.4 Split Shifts

There shall be no split shifts unless specifically agreed to between the Employer and the Union. Shifts that are five hours or more in length may have a scheduled meal break of up to one hour in length in all locations except for Merritt, Clearwater and Kamloops worksites. Prior to implementation of such shifts, the matter will be brought to the Labour-Management Committee.

ARTICLE 15 - REST PERIODS

- (a) All employees in the Library System working six or more hours shall be entitled to two 15-minute rest periods during each shift.
- (b) All employees working four or more consecutive hours but less than six will be entitled to one 15-minute rest period.
- (c) In a branch staffed by a single person on a shift, where the rest periods are worked, the employee will be compensated for an additional 15 minutes for each rest period worked.
- (d) An unpaid lunch period of 30 to 60 minutes shall be scheduled as close as possible to the middle of any regular shift.

ARTICLE 16 - OVERTIME

16.1 Overtime Compensation

- (a) Every employee who is required to work overtime shall receive compensatory time off in lieu, or be paid for such overtime, at the discretion of the employee. Overtime must be authorized by the supervisor designated by the Chief Librarian.
- (b) An employee who is to be paid for overtime shall be paid for such overtime in the following manner:
 - (1) time and one-half for the first two hours worked in excess of normal hours for a full shift or the normal hours for the workweek or averaging period;
 - (2) double-time for hours worked in excess of the first two hours as noted in (1) above;
 - (3) time and one-half for all hours worked in the abutting shift where the employee had not received the required minimum 32 consecutive hours free in a week or the minimum eight hours clear between shifts.
 - (4) for the purposes of (1) above, a "*full shift*" shall be defined as the number of hours worked in a shift by regular full-time employees who carry out the same tasks.
- (c) An employee who is to receive compensatory time off in lieu of being paid overtime shall be given compensatory time off equivalent to the number of hours for which they would have been paid for the overtime so worked. Compensatory time off shall be taken at a mutually agreeable time between the employee and the Employer. Compensatory time off which exceeds five days shall have the excess paid out as earned.

16.2 Callout

A "*callout*" is defined as any situation when an employee is called from their place of residence to work and subsequently to return to their place of residence, outside of their regular hours. Callout time shall be paid at the applicable overtime rates for all time worked in response to the call. A callout shall be credited as a minimum of three hours, including travel time, at the rates quoted.

ARTICLE 17 - STATUTORY HOLIDAYS

17.1 Paid Holidays

The Employer will observe the following as paid statutory holidays:

New Year's Day	Queen's Birthday	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	British Columbia Day	Christmas Day
Easter Monday	Labour Day	Boxing Day
	Truth and Reconciliation Day	

and any other day declared or proclaimed a statutory or public holiday by the Province of BC, the Government of Canada or the municipal government for the locality in which the employee is working.

17.2 Substituting Day of Observance

If, by law, declaration, or proclamation, another day is substituted for the observance of a statutory holiday listed in Clause 17.1, the day of observance shall be considered as the holiday insofar as payment for the listed statutory holiday is concerned.

17.3 Holiday Falling on a Day of Closure

If a statutory or public holiday falls on other than a normal workday, the Employer may declare that the workday immediately preceding the holiday or the workday immediately following the holiday shall be observed in lieu of the said holiday.

17.4 Holiday Falling on a Day of Rest

Should a statutory or public holiday be observed on an employee's day of rest, such employee shall be given a day off with pay in lieu. The employee must take the day in lieu with pay:

- (a) before the date the employment terminates; or
- (b) if the hours for the day in lieu are credited to the employee's time bank, within six months after the date of the statutory holiday, however, if they cannot be so scheduled, they shall be immediately scheduled on the vacation roster;
- (c) hours from the time bank may normally be taken in increments of one-half day.

17.5 Paid Holiday Pay

Employees to whom Clause 17.4 does not apply shall receive holiday pay at their regular rates of pay for each of the statutory or public holidays mentioned in Clause 17.1.

17.6 Working on a Paid Holiday

If an employee is required to work on a statutory or public holiday, they shall, in addition to their holiday pay, be paid at double their regular or equivalent hourly rate for all hours worked.

17.7 Holiday Occurring During Annual Vacation

Should a statutory or public holiday or lieu day pursuant to Clauses 17.2, 17.3 or 17.4 occur during an employee's annual vacation period, such day will not be counted against the vacation entitlement.

ARTICLE 18 - ANNUAL VACATIONS**18.1 Vacation Entitlement**

(a) Paid annual vacations for regular employees shall be as follows:

- (1) in the first part-calendar year of service, 1.25 vacation days for each month or portion of a month greater than one-half worked by December 31st;
- (2) during the second and up to and including the fourth calendar year of service - 15 workdays;
- (3) during the fifth and up to and including the ninth calendar year of service - 20 workdays;
- (4) during the tenth and up to and including the eighteenth calendar year of service - 25 workdays;
- (5) during the nineteenth and subsequent years of service - 30 workdays;
- (6) eligible part-time employees will receive the vacation entitlement on a pro rata basis.

During Year	Vacation Days
2 - 4	15
5 - 9	20
10 - 18	25
19+	30

(b) Part-time employees who work less than an average of 21 regularly-scheduled part-time hours per week shall be entitled to prorated annual vacation without pay.

(c) Eligible Part-time employees who work additional casual hours will be paid vacation pay, in the form of a percentage of their pay for casual hours. Such percentage will be based on the vacation entitlements in Clause 18.1(a).

Note: Three weeks' vacation equals 6% and four weeks' vacation equals 8%

(d) Casuals who change status to full-time or eligible part-time will be treated as new employees, for vacation purposes only.

18.2 Vacation Pay on Termination of Employment

When an employee leaves the Library System, they shall receive vacation pay less any vacation days earned and granted during the current calendar year except where the employee has exceeded their entitlement, in which case amounts overpaid will be deducted from their final cheque.

18.3 Vacation Scheduling

(a) Employees must submit their vacation requests by January 31st, for the period of March 1st to February 28th. The approved vacation schedule will be posted by February 15th.

(b) Vacation for each classification shall be governed by seniority in the appropriate Branch. Every effort will be made to allow employees to take vacation time of their choice, when quality and regularity

of operations shall not be impaired. Senior employees will be given preference in the selection of vacation periods where the employee takes it in one unbroken period.

(c) Employees wishing to split their vacations shall exercise seniority rights in the choice of the first vacation period. Such seniority shall prevail in the choice of the second vacation period but only after all other first vacation periods have been selected. Such seniority shall prevail in the choice of subsequent vacation in the like manner. Requests for vacation, submitted by employees prior to the vacation schedule being posted shall be considered their first choice.

(d) An employee who does not exercise their seniority rights by the time periods outlined in 18.3(a), shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.

(e) For vacation requests of one week or more, requested outside of the time periods outlined in 18.3(a), the employee shall make a written request at least four weeks prior to the vacation time desired. For vacation requests of less than a week, requested outside of the time periods outlined in 18.3(a), the employee shall make a written request at least two weeks prior to the vacation time desired. Such notice may be waived by mutual agreement.

(f) Except for requests made as per Clause 18.3(a), the Employer shall respond (approved or denied) within five working days of the request being submitted. When a vacation request is denied, the Employer must provide reasons for the denial.

(g) Subject to scheduling requirements, employees shall be granted their vacation in consecutive weeks when requested.

(h) Vacation schedules, once finalized, shall not be changed other than with mutual agreement between the employee and the Chief Librarian, or designate.

18.4 Vacation Carryover

(a) An employee may carry over a maximum of five days' vacation to the next year subject to written approval of the Chief Librarian. Such a request must be submitted by November 30th of the year in which it was earned and shall not be unreasonably withheld. Subject to the approval of the Chief Librarian, an additional five days may be carried over.

(b) An employee shall not receive cash in lieu of vacation time except upon termination.

18.5 Vacation Year

The vacation year shall be January 1st to December 31st inclusive.

18.6 Payday During Period of Leave

Employees may request and receive any cheque which would normally be payable during a period of vacation, or leave of absence, up to five days preceding commencement of the vacation or leave of absence. Notice in writing of such request must be given 15 calendar days before the date the cheque is to be issued.

ARTICLE 19 - SICK LEAVE

19.1 Sick Leave Entitlement

(a) Regular full-time and eligible part-time employees shall become eligible for sick leave after they have completed 90 days continuous service with the Employer on the following terms and conditions:

(i) Regular full-time and eligible part-time employees who have completed their first 30 days of continuous service shall be entitled to accumulate sick leave with pay on the basis of one and one-half days per month. Sick leave entitlement will be calculated on a pro-rated basis for eligible part-time employees.

(ii) The employee shall continue to accumulate sick leave credits on the basis of one and one-half days per month to a maximum of 120 workdays.

(b) All employees who have been employed for 90 days of continuous service shall be entitled to up to five days of sick leave; any leave taken shall be deducted from the accumulated sick leave described above for regular full-time and eligible part-time employees.

19.2 Reporting Sickness or Injury

(a) The employee shall inform the Employer prior to the commencement of their shift, or as soon as possible thereafter, of their inability to report to work because of illness or injury.

(b) The employee may be required to provide a doctor's or nurse practitioner's certificate for illness or injury of one week or more, at the Employer's cost, and on the Employer's time, if applicable.

(c) The Employer may require a doctor's or nurse practitioner's certificate if a pattern of absence is noted, but such shall be at the Employer's cost, and on the Employer's time if applicable.

19.3 Deduction of Sick Leave

(a) Absences due to illness or injury, for employees eligible for LTD, up to 60 calendar days per occurrence, shall be charged against an employee's sick leave credits. Employees who are not eligible for LTD coverage will be entitled to exhaust their sick leave credits.

(b) Employees shall be entitled to 21 hours per year to attend medical/dental appointments which cannot be scheduled outside of normal working hours. The employee shall endeavour to give as much notice as possible for medical and dental appointments. The clause shall also apply to an employee's dependent child where no one else in the employee's home can attend the medical or dental appointment with the child.

(c) Upon request an employee who has exhausted their sick leave, or has been denied LTD, will be issued a Record of Employment so that they may apply for Employment Insurance Sick Leave Benefits.

19.4 Balance of Entitlement Request

An employee shall be advised of the balance of their sick leave credits within seven days of a written request to the Employer.

19.5 Payout of Sick Leave

Other than as specifically provided within this agreement, payout of sick leave is not required by this agreement.

19.6 Approved Leave of Absence With Pay During Vacation

When an employee on vacation becomes eligible for bereavement leave (Clause 20.1) or jury duty (Clause 20.3) or is hospitalized or develops a serious illness or injury while on vacation and is deemed by a doctor to be unable to work, shall be entitled to have the period treated as sick leave and the vacation days reinstated. An employee intending to claim displaced vacation leave must advise the Employer and provide necessary documentation upon return to work.

ARTICLE 20 - SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

(a) In the case of bereavement in the employee's immediate family, an employee not on leave of absence without pay shall be entitled to leave, at their regular rate of pay, from the date of death to and including the day of the funeral or service with, if necessary, an allowance for immediate return travelling time. Such leave shall not exceed five workdays. When the funeral or service occurs at a later date, the employee may use all or part of the time when the funeral or service actually occurs.

(b) "*Immediate family*" is defined as an employee's parent, spouse, common-law spouse, child, stepchild, foster child, child's parent, brother, sister, stepsibling, parents-in-law, grandparents, grandchild, stepparent, foster parent, parents' siblings, siblings' children, fiancée, children's spouse, siblings-in-law, and any other relative permanently residing in the employee's household or with whom the employee permanently resides.

(c) Part-time employees entitled to bereavement leave will be paid only for scheduled days within the time period referred to in (a) above.

(d) "*Spouse*" includes husband, wife, and common-law spouse. "*Common-law spouse*", for the purpose of Clauses 20.1 and 20.2, includes same sex and opposite sex individuals.

20.2 Special Leave

An employee not on leave of absence without pay shall be entitled to special leave at their regular rate of pay for the following:

(a) Emergency leave may be granted to regular employees up to and including three consecutive workdays with full pay and without loss of benefits. Such leave shall be deducted from the employee's sick leave benefits.

(b) Where leave from work is required, an employee, will endeavor to provide a minimum of two weeks' notice, and shall be entitled to special leave at their regular rate of pay for the following:

- (1) attend the wedding of the employee's child - one day;
- (2) birth or adoption of the employee's child - one day;
- (3) marriage of the employee - one day;
- (4) attend a funeral as a mourner - one-half day;
- (5) attend their formal hearing to become a Canadian citizen - one day;
- (6) household moving day - one day per calendar year;
- (7) court appearance for hearing of employee's child - one day;
- (8) child custody hearing - one day.

20.3 Jury Duty

The Employer shall pay to an employee who is required to attend jury selection or to serve as a juror or court witness the difference between their normal earnings (including scheduled casual shifts) and the payment they received for jury duty or as a court witness, conditional upon the employee presenting to the Employer proof of service and of the amount of payment received by them.

20.4 Compassionate, Educational & Extended Vacation Leave

By mutual agreement, leave of absence will be granted to a maximum of 12 months without pay to employees for compassionate reasons or for education, training, or extended vacation purposes, conditional on the following terms:

- (a) that the employee applies at least one month in advance for leaves which are less than six months in duration, and three months' notice for leaves that are six to 12 months in duration, unless the grounds for such application could not reasonably be foreseen;
- (b) that the employee shall disclose the grounds for application;
- (c) that the Employer shall grant such leave where a bona fide reason is advanced by the applicant, or may postpone leave for educational or training purposes where a suitable replacement is not available;
- (d) an extension may be granted upon receipt of written application to the Chief Librarian; such extension shall not be unreasonably withheld;
- (e) an employee may return early from leave that has been approved providing a minimum of two weeks' notice is provided;
- (f) employees who have been approved for educational leave pursuant to (a) above, or are enrolled in a distant education program that does not require leave from work, and are attending a program that will upgrade their qualifications for career opportunities with the Employer, may apply to have their tuition to a maximum total of \$3,000 paid by the Employer (with a maximum of \$1,500 per year). Those approved in the previous year are deemed approved the year following, provided they make an application for such by March 31st of that year. Each year, applications received by March 31st will be reviewed the first week in April and vetted by the Labour-Management Committee prior to approval. Applications received after March 31st will be reviewed in the order in which they are received. The Employer may limit the number of applications per year. The Employer will give seniority a consideration when comparing two or more applications from the same program. Should an employee not be successful or voluntarily leave employment with the Employer within two years of completion, the employee will be required to repay all the money advanced.

20.5 General Leave

Notwithstanding any provision for leave in this agreement, the Employer may grant leave of absence without pay to an employee requesting such leave for an emergency or unusual situation. Such request is to be in writing and approved by the Employer. Approval shall not be withheld unjustly.

20.6 Accumulation of Benefits

- (a) In all cases of leaves of absence without pay of up to and including one month, all benefits shall accumulate as though the employee was at work. When the leave of absence without pay is for more than one month, sick leave credits, vacation accrual, and seniority accumulation entitlements shall remain static. Subject to the provisions of Clauses 2.8, 21.4, and 21.5, an employee may remain on the Health and Welfare Plans by maintaining the costs of the same for any portion of the leave without pay which exceeds one month.
- (b) Where an employee is absent due to illness for an extended period of time their seniority shall accrue until such time as they have exhausted their sick leave entitlement. Thereafter their seniority accumulation and vacation accrual shall remain static until they return to work.
- (c) A full-time employee in receipt of long-term disability benefits or on a claim recognized by the Workers' Compensation Board shall have their health and welfare benefit premiums maintained and the Employer shall continue to pay its portion of the premium cost for a period of four months and the employee can maintain coverage for a further eight months by paying the full cost of the premiums. An employee on LTD or WCB shall accumulate seniority for 24 months and then have their seniority maintained thereafter.

20.7 Family Leave

Family & Child Responsibilities: An employee is entitled to 35 hours paid sick leave during each calendar year and an additional 35 hours unpaid to meet the care, education, or health needs of any member of the employee's immediate family, including children (prorated if less than a calendar year). Employees agree that every effort will be made to schedule family responsibility matters outside work hours.

Eligible part-time employees will receive the leave entitlement on a pro rata basis.

20.8 Other Religious Observances

- (a) Employees who are members of non-Christian religions are entitled to up to two days' leave without pay per calendar year to observe spiritual or holy days.
- (b) A minimum of two weeks' notice is required for leave under this provision. Where two weeks' notice is not possible due to the unpredictable nature of the spiritual or holy days, then as much notice as possible shall be provided.
- (c) Employees granted leave under this provision may utilize or reschedule compensatory time off (CTO), unused vacation, or lieu days.

20.9 Domestic Violence Leave

- (a) An employee is entitled to a leave of absence, of a reasonable duration if the employee or the employee's child experienced domestic violence or sexual violence.
- (b) An employee is only entitled to a leave of absence under (a) if the employee uses the leave of absence for one or more of the following purposes:
 - (1) To seek medical attention for the employee or the employee's child in respect of a physical or psychological injury or disability caused by the violence; or
 - (2) To obtain services for the employee or the employee's child in respect of the violence from a victim services organization, domestic violence shelter, rape crisis centre, transition house, sexual assault centre or other social services program or community agency; or
 - (3) To obtain psychological or other professional counselling for the employee or the employee's child in respect of the violence; or
 - (4) To relocate temporarily or permanently for the purpose of making future violence against the employee or the employee's child less likely; or
 - (5) To seek legal or law enforcement assistance for the employee or the employee's child, including preparing for or participating in any civil, criminal or administrative proceeding related to or resulting from the violence.
- (c) If an employee has a physical or psychological injury or disability caused by the violence that requires accommodation or work absence, the employee follows the process outside this article that would apply to any injured or disabled employee under this collective agreement.
- (d) The first three days of leave taken is paid leave. Additional unpaid leave may be requested.
- (e) An employee who wishes to take leave under this section 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.

ARTICLE 21 - PARENTAL, MATERNITY, & ADOPTION LEAVE ENTITLEMENTS**21.1 Maternity Leave**

A pregnant employee shall qualify for maternity leave as follows:

- (a) Upon request, the employee will be granted leave of absence without pay for a period of not more than 17 weeks.
- (b) The period of maternity leave will commence not earlier than 13 weeks before the expected date of delivery and end no later than 17 weeks after the leave begins.
- (c) Where an employee who is at work becomes ill or injured following the commencement of the 13-week period in Section (b) above, or later as requested in Section (b) above, such illness or injury shall be covered by available sick leave credits pursuant to Clause 19.1.
- (d) On return from maternity leave, an employee shall be placed in their former position. Should the former position no longer exist, the employee will be placed in a position of equal rank and basic pay.
- (e) No employee shall be discriminated against with respect to the application of sick leave provisions, as a result of their pregnancy.

21.2 Parental (Includes Adoption) Leave

- (a) Upon written request an employee shall be granted parental leave, without pay, as follows:
 - (1) in the case of the birth mother, up to 61 consecutive weeks commencing immediately following the end of the maternity leave under Article 21.1,
 - (2) in the case of the birth father or the common-law partner of the birth mother, including a same-sex partner, up to 62 consecutive weeks commencing within the 78-week period following the birth of the child,
 - (3) 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.
- (b) Where both parents are employees of the Employer, the employees shall determine the apportionment of the 78 weeks' parental leave between them. "Parents" shall include a common-law spouse as defined in Clause 25.1.
- (c) Such written request pursuant to Section (a) above must be made at least four weeks prior to the proposed leave commencement date.
- (d) On return from parental leave, an employee shall be placed in their former position. Should the former position no longer exist, the employee will be placed in a position of equal rank and basic pay.
- (e) In the case of adoption, the employee shall have to furnish proof of adoption.
- (f) An employee who qualifies for parental leave, pursuant to the *Employment Insurance Act*, may work to the set maximum of their earnings without impacting their employment insurance benefits. Accordingly, an employee on parental leave will be permitted to have access to casual hours to enable them to earn up to the maximum allowed in the *Employment Insurance Act*. The employee would be on the casual list for call-in purposes. They will be called in for work based on their seniority and status (part-time or casual) and may refuse any work without any repercussions.

21.3 Aggregate Leave

The aggregate leave of absence from employment may be taken by an employee under Clauses 21.1 and 21.2 in respect of the birth of any one child may not exceed 78 weeks.

21.4 Seniority, Vacation and Benefits

- (a) A regular employee on maternity, parental or adoption leave shall continue to accrue seniority, and sick leave credits.
- (b) Such employee shall continue to qualify for annual vacation entitlement increases and shall not earn vacation time or pay during such leave. Unused vacation time may be carried over to the following year, notwithstanding Clause 18.4(a).
- (c) The Employer, during maternity, parental, and/or adoption leave, shall maintain coverage for medical, extended health, dental, group life, and long-term disability benefits and shall pay the Employer's share of the premiums.

21.5 Extension of Maternity or Parental Leave

Maternity, parental or adoption leave may be extended for up to an additional 12 months without pay, without further seniority accrual, and without entitlement to paid benefits. The employee shall have the right to continue their benefits by paying the premiums during such leave. An employee may return early from maternity, parental or adoption leave; however, a minimum of two weeks' notice may be required.

Upon return from extended maternity, parental leave, or adoption leave, the employee will be placed in their former position, or in a position of equal rank and basic pay.

21.6 Alterations Resulting from Legislative Changes

In the event that any future legislation materially alters the statutory requirements or entitlements governing the matters set out in this article, the parties hereto shall meet to negotiate mutually agreeable provisions to satisfy the change in legislative requirements.

21.7 Sick Leave

Sick leave may be used by any pregnant employee, authorized by the receipt of a qualified medical practitioner's statement to the Employer, where there is a confirmed case of German measles or any other disease in the place of employment, which could be harmful to pregnancy as determined by the qualified medical practitioner's statement or report. If possible, they may be assigned to work at another branch within 15 kilometers of their home branch. If work is not available at another location within 15 kilometers of their home branch, they may use this leave until all danger from such disease no longer exists.

ARTICLE 22 - OCCUPATIONAL HEALTH & SAFETY**22.1 Conditions**

The Union and the Employer 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 will be fully complied with. First aid attendants, kits and equipment will be supplied in accordance with this section.

22.2 Working Environment

A safe and clean working environment is essential in order to carry out work assignments. The Employer will provide health and safety orientation before a new or young worker carries out their first shift.

The Employer will provide health and safety orientation or in-service which is necessary for safe techniques for lifting, the safe performance of work, the safe use of equipment, and the safe handling of materials and products. The Employer will also make readily available information, manuals and procedures for these purposes.

22.3 Mental Health

The parties recognize the importance of supporting and promoting a psychologically healthy workplace and as such will adhere to all applicable statutes, policy, guidelines and regulations pertaining to the promotion of mental health. The Employer will support the provision of education and training in Mental Health First aid for the health and safety representatives including stewards. Education/Training will be provided at the Employer's expense and participants shall be given leave to attend with full pay, benefits and without loss of seniority.

22.4 Joint Health and Safety Committee

(a) The parties agree to participate in developing a program to reduce risk of occupational injury or illness. Policies and procedures relating to health and safety will be recommended by the Committee for implementation by the Employer.

(b) The Committee will meet at least once per month or at the call of either party to make recommendations on hazardous, dangerous or unsafe conditions including workload.

(c) The Committee will carry out all the functions and duties as per Part 3, Division 4, Section 130 of the *Workers Compensation Act*.

(d) The library system will have a Joint Health and Safety Committee. The Committee will be comprised of a minimum of two worker representatives appointed by the Union and two employer representatives appointed by the Employer. The Union will make reasonable efforts to appoint worker representatives from different locations. In no case will the Employer's members outnumber those of the Union. Worker representative alternates will also be appointed to the Committee by the Union and will be afforded the same rights and responsibilities as a regular member of the Committee.

(e) Worker representatives of the Committee shall not suffer any loss of pay for the time spent to prepare for or attend a committee meeting or for carrying out any functions or duties as a committee member in accordance with the *Workers Compensation Act*. This includes mileage and any other reasonable costs. Worker representatives will be granted time that is reasonably necessary to prepare for meetings of the committee and to fulfill the other functions and duties of the committee. Where the meeting is held outside the committee members' regular working hours, committee members will receive straight-time pay and any other reasonable costs.

Worker representatives shall be released from their regular duties to attend Committee meetings and perform related duties and functions as set out in section 130 of the *Workers Compensation Act*.

(f) All minutes of the Committee will be recorded in a mutually agreed format and copies will be forwarded to the worker representatives of the Committee.

(g) A worker representative will be entitled to annual employer paid leave as required by the *Workers Compensation Act* to attend occupational health and safety training courses. If OHS training falls on the worker representative's regular time off, the worker representative will be compensated for all hours while attending the training.

(h) In addition to the training leave required in (f), where a worker representative is appointed to serve on the Committee for the first time, the Employer will provide that representative with paid

education leave as required by the *Workers Compensation Act*, during the first six months in which they serve on the Committee for the purposes of attending Committee Orientation training courses.

22.5 Unsafe Work

- (a) An employee may exercise their right to refuse to do unsafe work pursuant to Section 3.12 of the Occupational Health and Safety Regulation outlined in Information Appendix B.
- (b) An employee must not be subject to discriminatory or disciplinary action pursuant to Section 3.13(1) of the Occupational Health and Safety Regulations outlined in Information Appendix B and Part 3, Division 6 of the *Workers Compensation Act*.

22.6 Workplace Violence/Aggressive Conduct

The Employer will take all reasonable steps to eliminate, reduce or minimize threats to the safety of employees. Employees will receive training at the Employer's expense in recognizing and handling such threats to safety. The Employer may use the joint union training on the prevention of violence.

The Committee will be consulted to determine the applicable physical and procedural measures that will be implemented.

The Employer will provide the employee with pertinent information on patrons with the potential of violence, physical aggression, and/or verbal abuse within any particular workplace. The employee will be informed of specific instruction on the approach to be taken when interacting with potentially violent patrons.

Critical incident defusing, debriefing support and, where deemed appropriate by a qualified medical practitioner, post traumatic counselling for individuals who have been exposed to violence of an unusual nature, including but not limited to physical or psychological violence, death of colleague or client death or a series of such incidents. Appropriate resources will be made available to employees as soon as possible by qualified outside practitioners.

At the request of an employee who may be exposed to violence, physical aggression or verbal abuse, the parties will meet as soon as possible to determine remedies. The parties will make every reasonable effort to find a remedy. Once the remedy is agreed, it will be implemented within 10 days.

The Employer will endeavour to ensure all staff are made aware of both the WorkSafeBC Critical Incident (CIR) Program and Crisis Support Line.

22.7 Domestic Violence

The Employer agrees they have a legal responsibility to protect workers from all forms of violence in the workplace including domestic violence that could impact employees in the workplace. As such, policies and safe work procedures will be developed to increase employee awareness, education and training in the prevention of injury or illness from domestic violence that puts the workplace at risk or could potentially harm the workplace.

22.8 Investigation of Incidents

- (a) Pursuant to the *Workers Compensation Act*, Part 3, Division 10 governing Accident Reporting and Investigation, all accidents/incidents shall be jointly investigated by at least one worker representative and one employer representative. This will include incidents that did not involve an injury to a worker, or involved only minor injury not requiring medical treatment, but had the potential for causing serious injury to a worker.

The designated worker representative shall be released from their regular duties to participate in the investigation. Where the investigation is scheduled outside the worker representative's regular hours, they will be paid at the applicable rate of pay.

A preliminary investigation will be completed within 48 hours and a preliminary and corrective action report will be posted and provided to the Committee. The full investigation will be completed within 30 days with the full investigation and corrective action report submitted on a mutually agreed accident/incident investigation form. Copies will be sent to the Workers' Compensation Board, Occupational Health and Safety Committee, each employer representative and each worker representative.

(b) If the Employer's representative is a member of the bargaining unit, nothing in this clause restricts the right of the Employer to require their representative in (a) above to complete other reports related to the accident under investigation.

(c) In the event of a fatality the Employer shall immediately notify the Union President or designate of the nature and circumstances of the accident and arrange as soon as possible for an investigation pursuant to (a) above. Time spent in incident investigation will be considered time worked based on the employee's classification in effect at the time of the investigation. Applicable overtime rates will also be paid.

22.9 Injury Pay

An employee who is injured on the job during working hours and who is required to leave for treatment or sent home for such injury shall receive payment for the remainder of their shift.

22.10 Transportation of Accident Victims

Transportation to and from the nearest qualified medical practitioner or hospital for employees requiring medical care as a result of an on-the-job accident will be at the expense of the Employer.

22.11 Employee Check-in

Check-in procedures will be implemented to ensure the safety of all employees who work alone or in isolation where assistance would not be readily available to the worker.

Before a worker is assigned to work alone or in isolation, the Employer must identify any hazards and assess the risk to the worker and eliminate or minimize the risk from the hazard. The Employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.

The procedure must include the time interval between checks and the procedure to follow in the event the worker cannot be contacted, including provisions for emergency rescue. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person. A check at the end of the work shift must be done.

22.12 Occupational First Aid

Those persons designated and required by the Employer to have a first aid certificate shall receive 65¢ per hour while so designated.

ARTICLE 23 - TECHNOLOGICAL CHANGE

23.1 Preamble

- (a) Both parties acknowledge the overall advantages and necessity of technological change and the ongoing requirement to facilitate technological change in the Employer's operations.
- (b) The parties recognize the need to develop orderly procedures to facilitate adjustments to and implementation of changes in technology.
- (c) In light of this mutual recognition the parties have agreed to the following.

23.2 Procedure for Implementing Technological Change

- (a) For the purpose of technological change, the Employer agrees to provide the Union with as much notice as possible, but in any event not less than 60 days' notice of a technological change.
- (b) Upon receipt of a notice of technological change pursuant to Clause 23.2(a), the Labour-Management Committee, established pursuant to Clause 7.5, shall meet to consult on the impact of the proposed change.
- (c) The written notice identified in Clause 23.2(a) will provide the following information:
 - (1) the nature of the change/s;
 - (2) the anticipated date/s on which the Employer plans to effect change/s;
 - (3) the location/s and number/s of employees likely to be directly affected pursuant to Section (d) below.
- (d) Where notice of technological change has been given pursuant to Clause 23.2(a), regular employees who are assigned by the Employer to work with the new technology shall receive a period of training and familiarization. Employees involved in training under this clause shall receive their basic pay for the period of training.

23.3 Meaning of Technological Change

For the purposes of this article, "*technological change*" shall not include normal layoffs resulting from a reduction of the amount of work required to be done.

ARTICLE 24 - CONTRACTING OUT

Prior to contracting out, the following will apply.

- (a) Utilization of volunteers who generally participate in activities or projects distinct from work normally performed by bargaining unit members will not be considered as contracting out.
- (b) The Employer agrees not to contract out work currently performed by full-time or part-time employees covered by this agreement which directly results in the laying off or failure to recall of such employees.
- (c) The Employer will endeavour to avoid contracting out work that can be done by employees in an effective, efficient and economical manner. The Employer is prepared to receive submissions from the Labour-Management Committee and the Union in this regard.
- (d) The Union will be provided with as much notice as possible, with a minimum of 30 calendar days' notice, and an opportunity to discuss any planned intent to contract out.

ARTICLE 25 - HEALTH & WELFARE BENEFITS

25.1 Benefit Summary

A summary only of Health and Welfare Benefits is provided below. Where spousal benefit coverage is provided, it shall include "*common-law spouse*", defined as same sex and opposite sex individuals where the employee has signed a declaration or affidavit that they have been living in a common-law relationship or has been cohabiting for at least 12 months. The period of cohabitation may be less than 12 months where the employee has claimed the common-law spouse's child/ren for taxation purposes.

Eligibility for benefits under the provisions of this article shall apply to regular full-time and regular part-time employees who work a minimum of 21 regularly-scheduled part time hours per week and who have passed probation. Coverage shall commence on the first day of the calendar month immediately following becoming eligible.

25.2 Basic Medical Insurance

All full-time and eligible part-time employees may choose to be covered by the medical plan for which the BC Medical Plan is the licensed carrier. The Employer shall pay 100% of the regular premium costs.

25.3 Extended Health Care

(a) The Employer will maintain in good standing the Extended Health Care Plan which is in existence at the time of this agreement for which the Employer shall pay 100% of the monthly premium for all full-time and eligible part-time employees and their families.

(b) The Extended Health Care Plan shall further provide:

(1) vision coverage which shall provide benefits for employees once every two years to a maximum of \$600 - effective date of ratification and once every year for dependent children to a maximum of \$500. Eye exams covered once every two years to a maximum of \$100 - effective date of ratification.

(2) \$25 deductible per calendar year;

(3) 80% reimbursement of all eligible out-of-country expenses for services/treatment not available in Canada;

(4) unlimited lifetime maximum coverage, except for treatment outside of Canada for mental or nervous disorders, in which case the lifetime maximum is \$25,000;

(5) effective January 1, 2009, hearing aids for employees and dependants to a maximum of \$1,000 every five years per person.

(6) subject to carrier availability at a reasonable cost, surgeries and gender-approving procedures not covered by the province - up to \$10,000 annually and to a lifetime maximum of \$20,000 providing the member has met the requirement in the benefits plan.

25.4 Dental Plan

The Employer agrees to pay the dental premiums necessary to provide coverage to full-time and eligible part-time employees and their families on the following basis:

(a) Basic dental services (Plan "A") - 100%;

(b) Major restorative dentistry (Plan "B") - 80%;

(c) Orthodontics - 65%.

There shall be a maximum limit of \$2500 per calendar year per individual for Sections (a) and (b) above and a lifetime maximum limit per individual of \$5,000 in respect of Section (c).

25.5 Group Life, Long-Term Disability, & Accidental Death & Dismemberment

The Employer will maintain in good standing a Group Life Insurance Plan and an Accidental Death & Dismemberment Plan during the term of this agreement for which the Employer shall pay 100% of the monthly premium for all full-time and eligible part-time employees. These plans shall provide:

- (a) *Group Life Insurance*: Coverage will be double the employee's gross annual salary with a \$50,000 minimum.
- (b) *Accidental Death & Dismemberment*: Coverage as follows:
 - (1) loss of sight of one eye one-half of the principal sum;
 - (2) loss of speech or hearing in both ears one-half of the principal sum;
 - (3) loss of hearing in one ear one-sixth of the principal sum;
 - (4) loss of thumb and index finger of one hand one-quarter of the principal sum;
 - (5) loss of, or loss of use of, one leg including foot three-quarters of the principal sum;
 - (6) loss of, or loss of use of, one arm including hand three-quarters of the principal sum;
 - (7) loss of one foot or one hand one-half of the principal sum;
 - (8) loss of life principal sum paid to beneficiary.

It is understood that the benefit pursuant to Clause 25.5(b)(8) is payable in addition to the Life Insurance Benefit described in Clause 25.5(a).

(c) *Long-Term Disability Plan*: The Employer will maintain in good standing a Long-Term Disability Plan and premium costs will be paid 50% by the employee and 50% by the Employer providing 75% of monthly salary to a maximum of \$5,000 per month with a 60-day waiting period, payable to age 65.

If, after termination of any period of disability for which an employee has received monthly income payments and has returned to work on a full-time basis, the employee again becomes disabled as a result of the same or a related disability, the later period of disability will be treated as a continuation of the previous one, if separated by less than six months of active employment, with no new waiting period being applicable.

25.6 Medical Examination

Where the Employer repeatedly requires an employee to submit to a medical examination, it shall be at the Employer's expense and on the Employer's time.

25.7 Employee Assistance Program

The Employer will provide for an Employee and Family Assistance Program (EFAP) that pays 100% of the costs of fees for a confidential counselling and information service to a combined maximum of 12 hours per year for an employee and their eligible dependants.

25.8 Other Employee Benefits

Commencing with their first day of employment part-time and casual employees shall receive an amount equal to 18.2% of their total earnings (i.e. including overtime pay) in lieu of annual vacations, statutory holidays, sick leave, group life, accidental death and dismemberment, extended health, dental, and long-term disability benefits payable in conjunction with the biweekly paycheque. For those not participating in the pension (municipal) plan, the above amount shall be 21.2%. Part-time employees who work an average of 21 or more regularly-scheduled part-time hours per week shall receive the

benefits (annual vacation, statutory holidays, sick leave, group life, accidental death and dismemberment, extended health, dental, and long-term disability) and not the in lieu amount described in this clause.

ARTICLE 26 - RETIREMENT

26.1 Pension Contributions

The *Public Sector Pension Plans Act* (municipal) applies to the Employer and those who are eligible employees. The Employer, in addition to its own contributions on its behalf, shall deduct from the wages or salary of each eligible employee, as a condition of continued employment, the contributions required of them under the provisions of the *Pension (municipal) Act*.

ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES

27.1 Paydays

Employees' paydays shall be biweekly on an electronic direct-deposit transfer. The paystub shall be provided on or before the payday for all employees.

27.2 Wages

Wage and salary rates shall be set out in Appendix 1 of this agreement.

27.3 Substitution Pay

- (a) No employee shall be required to substitute into the principal duties of a higher-paying position unless they are assigned to do so in writing by the Chief Librarian.
- (b) If a full- or part-time employee is assigned to substitute as above, they shall be paid the rate for the job.
- (c) If not all of the duties of the job are to be performed, the Employer will prepare a list of the tasks to be performed, and the rate of pay will be based upon the evaluation of the job under the Job Evaluation Plan.
- (d)
 - (1) Casual employees offered work in jobs ranked at job classification level 3 or less shall be paid at classification level 3.
 - (2) Casual employees offered work in jobs ranked at classification level 4 to 12 inclusive shall be paid at the rate for the job.
 - (3) Casual employees offered work in jobs ranked at classification level 13 or higher shall be paid at classification level 13.

27.4 Rate of Pay on Temporary Assignment

In the event an employee is temporarily assigned to a lower-rated classification, they shall continue to receive their regular rate of pay. This provision does not apply when an employee is laid off and exercises their bumping rights.

27.5 Rate of Pay on Demotion

In the event an employee is demoted due to performance to a lower-rated classification, they shall receive the lower rate of pay.

27.6 Salary Protection

An employee who is reclassified by the Employer to a classification with a lower salary shall receive the rate of pay for the higher-rated job.

The employee shall receive the full negotiated salary increase when the salary of their classification equals or exceeds the salary which they were receiving.

27.7 Vehicle Allowance

A per kilometre vehicle allowance for all kilometres travelled on the Employer's business shall be paid to employees required to use their own vehicles in the performance of their duties at the same rate as provided to the TNRD Directors.

27.8 Meal Allowance and Per Diem

Employees on travel status away from their worksite shall be entitled to the meal allowances and per diems at the same rates as those provided to the TNRD Directors.

27.9 Shift Premiums

- (a) Employees who work on Sundays shall be entitled to a shift premium of \$1.50 per hour for all hours worked on Sunday.
- (b) No employee shall be required to work on Easter Sunday.
- (c) Person in charge premium applies to both the Kamloops Library and the North Kamloops Library. The premium applies when a person in charge is designated for a minimum of one hour. They shall be entitled to a shift premium of \$1.50 per hour for all hours deemed person in charge, weekdays after 5:00 p.m. and on weekends.

Person in charge is defined as an employee who is designated to be in charge and is in a grid 9 position or lower.

The employee designated person in charge, shall be the highest grid level employee, with the most seniority.

ARTICLE 28 - CLASSIFICATIONS

The system for job classification shall be the Job Evaluation Plan as described in the *Job Evaluation Manual for Job Description, Classifications, and Wage Administration* and established in 1993, which is incorporated as part of this collective agreement as Appendix 4. Job evaluation does not restrict the right of the Employer to alter, change, or merge jobs.

ARTICLE 29 - GENERAL CONDITIONS**29.1 Resignation/Transfer of Employees**

The Employer will notify the Union of all appointments, terminations, resignations, and transfers.

ARTICLE 30 - EMPLOYMENT TERMS FOR CASUAL EMPLOYEES

- (a) The Employer shall appoint casual employees in writing; this appointment shall include confirmation of casual availability (days and times of availability for casual shifts). Employees may request to update their casual availability and approval of such requests will not be unreasonably

withheld. The purpose of such appointment shall be pursuant to Clause 11.2(e). Assignment of work shall be pursuant to Clause 11.4(c).

(b) The Employer shall provide to the Union a list of the names of all casual employees in receipt of appointment letters within 20 workdays of such appointments.

(c) Casual employees with a letter of appointment are not considered to be occupying a permanent position.

(d) Where a casual employee with a letter of appointment has not worked:

- For Kamloops and North Kamloops branches, any relief hours for a period of four consecutive months from the date of last work, such employee shall be automatically struck from the casual seniority list, unless notified otherwise.
- For Merritt, mid-6 and gateway branches, any relief hours for a period of six consecutive months from the date of last work, such employee shall be automatically struck from the casual seniority list, unless notified otherwise.

(e) If a casual employee demonstrates unreasonable availability for a period of three consecutive months, the employee shall be automatically struck from the seniority list. Unreasonable availability includes not being available for three consecutive months as outlined in the confirmation of casual availability. The Employer will notify casual employees of unreasonable availability after a period of two consecutive months.

(f) This article does not guarantee a minimum or maximum number of relief hours of work.

(g) Where a casual employee is subsequently appointed to a regular full-time or regular part-time position and successfully completes the probationary period, the Employer shall credit that employee with the previous hours worked as a casual employee for seniority purposes.

(h) Regular employees may transfer to casual status provided the Employer requires additional casual employees. Upon transfer, such employees shall be entitled only to such benefits as are available to casual employees. Such employees shall maintain all accumulated seniority and benefits to the date of the transfer.

ARTICLE 31 - DURATION OF AGREEMENT

31.1 Duration

This agreement shall be binding and remain in effect to midnight, December 31, 2025.

31.2 Notice to Bargain

(a) This agreement may be opened for collective bargaining by either party giving written notice to the other party on or after October 15, 2025 but, in any event, not later than midnight, December 15, 2025.

(b) Where no notice is given by either party prior to December 15, 2025 both parties shall be deemed to have been given notice under this article on December 31, 2025 and thereupon Clause 31.3 shall apply.

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

31.3 Commencement of Bargaining

Where a party to this agreement has given notice under Clause 31.2 of this article, the parties shall, within 20 days after the notice was given, commence collective bargaining.

31.4 Changes in Agreement

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

31.5 Effective Date of Agreement

The provisions of this agreement, except as otherwise specified, shall come into force and effect upon ratification.

31.6 Agreement to Continue in Force

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

31.7 Copies of Agreement

(a) Copies of the agreement will be printed for distribution to each employee. The cost of such printing and distribution shall be borne equally by the parties, to a maximum of 200 copies. The Union shall distribute the collective agreements to its members and the Employer shall reimburse the Union for 50% of the distribution costs.

(b) The cover of the agreement shall read as follows:

FOURTEENTH
COLLECTIVE AGREEMENT
between
THOMPSON-NICOLA REGIONAL DISTRICT LIBRARY SYSTEM
and the
B.C. GENERAL EMPLOYEES' UNION
Effective from January 1, 2023 to December 31, 2025

(c) All agreements shall be printed in a union shop and shall bear a recognized union label. The agreement shall be printed in pocket-size (4" x 6") format.

**SIGNED ON BEHALF OF
THE UNION:**

**SIGNED ON BEHALF OF
THE EMPLOYER:**

DocuSigned by:
Stephanie Smith
6804B36788FF46D...
Stephanie Smith
President

DocuSigned by:
Margo Schiller
A4EC8D36FE83473...
Margo Schiller
Manager of Kamloops Libraries and Engagement

DocuSigned by:
Brenda Dunn
3BB12CBF9A8C49D...
Brenda Dunn
Committee Chairperson

DocuSigned by:
Judy Moore
1072EB2443794EB...
Judy Moore
Chief Librarian

DocuSigned by:
Kelly Nystoruk
C0648CAE687D403...
Kelly Nystoruk
Committee Member

DocuSigned by:
Melissa Lowenberg
A6C6B3BFEB084A1...
Melissa Lowenberg
Manager of Community Libraries and
Engagement

DocuSigned by:
Joscelyn Tekonomy
081FEDB41C8E4D0...
Joscelyn Tekonomy
Committee Member

DocuSigned by:
Amanda Ellison
FE1AC724184F441...
Amanda Ellison
General Manager, People & Engagement

DocuSigned by:
JoAnne Leclerc
92B753D2B0184ED...
JoAnne Leclerc
Staff Representative

Date: July 26, 2023

**APPENDIX 1
Wage Rates**

Wage rates shall be as follows:

Grid Level	Steps	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
		60¢ + 2%	60¢ + 2%	4%
1, 2 & 3	Step 1	17.97	18.94	19.70
	Step 2	18.93	19.92	20.72
	Step 3	19.90	20.91	21.75
4	Step 1	18.77	19.76	20.55
	Step 2	19.78	20.79	21.62
	Step 3	20.79	21.82	22.69
5	Step 1	19.57	20.58	21.40
	Step 2	20.62	21.65	22.51
	Step 3	21.68	22.72	23.63
6	Step 1	20.36	21.38	22.23
	Step 2	21.45	22.49	23.39
	Step 3	22.55	23.62	24.56
7	Step 1	21.14	22.18	23.07
	Step 2	22.31	23.37	24.30
	Step 3	23.43	24.51	25.49
8	Step 1	21.97	23.02	23.94
	Step 2	23.15	24.23	25.20
	Step 3	24.34	25.44	26.45
9	Step 1	25.42	26.54	27.60
	Step 2	26.79	27.93	29.05
	Step 3	28.17	29.35	30.52
10	Step 1	26.20	27.34	28.43
	Step 2	27.63	28.80	29.95
	Step 3	29.05	30.24	31.45
11	Step 1	27.00	28.15	29.28
	Step 2	28.46	29.64	30.82
	Step 3	29.93	31.14	32.39
12	Step 1	27.81	28.97	30.13
	Step 2	29.33	30.52	31.74
	Step 3	30.82	32.05	33.34
13	Step 1	28.60	29.78	30.98
	Step 2	30.16	31.38	32.63
	Step 3	31.72	32.97	34.29

Grid Level	Steps	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
		60¢ + 2%	60¢ + 2%	4%
14	Step 1	29.38	30.58	31.80
	Step 2	30.98	32.21	33.50
	Step 3	32.58	33.84	35.20
15	Step 1	30.21	31.43	32.69
	Step 2	31.84	33.09	34.42
	Step 3	33.50	34.78	36.17
16	Step 1	33.37	34.65	36.04
	Step 2	35.19	36.51	37.97
	Step 3	37.02	38.37	39.90
17	Step 1	33.37	34.65	36.04
	Step 2	35.19	36.51	37.97
	Step 3	37.02	38.37	39.90
18	Step 1	37.50	38.86	40.41
	Step 2	39.53	40.93	42.56
	Step 3	41.59	43.03	44.75
19	Step 1	41.62	43.06	44.78
	Step 2	43.90	45.39	47.21
	Step 3	46.18	47.71	49.62
ITT	Step 1	33.70	34.99	36.39
	Step 2	35.55	36.87	38.34
	Step 3	37.38	38.74	40.29
ITN	Step 1	37.31	38.67	40.22
	Step 2	39.36	40.76	42.39
	Step 3	41.40	42.84	44.56
ITS	Step 1	41.92	43.37	45.11
	Step 2	44.21	45.70	47.53
	Step 3	46.50	48.04	49.97
ITD	Step 1	43.39	44.87	46.67
	Step 2	45.76	47.28	49.18
	Step 3	48.14	49.72	51.71

New Hire Progression

Start (Step 1) = 90% of full rate

After 1820 hours (Step 2) = 95% of full rate

After 2820 hours (Step 3) = Full rate

All employees hired prior to January 27, 2016 be paid at the full rate.

APPENDIX 2
New Staff Orientation Re: Article 5

All bargaining unit appointment letters will include, at minimum, the following information:

- Competition number
- Workplace location
- Start date/end date, if there is one
- Start date of benefits, if applicable
- Job status (full-time, part-time, casual)
- Job title
- Job grade and wage
- Present hours of work
- Number of hours per week
- Probationary period or trial period
- New employees - union information

A summary of the information above will be sent to the following:

- Payroll
- Union steward
- BCGEU Kamloops Area Office
- Personnel File

APPENDIX 3
Layoff and Recall

1.1 Facts

- Seniority for full-time and part-time is bargaining-unit-wide.
- Layoffs are within a classification in reverse order of service seniority.
- Layoff notice is four calendar weeks.

1.2 Process (Subject to Terms of the Collective Agreement)

- (a) Employer generates up-to-date seniority list.
- (b) Employer identifies jobs which are to be subject of layoff and convenes Joint Committee.
- (c) Employer notifies incumbents of pending layoff in writing.
- (d) Employer offers layoff options:
 - (1) layoff with recall;
 - (2) layoff with severance pay;
 - (3) bumping.
- (e) Bumping process (bumping employee must always be qualified and senior to employee being bumped; bumping is lateral or down in pay grade):
 - (1) individual has three workdays from time of receiving notice to elect options in Subsections (d)(1), (d)(2), or (d)(3);

- (2) (i) most senior laid-off person in bargaining unit, in descending order, may bump most junior person in same pay grade in same community;
- (ii) if no such position exists, the laid-off employee may voluntarily elect to bump the most junior employee in the same pay grade in another community of the bumping employee's choice;
- (iii) the employee may choose to bypass Subsection (ii) above and elect to bump the most junior person in a lower pay grade in the same community;
- (iv) the employee may choose to bypass Subsection (iii) above and elect to bump the most junior person in a lower pay grade in another community of the bumping employee's choice.
- (3) In all cases, a laid-off regular employee may elect to be placed at the top of the casual seniority list. Where there is more than one regular employee on this list, the placement will be in order of regular seniority.

In such cases, the employee shall become a casual employee but retains the right of regular recall.

Casual hours worked shall be added to the employee's regular seniority.

For purposes of Clause 11.4(c), this employee will be considered as a "*laid-off regular employee on recall*".

Note #1: For multiple layoffs this process must be conducted in seniority order, because an employee being bumped may be senior to one of the other laid-off employees and is entitled to make elections first.

Note #2: If the senior person bumping under Subsection (e)(2) is not qualified for the position held by the most junior employee, they may elect to bump the second most junior employee, and so on.

Note #3: Where, within six months of an employee electing to bump, it is determined that the employee is not suited to the position, the option of layoff with severance shall again be offered. In the event that such employee disputes the matter of their suitability through the grievance procedure, the six months shall be extended by the duration of the grievance procedure.

Note #4: Where an employee elects to bump pursuant to Subsections (e)(2)(iii) or (iv) above, the provisions of Clause 27.6 shall not apply.

APPENDIX 4 Job Evaluation Manual

ARTICLE 1 - PREAMBLE

This Manual is supplemental to the collective bargaining agreement currently in effect between the Thompson-Nicola Regional District Library System (hereinafter called "*the Employer*") and B.C. General Employees' Union (hereinafter called "*the Union*").

ARTICLE 2 - PURPOSE

This Manual is established as an aid to the Employer and the Union to:

- (a) Preserve the principles and related provisions from which is established an equitable wage and/or salary rate structure.

- (b) Continue the body of job descriptions and classifications upon which the wage and/or salary rate structure is based.
- (c) Provide the procedure through which to maintain the job descriptions and classifications in adjustment with new and changing conditions.

ARTICLE 3 - DEFINITIONS

The following are definitions of terms as used herein:

- (a) "*Basic Agreement*" - The collective bargaining agreement between the Employer and the Union relating to wages and/or salaries and other terms and conditions of employment.
- (b) "*Employee*" or "*employees*" - All persons for whom the Union is the bargaining agent as provide in the Basic Agreement.
- (c) "*Job*" - A function or a combination of such functions for one or more employees.
- (d) "*Job Description*" - The official record which sets forth for a given job the job title and identifying information, location, primary function, machines and equipment used, supervision received, direction exercised and working procedure of that job.
- (e) "*Job Content*" - The requirements of a job as to training, skill, responsibility and working conditions.
- (f) "*Job Classification*" - The official record which sets forth for a given job the job content analysis and factor level code and classification values of the job's requirements as to the following factors:
 - (1) pre-employment training;
 - (2) employment training and experience;
 - (3) mental skill;
 - (4) responsibility for performance;
 - (5) responsibility for contacts;
 - (6) working conditions;
 - (7) responsibility for direction;
 - (8) mental effort;
 - (9) physical effort.
- (g) "*Pay Rates*" - The scale of rates established for the respective job classes.
- (h) "*Out-of-Line Differential*" - The amount paid an employee in conformity with the Basic Agreement, when an employee's rate of pay, prior to the application of the standard wage and/or salary scale, is greater than the rate of pay provided for such job in the pay rates.

ARTICLE 4 - FACTORS OF JOB DESCRIPTIONS & CLASSIFICATION

4.1 The conditions which surround each job are such that accurate comparisons and grouping of jobs by title only are not possible. It is necessary to obtain full knowledge regarding the functions of each job and its requirements through a job description which sets forth for the job:

- (a) job title and identifying information;
- (b) location;
- (c) date of description;
- (d) primary functions of the job;
- (e) machines and equipment used;
- (f) supervision received;
- (g) direction exercised;

(h) working procedure.

4.2 The importance of adequate job descriptions cannot be over stressed. The job description serves to record the conditions from which the job is classified originally, and to judge changes in job content which result from new or changed conditions when such are established from time to time. It is of particular importance that job descriptions contain all pertinent information necessary to reflect the assigned duties and responsibilities of the job. Duties performed by an individual for training purposes are not to be included in the description of the job. Descriptions are to be written in a manner that will permit analysis and proper consideration of changes in duties resulting from changes in procedure, organization or equipment. Jobs covered by this Manual cannot usually be identified in terms of specific equipment or operations. Most consist of individual assignments comprising various functions which are found in different combinations in jobs identified by the same title.

4.3 The classification of jobs on the basis of job content involves certain basic determinations with respect to the effort, skill, responsibility and working conditions required by each job. In order to reduce possible errors of personal judgement into practical but reasonable working limits, such determinations and considerations are subdivided and refined into an analysis and classification of each job's requirement and relative worth on the basis of the nine factors outlined in Article 3(f).

4.4 Job classifications serve to:

- (a) Group jobs having substantially equivalent content in the same job class regardless of location.
- (b) Reduce the number of job classifications to the smallest practical number.
- (c) Provide the basis from which to gauge equitable wage and/or salary relationships as between jobs.
- (d) Form the foundation from which to measure changes in job content from time to time.
- (e) Enable the application of the pay rates scale.

4.5 The basic guides, through which to analyze the job's requirements as to the respective factors of job content and to determine the factor level code and numerical classification values of such requirements, are set forth in the following paragraphs.

I. PRE-EMPLOYMENT TRAINING

Pre-employment training is the mental development and general knowledge required to absorb the specific training necessary for satisfactory performance of the duties of the job. Such mental development and general knowledge are ordinarily the results of schooling or self-study.

Code	The Job Requires Sufficient Pre-Employment Training to Learn to:	Benchmark Reference	Num. Class.
<i>A</i>	<i>Perform work assignments, such as the following or their equivalent, which require the ability to understand and follow simple oral or written instructions:</i>		<i>Base</i>
	<ul style="list-style-type: none"> • Reinforce books, and prepare books for further processing by affixing pockets and fly leaves. 		
	<ul style="list-style-type: none"> • Clean and secure a building, provide public access. 		
	<ul style="list-style-type: none"> • Pick up, receive, sort, identify, disburse or deliver papers, supplies; apply postage. 		
	<ul style="list-style-type: none"> • Clean tools, instruments, machines or equipment; lubricate and replace minor parts. 		
	<ul style="list-style-type: none"> • Operate simple machines and make simple adjustments. 		
<i>B</i>	<i>Perform work assignments, such as the following or their equivalent, which require close attention to a variety of detail:</i>		<i>.4</i>
	<ul style="list-style-type: none"> • Use simple survey equipment such as tape, plumb bob, level rod, etc. 		

Code	The Job Requires Sufficient Pre-Employment Training to Learn to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> File numerically or alphabetically; list words or numbers; post directly; proofread. 		
	<ul style="list-style-type: none"> Receive visitors and arrange for appointments. 		
	<ul style="list-style-type: none"> Take and transcribe dictation. 		
	<ul style="list-style-type: none"> Write routine letters or reports. 		
	<ul style="list-style-type: none"> Prepare invoices by selecting applicable data and combining into finished invoice form. 		
	<ul style="list-style-type: none"> Disburse stores material. 		
	<ul style="list-style-type: none"> Operate office equipment such as calculator, typewriter, office phone system, facsimile machine, photocopier. 		
	<ul style="list-style-type: none"> Operate light mobile equipment such as a pickup truck. 		
C	<i>Perform work assignments, such as the following or their equivalent, which require the ability to understand and follow written procedures and to understand the terminology of a particular field:</i>		1.1
	<ul style="list-style-type: none"> Assist the public with reader's advisory and reference and children's requests. 		
	<ul style="list-style-type: none"> Keep circulation system operating by registering library borrowers, checking in and checking out resource materials, keeping files and statistics, sending overdue and other notices, and updating suspended borrower's list. 		
	<ul style="list-style-type: none"> Locate codes, prices or other data in direct reference sources, and apply, compare or compile into records or reports. 		
	<ul style="list-style-type: none"> Select prices, codes or other data from established general sources, and apply, post or compile into records, where selection and placement require knowledge of the subject or interpretation of descriptive material. 		
	<ul style="list-style-type: none"> Set up and test new equipment such as printers, word processors. 		
	<ul style="list-style-type: none"> Assign personnel to ensure optimum utilization. 		
	<ul style="list-style-type: none"> Interpret clients' requirements and determine course of action in terms of established practices, recognize deviations and collaborate to establish new practices. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report to present established information. 		
	<ul style="list-style-type: none"> Examine invoices for the purpose of determining propriety of charges by considering pertinent data such as receipt of material prices, quantities, discount terms, f.o.b. terms approval for payment, etc. 		
	<ul style="list-style-type: none"> Receive and inspect stores or construction material. 		
	<ul style="list-style-type: none"> Determine order points for stores materials by considering such factors as needs, delivery time and present stocks. 		
	<ul style="list-style-type: none"> Operate office equipment such as word processor and personal computer. 		
D	<i>Perform work assignments, such as the following or their equivalent, which require a working knowledge of a particular field:</i>		1.8
	<ul style="list-style-type: none"> Be responsible for weeding the system's book collection and identify bottlenecks in the work flow of the department. 		
	<ul style="list-style-type: none"> Provide reference services to library clients; search for information by accessing manual and computerized information retrieval systems; undertake more complex reference and research activities including the synthesis of information. 		

Code	The Job Requires Sufficient Pre-Employment Training to Learn to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Supervise, troubleshoot, and streamline all areas of circulation and work when needed at the circulation desk including checking books in and out, registering patrons, taking changes of address, compiling daily circulation statistics; train Pages and Clerks. 		
	<ul style="list-style-type: none"> Prepare comprehensive closing reports in final form, requiring a knowledge of the complete procedure with the responsibility for all phases of the report. Includes the determination of the reasonableness of results and investigation of supporting data for content and accuracy. 		
	<ul style="list-style-type: none"> Interpret and analyze test results to determine disposition. 		
	<ul style="list-style-type: none"> Prepare or check detail drawings of equipment or structures from designs, sketches, marked prints or specific information. 		
	<ul style="list-style-type: none"> Set up and operate all precision surveying instruments such as transits, levels, etc. 		
	<ul style="list-style-type: none"> Investigate equipment and operations and collect engineering data. 		
	<ul style="list-style-type: none"> Inspect construction work in progress to assure compliance with specifications and plans. 		
	<ul style="list-style-type: none"> Prepare, test and maintain computer programs from detailed specifications. 		
	<ul style="list-style-type: none"> Set up and operate multi-terminal computer systems in an online, time-sharing and/or networked environment. 		
	<ul style="list-style-type: none"> Perform or plan trades functions involving a knowledge of mechanical or electrical principles. 		
E	<i>Perform work assignments, such as the following or their equivalent, which require a working knowledge of a particular field and correlation of such knowledge with associated fields:</i>		2.5
	<ul style="list-style-type: none"> Analyze, interpret, implement, and evaluate system policies and procedures in order to improve services. 		
	<ul style="list-style-type: none"> Determine community needs and develop, publicize, implement, and evaluate children's programs; answer reference questions using more complex reference sources; selects and authorizes the acquisition of children's materials. 		
	<ul style="list-style-type: none"> Be responsible for the effective delivery of library service in a designated branch by planning and organizing branch library resources to meet community needs and interests. 		
	<ul style="list-style-type: none"> Operate all aspects of a library including collecting, storing, lending and retrieving published information and providing information to users. 		
	<ul style="list-style-type: none"> Analyze cost, engineering or technical data, plan method for collecting data, and develop formal recommendations to improve methods or processes which reduce costs or enhance productivity. 		
	<ul style="list-style-type: none"> Perform qualitative/quantitative analysis of a substance where a comprehensive knowledge of the principles of a field is required to select appropriate methods of analysis. 		
	<ul style="list-style-type: none"> Prepare design layouts and arrangements from general information. 		
	<ul style="list-style-type: none"> Write specifications in contract or questionnaire form from designs, sketches or general information for purchase or lease of equipment, materials or facilities. 		
	<ul style="list-style-type: none"> Analyze construction prints and field conditions and plan working procedure to establish lines, points, elevations, etc. 		

Code	The Job Requires Sufficient Pre-Employment Training to Learn to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Perform or plan complex trade functions, requiring a knowledge of electronics, steam combustion or metal machining principles. 		
	<ul style="list-style-type: none"> Design, develop, implement and document computer systems. 		

II. EMPLOYMENT TRAINING AND EXPERIENCE

Employment training and experience is the specific training and experience, in addition to pre-employment training, necessary to acquire proficiency in performing the duties of the job. Consider the total necessary time spent on directly-related work as well as on the job being classified. Such total time should be based on continuous progress and should not be increased because of lack of turnover on the job ahead. Include the time required to learn manual machine skills, such as typing, calculating machine operation, etcetera, whether acquired in a commercial school or on the job; the time required is computed in terms of full workdays devoted to learning the skill.

Code	The Job Requires Sufficient Employment Training and Experience to:	Benchmark Reference	Num. Class.
A	<i>Perform work assignments, such as the following or their equivalent, which require up to two months to acquire proficiency:</i>		Base
	<ul style="list-style-type: none"> Reinforce books and prepare books for further processing by affixing pockets and fly leaves. 		
	<ul style="list-style-type: none"> Clean and secure a building; provide public access. 		
	<ul style="list-style-type: none"> File numerically or alphabetically; list words or numbers; proofread. 		
	<ul style="list-style-type: none"> Use simple survey equipment such as tape, plumb bob, level rod, etc. 		
	<ul style="list-style-type: none"> Pick up, receive, sort, identify, disburse or deliver papers, supplies; apply postage. 		
	<ul style="list-style-type: none"> Operate simple machines and make simple adjustments. 		
	<ul style="list-style-type: none"> Receive visitors and arrange for appointments. 		
	<ul style="list-style-type: none"> Clean tools, instruments, machines or equipment; lubricate and replace minor parts. 		
B	<i>Perform work assignments, such as the following or their equivalent, which require three to six months to acquire proficiency:</i>		.3
	<ul style="list-style-type: none"> Post directly into records or report. 		
	<ul style="list-style-type: none"> Write routine letters or reports. 		
	<ul style="list-style-type: none"> Disburse stores materials. 		
	<ul style="list-style-type: none"> Operate office equipment such as calculator, typewriter, word processor, office phone system. 		
	<ul style="list-style-type: none"> Operate light mobile equipment such as a pickup truck. 		
C	<i>Perform work assignments, such as the following or their equivalent, which require seven to 12 months to acquire proficiency:</i>		.6
	<ul style="list-style-type: none"> Keep circulation system operating by registering library borrowers, checking in and checking out resource materials, keeping files and statistics, sending overdue and other notices, and updating suspended borrower's list. 		

Code	The Job Requires Sufficient Employment Training and Experience to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Locate codes, prices or other data in sources where knowledge of procedures and terminology is necessary for selection of appropriate data and apply, post, compare or compile into reports or records. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report under general instructions as to content and presentation. 		
	<ul style="list-style-type: none"> Prepare invoices by selecting applicable data and combining into finished invoice form. 		
	<ul style="list-style-type: none"> Take and transcribe dictation. 		
	<ul style="list-style-type: none"> Receive and inspect stores materials. 		
	<ul style="list-style-type: none"> Prepare or check detail drawings of equipment or structures from designs, sketches, marked prints or specific information. 		
	<ul style="list-style-type: none"> Set up and operate all precision surveying instruments such as transits, levels, etc. 		
	<ul style="list-style-type: none"> Operate office equipment such as word processor and personal computer. 		
<i>D</i>	<i>Perform work assignments, such as the following or their equivalent, which require 13 to 18 months to acquire proficiency:</i>		<i>.9</i>
	<ul style="list-style-type: none"> Assist the public with reader's advisory and reference and children's requests. 		
	<ul style="list-style-type: none"> Supervise, troubleshoot, and streamline all areas of circulation and work when needed at the circulation desk including checking books in and out, registering patrons, taking changes of address, compiling daily circulation statistics; train Pages and Clerks. 		
	<ul style="list-style-type: none"> Interpret descriptive material in order to select codes, prices or other data from established sources, and apply or compile to records, reports or documents. 		
	<ul style="list-style-type: none"> Set up and test new equipment such as printers and word processors. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report to present established information without instruction as to content or presentation. 		
	<ul style="list-style-type: none"> Examine invoices for the purpose of determining propriety of charges by considering pertinent data, such as, receipt of material, prices, quantities, discount terms, f.o.b. terms and approve for payment. 		
	<ul style="list-style-type: none"> Prepare, test and maintain computer programs from detailed specifications. 		
	<ul style="list-style-type: none"> Determine order points for stores materials by considering such factors as needs, delivery time and present stocks. 		
	<ul style="list-style-type: none"> Assign personnel to ensure optimum utilization. 		
	<ul style="list-style-type: none"> Interpret clients' requirements and determine course of action in terms of established practices, recognize deviations and collaborate to establish new practices. 		
	<ul style="list-style-type: none"> Interpret and analyze test results to determine disposition. 		

Code	The Job Requires Sufficient Employment Training and Experience to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Perform qualitative/quantitative analysis of a substance where a comprehensive knowledge of the principles of a field is required to select appropriate methods of analysis. 		
E	<p><i>Perform work assignments, such as the following or their equivalent, which require 19 to 24 months to acquire proficiency:</i></p>		1.2
	<ul style="list-style-type: none"> Be responsible for the effective delivery of library service in a designated branch by planning and organizing branch library resources to meet community needs and interests. 		
	<ul style="list-style-type: none"> Be responsible for weeding the system' book collection and identify bottlenecks in the work flow of the department. 		
	<ul style="list-style-type: none"> Provide reference services to library clients; search for information by accessing manual and computerized information retrieval systems; undertake more complex reference and research activities including the synthesis of information. 		
	<ul style="list-style-type: none"> Determine community needs and develop, publicize, implement, and evaluate children's programs; answer reference questions using more complex reference sources; selects and authorizes the acquisition of children's materials. 		
	<ul style="list-style-type: none"> Supervise and coordinate the work of branch staff developing and maintaining community relationships to support library services. 		
	<ul style="list-style-type: none"> Operate all aspects of a library including collecting, storing, lending and retrieving published information and providing information to users. 		
	<ul style="list-style-type: none"> Select prices and other data from established general sources, and combine, compile and apply such data to records or reports, where selection and placement require knowledge of principles. 		
	<ul style="list-style-type: none"> Prepare comprehensive closing reports in final form requiring a knowledge of the complete procedure with the responsibility for all phases of the report. Includes the determination of reasonableness of results and investigation of supporting data for content and accuracy. 		
	<ul style="list-style-type: none"> Investigate equipment and operations and collect engineering data. 		
	<ul style="list-style-type: none"> Inspect construction work in progress to assure compliance with specifications and plans. 		
	<ul style="list-style-type: none"> Set up and operate multi-terminal computer systems in an on-line time-share and/or networked environment. 		
	<ul style="list-style-type: none"> Perform or plan trades functions involving a knowledge of mechanical or electrical principles. 		
	<ul style="list-style-type: none"> Analyze construction prints and field conditions and plan working procedure to establish lines, points, elevations, etc. 		
F	<p><i>Perform work assignments, such as the following or their equivalent, which take 19 to 24 months to acquire proficiency:</i></p>		1.5
	<ul style="list-style-type: none"> Write specifications in contract or questionnaire form from designs, sketches, or general information for purchase or lease of equipment materials or facilities. 		

Code	The Job Requires Sufficient Employment Training and Experience to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Perform or plan complex trades functions requiring a knowledge of electronics, steam combustion or metal machining principles. 		
G	<i>Perform work assignments, such as the following or their equivalent, which require 31 to 36 months to acquire proficiency:</i>		1.8
	<ul style="list-style-type: none"> Analyze, interpret, implement, and evaluate system policies and procedures in order to improve services. 		
	<ul style="list-style-type: none"> Analyze cost, engineering or technical data, plan method for collecting data and develop formal recommendations to improve methods or processes which reduce costs or enhance productivity. 		
	<ul style="list-style-type: none"> As Area Librarian evaluate the library service in each assigned community library with respect to programs, staff, building and collection; give guidance and interpretation of policies and give direction regarding general library operations to assigned community libraries. 		
H	<i>Perform work assignments, such as the following or their equivalent, which require 37 to 48 months to acquire proficiency:</i>		2.4
	<ul style="list-style-type: none"> Design, develop, implement and document computer systems. 		
I	<i>Perform work assignments, such as the following or their equivalent, which require 49 months and over to acquire proficiency:</i>		3.0
	<ul style="list-style-type: none"> Prepare design layout and arrangement from general information. 		

III. MENTAL SKILL

Mental skill is the selection, interpretation and analysis required to visualize, reason through and plan details of the duties of the job.

Code	The Job Requires Sufficient Mental Skill to Learn to:	Benchmark Reference	Num. Class.
A	<i>Perform simple work assignments, such as the following or their equivalent, where duties and results are obvious:</i>		Base
	<ul style="list-style-type: none"> Reinforce books, and prepare books for further processing by affixing pockets and fly leaves. 		
	<ul style="list-style-type: none"> Pick up, receive, sort, identify, disburse or deliver papers, supplies; apply postage. 		
	<ul style="list-style-type: none"> Clean tools, instruments, machines or equipment. 		
B	<i>Perform simple work assignments, such as the following or their equivalent, where duties are obvious but require slight judgement to complete the job:</i>		.4
	<ul style="list-style-type: none"> Operate light mobile equipment such as a pickup truck. 		
	<ul style="list-style-type: none"> File numerically or alphabetically; list words or numbers; proofread; post directly. 		
	<ul style="list-style-type: none"> Clean and secure a building, provide public access. 		
	<ul style="list-style-type: none"> Receive visitors and arrange for appointments; write routine letters or reports. 		
	<ul style="list-style-type: none"> Operate simple machines and make simple adjustments. 		
	<ul style="list-style-type: none"> Operate simple equipment such as typewriter, calculator, or office phone system. 		

Code	The Job Requires Sufficient Mental Skill to Learn to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Use simple survey equipment such as tape, plumb bob, level rod, etc. 		
	<ul style="list-style-type: none"> Lubricate and replace minor parts on office equipment 		
	<ul style="list-style-type: none"> Write routine letters or reports 		
C	<i>Perform work assignments, such as the following or their equivalent, involving a variety of detail and requiring some judgment to make indicated selections:</i>		1.1
	<ul style="list-style-type: none"> Keep circulation system operating by registering library borrowers, checking in and checking out resource materials, keeping files and statistics, sending overdue and other notices, and updating suspended borrower's list. 		
	<ul style="list-style-type: none"> Select or locate codes, prices or other data in established sources, and apply, compare, post or compile into records or reports. 		
	<ul style="list-style-type: none"> Examine invoices for the purpose of determining propriety of charges by considering pertinent data such as receipt of material, prices, quantities, discount terms, f.o.b. terms. 		
	<ul style="list-style-type: none"> Prepare invoices by selecting applicable data and combining into finished invoice form. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report under general instructions as to content and presentation. 		
	<ul style="list-style-type: none"> Set up and test new equipment such as printers, word processors. 		
	<ul style="list-style-type: none"> Take and transcribe dictation. 		
	<ul style="list-style-type: none"> Receive, inspect and disburse stores material. 		
	<ul style="list-style-type: none"> Determine order points for stores materials by considering such factors as needs, delivery time and present stocks. 		
	<ul style="list-style-type: none"> Operate office equipment such as word processor and personal computer. 		
D	<i>Perform work assignments, such as the following or their equivalent, requiring interpretation within established limit:</i>		2.2
	<ul style="list-style-type: none"> Assist the public with reader's advisory and reference and children's requests. 		
	<ul style="list-style-type: none"> Supervise, troubleshoot, and streamline all areas of circulation and work when needed at the circulation desk including checking books in and out, registering patrons, taking changes of address, compiling daily circulation statistics; train Pages and Clerks. 		
	<ul style="list-style-type: none"> Interpret descriptive material in order to select codes prices or other data from established sources, and apply or compile into records, reports or documents. 		
	<ul style="list-style-type: none"> Interpret and analyze test results to determine disposition. 		
	<ul style="list-style-type: none"> Assign personnel to ensure optimum utilization. 		
	<ul style="list-style-type: none"> Prepare comprehensive closing reports in final form, requiring a knowledge of the complete procedure with the responsibility for all phases of the report. Includes the determination of reasonableness of results and investigation of supporting data for content and accuracy. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report to present established information without instructions as to content or presentation. 		

Code	The Job Requires Sufficient Mental Skill to Learn to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Interpret clients' requirements and determine course of action in terms of established practices, recognize deviations and collaborate to establish new practices. 		
	<ul style="list-style-type: none"> Prepare or check detail drawings of equipment or structure from designs, sketches, marked prints or specific information. 		
	<ul style="list-style-type: none"> Set up and operate all precision surveying instruments such as transits, levels, etc. 		
	<ul style="list-style-type: none"> Prepare, test and maintain computer programs from detailed specifications. 		
	<ul style="list-style-type: none"> Perform or plan trades functions involving a knowledge of mechanical or electrical principles. 		
<i>E</i>	<i>Perform work assignments, such as the following or their equivalent, requiring interpretation and analysis to apply general procedures:</i>		<i>3.3</i>
	<ul style="list-style-type: none"> Be responsible for weeding the system' book collection and identify bottlenecks in the work flow of the department. 		
	<ul style="list-style-type: none"> Provide reference services to library clients; search for information by accessing manual and computerized information retrieval systems; undertake more complex reference and research activities including the synthesis of information. 		
	<ul style="list-style-type: none"> Determine community needs and develop, publicize, implement, and evaluate children's programs; answer reference questions using more complex reference sources; selects and authorizes the acquisition of children's materials. 		
	<ul style="list-style-type: none"> Operate all aspects of a library including collecting, storing, lending and retrieving published information and providing information to users. 		
	<ul style="list-style-type: none"> Select data from established general sources, and apply such data to records or reports, where selection and placement require interpretation and analysis of general procedures, and knowledge of principles. 		
	<ul style="list-style-type: none"> Investigate equipment and operations and collect engineering data. 		
	<ul style="list-style-type: none"> Inspect construction work in progress to assure compliance with specifications and plans. 		
	<ul style="list-style-type: none"> Set up and operate multi-terminal computer systems in an on-line, time-sharing and/or networked environment. 		
	<ul style="list-style-type: none"> Perform qualitative/quantitative analysis of a substance where a comprehensive knowledge of the principles of a field is required to select appropriate methods of analysis. 		
	<ul style="list-style-type: none"> Write specifications in contract or questionnaire form from designs, sketches or general information for purchase or lease of equipment, materials or facilities. 		
	<ul style="list-style-type: none"> Analyze construction prints and field conditions and plan working procedure to establish lines, points, elevations, etc. 		
	<ul style="list-style-type: none"> Perform or plan complex trades functions requiring a knowledge of electronics, steam combustion or metal machinery principles. 		

Code	The Job Requires Sufficient Mental Skill to Learn to:	Benchmark Reference	Num. Class.
F	<i>Perform work assignments, such as the following or their equivalent, requiring analysis, planning, and development of methods or procedures in accordance with general principles of a field and originality of thinking to meet new conditions:</i>		4.5
	<ul style="list-style-type: none"> As Area Librarian evaluate the library service in each assigned community library with respect to programs, staff, building and collection; give guidance and interpretation of policies and give direction regarding general library operations to assigned community libraries. 		
	<ul style="list-style-type: none"> Analyze, interpret, implement, and evaluate system policies and procedures in order to improve services. 		
	<ul style="list-style-type: none"> Analyze cost, engineering or technical data, plan method for collecting data and develop formal recommendations to improve methods or processes which reduce costs or enhance productivity. 		
	<ul style="list-style-type: none"> Prepare design layouts and arrangement from general information. 		
	<ul style="list-style-type: none"> Design, develop, implement and document computer systems. 		

IV. RESPONSIBILITY FOR PERFORMANCE

Responsibility for performance measures the relative importance of the application of knowledge, training, and skills required for satisfactory discharge of the most representative duties of the job.

Code	Responsibility for Performance - Factor Level Definition	Benchmark Reference	Num. Class.
A	<i>Satisfactory performance requires application of simple routines which are readily learned to complete work assignments such as:</i>		Base
	<ul style="list-style-type: none"> Reinforce books, and prepare books for further processing by affixing pockets and fly leaves. 		
	<ul style="list-style-type: none"> Clean and secure a building, provide public access. 		
	<ul style="list-style-type: none"> Pick up, sort or deliver papers; apply postage. 		
	<ul style="list-style-type: none"> Receive visitors and arrange for appointments. 		
	<ul style="list-style-type: none"> Use simple survey equipment such as tape, plumb bob, level rod, etc. 		
	<ul style="list-style-type: none"> Lubricate and replace minor parts on office equipment. 		
	<ul style="list-style-type: none"> Operate simple machines and make simple adjustments. 		
B	<i>Satisfactory performance requires application of clearly defined procedures which necessitate close attention to complete work assignments such as:</i>		.5
	<ul style="list-style-type: none"> Perform shelf reading activities to ensure books are shelved properly, correcting errors as they are found. 		
	<ul style="list-style-type: none"> List words or numbers, perform direct posting, proofread. 		
	<ul style="list-style-type: none"> File letters, orders, papers, etc. 		
	<ul style="list-style-type: none"> Take and transcribe dictation. 		
	<ul style="list-style-type: none"> Prepare invoices by selecting applicable data and combining into finished invoice form. 		
	<ul style="list-style-type: none"> Operate light mobile equipment such as a pickup truck. 		
	<ul style="list-style-type: none"> Operate typewriter, calculator, or office phone system. 		

Code	Responsibility for Performance - Factor Level Definition	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> • Write routine letters or reports. 		
C	<i>Satisfactory performance requires application of clearly defined procedures which involve knowledge of work area or functioning of other work units and which necessitate close attention to complete work assignments such as:</i>		1.0
	<ul style="list-style-type: none"> • Keep circulation system operating by registering library borrowers, checking in and checking out resource materials, keeping files and statistics, sending overdue and other notices, and updating suspended borrower's list. 		
	<ul style="list-style-type: none"> • Select or locate codes, prices, or other data in direct reference sources and apply, compare, post, or compile into reports or records 		
	<ul style="list-style-type: none"> • Set up and test new equipment such as printers, word processors. 		
	<ul style="list-style-type: none"> • Operate office equipment such as a word processor or personal computer. 		
	<ul style="list-style-type: none"> • Write a non-routine letter or report under general instructions as to content and presentation. 		
	<ul style="list-style-type: none"> • Receive, inspect and disburse stores materials. 		
D	<i>Satisfactory performance requires selection of specific routines or procedures and interpretation to recognize and adjust variations within routine or procedure initially selected, to complete work assignments, such as:</i>		2.0
	<ul style="list-style-type: none"> • Assist the public with reader's advisory and reference and children's requests. 		
	<ul style="list-style-type: none"> • Supervise, troubleshoot, and streamline all areas of circulation and work when needed at the circulation desk including checking books in and out, registering patrons, taking changes of address, compiling daily circulation statistics; train Pages and Clerks. 		
	<ul style="list-style-type: none"> • Interpret descriptive material in order to select proper codes or prices or other data from established sources, and apply or compile into records, reports or documents. 		
	<ul style="list-style-type: none"> • Assign personnel to ensure optimum utilization. 		
	<ul style="list-style-type: none"> • Interpret and analyze test results to determine disposition. 		
	<ul style="list-style-type: none"> • Prepare comprehensive closing reports in final form requiring a knowledge of the complete procedure with the responsibility for all phases of the report. Includes the determination of reasonableness of results and investigation of supporting data for content and accuracy. 		
	<ul style="list-style-type: none"> • Write a non-routine letter or report to present established information without instruction as to content or presentation. 		
	<ul style="list-style-type: none"> • Examine invoices for the purpose of determining propriety of charges by considering pertinent data such as receipt of material, prices quantities, discount terms, f.o.b. terms. 		
	<ul style="list-style-type: none"> • Interpret clients' requirements and determine course of action in terms of established practices, recognize deviations and collaborate to establish new practices. 		
	<ul style="list-style-type: none"> • Prepare or check detail drawings of equipment or structures from designs, sketches, marked prints or specific information. 		
	<ul style="list-style-type: none"> • Set up and operate all precision surveying instruments such as transits, levels, etc. 		

Code	Responsibility for Performance - Factor Level Definition	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> • Prepare, test and maintain computer programs from detailed specifications. 		
	<ul style="list-style-type: none"> • Perform or plan trades functions involving a knowledge of mechanical or electrical principals. 		
	<ul style="list-style-type: none"> • Perform or plan complex trades functions requiring a knowledge of electronics, steam combustion or metal machining principles. 		
	<ul style="list-style-type: none"> • Determine order points for stores materials by considering such factors as needs, delivery time and present stocks. 		
<i>E</i>	<p><i>Satisfactory performance requires application of general principles to select general routines or procedures and to recognize and compensate for variations within the routine or procedure initially selected, to complete work assignments such as:</i></p>		3.0
	<ul style="list-style-type: none"> • Be responsible for weeding the system' book collection and identify bottlenecks in the work flow of the department. 		
	<ul style="list-style-type: none"> • Provide reference services to library clients; search for information by accessing manual and computerized information retrieval systems; undertake more complex reference and research activities including the synthesis of information. 		
	<ul style="list-style-type: none"> • Determine community needs and develop, publicize, implement, and evaluate children's programs; answer reference questions using more complex reference sources; selects and authorizes the acquisition of children's materials. 		
	<ul style="list-style-type: none"> • Operate all aspects of a library including collecting, storing, lending and retrieving published information and providing information to users. 		
	<ul style="list-style-type: none"> • Select data from established general sources, and apply such data to records or reports where selection and placement require interpretation and analysis of general procedures and knowledge of principles and operations of the field involved. 		
	<ul style="list-style-type: none"> • Investigate equipment and operations and collect engineering data. 		
	<ul style="list-style-type: none"> • Inspect construction work in progress to assure compliance with specifications and plans. 		
	<ul style="list-style-type: none"> • Set up and operate multi-terminal computer systems in an on-line time-sharing and/or networked environment. 		
	<ul style="list-style-type: none"> • Perform qualitative/quantitative analysis of a substance where a comprehensive knowledge of the principles of a field is required, to select appropriate methods of analysis. 		
	<ul style="list-style-type: none"> • Write specifications in contract or questionnaire form from designs, sketches or general information for purchase or lease of equipment, materials, or facilities. 		
	<ul style="list-style-type: none"> • Analyze construction prints and field conditions and plan working procedure to establish lines points, elevations, etc. 		

Code	Responsibility for Performance - Factor Level Definition	Benchmark Reference	Num. Class.
F	<i>Satisfactory performance requires application of general principles in a field and analysis of an assignment, planning and determining of methods to be used and data to be accumulated or developed and interpretation of data into recommendations for management to complete work assignments such as:</i>		4.0
	<ul style="list-style-type: none"> As Area Librarian evaluate the library service in each assigned community library with respect to programs, staff, building and collection; give guidance and interpretation of policies and give direction regarding general library operations to assigned community libraries. 		
	<ul style="list-style-type: none"> Analyze, interpret, implement, and evaluate system policies and procedures in order to improve services. 		
	<ul style="list-style-type: none"> Analyze cost, engineering or technical data, plan method for collecting data, and develop formal recommendations to improve methods or process which reduce costs or enhance productivity. 		
	<ul style="list-style-type: none"> Prepare design layouts and arrangements from general information. 		
	<ul style="list-style-type: none"> Design, develop, implement and document computer system. 		

V. RESPONSIBILITY FOR CONTACTS

Responsibility for contacts measures the courtesy, tact and persuasiveness required to maintain a good relationship and to induce cooperation by personal or telephone communications with persons other than immediate supervisors or co-workers. Contacts shall be considered only where they are a regularly assigned responsibility.

Code	Responsibility for Contacts – Factor Level Definition	Benchmark Reference	Num. Class.
A	<i>Ordinary courtesy is required to maintain a good relationship with others within or without the organization such as in picking up, receiving or disbursing materials or mail.</i>		Base
B	<i>Tact is required to maintain a good relationship with persons outside the organization in giving or receiving information, such as in receiving visitors and arranging for appointments, operating office phone system, or checking prices with vendors, or ordering goods, or handling confidential matters.</i>		.5
C	<i>Tact and persuasiveness are required to induce desired cooperation of others outside or within the organization, such as in obtaining acceptance of new or revised methods or procedures; assigning personnel; adjusting complaints.</i>		.8
D	<i>Tact and persuasiveness are required to induce desired cooperation of persons outside the organization, such as in handling sensitive and confidential matters with politicians, government officials or clients.</i>		1.5

VI. WORKING CONDITIONS

Consider the surroundings in which the job is required to be performed, including hazards, and the extent to which these conditions make the job disagreeable.

Code	Working Conditions - Factor Level Definition	Benchmark Reference	Num. Class.
A	<i>Works in locations such as office where only moderately disagreeable conditions or little likelihood of injury is normally encountered. At</i>		Base

Code	Working Conditions - Factor Level Definition	Benchmark Reference	Num. Class.
	<i>frequent intervals may be required to drive car or walk outside. Work has few interruptions with some distractions.</i>		
B	<i>Frequently exposed to all weather conditions, or disagreeable conditions such as an excessive degree of any of the following: noise, dirt, dust, grease or fumes. Work is frequently interrupted with frequent distractions.</i>		.4
C	<i>Continually exposed to disagreeable conditions such as an excessive degree of any of the following: noise, dirt, dust, grease or fumes; work is continually interrupted with constant distractions.</i>		.8

VII. RESPONSIBILITY FOR DIRECTION

This factor measures the continuing responsibility that the incumbent assumes for the supervision and direction of staff. Consider the following characteristics of the work in selecting a degree:

- the nature of the supervision given, that is, either direct or indirect.
- the number of employees supervised.

Do not consider occasional supervision, such as that performed during the absence of the supervisor on annual or sick leave.

Code	Responsibility for Direction - Nature of Supervision	Number Supervised				
		1 0	2 1-5	3 6-10	4 11-15	5 16+
A	<i>The work does not have the requirement to exercise supervision. Occasionally may explain work procedures to new or inexperienced employees.</i>	0.0	0.0	0.0	0.0	0.0
B	<i>Although formal supervisory responsibilities are not part of the job, the job may involve coordinating and scheduling the day-to-day work of other workers in the unit, monitoring output, and task delegation.</i>	X	0.1	0.2	0.3	0.4
C	<i>Employee functions as a group leader of other workers with responsibilities such as scheduling and assigning work, training staff, providing direction, checking work in progress and upon completion. This level does not include responsibility for personnel matters such as hiring.</i>	X	0.5	0.6	0.7	0.8
D	<i>The work involves supervisory duties such as scheduling and assigning work, providing advice and direction, making short-term adjustments to staffing allocations, and establishing work standards and monitoring work quality and quantity standards. This level has input into decision making for all or some personnel matters such as making hiring or promotion recommendations; and appraising the work of others.</i>	X	0.9	1.0	1.1	1.2
E	<i>The work involves supervisory duties such as scheduling and assigning work, providing advice and direction, making short-term adjustments to staffing allocations, and establishing work standards and monitoring work quality and quantity standards. Personnel responsibilities include recommending for hiring, promoting, and appraising the work of employees.</i>	X	1.3	1.4	1.5	1.6

Code	Responsibility for Direction - Nature of Supervision	Number Supervised				
		1 0	2 1-5	3 6-10	4 11-15	5 16+
F	<i>The work involves responsibility to supervise the activities of other employees. It includes establishing goals and objectives, priorities, developing plans, ensuring work quality. Personnel responsibilities include recommending for hiring, promoting, and appraising the work of employees.</i>	X	1.7	1.8	1.9	2.0
NOTES TO RATERS: RESPONSIBILITY FOR DIRECTION						
1.	Employees who are permitted (but not required) to pass work to others, to explain or to elaborate the objective, and to point out errors, are to be assigned to Code A1.					
2.	To qualify for a higher degree, supervisory responsibilities must be a regular and ongoing requirement of the job. Rate incumbents of positions who only perform supervisory duties on an irregular basis (such as replacing a vacationing or sick supervisor) at Code A1.					
3.	Special project employees, as agreed by contract or special agreement, are calculated on the basis of number of persons supervised and the supervisory employee is allocated the appropriate supervision points for the duration of employment of the special project employees. This allocation is limited to the direct supervisory employee.					

VIII. MENTAL EFFORT

Mental effort is the mental and visual concentration and attention required by the job for the performance of work at a normal pace. Select that level which best describes the average degree of concentration and attention required throughout the workday.

Code	The Job Requires Sufficient Mental Effort to:	Benchmark Reference	Num. Class.
A	<i>Perform simple work assignments, such as the following or their equivalent, where minimal mental or visual attention is required:</i>		Base
	• Reinforce books, and prepare books for further processing by affixing pockets and fly leaves.		
	• Pick up, receive, sort, identify, disburse or deliver papers, supplies; apply postage.		
	• Clean tools, instruments, machines or equipment; lubricate, and replace minor parts.		
	• Clean and secure a building, provide public access.		
B	<i>Perform work assignments, such as the following or their equivalent, where light mental or visual attention is required:</i>		.4
	• File numerically or alphabetically; list words or numbers; post directly; proofread.		
	• Receive visitors and arrange for appointments.		
	• Write routine letters and reports.		
	• Operate simple equipment such as a typewriter, calculator, or office phone system.		
	• Operate simple machines and make simple adjustments.		
	• Use simple survey equipment such as tape, plumb bob, level rod, etc.		
	• Write routine letters or reports.		

Code	The Job Requires Sufficient Mental Effort to:	Benchmark Reference	Num. Class.
C	<i>Perform work assignments, such as the following or their equivalent, where moderate mental or visual concentration and attention are required:</i>		.7
	<ul style="list-style-type: none"> Keep circulation system operating by registering library borrowers, checking in and checking out resource materials, keeping files and statistics, sending overdue and other notices, and updating suspended borrower's list. 		
	<ul style="list-style-type: none"> Select or locate codes, prices or other data in established sources, and apply, compare, post or compile into records or reports. 		
	<ul style="list-style-type: none"> Examine invoices for the purpose of determining propriety of charges by considering pertinent dates, such as receipt of materials, prices, quantities, discount terms, f.o.b. terms. 		
	<ul style="list-style-type: none"> Prepare invoices by selecting applicable data and combining into finished invoice form. 		
	<ul style="list-style-type: none"> Operate office equipment such as word processor or personal computer. 		
	<ul style="list-style-type: none"> Operate light mobile equipment such as a pickup truck. 		
	<ul style="list-style-type: none"> Set up and test new equipment such as printers, word processors. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report under general instructions as to content and presentation. 		
	<ul style="list-style-type: none"> Take and transcribe dictation. 		
	<ul style="list-style-type: none"> Receive, inspect and disburse stores material. 		
	<ul style="list-style-type: none"> Determine order points for stores materials by considering such factors as needs, delivery time and present stocks. 		
	<ul style="list-style-type: none"> Set up and operate all precision surveying instruments such as transits, levels, etc. 		
D	<i>Perform work assignments such as the following or their equivalent where close mental or visual concentration and attention are required:</i>		1.0
	<ul style="list-style-type: none"> Assist the public with reader's advisory and reference and children's requests. 		
	<ul style="list-style-type: none"> Supervise, troubleshoot, and streamline all areas of circulation and work when needed at the circulation desk including checking books in and out, registering patrons, taking changes of address, compiling daily circulation statistics; train Pages and Clerks. 		
	<ul style="list-style-type: none"> Interpret clients' requirements and determine course of action in terms of established practices, recognize deviations and collaborate to establish new practices. 		
	<ul style="list-style-type: none"> Interpret and analyze test results to determine disposition. 		
	<ul style="list-style-type: none"> Interpret descriptive material in order to select codes, prices or other data from established sources, and apply or compile into records, reports or documents. 		
	<ul style="list-style-type: none"> Assign personnel to ensure optimum utilization. 		
	<ul style="list-style-type: none"> Prepare comprehensive closing reports in final form, requiring a knowledge of the complete procedure with the responsibility for all phases of the report. Includes the determination of reasonableness of results and investigation of supporting data for content and accuracy. 		
	<ul style="list-style-type: none"> Write a non-routine letter or report to present established information without instructions as to content or presentation. 		

Code	The Job Requires Sufficient Mental Effort to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Prepare or check detail drawings of equipment or structures from designs, sketches, marked prints or specific information. 		
	<ul style="list-style-type: none"> Prepare, test and maintain computer programs from detailed specifications. 		
	<ul style="list-style-type: none"> Perform or plan trades functions involving a knowledge of mechanical or electrical principles. 		
	<ul style="list-style-type: none"> Perform or plan complex trades functions requiring a knowledge of electronics, steam combustion or metal machining principles. 		
<i>E</i>	<i>Perform work assignments, such as the following or their equivalent, where high mental or visual concentration and attention is required:</i>		1.4
	<ul style="list-style-type: none"> Be responsible for weeding the system' book collection and identify bottlenecks in the work flow of the department. 		
	<ul style="list-style-type: none"> Provide reference services to library clients; search for information by accessing manual and computerized information retrieval systems; undertake more complex reference and research activities including the synthesis of information. 		
	<ul style="list-style-type: none"> Determine community needs and develop, publicize, implement, and evaluate children's programs; answer reference questions using more complex reference sources; selects and authorizes the acquisition of children's materials. 		
	<ul style="list-style-type: none"> Operate all aspects of a library including collecting, storing, lending, and retrieving published information and providing information to users. 		
	<ul style="list-style-type: none"> Select data from established general sources and apply such data to records or reports where selection and placement require interpretation and analysis of general procedures and knowledge or principles. 		
	<ul style="list-style-type: none"> Develop, code, test and implement computer programs. 		
	<ul style="list-style-type: none"> Set up and operate a computer in a multi-terminal system in an on-line or networked environment. 		
	<ul style="list-style-type: none"> Inspect construction work in progress to assure compliance with specifications and plans. 		
	<ul style="list-style-type: none"> Perform qualitative/quantitative analysis of a substance where a comprehensive knowledge of the principles of a field is required to select appropriate methods of analysis. 		
	<ul style="list-style-type: none"> Write specifications in contract or questionnaire form from designs, sketches or general information for purchase or lease of equipment, materials or facilities 		
	<ul style="list-style-type: none"> Analyze construction prints and field conditions and plan working procedure to establish lines, points, elevations, etc. 		
<i>F</i>	<i>Perform work assignments, such as the following or their equivalent, where very high mental or visual concentration and attention are required:</i>		1.8
	<ul style="list-style-type: none"> As Area Librarian evaluate the library service in each assigned community library with respect to programs, staff, building and collection; give guidance and interpretation of policies and give direction regarding general library operations to assigned community libraries. 		
	<ul style="list-style-type: none"> Analyze, interpret, implement, and evaluate system policies and procedures in order to improve services. 		
	<ul style="list-style-type: none"> Prepare design layouts and arrangements from general information. 		

Code	The Job Requires Sufficient Mental Effort to:	Benchmark Reference	Num. Class.
	<ul style="list-style-type: none"> Analyze cost, engineering or technical data, plan method for collecting data, and develop formal recommendations to improve methods or processes which reduce costs or enhance productivity. 		
	<ul style="list-style-type: none"> Design, develop, implement and document computer systems. 		

IX. *PHYSICAL EFFORT*

Physical effort is the muscular exertion required by the job when the employee is performing at a normal pace. Select that level which best describes the average degree of muscular exertion required throughout the workday. There is no differentiation between a full- or part-time employee in applying these factors.

Code	The Job Requires Sufficient Physical Effort to:	Benchmark Reference	Num. Class.
<i>A</i>	<i>Perform simple work assignments, such as the following or their equivalent, where minimal physical exertion is required:</i>		<i>Base</i>
	<ul style="list-style-type: none"> Occasional keyboarding. 		
	<ul style="list-style-type: none"> Stand or walk for short periods. 		
	<ul style="list-style-type: none"> Sit with frequent opportunity to get up. 		
	<ul style="list-style-type: none"> Pick up, sort or deliver papers; apply postage 		
	<ul style="list-style-type: none"> Occasionally drive a vehicle. 		
<i>B</i>	<i>Perform work assignments, such as the following or their equivalent, where light physical exertion is required:</i>		<i>.3</i>
	<ul style="list-style-type: none"> Frequent keyboarding. 		
	<ul style="list-style-type: none"> Stand or walk for part of workday. 		
	<ul style="list-style-type: none"> Continuously sit with little opportunity to get up. 		
	<ul style="list-style-type: none"> Clean tools, instruments, machines or equipment; lubricate and replace minor parts. 		
	<ul style="list-style-type: none"> Frequently drive a vehicle. 		
	<ul style="list-style-type: none"> Operate simple machines and make simple adjustments. 		
	<ul style="list-style-type: none"> Light pushing, pulling, lifting or carrying. 		
<i>C</i>	<i>Perform work assignments, such as the following or their equivalent, where moderate physical exertion is required:</i>		<i>.6</i>
	<ul style="list-style-type: none"> Continuously drive a vehicle. 		
	<ul style="list-style-type: none"> Stand or walk for majority of the workday. 		
	<ul style="list-style-type: none"> Continuous keyboarding. 		
	<ul style="list-style-type: none"> Receive, inspect and disburse stores material. 		
	<ul style="list-style-type: none"> Moderate pushing, pulling, lifting or carrying. 		
<i>D</i>	<i>Perform work assignments, such as the following or their equivalent, where heavy physical exertion is required:</i>		<i>.9</i>
	<ul style="list-style-type: none"> Stand or walk for full workday. 		
	<ul style="list-style-type: none"> Heavy pushing, pulling, lifting or carrying. 		

4.6 In the application of the foregoing basic guides, the following rules shall apply.

- (a) It is the job that is under consideration and not the individuals who work on the job. This plan for classification measures the relative value of the duties performed, without considering abilities of individual employees.
- (b) Jobs are to be classified without regard for existing rates of pay.

- (c) Jobs are to be placed in the appropriate level in each factor by considering the specific requirements of each job in relation to the statement of activities in each factor level, and by using as a guide the Benchmark Job Descriptions and Classifications.
- (d) Classification in each factor shall be made at or above a minimum called "*Base*". The "*Base*" level is not given an absolute numerical classification value since only the relative ranking of jobs is to be determined by this plan.
- (e) Classification of each job shall take into account the kinds of work performed and the resulting duties and responsibilities when the employee on the job is performing that given combination of duties.
- (f) No interpolation between factor levels is made in the use of this plan. In the determination of the final job class for a job, total the numerical classification values for the factor levels to which the job is assigned in the nine factors (including any applicable direction differential), and use only the closer whole number resulting there from. For example: If the decimal part of the number is .4 or less, drop the decimal part; if the decimal is .5 or more, use the next higher whole number.
- (g) In the subsequent reclassification of a job due to change in job content, consider only the factors affected by the change.
- (h) The description and classification of each job shall be consistent with, and conform to, the descriptions and classifications of jobs as agreed to in the bargaining unit.

ARTICLE 5 - DESCRIBING & CLASSIFYING THE JOB

5.1 The procedure for describing and classifying a job shall be in accordance with the following.

- (a) The Employer shall prepare, on the form set forth as Exhibit A of this Manual, a proposed job description in accordance with the requirements of Article 4 of this Manual.
- (b) The appropriate employer representatives and union representatives of the employees affected shall review the proposed job description and shall attempt to reach agreement thereon. The union representatives shall have reasonable opportunity to conduct an on-the-job review of the job descriptions, including opportunity for observations of the jobs and discussion of job duties, with workers employed on the jobs involved. The employer representatives and union representatives shall each retain a copy of the agreed-to job description.
- (c) Following agreement on the job description, the Employer shall prepare on the form set forth as Exhibit B of this Manual, a proposed job classification in accordance with the requirements of Article 4 of this Manual.
- (d) The appropriate employer representatives and union representatives of the employees affected shall review the proposed job classification and shall attempt to reach agreement thereon. The employer representatives and union representatives shall each retain two copies of the agreed-to job classification.

5.2 The Employer and the Union shall designate in writing to each other, their representatives for handling job descriptions and classifications through the required stages. Additionally, and included in such designation, there shall be a referee from the Employer and a referee from the Union. It is agreed that there shall be three representatives from the Employer and three from the Union.

5.3 If the Employer and union representatives fail to reach agreement on a job description or job classification, the matter shall be referred to the referees specified in Clause 5.2, who shall attempt to finalize description or classification.

5.4 In the event of failure of the Employer and Union to reach agreement on a job description or classification after the steps provided, the matter shall be resolved by processing under the provisions of Clause 7.2(c) of this Manual.

5.5 Finalization of job descriptions and job classifications shall be indicated by the signature of a designated representative of the Employer and a designated representative of the Union.

ARTICLE 6 - APPLYING THE JOB DESCRIPTION & CLASSIFICATION

6.1 The descriptions and classifications of jobs, determined in accordance with the foregoing articles of this Manual, apply to assign each job to its appropriate job class. The Basic Agreement currently in effect establishes the pay rates for each job class and sets forth the necessary provisions to enable application of the established pay rate to the employee who performs the respective job.

6.2 The weekly pay rates commence with a pay rate for Job Class 0, which is the base or minimum wage or salary rate for the bargaining unit, and progresses upward from that point, from job class to job class.

6.3 The application of rates in the pay rate scale shall not result in a reduction of take-home pay for any employee whose current rate of pay may be higher than the rate provided for in the pay rate scale. In such event there shall be established for such employee an "*out-of-line differential*" which shall apply to such employee in conformity with the applicable provisions of the Basic Agreement.

ARTICLE 7 - MAINTAINING THE JOB DESCRIPTIONS & CLASSIFICATIONS

7.1 It is equally as important to maintain the job descriptions and classifications in constant adjustment to fit new or changed conditions as it is to make accurate determination in the first instance and to make proper application of the resulting rates of pay from day to day. Failure to so maintain the job descriptions and classifications will cause injustice to the employees, or to the Employer, or to both.

7.2 Provisions for maintaining the job descriptions and classifications and adjusting them to new or changed conditions are as follows.

(a) The agreed upon descriptions and classifications which are in effect as of the date of the Basic Agreement currently in effect and any that may subsequently be agreed upon, in accordance with this Manual, shall continue in effect unless the description or classification is changed by mutual agreement of the Employer and the Union.

(b) Whenever the Employer establishes a new job or changes the job content of an existing job to the extent of one full job class or more, upwards or downwards, a new job description and classification for the new or changed job shall be established in accordance with the following procedure.

(1) The Employer will develop a description and classification of the job in accordance with the provisions of this Manual.

(2) The description and classification will be proposed to the Union for approval through the procedures of Article 5 of this Manual and the standard Wage and/or Salary Rate for the job class to which the job is assigned shall apply effective as set forth in Subsection (3) below.

(3) Except as otherwise provided, the applicable Standard Wage and/or Salary Rate for the respective job class of the job shall become effective as of the date the new job was established or on the date that the job content of an existing job was changed.

(c) Should the Employer and the Union be unable to agree upon the description and/or classification, the following shall be the procedure.

- (1) The Employer shall install the proposed classification and the Standard Wage and/or Salary Rate for the job class to which the job is thus assigned shall apply effective as set forth in Clause 7.2(b)(3) above.
 - (2) The Union may, within 30 days thereafter, file a grievance alleging the job is improperly described and/or classified under the provisions of this Manual.
 - (3) The dispute shall be processed under the appropriate provisions of the grievance procedure provided in the Basic Agreement.
- (d) Whenever a new job is established or an existing job changed and the Employer does not develop a new job description and classification, the Union may process a grievance under the appropriate provision of the grievance procedure of the Basic Agreement, requesting that a job description and classification be developed and installed in accordance with the provisions of this Manual.
- (e) When the Employer changes a job, but the job content change is less than one full job class, a supplementary record shall be established to maintain the job description and classification on a current basis and to enable subsequent adjustment of the job class assignment of the job for an accumulation of small job content changes in accordance with the following.
- (1) The Employer will prepare on the form set forth as Exhibit C of this Manual, a record of each such change to supplement the original job description and classification.
 - (2) Such record will be submitted by the Employer to the Union for approval through the procedures of Article 4 of this Manual except that signature of a change or changes submitted on Exhibit C which amount to less than one full job class shall not preclude reconsideration of such change or changes whenever the Employer or the Union claim that such change or changes, when added to prior change or changes, requires a change in the job classification to the extent of one full job class or more.
- (f) When, and if, job content changes of less than one full job class accumulate to a total of one job class or more:
- (1) the job shall be reclassified to the appropriate job class on the basis of such total accumulation and the reclassification shall become effective from the date of the most recent change in job content;
 - (2) the appropriate Standard Wage and/or Salary Rate shall be effective as of the date of such reclassification; and
 - (3) a new job description and classification shall be established in accordance with Article 5 of this Manual embodying such accumulation of job content changes.
- (g) If the change in job content results in a lower classification of a job, any incumbents of such job, at the date of such lower classification, shall receive an "*out-of-line differential*" in conformity with the provisions of the Basic Agreement.
- (h) If an existing job becomes vacant and all or parts of the job are subsequently reclassified and it appears that full-time positions may be reduced, prior to implementation, the Employer agrees that the issue will be reviewed by the Labour-Management Committee to determine if mutually acceptable alternatives can be implemented.
- (i) When the Employer changes the identification details relative to a given job, such as name of the department or title, a record as to such change shall be established as follows.

(1) The Employer shall prepare, on the form set forth as Exhibit C of this Manual, a record of the identification change. The heading of the record shall show the identification details of the job prior to the change, and the changes to be made shall be enumerated under the caption of "*Description Change*".

(2) Such record shall be transmitted to the Union through the procedure of Article 5 of this Manual.

EXHIBIT A - JOB DESCRIPTION	
Job Title:	Classification:
Incumbent:	Department:
Location:	Date:
Primary Function:	
Tools, Equipment, & Materials:	
Source of Supervision:	
Direction Exercised:	
Working Procedures:	
The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.	

EXHIBIT B - JOB CLASSIFICATION		
Job Title:	Classification:	
Incumbent:	Department:	
Location:	Date:	
FACTOR	CODE	CLASS'N
I. Pre-Employment Training:		
II. Employment Training & Experience:		
III. Mental Skill:		
IV. Responsibility for Performance:		
V. Responsibility for Contacts:		
VI. Working Conditions:		
VII. Responsibility for Direction:		
VIII. Mental Effort:		
IX. Physical Effort:		
Described & Classified By:	Total Job Classification:	
Agreed for the Union:	Directional Difference:	
Agreed for the Employer:	Total:	
	Job Classification:	

APPENDIX 5 Mobile Library Hours of Work

Mobile Library staff work on a three-week averaging period cycle (total 105 hours for an average of 35 hours per week). Provided the current service and locations remain unchanged, the hours of work schedule that is in place will not be changed, except by mutual agreement of the parties. The work schedule must not contain any regular shift over 10 hours in length.

Overtime: Will be pursuant to Clause 16.1.

Tracking of Annual Vacation and Statutory Holiday: Statutory holidays and Annual vacation entitlements are converted into hours by using a standard seven-hour day. Then all tracking (adding or deducting) is done on the basis of hours.

At the start of each calendar year entitlements are calculated as follows:

- (a) Each statutory holiday is converted into hours, e.g., 13 holidays are converted into 91 hours.
- (b) Each day's vacation entitlement is converted into hours, e.g., 15 days' vacation entitlement is converted into 105 hours (7 hours x 15 days = 105 hours). Each day taken off for annual vacations reduces the annual vacation pool by the number of hours that would have been normally worked on that day.

Tracking Sick Leave: Sick leave will be accrued and taken on the basis of days, regardless of the length of that day's shift.

Tracking Special Leave: Special leave will be accrued and taken on the basis of days, regardless of the length of that day's shift.

Overtime Calculation for Replacement (Casual) Hours Filled by Other Employees: Overtime hours on the mobile library are calculated using the same rules as regular mobile library staff.

APPENDIX 6 Earned Day Off

The Employer agrees to allow for an earned day off program for all full-time bargaining unit members as follows:

- (a) Where there is a request from the Union, the earned day off program will be approved for worksites where it is established that such work schedule will not increase cost or staffing levels nor reduce service delivery.
- (b) The earned day off program shall consist of seven and one-quarter-hour workdays (or alternatively a combination of seven and one-half-hour and seven-hour workdays or such other agreed to arrangements) with an additional day off for each six-week cycle (210 hours of work in the six-week cycle). If working in a group of individuals who are also in the earned day off program, the days off shall be staggered so as to ensure adequate coverage (i.e., one employee's day off is a Friday and another employee's day off is a Monday).
- (c) Each earned day off must be earned before it can be taken. The extra time can be worked in periods of 15 minutes to one hour on a single or multiple shifts per week. The extra time can be worked on a shortened lunch hour or at either the beginning or end of the workday (subject to management approval).

- (d) Employees participating shall also be credited for seven and one-quarter hours for statutory holidays, vacation entitlement and sick leave days. Employees participating will "owe" the Employer one day after each calendar year that will be scheduled in the following year.
- (e) Employees whose day off falls on a holiday shall have their day off scheduled for the next workday, unless it is not operationally feasible to do so. In any event, the day off shall be rescheduled as soon as operationally possible.
- (f) Annual work schedules that incorporate the earned day off program will be determined by the individual department heads. These schedules will be developed at the beginning of the calendar year and cover the entire year. This, and any changes, shall be subject to management approval.
- (g) Employees will endeavour to have non-emergency medical and dental appointments booked on their day off.
- (h) Employees participating in the earned day off program shall be considered in concert with the provision in Clause 14.1 and thus these employees will not be entitled to overtime until they have worked more than seven and one-quarter hours (seven and one-half hours or other agreed to arrangements where such a schedule is used) in a day.
- (i) Should the Employer establish that it is no longer operationally feasible to continue with an agreed to earned day off program, the Employer must provide the employees affected, and the Union, with a minimum of seven days' written notice. Worksites who have chosen to participate in the earned day off program may not opt out before the completion the annual schedule for such program, provided they have advised at least 30 days prior to the renewal date.
- (j) The Mobile Library employee whose hours of work are covered under Appendix 5 is specifically excluded from this appendix.

APPENDIX 7 Casual Call-in

(a) *Casual Work Protocol:*

- (1) The Employer will maintain the casual and part-time seniority list that will be used for call-in for casual work, pursuant to Clause 11.3(d).
- (2) Part-timers are offered assignments before casuals, regardless of their relative seniority, pursuant to Clause 11.4(b). However, a part-time employee is considered unavailable for any casual shifts that conflict with their regular part-time hours.
- (3) Part-time and casual employees apply electronically to expressions of interest for positions and the locations that they are available for work. It is also the employees' responsibility to ensure that the booker and their supervisor have the current phone number/s where they can be reached.
- (4) Regular part-time and casual employees must submit their availability for casual shifts each month, at least two weeks in advance (e.g. by January 15th for the month of February).
- (5) Following the first submission of availability as per (a)(4) above, and after shifts being filled as per (b)(1) below, regular part-time and casual employees will have the opportunity to submit adjustments to their availability for casual shifts. The opportunity to make adjustments to availability will remain until availability must be set for the next month as per (a)(4) above. Given

that employees can make ongoing changes to their availability, the parties accept the system records of shift availability as recorded at the time the booker attempts to fill the shift.

(6) A casual or regular part-time employee shall be entitled to register as available for any job for which they have been deemed qualified to perform. It is the employees' responsibility to inform the booker and their supervisor of any changes in qualifications (education upgrades) which might entitle them to be considered for additional casual work that they are available for.

(b) Procedure for Calling Employees for Casual Work:

(1) Regular part-time and casual employees who are qualified and available shall be scheduled by seniority for casual shifts at least seven calendar days in advance.

(2) Following the submission of amended availability for casual shifts for the following month, as per (a)(5) above, regular part time and casual employees who are qualified and available shall be scheduled by seniority for new shifts that arise. Shifts that arise at least seven calendar days in advance of the date of the shift will be scheduled based on the employee's availability and seniority at the time of filling the shift. Shifts that arise with fewer than seven calendar days' notice, shall follow the process as per (b)(6) below. No previously scheduled shifts will be amended due to an employee with more seniority submitting increased availability.

(3) Casual shifts will be scheduled in the order of pay level.

(4) Part-time and casual employees will provide the booker with any periods of unavailability they have. It is the employees' responsibility to keep this current. Employees who say they are unavailable on a specific day or block of days are assumed to be unavailable for any work on that day or block of days.

Except by mutual agreement, casual employees are restricted from providing dates of unavailability for the following:

June 15 - September 15, holiday long weekends, Christmas break and spring break as scheduled by the local public school district in which the library is located.

Casual employees may still request time off during these dates and approval shall be granted based on operational requirements.

As per Article 30(e), if a casual employee demonstrates unreasonable availability as outlined in the confirmation of casual availability for a period of three consecutive months the employee shall be automatically struck from the seniority list. The Employer will notify casual employees of unreasonable availability after a period of two consecutive months.

(5) While employees are to specify the locations and positions they are available for, employees must be available for pay grids for which they are qualified that are at or higher than the employee's permanent position. Accordingly, part-time employees that have registered for casual work will be considered available for any work that is the same pay grid that their part-time work is for the locations they have indicated availability for. The only exception to this is part-time employees who have part-time hours in multiple grid levels. In those cases, the part-time employee may specify availability for casual hours only in their highest grid level or higher.

(6) The format for phoning part-timers and casuals for the specified known lead times is as follows:

(i) *Two or more days - one phone call/message:* Message/respond to messages directly to the booker between 8:00 a.m. and 10:00 a.m. After 10:00 a.m. the employee

may leave a message for the booker (this includes emails, phone, etcetera). If there is no response from employee before 7:45 a.m. the next workday, then the next senior part-timer or casual employee will be called.

(ii) *One to zero days*: First part-time or casual employee reached based on seniority and qualifications. The telephone will be permitted to ring a minimum of five times. No messages will be left.

Employees who decline or don't answer a same day shift call between 8:00 and 10:00 a.m., on a date they had declared themselves available, other than for reasons due to illness, injury or emergency, on three occasions within a three-month period will be placed at the bottom of the casual seniority list. The Employer will advise employees when they have reached two occasions in any three-month period.

(7) Once an employee has declined a shift, they will be considered unavailable to be called for any other shifts for the day the shift was offered.

(8) Once a shift has been accepted, it cannot be cancelled except for an emergency, illness or injury.

(9) Employees that dispute any bookings must take the matter to their supervisor or through the Union, but not directly to the booker.

(10) The Employer is responsible to keep accurate records of the call-in for casual work, including: the date, employee called, the time called, the position and shift being called to fill and the outcome of the call (accepted, declined, no answer, etcetera). These records will be available to be viewed by the Union upon request. The Employer shall provide the information within fourteen days of the request to view it.

(c) *Exceptions and Special Cases:*

(1) When regular gateway and mid-6 branch staff are absent from work, the booker will call each local casual staff or casual mobile library drivers for up to the first three replacement shifts of every month.

(2) Casuals who are scheduled for a shift and who have not worked a shift for a period of two months or more, may be offered up to three shifts for reorientation or job shadowing purposes.

(d) *Emergency Situations:*

(1) One or more days lead time: In cases where no one is available to work a shift, the branch head will determine if a replacement is needed. An upgrade is done in seniority order by calling the first employee eligible for an upgrade (an employee that has a regular shift that day or has been booked to work) and if necessary calls are made until the upgrade is accepted. Once this is done, the employee who accepted the upgrade should be replaced as a casual shift.

(2) *Same day*: In "emergency" situations where no one is available to work a shift, the branch or department head will determine if a replacement is needed. Qualified employees working in the building that day are upgraded in seniority order by calling the first staff eligible for an upgrade (employees that have a regular shift that day or have been booked to work) and if necessary, calls are made until the upgrade is accepted. Once this is done, the employee who accepted the upgrade should be replaced as a casual shift.

LETTER OF UNDERSTANDING 1
Use of Volunteers Re: Article 24

This letter of understanding is pursuant to Article 24 and forms part of the collective agreement.

It is agreed that the Employer will, following ratification, commit to further discussing employee's concerns regarding the current use of volunteers. The parties will continue to review the use of volunteers and share the information with the Labour-Management Committee. The Committee will review information about all volunteers, the nature and location of the work, and whether there are layoffs in effect at the time, and attempt to assess whether the work may or may not be bargaining unit work. It is obvious that the frequency of the review will depend upon the status of any layoffs and the nature of the volunteer work, and the Labour-Management Committee will determine the necessary frequency of their meetings on this issue.

The Employer agrees that volunteers will not be used for work done by current bargaining unit members that directly results in the failure to fill a related vacancy, lay off or failure to recall such employees.

To achieve the information necessary for proper deliberations, the information about each volunteer shall include, as a minimum: location/library; name/names; nature of the volunteer task/s performed; frequency of volunteering and hours involved; has this work ever been performed by bargaining unit employees; is there an expected duration; did the volunteer or the library initiate the volunteer work; does the volunteer use any of their own equipment or supplies; the standard operating hours in the Library System.

If the volunteer work changes, a new report shall be prepared.

LETTER OF UNDERSTANDING 2
Librarian Exclusions

For the positions of librarian where the Employer changes job content to include sufficient managerial functions, then the parties will seriously review those positions and, should they conclude that the position/s are excluded, then the incumbents will not be compelled to be excluded against their will while occupying those positions.

LETTER OF UNDERSTANDING 3
Power Outages

The following is meant to address situations where there has been a power outage that has a duration of a day or less at one of the Kamloops libraries. The present practice for libraries in other locations will continue. Should there be a power outage greater than a day in duration, the parties will meet to determine and negotiate an appropriate provision for work and pay for employees impacted. Accordingly, if there is a power outage in one of the Kamloops libraries that is expected to have a duration of a day or less, the following shall apply:

- (a) Regular (full-time and part-time) employees are entitled to be paid for all hours of their regularly-scheduled shift.
- (b) Casual employees may be sent home without further pay; however, the provisions of Clause 14.2 that require a minimum of four hours will apply. If the casual employee has not worked the requisite four hours, they shall be paid for four hours.

(c) Casual employees that are scheduled but have not commenced their shift may be called and have their shift cancelled due to the power outage. Casual employees who show up for work, but do not commence work, and are sent home due to a power outage, shall be paid a minimum of two hours' pay.

(d) During the power outage, the Employer may reassign duties to employees, including duties at another branch. The Employer will be responsible for transportation (or transportation costs) of employees being reassigned to another branch.

(e) During the power outage, the Employer may allow regular employees to leave the worksite. Such employees will continue on pay as if they are at work provided, they have provided the Employer with a phone number they can be reached at and that they are able to return to the worksite within 20 minutes if requested to do so. If an employee does not wish to provide a phone number they can be reached at, they may be released for the duration of the day without pay. However, the provisions of Clause 14.2 that require a minimum of four hours of pay will apply. Employees who are released without pay in the circumstance described above, will be allowed to make up the lost time, on a straight-time basis, by working at a future date (as mutually agreed to with their supervisor) or by using vacation time.

LETTER OF UNDERSTANDING 4

Information Technology Services Employees Called in From Vacation

The Parties recognize the critical nature of the Thompson Nicola Regional District (TNRD) systems that IT Services employees maintain, and further recognize the high degree of risk an outage, service disruption, or system failure may pose to either the organization or the public. As such, every effort must be made to ensure that any such system concern be rectified in as expedient a manner as possible.

This Letter of Understanding shall only apply to IT Services employees, and is intended to set out a framework to allow any such employees to be called to work while on vacation, in order to perform critical system service work.

(a) *Call Out Procedure*

The IT Services Department works to maintain cross-functionality between positions, such that call outs to employees while on vacations occur only as a last resort. It is agreed that IT Service Employees working on their regularly scheduled shift will be utilized to correct problems first, before any such callout is made to employees on vacation. However, in the rare instance when such a call out is necessary, the parties agree to compensate such employee as set out below. In exchange, IT Service employees will make every effort to receive and respond to any such call out.

(b) *Callout Preceding or Following Regularly Scheduled Vacation*

An IT services employee called out to work on their regularly scheduled days off immediately preceding or following a pre-scheduled vacation shall receive compensation as per Article 16.2 – Callout. No additional compensation will be provided.

(c) *Callout during Regularly Scheduled Vacation*

An IT Services employee called out to work during a pre-scheduled vacation will be entitled to receive:

- (1) Their regular rate of pay for the hours worked, and if applicable, compensation as per Article 16 - Overtime; and,

(2) The equivalent amount of vacation hours as worked hours credited back into their vacation bank, and,

(3) An additional and equal amount of hours credited to the same vacation bank.

(Ex. An employee is called in from vacation in order to work, and performs critical service work for five hours [5 hrs.]. Such employee will be paid as normal for the five hours, credited five hours back to their vacation bank, and provided an additional five hours towards the same bank in additional compensation.)

**MEMORANDUM OF UNDERSTANDING 1
Market Adjustment Wage Increases**

Notwithstanding the provisions of Appendix 4 (Job Evaluation Manual), the parties recognize that recruitment and retention challenges with specific bargaining unit positions may occur over the life of the collective agreement. The intention of this memorandum is to recognize those positions the parties have already identified as requiring a market adjustment and to provide an expeditious means of addressing salary issues which may be associated with recruitment and retention challenges.

Temporary market adjustments (TMA) subject to this memorandum are guided by the following:

- (a) Positions identified to receive a TMA may include specialized and/or unique positions that are not part of a larger generic group; or the recruitment challenge can be directly linked to the geographic location of the work.
- (b) The provisions of Clause 27.6 (Salary Protection) shall apply to a TMA that an employee is in receipt of.
- (c) TMA adjustments will be based on an analysis of the pay rates for similar positions elsewhere, particularly with other public sector employers.
- (d) Employees substituting in a position with a TMA shall receive the TMA for the duration of the substitution.
- (e) Any TMA is subject to mutual agreement between the bargaining Principals.

The parties agree to continue with the TMAs for the following previously agreed to positions for the life of the collective agreement:

Micro Support Technician/Programmer (Grid 14).....	+ 15%
Network/Systems Technician (Grid 17)	+ 12%
Network & Systems Security Technician (Grid 18)	+ 12%
Web Applications and Database Programmer (Grid 18)	+ 16%.