

**COLLECTIVE AGREEMENT**

**between the**

**COMPASS GROUP CANADA LTD.  
DBA EUREST DINING SERVICES  
NANAIMO CORRECTIONAL CENTRE**

**and the**

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

**Effective from April 1, 2020 to March 31, 2023**

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**ARTICLE 1 - PREAMBLE****1.1 Purpose of Agreement**

The purpose of this agreement is to establish and maintain orderly collective bargaining procedures between the Employer and the Union.

**1.2 Future Legislation**

In the event that any future legislation renders null and void or materially alters any provision of the collective agreement, the following shall apply:

- (a) The remaining provisions of the collective agreement shall remain in force and effect from the term of the collective agreement.
- (b) The Employer and the Union shall, as soon as possible, negotiate mutually agreeable provisions to be substituted for the provisions so rendered null and void or materially altered.
- (c) If a mutual agreement cannot be struck as provided in (b) above, the matter shall be arbitrated pursuant to Article 9 - Arbitration of the collective agreement.

**1.3 Conflict with Regulations**

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

**1.4 Use of Singular Terms**

Wherever the singular is used, the same shall be construed as meaning the plural unless otherwise specifically stated.

**1.5 Workplace Harassment and Bullying**

The Employer has established a Workplace Anti-Harassment/Anti-Discrimination Policy which shall form part of this agreement. As members of the Union and employees of the Employer, the information below, is to advise you of our joint position on harassment and bullying and the steps you should take if it does become an issue for you.

*Policy*

We are committed to providing a healthy, harassment-free work environment for everyone. Harassment is discriminatory and attacks the dignity of an individual, and for this reason the Union and Employer agree that any incident of harassment of anyone will be dealt with quickly and effectively. The Union and the Employer will not tolerate harassment of anyone by anyone.

*Definition*

Harassment is the lack of respect and concern for another human being and it can happen to anyone. Harassment is any unwelcome physical, visual or verbal conduct. It may involve one incident or a series of incidents. It may involve the abuse of authority or it may occur among colleagues. It may include verbal or practical jokes, insults, threats, personal comments or innuendo; take the form of posters, pictures or graffiti; or any unwelcome physical contact, such as touching, stroking, pinching, etc.

Harassment can take many forms. However, any behaviour which insults or intimidates is harassment, if a responsible and reasonable person should have known that the behaviour is unwelcome.

- (a) *Sexual harassment* is any unwelcome behaviour which is sexual in nature. Some examples are physical contact which makes a person feel uncomfortable, persistently using sexually suggestive

language which another person finds offensive demeaning or otherwise inappropriate displays of offensive visual and/or audio material, a preferred schedule or job promotion being denied because of refusal to provide certain sexual favours.

To be considered sexual harassment the actions or words must be unwelcome, unsolicited, expressly or implicitly known to be unwelcome by the offender, continue despite the complainant's protest or if the conduct stops, the complainant's protests must have led to negative consequences at work. It is not considered harassment when people mutually consent to a relationship, when it's a hug between friends, or a mutual flirtation.

(b) *Personal and psychological harassment* means objectionable conduct - either repeated or persistent, or a single serious incident - that an individual would reasonably conclude:

- (1) creates a risk to a worker's psychological or physical well-being; causes a worker substantial distress or results in an employee's humiliation or intimidation; or
- (2) is discriminatory behaviour that causes substantial distress and is based on a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age, sexual orientation, or gender identity and gender expression; or
- (3) is seriously inappropriate and serves no legitimate work-related purpose.

(c) *Anti-Bullying*

- (1) Bullying is verbal or physical conduct that over a period of time, continuously and systematically intimidates, humiliates, shows hostility, threatens and offends others;
- (2) The Employer and Union support the rights of all people to work in an environment free from bullying. Everyone is expected to adhere to acceptable conduct at all times by respecting the rights and feelings of others and by refraining from any behaviour that might be harmful to others.

Management and supervisors are expected to exercise their authority for legitimate work purposes only and refrain from actions of conduct which is reasonably viewed as inappropriate or unwelcome.

Good faith actions of a manager or supervisor relating to the management and direction of employees - such as, but not limited to, assigning work, providing feedback to employees on work performance, and taking disciplinary action - do not constitute harassment or bullying.

#### *Complaint Procedure*

If you are being harassed or bullied, do not ignore it.

- (a) Tell the individual that their behaviour is unwelcome and ask them to stop.
- (b) If the individual continues in the behaviour which you have indicated is offensive, report the problem, in writing to one of the following persons - your immediate supervisor, the District Manager, HRSC 1-866-597-2784, the Regional Manager or your union staff representative.
- (c) When you report the incident, make it clear that you are filing a formal complaint. Discussing a complaint with another employee is not enough, you must file a formal, written complaint with one of the above persons.
- (d) A written complaint shall specify the details of the allegation(s) including:
  - Name and title;

- a description of the action(s), conduct, events or circumstances involved in the complaint;
- the specific remedy sought to satisfy the complaint;
- date(s) of incidents;
- name(s) of witnesses (if any);
- prior attempts to resolve (if any).

#### *Dealing With a Complaint*

(a) Once a complaint is received, an investigation will be undertaken by the Employer's Human Resources department, within 30 days, and all necessary steps will be taken to resolve the problem.

(b) The complainant, the alleged harasser, and any persons who may be able to provide relevant information will be interviewed. Employees will have the right to have a union representative present during any of these meetings.

(c) If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal and the incident will be documented in the harasser's file.

(d) If the investigation fails to find evidence to support the complaint, there will be no document concerning the complaint placed in the file of the alleged harasser.

(e) No documentation whatsoever will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.

(f) Where either the complainant or the alleged harasser, in conjunction with the Union, is not satisfied with the Employer's Human Resources department, the Union will put the complaint, within 30 days, before a mutually agreed upon, independent adjudicator who specializes in cases of harassment. The adjudicator will work with the parties to achieve a mutually acceptable resolution and if this is not achieved, the adjudicator shall have the right to:

- (1) dismiss the complaint; or
- (2) determine the appropriate level of discipline to be applied to the harasser; or
- (3) make further recommendations as are necessary to provide a final and conclusive settlement of the complaint.

#### *Confidentiality*

All matters relating to a complaint of harassment or bullying and the inquiries will be treated in strictest confidence. However, confidentiality does not mean no one will know your name. When a formal allegation is made, it is only fair that the individual accused be made aware of who has made the allegation and have the opportunity to respond. A complainant must be prepared to be identified if action is desired. Once a complaint has been filed the issue should not be discussed with anyone but the investigator or your union staff representative.

#### *Responsibility*

It is the responsibility of any person supervising one or more employees to take immediate and appropriate action to report or deal with incidents of harassment whether brought to their attention or personally observed. Under no circumstances should a complaint be dismissed or down played; nor should the complainant be told to deal with it personally.

The Union and the Employer seek to provide a safe healthy and rewarding work environment for members and employees. Harassment nor bullying will not be tolerated.

## ARTICLE 2 - RECOGNITION OF THE UNION

### 2.1 Bargaining Agent or Recognition

- (a) The Employer recognizes the B.C. Government and Service Employees' Union as the exclusive bargaining agent for all employees in the bargaining unit.
- (b) The bargaining unit shall be comprised of all employees included in the bargaining unit as described in the certification except those employees employed in positions listed below:
- District Manager or designate
  - Unit Manager

### 2.2 Bargaining Unit Work

No one who is not a member of the bargaining unit and the Union shall carry out the duties which are performed by employees covered by this collective agreement except for the working Unit Manager in emergency situations.

### 2.3 Correspondence

- (a) The Employer agrees that all correspondence between the Employer and the Union related to matters covered in this agreement shall be sent to the President of the Union or their designate.
- (b) The Employer agrees that a copy of any correspondence between the Employer and any employee in the bargaining unit covered by this agreement pertaining to the interpretation of any clause in this agreement, shall be forwarded to the President of the Union or their designate.

### 2.4 No Other Agreement

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

### 2.5 No Discrimination

- (a) The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any employee by reason of their membership or activity in the Union. In addition, the parties hereto subscribe to the principles of the *Human Rights Code* of British Columbia.
- (b) *Duty to Accommodate*

The Employer and the Union have a "duty to accommodate" ill or injured employees. Accordingly, the Employer and the Union will, where an employee has an illness or injury, cooperate to accommodate the employee's incapacity so as to allow the employee to remain at or return to meaningful work with the Employer. Such accommodation may include, but is not limited to:

- (1) modification of the duties of the employee's job;
- (2) flexibility in scheduling hours of work within existing hours of operation;
- (3) provision of work related technical or mechanical aids.

The accommodation may be temporary or permanent and will take into consideration all restrictions directed by the employee's physician.

### 2.6 Recognition and Rights of Stewards

The Employer recognizes the Union's right to select one steward at each location covered by this agreement. The number of shop stewards may be changed by local mutual agreement. The Union agrees

to provide the Employer with a list of the employees designated as stewards. A steward shall obtain the permission of their immediate supervisor before leaving their work to perform their duties as a steward. Leave for this purpose shall be without loss of pay. Such permission shall not be unreasonably withheld. On resuming their normal duties, the steward shall notify their supervisor.

Duties of the steward are:

- (a) investigation of complaints of an urgent nature;
- (b) investigation of grievances and assisting any employee whom the steward represents in preparing and presenting a grievance in accordance with the grievance procedure;
- (c) supervision of ballot boxes and other related functions during ratification votes involving the Employer and provided the ratification vote is held on the Employer's premises;
- (d) carrying out duties within the realm of assigned safety responsibilities for stewards who are members of safety committees; and
- (e) attending meetings called by management.

When a shop steward is the only employee on duty in a department or where their absence would require the Employer to call in another employee or assign another employee to a higher rated position, the shop steward may be refused leave of absence to transact union business. When such leave is refused, other time will be made available to ensure the union business is transacted.

## **2.7 Bulletin Boards**

The Employer shall provide bulletin board space for the posting of union business.

## **2.8 Badges, Insignia and Union Shop Cards**

A union member shall have the right to wear a union pin or badge displaying the recognized insignia of the Union.

## **2.9 Right to Refuse to Cross Picket Lines**

- (a) All employees covered by the agreement shall have the right to refuse to cross a legal picket line arising out of a dispute as defined in the appropriate legislation. An employee failing to report for duty shall be considered to be absent without pay.
- (b) Failure to cross a legal picket line encountered in carrying out the Employer's business shall not be considered a violation of this agreement nor shall it be grounds for disciplinary action.

## **2.10 Unpaid Leave - Union Business**

- (a) Leave of absence without pay and without loss of seniority shall be granted with reasonable notice for the purposes listed below. Such leave shall be subject to operational requirements and shall not be unreasonably withheld:
  - (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
  - (2) for elected or appointed representatives of the Union to attend to union business which requires them to leave their general work area;
  - (3) to employees called by the Union to appear as witnesses before an arbitration board or the BC Labour Relations Board, provided the dispute involves the Employer;

- (4) to employees representing the Union in collective bargaining with the Employer; or
- (5) for employees selected for a full-time position with the Union.

(b) To facilitate the administration of Clause (a) (1) through (a) (4) when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Employer for wages and benefits including travel time, incurred. It is understood that employees granted leave of absence pursuant to this clause shall receive their current rate of pay while on leave of absence.

For a leave granted per Clause (a) (5) above, the Union will pay wages and other benefits owed directly to the individual to whom such leave is granted.

The Union agrees to reimburse the Employer within one month of receipt of billing from the Employer.

### **2.11 Essential Services Clause**

The Union and the Company agree that the employees provide essential services defined under s.72 of the *BC Labour Relations Code*.

Prior to any work stoppage the parties will meet to identify essential positions and minimum staff levels needed to provide continuous service.

## **ARTICLE 3 - UNION SECURITY**

Employees covered by the Union's Certificate of Bargaining Authority who were employed by the Employer and were not a member of the Union prior to the date of certification, shall have the option of applying for membership in the Union which membership they shall maintain. Employees hired after the date of certification are required to become members of the Union as a condition of employment.

Nothing in this agreement shall be construed as requiring a person who was an employee prior to the certification date 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 or salary of each employee in the bargaining unit, whether or not the employee is a member of the Union, the amount of the regular monthly dues payable to the Union by a member of the Union, provided there are sufficient wages owing to the employee in the particular pay period to cover the deductions. The employee shall, as a condition of continued employment, complete an authorized form as provided by the Union for this purpose.

The Employer shall deduct from any employee who is a member of the Union any general assessments levied in accordance with the Union Constitution and/or Bylaws.

All deductions shall be made in each payroll period and membership dues or payments in lieu thereof shall be considered as owing in the month for which they are so deducted.

(b) All deductions shall be remitted to the President of the Union not later than 28 days following the end of the month in which the deduction was made and the Employer shall also provide a list of the names of those employees from whose salaries such deductions have been made together with amounts deducted from each employee.

(c) Before the Employer is obliged to deduct any amount under (a) above, the Union must advise the Employer in writing of the amount of its regular dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the President

of the Union. Upon receipt of such notice such changed amount shall be the amount deducted, provided that the changed deduction can be reasonably accommodated by the Employer's payroll system.

(d) From the date of the signing of this agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other monies deducted by the Employer from the pay of the employees in the bargaining unit, except by mutual agreement of the parties to this agreement.

(e) At the same time that Income Tax (T4) slips are made available, the Employer, without charge, shall indicate on the T4 slip the total amount of union dues paid by the employee for the previous year (the year for which the T4 slip is provided). Every reasonable effort shall be made for those to be available to the employee at the earliest possible date, or not later than March 1<sup>st</sup> of the succeeding year.

(f) A list of employees whose employment has terminated in the previous three months will be provided to the Union on a quarterly basis along with a dues remittance record in the months of January, April, July and October.

#### **ARTICLE 5 - EMPLOYER & UNION SHALL ACQUAINT NEW EMPLOYEES**

The Employer agrees to acquaint new employees with the fact that a collective agreement is in effect and with the conditions of employment set out in the articles dealing with Union Security and Dues Check off. A new employee shall be advised of the name and location of their steward. Whenever the steward is working on the same workday and work area as the new employee, the employee's immediate supervisor will introduce them to the steward.

The steward will be given an opportunity to acquaint a new employee to the Union and the collective agreement sometime during the first 30 days of employment, within the new employee's regular working hours, for 15 minutes.

#### **ARTICLE 6 - EMPLOYER'S RIGHTS**

The Union agrees that the management, operation, and direction of its working forces, including the scheduling of employees, is vested solely with the Employer unless the agreement otherwise specifies. All rights and functions of the Employer shall be retained unless modified by the collective agreement.

The Employer may conduct its business in all respects in accordance with its commitments and responsibilities, including the right to maintain and improve order, discipline, and efficiency.

The Employer may make, alter from time to time, and enforce reasonable rules of conduct and procedure to be observed by the employees, except that such rules of conduct may not be in breach of this agreement.

#### **ARTICLE 7 - EMPLOYER/UNION RELATIONS**

##### **7.1 Representation**

No person shall undertake to represent the Union or the Employer without the proper authorization of the respective party. To facilitate this, the Union shall supply the Employer with the names of its officers, and similarly, the Employer shall supply the Union with the names of the administrator or designates 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 one representative for each work location from the Surrey Pre-Trial, Surrey School Board, Nanaimo, Ford Mountain, Okanagan and Fraser Regional Correctional Centre work units.

Leave of absence to attend negotiation sessions shall be administered in accordance with Clause 2.10, Unpaid Leave - Union Business.

**7.3 Union Representatives**

(a) The Employer agrees that access to its premises will be granted to representatives of the Union when dealing with or negotiating with the Employer, or when investigating and assisting in the settlement of a grievance.

(b) The union representatives shall provide reasonable notice to the Unit Manager or their designate in advance of their intention and their purpose for entering and shall specify the anticipated duration of the visit. Such visits shall not interfere with the operation of the Employer's business.

**7.4 Definition of Employees**

(a) A regular full-time employee is one who is appointed to a regularly scheduled position and is regularly scheduled to work up to 12 hours per day, and between 35 and 40 hours per week exclusive of unpaid meal periods.

A regular full-time employee is entitled to all of the benefits outlined in this agreement.

(b) A regular part-time employee is one who is appointed to a regularly scheduled position but works less than 35 hours per week exclusive of unpaid meal periods.

A regular part-time employee is entitled to all of the benefits of this agreement on a prorated basis, except as specified in Clause 25.3 - Extended Health Plan.

(c) A casual employee is any employee "on call" with no regularly scheduled shift.

**ARTICLE 8 - GRIEVANCES****8.1 Grievance Procedure**

The Employer and the Union recognize that grievances may arise concerning:

(a) differences between the parties respecting the interpretation, application, operation or any alleged violation of a provision of this agreement, including a question as to whether or not a matter is subject to arbitration; or

(b) the dismissal, discipline or suspension of an employee bound by this agreement.

The procedure for resolving a grievance shall be the grievance procedure in this article.

**8.2 Step 1**

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

**8.3 Time Limits to Present Initial Grievance**

An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Section 8.4, must do so not later than:

- (a) 21 days after the date on which they were notified orally or in writing, of the action or circumstances giving rise to the grievance; or
- (b) 21 days after the date on which they first became aware of the action or circumstances giving rise to the grievance.

**8.4 Step 2**

(a) Subject to the time limits in Clause 8.3 - Time Limits to Present Initial Grievance, the employee will present a grievance at this level by:

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

(b) The supervisor shall acknowledge receipt of the written grievance by signing and dating the grievance form at the time that the grievance is presented.

**8.5 Time Limit to Reply at Step 2**

The representative designated by the Employer to handle grievances at Step 2 shall reply, in writing to the Union, to an employee's grievance within 21 days of receiving the grievance at Step 2.

**8.6 Step 3**

The President of the Union or his designate may present a grievance at Step 3 within:

- (a) 21 days after the decision has been conveyed to them by the representative designated by the Employer to handle grievances at Step 2;
- (b) 21 days after the Employer's reply was due.

**8.7 Time Limit to Reply at Step 3**

The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within 21 days of receipt of the grievance at Step 3.

**8.8 Time Limit to Submit to Arbitration**

Failing satisfactory settlement at Step 3, and pursuant to Article 9 - Arbitration, the President or their designate may inform the Employer of their intention to submit the dispute to arbitration within:

- (a) 21 calendar days after the Employer's decision has been received;
- (b) 21 calendar days after the Employer's decision was due.

**8.9 Administrative Provisions**

(a) Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by priority courier, facsimile or email.

- (b) Grievances, replies and notification shall be deemed to be presented on the day on which they are registered and received on the day they were delivered to the appropriate offices of the Employer or the Union.
- (c) The time limits fixed in this grievance procedure may be altered by mutual consent of the parties, but the same must be in writing.

#### **8.10 Time Limits**

If the President of the Union or their designate, an employee, or an employer fails to process a grievance within the prescribed time limits, the grievance will be deemed to have been abandoned. However, neither party will be deemed to have prejudiced its position on any future grievance.

#### **8.11 Deviation from Grievance Procedure**

- (a) The Employer agrees that, after a grievance has been initiated by the Union at Step 2, the Employer's representatives will not enter into discussion or negotiation with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union. 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.
- (b) Where an employee has filed a complaint with the Ombudsman or the Employment Standards Branch, the grievance shall be deemed to be abandoned unless the complaint is withdrawn, in writing, within 45 days of it being filed.

#### **8.12 Policy Grievances**

Where either party to this agreement disputes the general application, interpretation or alleged violation of an article of this agreement, the dispute shall be discussed initially with the District Manager, their designate or the Union within 21 calendar days of the occurrence. Where no satisfactory agreement is reached, either party within a further 21 calendar days, may submit the dispute to arbitration, as set out in Article 9 - Arbitration of this agreement.

#### **8.13 Dismissal or Suspension**

Employees dismissed or suspended for alleged cause shall have the right to submit a grievance to the District Manager, or their designate, commencing at Step 3 within 21 days of the employee receiving notice of dismissal or suspension.

### **ARTICLE 9 - ARBITRATION**

#### **9.1 Notification**

Where a difference arising between the parties relating to the interpretation, application or administration of this agreement, including any questions as to whether a matter is arbitrable, either of the parties may, after exhausting the grievance procedure in Article 8 - Grievances, notify the other party within 30 days of the receipt of the reply at the third step, of its desire to submit the difference or allegation to arbitration.

#### **9.2 Assignment of a Single Arbitrator**

- (a) When a party has requested that a grievance be submitted to an arbitration and either party has requested that a hearing date be set, an arbitrator will be assigned from the mutually agreed upon list of single arbitrators.

- (b) Depending upon availability, single arbitrators shall be assigned cases on a rotating basis.
- (c) The parties shall agree upon a list of arbitrators which shall be appended to this agreement.
- (d) An arbitrator may be removed from the list by mutual agreement.
- (e) The parties shall endeavour to develop and maintain a list of acceptable arbitrators that is gender balanced.

### **9.3 Decision of Arbitrator**

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

### **9.4 Disagreement of Decision**

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision, they shall make every effort to do so within seven days.

### **9.5 Expenses of Arbitrator**

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

### **9.6 Amending Time Limits**

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

### **9.7 Fast Track, Mediation/Arbitration Process**

#### *(a) Procedure*

- (1) The process can only be used by mutual agreement between the parties who are signatory to this collective agreement.
- (2) The outcome will be binding on the parties.
- (3) The cost will be borne in accordance with Section 112 of the *Industrial Relations Act* (e.g. Employer one-third, Union one-third, government one-third).
- (4) The procedure may be used after Step 2 of the Grievance Procedure outlined in Article 8 - Grievances.
- (5) No legal counsel (lawyer) will be used by either party. The Union will use elected officers or staff representatives. The Employer will use employees of its Human Resources Department.
- (6) The number of cases to be heard at any given time will not exceed three.
- (7) The parties or their representative will try to get an agreed statement of facts for presentation to the Arbitrator.
- (8) Wherever possible the Arbitrator will attempt to mediate a settlement between the parties.
- (9) In such case that the Arbitrator must write a decision, such decision shall be brief and to the point.

(10) An agreed schedule for the process will be arranged in advance, based on a mutual assessment of the length of time needed to present each case.

(11) General rules of evidence will be waived except for the rule of "onus".

(12) The offices of the Employer and the Union will be used for the process on an alternating basis starting with the union offices.

(b) *Guidelines*

(1) *The Opening Statement:* This should basically set out the case from each party's perspective. The Arbitrator will aggressively seek at this point to define the issue and to determine what evidence is agreed to and what is not.

(2) *The Hearing:* Sufficient witnesses should be called to ensure the "story" is properly told. Where it is an issue of credibility or conflicting evidence, the key individuals must testify.

(3) *The Argument:* As agreed, the parties will not cite legal precedents but may refer to Brown and Beatty, Palmer, etc. However, it is imperative that the relevant provisions of the collective agreement be canvassed by counsel to ensure that all relevant clauses are put before the Arbitrator.

(4) *Mediation:* Counsel must accept some responsibility at this stage to assist the Arbitrator in assessing the evidence before him. Specifically, if counsel can assist in assessing credibility and/or contradictory evidence, they should do so.

(5) *The Decision:* If mediation fails or is not appropriate and if the decision can be rendered after a short deliberation, the Arbitrator will do so. By meeting first with counsel to explain the framework of his decision, the parties are provided with the opportunity to influence the exact terms of the resolution. With the framework of settlement as outlined by the Arbitrator, the parties can work out exact terms which best suit the specifics of the case. Such an opportunity should not be wasted by continuing to argue the merits of the case.

## **ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE**

### **10.1 Burden of Proof**

In all cases of discipline and dismissal, except in the case of probationary employees, the burden of proof of just cause shall rest with the Employer.

### **10.2 Notice of Dismissal or Suspension**

Notices of dismissal or suspension shall be in writing and shall set forth the reasons for dismissal or suspension.

### **10.3 Right to Grieve Other Disciplinary Action**

(a) Disciplinary action grievable by the employee shall include written censures, letters of reprimand and adverse reports or adverse employee appraisals. An employee shall be given a copy of any such document placed on the employee's file which might be the basis of disciplinary action. Should an employee dispute any such entry in their file, they shall be entitled to recourse through the grievance procedure and the eventual resolution thereof shall become part of their personnel record.

(b) Upon the employee's request, any such document, other than employee appraisals, substantiated security - related issues, those relating to sexual or personal harassment, or theft, shall be removed from the employee's file after the expiration of 12 months from the date it was issued provided there has not been any further infraction. Disciplinary documents relating to sexual or personal harassment,

theft, or substantiated security-related issues shall be removed from an employee's file, after the expiration of 24 months from the date issued, provided there has not been any further infractions.

(c) 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. Letters of Expectation shall not be deemed as disciplinary, but shall be placed on the Employee's file, and a copy provided to the Union.

#### **10.4 Evaluation Reports**

Where a formal appraisal of an employee's performance is carried out, the employee concerned shall be given an opportunity to read and review a copy of the appraisal, away from the worksite. The employee shall sign the appraisal within 48 hours of receipt of the appraisal. The form shall provide for the employee's signature in two places, one indicating that the employee has read and agrees with the appraisal; the other indicating that the employee has read and disagrees with the appraisal.

An employee shall receive a copy of this evaluation report at the time of signing.

All final employee performance appraisals shall form part of the employee's permanent record.

If the employee doesn't submit a grievance on the content of the appraisal within 30 days of the date on which the employee signed the appraisal in disagreement, the appraisal shall become a permanent part of the employee's record.

#### **10.5 Personnel File**

(a) 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, in the office in which the file is normally kept, in order to facilitate the investigation of a grievance. The employee or the President, as the case may be, shall give the Employer 48 hours notice, prior to having access to such file. Access to the file shall be no later than seven days after notice is given.

(b) With 48 hours notice given to the Employer, an employee shall be permitted to review their personnel file in the office in which the file is normally kept and in the indirect presence of the Manager. Access to the file shall be not later than seven days after notice is given.

#### **10.6 Right to Have Steward Present**

Where a supervisor intends to interview an employee for disciplinary purposes, the supervisor must notify the employee in advance of the purpose of the interview in order that the employee may contact their steward, providing that this does not result in an undue delay of the appropriate action being taken.

Where a supervisor intends to interview a shop steward for disciplinary purposes, the steward shall have the right to consult with a staff representative of the Union and to have another shop steward or alternate present at any disciplinary discussion with supervisory personnel, providing that this does not result in an undue delay of the appropriate action being taken.

This provision shall not apply to those discussions that are of an operational nature and do not involve imposition of disciplinary action.

#### **10.7 Employment Abandoned**

Any employee who fails to report for work and does not notify their supervisor within three workdays and who cannot give a reason acceptable to the Employer shall be considered as having abandoned their position.

**ARTICLE 11 - SENIORITY****11.1 Seniority**

Upon completion of the probationary period, the initial date or hours of employment shall be used for determining benefits and seniority start date.

Full-time employees shall have seniority by date of hire.

Part-time and casual employees shall have seniority calculated in hours worked.

Should a part-time or casual be appointed to a full-time position and upon successful completion of the probationary period, then hours shall be converted into days and then start date shall be back dated from the full-time date of hire.

In determining seniority for a promotion/vacancy, any part-time or casual shall have their hours converted to years (e.g., one year = 2080 hours).

**11.2 Seniority Lists**

(a) An up-to-date seniority list shall be posted in the unit on January 1 and July 1 of each year. The list shall be open for correction for a period of 30 calendar days following the posting, after which the seniority will be considered accurate.

(b) The seniority list shall be sent to the President of the Union, or their designate. This list shall include the name, classification, seniority and home address of each employee.

**11.3 Loss of Seniority**

An employee shall lose their seniority and shall be deemed to have terminated their employment in the event that:

- (a) they are discharged for just cause;
- (b) they voluntarily terminate their employment;
- (c) they are on layoff for more than 12 months;
- (d) they abandon their position in accordance with Clause 10.7 - Employment Abandoned;
- (e) they are on layoff and fail to report for work of an ongoing nature within seven calendar days after being notified of recall by priority courier from the Employer.

**11.4 Same Service Seniority Date**

Where seniority rights are in dispute and two or more employees have the same amount of seniority, the matter will be determined through the toss of a coin.

**11.5 Bridging of Service**

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

- (a) the employee must have been a regular employee with at least two years of service seniority at time of termination;
- (b) the resignation must indicate the reason for termination;

- (c) the break in service shall be for no longer than six years;
- (d) the previous length of service shall not be reinstated until successful completion of the probationary period on re-employment.

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

## **ARTICLE 12 - VACANCY POSTING**

### **12.1 Postings**

- (a) A posting shall be required for vacancies or new positions which are in excess of two calendar months and which the Employer is seeking to fill. A one-time increase of five hours or less per week in the number of regularly scheduled hours of a regular position shall not constitute a vacancy.

A change in the starting or quitting times, shift schedules, or scheduled days off shall not constitute a vacancy.

The Employer will post job vacancies within seven days. Copies of the posting will be faxed or mailed to each facility and posted by the Manager.

Preference will be given to employees meeting the qualifications from the bargaining unit where the vacancy occurred.

- (b) The Employer agrees to post such vacancy or new job for a period of at least seven calendar days in advance of the selection. Applications must be received in writing during the seven day period in order to be considered by the Employer.

- (c) The posting shall contain the following information: title of the job, qualifications, nature of the position, present minimum hours of work, wage rate or range.

- (d) Where operational requirements make it necessary, the Employer may make temporary appointments pending the posting process.

- (e) A copy of every job posting will be sent to the Chairperson of the Bargaining Committee and the President of the Union or their designate.

- (f) Every effort will be made to fill a vacancy within 21 days.

- (g) If a vacancy is posted and filled by an employee currently in the bargaining unit, the successful applicant will be notified within one week of the decision being made and the name of the successful candidate will be posted on the bulletin board.

- (h) In the event a vacancy is not filled within the bargaining unit, applicants from other BCGEU Compass bargaining units will be given priority over any external candidates. Seniority will be ported for the purposes of vacation entitlement and health and welfare benefits only.

- (i) An employee granted a temporary promotion or transfer shall return to their former job pay and rate without loss of seniority and accrued privileges when the temporary position or transfer terminates.

- (j) The parties agree that full-time positions aid in recruitment and retention of qualified employees. Therefore, prior to posting a regular part-time position, additional hours up to the maximum allowable

straight-time hours, will be offered by seniority to regular employees who have the qualifications and work within the worksite in which the hours are available. The hours shall form part of their ongoing regularly scheduled hours.

### **12.2 Selection Criteria**

The successful applicant will be determined on qualifications, knowledge, education, skills, experience, personal suitability and seniority. Where two or more applicants are equal, the one with the greater seniority will be selected.

### **12.3 Probationary Period**

It is understood that all new employees will be subject to a probationary period of 60 shifts or 488 hours worked, whichever comes first. The Employer may dismiss a probationary employee where the probationary employee is found to be unsuitable for continued employment in the position to which they have been appointed.

### **12.4 Qualifying Period**

When a vacancy is filled by an existing regular employee, the employee shall be declared permanent in the new job after a period of 30 work shifts or 244 hours of work., whichever comes first. 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 job classification, or the employee wishes to return to their former position, they shall be returned to their former position and wage/salary rates, without loss of seniority. Any other employee promoted or transferred because of rearrangement of positions shall be returned to their former position and wage or salary rate, without loss of seniority.

### **12.5 Applications from Employees**

Applications from qualified employees within the bargaining unit shall be considered prior to applications from non-employees

If there are two or more employees within the work unit who meet the qualifications as set out in Clause 12.2 - Selection Criteria, the most senior employee will be appointed to the position.

### **12.6 Right to Grieve**

Where an employee feels they have been aggrieved by any decision of the Employer relating to promotion, transfer or demotion, the employee may initiate a grievance.

### **12.7 Applying for Positions While on Vacation or Leave of Absence**

An employee may put in writing, their desire to be notified by email regarding a vacancy that may arise in a particular classification(s) while they are on vacation or a leave of absence. It is the responsibility of the employee to ensure that they apply in writing for the position before the closing date of the posting in order to be considered for vacancy.

## **ARTICLE 13 - LAYOFF AND RECALL**

### **13.1 Pre-Layoff Canvass**

Prior to the layoff of regular employees under Clause 13.2 - Layoff, the Employer may canvass any employee(s) to provide options or alternatives with regard to an impending layoff.

Should the Employer choose to canvass, they will notify the Union. The parties agree to jointly explore options in order to cause the least disruption to employees and the workplace.

**13.2 Layoff**

In the event of a layoff:

- (a) Permanent full-time and part-time employees shall be laid off by classification in reverse order of seniority within a work unit.
- (b) An affected employee will have the following options, in the following order:
  - (1) choose layoff and recall or severance as per Clause 13.1(d) or, in the following order may:
    - (i) bump least senior employee in own classification in own work unit with equivalent hours;
    - (ii) bump least senior employee in own classification in another work unit with equivalent hours, and in geographic area;
    - (iii) bump least senior employee in own classification in another work unit with equivalent hours and outside geographic area;
    - (iv) bump least senior employee with equivalent hours in an equal or lower classification in own work unit; and
    - (v) bump least senior employee with equivalent hours in an equal or lower classification in another work unit.
  - \* *Should none of the above be available in equivalent hours, bumping occurs in same order as above but with "less hours".*
  - \* *Equivalent hours shall be defined as a three hours difference.*
- (c) \*An employee whose hours are reduced from full-time or part-time or casual or part-time to casual for a period of one month or more shall be entitled to exercise the layoff article.
- (d) Bumping rights must be exercised within five working days of notification of layoff to the first affected person and three working days to any subsequent persons. Written notice will be provided to the Manager.
- (e) Employees on layoff shall be recalled in order of seniority, and classification subject to ability to do the work available.
- (f) In the event of a permanent layoff, two weeks' notice will be given to an employee with less than three years' seniority and three weeks' notice will be given to an employee with more than three years' seniority and one additional week's notice for each additional year of seniority to a maximum of eight weeks' notice. In the event of a permanent layoff if the Employer does not give proper notice an employee will receive equivalent to one weeks' pay for every week not given in severance notice.
- (g) Notice of layoff shall not apply where an employer can establish that the layoff results from an act of God, fire or flood.

**ARTICLE 14 - HOURS OF WORK****14.1 Continuous Operation**

The workweek shall provide for continuous operation based on a seven day week, 24 hours per day.

**14.2 Hours of Work**

- (a) The hours of work will normally not exceed 12 hours per day exclusive of unpaid meal breaks and will normally not exceed 40 hours per week.

(b) Regular employees working less than the allowable straight-time maximum shall be offered the opportunity to increase their hours up to the allowable straight-time maximum in the same classification, in order of seniority.

### **14.3 Scheduling Provisions**

(a) The Employer shall arrange all shift schedules and post them at least 14 days in advance of the effective date and provide a copy to the steward.

(b) Employees shall not normally be required to work in excess of five consecutive shifts without receiving two consecutive days off, which may include statutory holidays, otherwise overtime shall be paid in accordance with Article 15 - Overtime. However, employees will have the right to work up to 40 hours per week at their request. By mutual agreement, a shift on the sixth day may be worked if the duration of the shift does not invoke overtime.

(c) There shall be no split shifts scheduled except by mutual agreement between the Employer and the Union.

(d) An employee reporting for work at the call of the Employer shall be paid a minimum of two hours' pay at their regular rate of pay if they do not commence work, and a minimum of four hours' pay at their regular rate if they commence work.

(e) Employees may exchange shifts with the approval of the Employer provided that a minimum of 48 hours advance notice in writing is given and there is no increase in cost to the Employer. All rights to consecutive days off, overtime pay, and any premiums that result from the exchange are waived.

(f) If shifts are scheduled so that there are not eight hours between the end of an employee's shift and the start of the next shift, overtime rates shall apply to hours worked on the succeeding shift which fall short of the eight hour period.

(g) In the event the Employer must make shift schedule changes due to illness or injury, such changes may be made with 48 hours notice without incurring any overtime costs.

### **14.4 No Reduction in Hours**

The hiring of a new employee in a classification will not result in a reduction of hours for an employee in any classification, unless mutually agreed between the Employer and the union designated representative.

### **14.5 Rest and Meal Periods**

(a) There shall be a 15 minute rest period in each half of any full shift. Employees working less than a full shift, but a minimum of four hours, will receive one 15 minute rest period.

(b) An unpaid meal period of one-half hour or as otherwise stated in Hours of Work will be scheduled as close as possible to the normal institutional meal period and may be taken away from the work area. Employees required by the Employer to work during their scheduled meal period will have their meal period rescheduled to an alternative time during that shift. Employees whose meal period is not rescheduled will be paid for their meal period at the applicable rate.

(c) Employees working a shift of greater than eight hours duration will be entitled to an additional rest break of 15 minutes for every additional four hours or majority thereof.

## ARTICLE 15 - OVERTIME

### 15.1 Definition of Overtime

- (a) "*Overtime*" means work performed by an employee in excess of the hours outlined in Clause 14.2 - Hours of Work.
- (b) "*Straight-time rate*" means the hourly rate of remuneration.
- (c) "*Time and one-half*" means one and one-half times the straight-time rate.
- (d) "*Double-time*" means twice the straight-time rate.

### 15.2 Authorization and Application of Overtime

An employee who is required to work overtime shall be entitled to overtime compensation when the overtime worked is authorized in advance by the Unit Manager.

### 15.3 Right to Refuse Overtime

- (a) All employees have the right to refuse to work overtime without being subject to disciplinary action for so refusing, except when required to do so in emergency situations.
- (b) In the event of all Employees refusing overtime, the junior Employee in the classification shall be compelled to accept the overtime.

### 15.4 Overtime for Part-Time Employees

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

A regular part-time employee working less than the normal days per week of a full-time employee and who is requested to work other than their regularly scheduled workdays, shall be paid at the rate of straight-time for the days so worked up to and including the normal workdays in the workweek of a full-time employee. Overtime rates shall apply to hours worked in excess of normal workdays in the workweek of a full-time employee.

### 15.5 Overtime Compensation

Overtime worked shall be compensated at the following rates:

- (a) time and one-half for the first two hours of overtime, and double-time for additional hours on a regularly scheduled workday;
- (b) time and one-half for the first two hours, and for all subsequent hours on a day of rest, but employees shall not have the day off rescheduled.

### 15.6 Callback

Employees called back to work on their regular time off shall receive a minimum of three hours' overtime pay at the applicable overtime rate, or shall be paid at the applicable overtime rate for the time worked, whichever is greater.

### 15.7 Rest Interval

An employee required to work overtime beyond their regularly scheduled shift shall be entitled to eight clear hours between the end of the overtime work and the start of their next regular shift. If eight clear

hours are not provided, overtime rates shall apply to the hours by which the time off fell short of eight clear hours.

### **15.8 Shift Exchanges**

In no event shall any overtime be payable as a result of employees voluntarily exchanging shifts.

### **15.9 Overtime Meal Allowance**

An employee who is required to work a minimum of two and one-half hours overtime following their scheduled hours of work, shall be provided with a meal at the Employer's expense.

## **ARTICLE 16 - PAID HOLIDAYS**

### **16.1 Paid Holidays**

Regular full-time employees shall be entitled to a day off with pay for each of the following statutory holidays:

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

Any other holiday proclaimed as a holiday by the federal government or the government of the Province of British Columbia shall also be a paid holiday.

### **16.2 Holiday Falling on a Scheduled Workday**

An employee who works on a statutory holiday named in Clause 16.1 – Paid Holidays shall be compensated at the rate of time and one-half for all hours worked on the holiday and receive another day off with pay at a time mutually agreed between the Employer and the employee. Unused holiday days will be paid out at the end of each calendar year.

### **16.3 Holiday Falling on a Day of Rest**

When a paid holiday falls on an employee's day of rest, the employee shall have the option of either an additional day's pay or a paid day off in lieu of the holiday. The lieu day shall be scheduled at a time mutually agreed between the Employer and the employee.

### **16.4 Holiday Coinciding with Day of Vacation**

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

### **16.5 Holiday Pay Calculation**

- (a) No employee shall receive holiday pay for a statutory holiday unless they were hired more than 30 calendar days immediately preceding the holiday and has worked 120 hours in the last 30 days.
- (b) Employees shall be paid accordingly to their regularly scheduled shift for each statutory holiday where no work is performed.

**ARTICLE 17 - ANNUAL VACATIONS****17.1 Vacation Entitlement**

- (a) The vacation year is April 1<sup>st</sup> to March 31<sup>st</sup>.
- (b) An employee who has completed 12 full calendar months service as of June 30<sup>th</sup> shall receive two weeks vacation and shall be paid four percent of their gross earnings in the previous 12 months.
- (c) An employee who has completed four full years service as of June 30<sup>th</sup> shall receive three weeks vacation and shall be paid six percent of their gross earnings in the previous 12 months.
- (d) An employee who has completed eight full years service as of June 30<sup>th</sup> shall receive four weeks vacation and shall be paid eight percent of their gross earnings in the previous 12 months.
- (e) An employee who has complete 12 full years service as of June 30<sup>th</sup> shall receive five weeks vacation and shall be paid 10% of their gross earnings in the previous 12 months.
- (f) An employee who has completed less than 12 full months service as of June 30<sup>th</sup> shall receive one day paid vacation for each calendar month worked, from the commencement of service to a maximum of 10 days, provided that their employment started on or before the 15<sup>th</sup> day of any month they shall earn vacation entitlements from the first day of the month and when employment has commenced on or after the 16<sup>th</sup> day of any month, they shall earn vacation entitlements from the first day of the following month.
- (g) Regular part-time employees will be entitled to annual vacation on a pro rata basis.
- (h) For purposes of vacation scheduling, part-time employees shall have seniority by date of hire.

**17.2 Vacation Earnings for Partial Year**

- (a) Where employment is terminated, employees shall be granted earned and unused annual vacation pay calculated on a proportionate basis. Any vacation owing at time of resignation will be paid out and shall not be taken as time in lieu of notice.
- (b) An employee whose employment ceases before they have completed five working days of employment is not entitled to annual vacation pay.

**17.3 Vacation Carryover**

Regular employees, upon completion of 12 months service, may carry over a maximum of five days unused vacation from one vacation year to be used in the next vacation year.

**17.4 Callback**

- (a) Employees who have commenced their annual vacation shall not be called back to work, except in cases of extreme emergency and by mutual agreement.
- (b) Time necessary for travel in returning to their place of duty and returning again to the place from which they were recalled shall not be counted against their remaining vacation time.
- (c) Employees called back to work from vacation will be reimbursed vacation days worked.

**17.5 Vacation Scheduling**

Subject to operational requirements, scheduling of vacations shall be in accordance with service seniority within a department. Where an employee chooses to split their vacation, they shall exercise seniority rights in the choice of the first vacation period. Seniority shall prevail in the choice of the second vacation

period, but only after all other first vacation periods have been selected. Seniority shall prevail in the choice of subsequent vacation periods in like manner.

An employee shall be entitled to receive their vacation to a maximum of four consecutive weeks in an unbroken period. During the prime time period of May 1<sup>st</sup> to September 30<sup>th</sup>, the unbroken period shall not exceed four weeks.

No employee shall be entitled to more than two vacation periods per vacation year unless mutually agreed.

#### **17.6 Vacation Schedules**

- (a) Employees shall submit their vacation requests to their supervisor on or before March 1<sup>st</sup>.
- (b) An employee who does not exercise their seniority rights by the cutoff dates stipulated above, shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.
- (c) Vacation schedules shall be posted by no later April 1<sup>st</sup> of each year and, once posted, shall not be changed except in cases of emergency with the mutual agreement of the Employer and employee.

#### **17.7 Vacation Pay**

Upon receipt of 30 days written notice, the Employer shall pay to the employee, immediately prior to the commencement of their vacation, an amount equivalent to their vacation pay earned, up to the amount of vacation time being taken.

### **ARTICLE 18 - SICK LEAVE**

#### **18.1 Sick Leave Plan**

- (a) The Employer will provide employees who have completed their probation period with a bank of six days casual illness on January 1<sup>st</sup> of each year. Any sick days that remain unused at the end of the calendar year will be paid out at a rate of 50% of the current rate at the beginning of the following calendar year.
- (b) In addition, the Employer will provide employees with a sick leave plan that will pay employees 66⅔% of their regular wages up to the Employment Insurance maximum, starting on the first day of injury or the fifth day of illness up to a maximum of 26 weeks.
- (c) Employees may deduct time from their sick time for medical and dental appointments that cannot be scheduled outside of normal working hours. Employees may deduct time from their sick bank to attend to the needs of ill family members when no one else is able to.

#### **18.2 Proof of Illness**

After five days of absence due to illness or injury, and every 30 days thereafter, an employee will be required to provide proof of illness stating the reason for the absence and the expected date of return to work in order to receive benefits under the Short-Term Disability Plan. If there is a question as to the legitimacy of a claim for sick leave benefits, the Employer may require an employee to provide additional proof of illness or injury and the cost will be borne by the Employer.

#### **18.3 Employee to Inform Employer**

The employee shall advise the supervisor prior to the start of the shift of their inability to report to work because of illness or injury, and the probable date of their return to work.

Employees who have been absent from work due to illness for a period of five consecutive days must provide at least 48 hours' notice to the Employer prior to their return to work.

It is agreed that longer notice is required for absences in excess of 30 consecutive calendar days.

If the employee is seeking accommodation in their return to work, a Treatment Memorandum must be supplied to the Employer at least three days before their return to work.

Any cost related to obtaining a medical clearance certificate or Treatment Memorandum will be paid by the Employer.

#### **18.4 Expiration of Sick Leave Hours**

The Employer shall inform employees, in writing, when their sick leave hours expire. At the expiration of paid sick leave hours, employees who continue to be off on sick leave shall be placed on Unpaid Leave of Absence in accordance with Clause 20.5 - Health and Welfare Benefits while on Unpaid Leave of Absence. If the employee is on Short Term Disability or Long-Term Disability but remains unfit to return to their previous position at the expiry of the unpaid leave of absence, the employee must apply for further leave of absence.

#### **18.5 Probationary Period**

During the probationary period, an employee is entitled to unpaid sick leave.

#### **18.6 Third Party Coverage**

In the event that an employee is absent from duty because of illness or injury in respect of which wage loss benefits may be payable to the employee by the Insurance Corporation of British Columbia (ICBC), the liability of the Employer to pay sick pay shall rank after the ICBC. Notwithstanding such liability, the Employer shall pay the employee such sick leave pay as would otherwise be payable under this agreement. The employee shall not be obliged to take action against the ICBC, but the Employer shall be entitled to subrogate to the rights of the employee and to take whatever action may be appropriate against the ICBC at any time after six months following the illness or injury, unless the employee first elects to take action on their own behalf. To the extent that the employee recovers monies as compensation for wages lost, the Employer shall be reimbursed any sick leave pay that it may have paid to the employee.

Where the Employer recovers monies from the ICBC, the employee's sick leave credits shall be proportionately reinstated.

### **ARTICLE 19 - WORKERS' COMPENSATION**

#### **19.1 Reporting of Workplace Injuries**

An employee who suffers a work related injury or illness is required to immediately report it to the Employer. If medical assessment identifies any functional limitations, these limitations must be reported to the Employer within 24 hours of assessment.

#### **19.2 Date of Injury**

An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

**19.3 Benefits While on Compensation**

Employees who are absent from work and in receipt of WorkSafeBC wage-loss replacement benefits shall be considered as being on unpaid leave of absence, except that seniority and benefits shall be applied as follows:

- (a) Seniority hours pursuant to Clause 11.1 - Seniority shall continue to accrue.
- (b) Accumulative benefits shall continue to accrue.
- (c) The Health and Welfare provisions of Article 25 - Health and Welfare will continue for the period of time the employee is in receipt of wage-loss replacement benefit.

Where the Workers' Compensation Board denies an employee's claim (and/or appeal if applicable), the employee shall reimburse the Employer for any health and welfare premiums paid by the Employer in accordance with Article 25 - Health and Welfare Benefits, while on unpaid leave of absence.

**19.4 Employee to Contact Employer**

Employees who are absent from work due to a WorkSafeBC related injury shall contact their supervisor or the designated person in charge on a regular basis regarding the status of their condition and/or the anticipated date of return to work.

Prior to returning to work, employees who have been absent from work and in receipt of WorkSafeBC wage-loss replacement benefits may be required to produce a medical certificate certifying that they have fully recovered from the compensable injury and are able to perform the full scope of their duties.

**19.5 Transportation**

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

**ARTICLE 20 - SPECIAL AND OTHER LEAVE****20.1 Bereavement Leave**

- (a) In the case of bereavement in the immediate family, an employee not on leave of absence without pay shall be entitled to special leave at their regular rate of pay, from the date of death to and including the day of the service with, if necessary, an allowance for immediate return travelling time. Such leave shall not exceed three working days. An additional two paid days will be granted when the service is out of province.
- (b) Immediate family is defined as an employee's parent, spouse, child, brother, sister, father in-law, mother-in-law, foster child, grandfather, grandmother, grandchild, son-in-law, daughter in-law, brother-in-law, sister-in-law, stepparent, stepchild, legal guardian and any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) In the event of the death of the employee's aunt and uncle, niece, nephew or cousin the employee shall be entitled to bereavement leave for one day without pay for the purpose of attending the service.
- (d) Every effort will be made to grant additional bereavement leave of absence without pay, if requested by the employee.

**20.2 Compassionate Care Leave**

An employee who is in receipt of compassionate care benefits under the *Employment Insurance Act* is entitled to a leave of absence without pay for the purpose of providing care or support to a gravely ill family member at risk of dying within 26 weeks. There will be no interruption in the accrual of seniority during this leave. Eligibility for benefits provided for under Article 25 Health and Welfare will be maintained for a maximum period of eight weeks.

**20.3 Leave Respecting Death of Child**

An employee is entitled to leave of absence without pay for up to 104 weeks if they are entitled to leave respecting death of child under the *Employment Standards Act* and such leave shall be in accordance with the *Employment Standards Act*.

Seniority will accrue for the duration of the approved leave.

**20.4 Leave Respecting Disappearance of Child**

An employee is entitled to leave of absence without pay for up to 52 weeks if they are entitled to leave respecting disappearance of child under the *Employment Standards Act* and such leave shall be in accordance with the *Employment Standards Act*.

Seniority will accrue for the duration of the approved leave.

**20.5 Unpaid Leave for Public Office**

Employees shall be granted unpaid leave of absence to enable them to run for elected public office, and if elected, to serve their term(s) of office.

**20.6 Unpaid Leave**

(a) An employee may request unpaid leave of absence. Requests for such leave of absence will be made in writing, addressed to their immediate supervisor. Reasonable notice will be given to minimize dislocation of staff. The Employer will indicate to the employee, in writing, the acceptance or refusal of such a request within a reasonable period of time. Such permission shall not be unreasonably withheld. Employees who have been granted an unpaid leave of absence will not work for another employer during the time of the absence without first obtaining authorization from the District Manager.

(b) When an employee is away on unpaid leave of absence or an accumulation of unpaid leaves of absence exceeding 20 working shifts in any year, the employee shall not accumulate benefits or seniority from the 21<sup>st</sup> day of the unpaid leave to the last day of the unpaid leave.

**20.7 Health and Welfare Benefits While on Unpaid Leave of Absence**

The Employer will continue to pay the applicable Health and Welfare benefits for a maximum of 20 work shifts in any calendar year. For any leave of absence or accumulation of leaves of absence in excess of 20 work shifts in any calendar year, benefit coverage may be continued by the employee, provided the employee pays, in advance, the monthly cost of all the benefit premiums to the Employer in accordance with the procedures established by the Employer. This does not apply to those leaves of absence where benefits premiums are continued.

**20.8 Education Leave**

(a) When an employee is required to take a course by the Employer, the Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees and course

required books, pre-approved out of town travelling and subsistence expenses and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.

(b) When an employee goes on approved Education Leave, upon completion of the leave they will return to their former position.

(c) An employee may request a leave of absence for educational purposes. Requests for such leave will be made in writing and will indicate the relationship of such employee education to the Employer's business. Reasonable notice will be provided by the employee to minimize the dislocation of staff. The Employer will entertain requests that directly relate to the needs of the business and will indicate to the employee in writing, the acceptance or refusal of such a request within a reasonable period of time. Such permission shall not be unreasonably withheld but will ensure that operational requirements are maintained.

### **20.9 Jury Duty and Leave for Court Appearances**

A regular employee who is subpoenaed to serve as jurors or witnesses in any court provided such court action is not occasioned by the employee's private affairs, shall be granted leave of absence without loss of pay equal to the length of the court duty. An employee in receipt of their regular earnings while serving at a court shall remit to the Employer all monies paid to them by the court, except travelling and meal allowances not reimbursed by the Employer.

## **ARTICLE 21 - MATERNITY PARENTAL LEAVE**

### **21.1 Maternity Leave**

A pregnant employee is entitled to maternity leave of up to 17 consecutive weeks without pay.

(a) An employee shall notify the Employer in writing of the expected date of birth. Such notice will be given at least four weeks prior to the expected date of the birth.

(b) The period of maternity leave shall commence no earlier than 13 weeks prior to the expected birth date and no later than the actual birth date. The commencement of leave may be deferred for any period approved in writing by a duly qualified medical practitioner or by mutual agreement of the Employer and employee. Agreement to such deferral will not be unreasonably withheld by the Employer.

### **21.2 Parental Leave**

(a) Upon written request, an employee shall be entitled to parental leave.

(b) Such written request pursuant to (a) above must be made at least four weeks prior to the proposed leave commencement date. Such leave request must be supported by appropriate documentation.

(c) Leave taken under this clause shall commence:

(1) in the case of an employee who took maternity leave as per Clause 21.1 above, up to 61 consecutive weeks of unpaid leave may be taken, which must begin, unless the employer and employee agree otherwise, immediately following the conclusion of leave taken pursuant to Clause 21.1. The combined leave of Clause 21.1 and 21.2 is limited to 78 weeks plus any additional leave the employee may be entitled to under BC Employment Standards for maternity and parental leave;

(2) in the case of a non-birth or adoptive parent, up to 62 consecutive weeks of unpaid leave may be taken, which must be commenced within 78 weeks of the birth of the child or the date the child is placed with the parent.

### **21.3 Additional Leave**

- (a) An employee who takes unpaid leave as per Clause 21.1 is entitled to an additional six consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, the employee is unable to return to work at the conclusion of the maternity leave;
- (b) An employee who takes unpaid leave as per Clause 21.2 is entitled to an additional five consecutive weeks of unpaid leave if the child has a physical, psychological or emotional condition requiring an additional period of parental care at the conclusion of the parental leave.
- (c) For (a) and/or (b) above the Employer may request a medical certificate or other appropriate documentation to substantiate the additional leave.

### **21.4 Employment Deemed Continuous**

The services of an employee who is absent from work in accordance with this article shall be considered continuous for the purpose of Article 13 - Layoff and Recall and Clause 17.1 - Vacation Entitlement and any pension, medical or other plan beneficial to the employee, and the Employer shall continue to make payment to the plan in the same manner as if the employee were not absent where:

- (a) the employer pays the total cost of the plan, or
- (b) the employee elects to continue to pay their share of the cost of a plan that is paid for jointly by the Employer and the employee.

### **21.5 Reinstatement**

- (a) An employee who resumes employment on the expiration of the leave of absence granted in accordance with this article shall be reinstated in all respects by the Employer in the position previously occupied by the employee, or in a comparable position, and with all increments to wages and benefits to which the employee would have been entitled had the leave not been taken.
- (b) Where the Employer has suspended or discontinued operations during the leave of absence granted under this article and has not resumed operations on the expiry of the leave of absence, the Employer shall, on resumption of operations and subject to seniority provisions in this collective agreement, comply with (a) above.

### **21.6 Prohibition**

- (a) An employer shall not:
  - (1) terminate an employee, or
  - (2) change a condition of employment of an employee without the employee's written consent because of an absence authorized by this article or because of the employee's pregnancy, unless the employee has been absent for a period exceeding that permitted under this article.
- (b) The burden of proving that:
  - (1) the termination of an employee, or

(2) a change in a condition of employment of the employee without the employee's written consent is not because of an absence authorized by this article or because of an employee's pregnancy, is on the Employer.

### **21.7 Seniority Rights on Re-Employment**

(a) An employee who returns to work after the expiration of maternity or parental leave shall retain the seniority they had accrued immediately prior to commencing maternity or parental leave and shall be credited with seniority for the period of time covered by the maternity or parental leave.

(b) The employee shall be deemed to have resigned on the date upon which her maternity or parental leave commenced if an application for re-employment is not made within one month prior to the expiration of the leave, or if they do not return to work after having applied for re-employment.

## **ARTICLE 22 - HEALTH AND SAFETY**

### **22.1 Joint Health and Safety Committee**

(a) A joint health and safety (JHS) committee shall be established. Unless otherwise mutually agreed, the Committee shall be composed of:

- (1) up to two representatives appointed by the Employer; and
- (2) up to two representatives appointed by the Union.

The union representatives shall be employees at the workplace.

(b) A worker representative will be entitled to annual employer-paid leave totalling 8 hours, or a longer period as prescribed by regulation, to attend Health and Safety (JHS) training courses. If (JHS) training falls on the worker representative's regular time off, the worker representative will receive time off with regular pay for attending the training.

(c) Where a worker representative is appointed to serve on the JHS Committee for the first time, the Employer will provide that representative with one day of paid education leave, during the first six months in which they serve on the Committee for the purposes of attending JHS Committee Orientation training courses.

(d) The Employer and the Union are committed to supporting the JHS Committee members and the work of the Committee.

### **22.2 Committee Responsibilities**

The Health and Safety Committee shall function in accordance with the provisions of the Industrial Health and Safety Regulations made pursuant to the *Workers Compensation Act*. Minutes of all health and Safety committee meetings shall be kept and copies of such minutes shall be sent to the Employer and the Union designate.

### **22.3 Violence in the Workplace**

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

(b) Where such potential exists:

- (1) employees at those worksites or in those work situations shall be made aware of the risk and in the recognition of such incidents;

(2) applicable physical and procedural measures to protect employees shall be implemented.

(c) The JHS Committee may provide input for the curriculum of training and the applicable physical and procedural measures referred to in (b) above.

#### **22.4 Right to Refuse Unsafe Conditions**

An employee may exercise their right to refuse to do unsafe work. Where an employee acts in compliance with the Occupational Health and Safety Regulation, they shall not be subject to disciplinary or discriminatory action for refusal to do the work. Whether the work an employee has refused to perform pursuant to the Occupational Health and Safety Regulation will be determined through a discussion with a Safety Committee representative of the Employer, and if required an on-site inspection. An on-site inspection can be completed by any of the following:

- A member of the JHS Committee; or
- A person designated by the JHS committee; or
- A WorkSafeBC Safety Officer.

#### **22.5 Lieu Time to Attend Meetings**

Members of the Joint Health and Safety Committee who attend safety committee meetings, or other safety committee business, outside normal working hours shall be credited with equivalent straight-time off with pay, to be scheduled at a mutually agreeable time.

#### **22.6 Investigation of Accidents**

(a) Pursuant to and in compliance with the requirements of WorkSafeBC regulations, all accidents/incidents shall be jointly investigated by at least one worker representative and one employer representative, provided a worker representative is reasonably available and does not result in a delay in meeting the required timelines.

(b) All accident reports will be completed within WorkSafeBC timelines and reviewed by the JHS Committee and recommendations may be made.

(c) 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.

(d) 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.

#### **22.7 Communicable Diseases and Parasitic Infestations**

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

(b) Where the Employer is aware of a client or resident with a communicable disease or parasitic infestation, the Employer will inform employees about the presence of the communicable disease or parasitic infestation.

(c) Where a vaccination is, or may become available as a preventative measure, the vaccination recommended by the BC Centre for Disease Control Manual will be made available to all employees who may be at risk of contracting the disease, at no cost to the employee.

(d) The Employer will, in consultation with the Joint Safety Committee, develop and implement measures necessary for the establishment of a work environment to prevent acquisition and transmission of a communicable disease.

Measures will include but are not limited to:

- (1) Preventative protocol measure including education, hygiene, protective equipment/apparel and vaccinations;
- (2) Post-exposure protocols.

(e) The Employer may provide, as needed, information sessions/in-services to educate employees regarding communicable diseases. Time spent by employees at these sessions will be without loss of pay.

### **22.8 Protective Clothing and Supplies**

The Employer will provide protective clothing supplies as required by WorkSafeBC. The Employer will maintain and replace such supplies and tools as required.

### **22.9 Centre Health & Safety Meetings**

Where operationally feasible, union safety committee members will participate in centre health and safety committee meetings.

### **22.10 Workload**

Workload concerns may be referred to the Joint Labour Consultation Committee for recommendation. Where the concern related to workload is not resolved through the Joint Committee, the issue may be grieved starting at Step 2 of the grievance process.

## **ARTICLE 23 - TECHNOLOGICAL, AUTOMATION AND OTHER CHANGES**

This article will not interfere with the right of the Employer to make such changes in methods of operation as are consistent with technological advances in the food service industry.

The purpose of the following provisions is to preserve job security and stabilize employment and to protect as many regular employees as possible from loss of employment.

Any employee classified as a regular employee shall be considered displaced by technological change when their services shall no longer be required as result of a change in plant or equipment, or a change in a process or method of operation diminishing the total number of employees required to operate the facility in which they are employed.

Employees affected by technological change will be given reasonable notification in advance and allowed a training period to acquire the necessary skills for retaining employment within the bargaining unit, commensurate with their seniority and ability.

The Employer agrees that, whenever possible, no employee shall lose employment because of technological change, utilizing normal turnover of staff to absorb such displaced employee.

However, when necessary to reduce staff, it shall be done in accordance with Article 13, Layoff and Recall.

**ARTICLE 24 - CONTRACTING OUT****24.1 Bargaining Unit Work**

The Employer agrees not to contract out bargaining unit work which would result in the laying off of employees within the bargaining unit.

**24.2 Workplace Adjustment**

Where the Employer plans to make workplace adjustments including any change, addition or deletion of work within the bargaining unit that affects the assignment of work, work location or hours of work of a significant number of bargaining unit members, the Employer shall notify the Union of the intended change, the impact of the change on existing positions and the anticipated date of implementation.

Prior to implementation of a workplace adjustment, the parties shall meet within 10 calendar days of receipt of the notification to discuss and develop in good faith an adjustment plan which responds to the pending change and protects employees' rights.

**24.3 Inmate Labour**

The Employer agrees that inmate labour will not be used to replace work performed by B.C. Government and Service Employees' Union members. It is agreed that inmates are there to assist and work alongside B.C. Government and Service Employees' Union members. Inmate labour may not be used to replace B.C. Government and Service Employees' Union members when they are sick or unavailable to work.

**ARTICLE 25 - HEALTH AND WELFARE****25.1 Health and Welfare Eligibility**

Employees who regularly work 20 hours per week or more shall be eligible to participate in the Health and Welfare program on the first day of the calendar month immediately following the completion of the employee's probationary period.

Part-time employees who regularly work 20 hours per week or more for three months or longer shall be eligible to participate in the Health and Welfare program on the first day of the calendar month immediately following the three month period.

If an employee is laid off, they will be provided the option to maintain the following benefits for a maximum period of three months by pre-paying all required premiums.

Notwithstanding the above, all employees who, as of the date of ratification are enrolled in benefits at a lower threshold (18 hours per week) shall continue to qualify for health and welfare benefits and will have such maintained.

**25.2 Basic Medical Insurance**

Eligible employees and dependants shall be covered by the BC Medical Services Plan. The Employer shall pay 100% of the premiums.

**25.3 Extended Health Plan**

(a) The Employer shall pay 100% of the premiums for an Extended Health Plan. There shall not be any deductible for covered expenses.

(b) The Extended Health Plan shall include orthopaedic shoes to a maximum of \$150 per annum and vision care of \$350 every year.

- (c) A prescription Drug Card will be provided to employees.
- (d) All employees and dependants are required to register for BC PharmaCare and provide proof of registration through a PharmaCare registration monitoring process administered by the Employer's benefits administrator.
- (e) The Overall Lifetime Health Maximum for the Extended Health Plan shall be \$200,000.
- (f) The reimbursement for Eye Exams will be increased from \$35 to \$60.

**25.4 Long-Term Disability**

The Employer shall pay 100% of the premiums for a long-term disability plan.

LTD benefits are payable for the first 24 months following the waiting period if illness or injury prevents an employee from doing any job in their own occupation.

After 24 months, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than 60% of the current rate of pay of their regular occupation at date of disability will not be considered totally disabled and will therefore, not be eligible for benefits under this LTD plan.

**25.5 Dental Plan**

The Employer shall pay 100% of the premiums for a dental plan. The plan shall have the following features:

- Plan A - 100% co-insurance
- Plan B - 90% co-insurance
- Plan C - 50% co-insurance
- Annual maximum of \$1250 per person

**25.6 Life Insurance and Accidental Death and Dismemberment**

The Employer shall pay 100% of the premiums for Life Insurance and Accidental Death and Dismemberment.

The benefit will be two times annual salary to the next \$1,000.

The plan shall include provision for conversion at the time of retirement or termination.

**25.7 Medical Examination**

When the Employer requires an employee to submit to a medical examination for insurance purposes or for the purposes of an independent medical opinion, it shall be at the Employer's expense and on the Employer's time.

**25.8 Same Sex Spouses**

Same sex spouses shall be considered family members for the purpose of Extended Health Care and Dental Plan benefits.

**25.9 Change of Carrier**

The Employer will consult with the Union prior to any change in benefit carrier. No employees shall suffer a loss in level of benefits nor a delay due to any changes from one carrier to another.

**25.10 Benefits Plan Booklet**

The Employer will provide a copy of the benefits booklet to all new employees at the time they become eligible for benefits. Existing employees will be provided with a copy of the current booklet within one month of ratification of this agreement.

**25.11 Benefits for Part-Time Employees**

(a) Part-time employees who regularly work 20 hours per week or more and have completed their probationary period, shall be entitled to participate in the Health and Welfare program as follows:

(1) A regular part-time employee who is appointed to a regularly scheduled position of 20 hours per week or more, shall be entitled to all benefits contained in Article 25 - Health and Welfare.

(2) A part-time employee who is filling a temporary vacancy, shall be eligible to participate in the Health and Welfare program on the following basis:

(i) An employee who is the successful candidate for a temporary vacancy of three months or longer duration, shall be eligible from the first day of the assignment;

(ii) An employee who is placed in a temporary vacancy of undetermined length, shall be eligible once they have worked in the vacant position for three months;

(iii) Benefits shall continue for the duration of the assignment;

(iv) At the termination of the assignment in (a) or (b) above, the employee shall have the option of continuing their benefit coverage for a maximum of three months, by pre-paying the full cost of the monthly premiums;

(v) Benefits in this section will include: Basic Medical Insurance, Extended Health Plan, Dental Plan, and Life Insurance and Accidental Death and Dismemberment Plan.

**ARTICLE 26 - WORK CLOTHING AND RELATED SUPPLIES****26.1 Protective Clothes and Safety Equipment**

The Employer will supply suitable rubber gloves and aprons or other protective clothing to employees required by the Employer, or WorkSafeBC, to wear same.

All uniforms or special articles of wearing apparel prescribed by the Employer and worn by the employees while on duty shall be supplied by the Employer free of costs to the employees.

The employer shall supply an appropriate number of uniforms; shirts, aprons, hair nets and ball cap if required.

The Employer will compensate employees at a rate of 75¢ per workday for laundry costs.

**26.2 Protective Footwear**

The Employer will pay employees four cents for every hour worked to cover the cost of non-slip protective footwear.

**ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES****27.1 Paydays**

Employees shall be paid on a biweekly basis.

**27.2 Relieving in Higher Rated Positions**

When an employee temporarily relieves (for one shift or more) in a higher paying position included in this agreement for which a flat rate of pay is established, they shall receive the rate for the job. When an employee temporarily (for one shift or more) relieves in a higher paying position included in this agreement for which a salary range has been established, they shall receive the rate in the salary range which is next higher to their present rate.

**27.3 Pay on Temporary Assignment**

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

**27.4 Mileage**

An allowance shall be 40¢ per kilometre paid to employees who are required by the Employer to use their own vehicles in the performance of their duties.

**27.5 Substitution Pay in Excluded Positions**

When the excluded Manager is away due to illness or vacation, substitution pay of \$1 per hour will be paid above the applicable rate of an appointed employee replacing the Manager.

When the excluded manager assigns management duties to a member of the bargaining unit, a premium of \$1 will be paid for every hour or major portion thereof.

**27.6 Errors in Pay**

In the event that an error is made on a paycheque by the Employer, the Employer agrees to correct the error within two business days.

**27.7 Payroll Statement**

A comprehensive statement detailing all payments, allowances and deductions will be provided each pay period, priority couriered to the worksite and distributed without undue delay.

**27.8 Vacation and Sick Leave Balances**

The balance in an employee's vacation time will be provided quarterly. The available sick leave balance for an individual employee will be provided upon request.

**27.9 Time Bank**

An employee shall be entitled to put time earned from overtime and statutory holidays into a bank to be taken as time off or cash payment.

The maximum allowed time in the bank shall be 80 hours.

The time bank shall be revolving.

Any time in the bank at time of termination will be paid out in cash.

Withdrawal from the time bank will be with approval from the Employer and with adequate notice.

The available balance of overtime and statutory holiday pay balance for an individual employee will be provided upon request.

## ARTICLE 28 - NOTICE OF NEW AND CHANGED POSITIONS

### 28.1 Job Descriptions

The Employer agrees to supply the President of the Union or their designate, and Chairperson of the Bargaining Committee with the job descriptions for those classifications in the bargaining unit.

### 28.2 New Classifications/Duties

#### (a) *Notice of New Positions*

In the event the Employer shall establish a new position, the wage rate for the new position shall be established by the Employer and written notice shall be given to the Union. The wage rate shall be considered as agreed unless the Union objects to the proposed wage rate within 21 days of notification.

#### (b) *Notice of Changed Positions*

In the event that the Employer introduces significant changes to an existing job such that the job description is substantially altered, the Employer shall give written notice to the Union outlining the changes which have taken place, along with the Employer's proposal for a change in the wage rate, if any.

Should the Union object to the proposed wage rate, such objection to the wage rate must be made in writing, within 21 days of notification by the Employer.

If no written objection is received by the Employer, then the wage rate shall be considered as agreed to.

If the wage rate proposed by the Employer for the changed job is revised as a result of negotiation or arbitration, then the revised wage rate shall be effective from the date on which the changes were implemented.

#### (c) *Disputes*

If the parties do not agree with the new or altered position or wage rate, the Union may then refer the matter to an arbitrator agreed to by the parties who shall determine the position and wage rate.

## ARTICLE 29 - GENERAL CONDITIONS

### 29.1 Employer Property

Employees must return to the Employer all employer property in their possession at the time of termination of employment. The Employer shall take such action as required to recover the value of articles which are not returned.

### 29.2 Copies of Agreements

The Union and the Employer desire every employee to be familiar with the provisions of this agreement and their rights and obligations under it. For this reason, the Union shall photocopy and distribute sufficient copies of the agreement for distribution to employees on staff. The cost of production and distribution of agreements shall be shared equally between the parties.

### 29.3 Personal Property Damage

Upon submission of reasonable proof, the Employer shall compensate an employee up to a maximum of \$75 for the repair or replacement costs of personal clothing, false teeth, eye glasses and hearing aids damaged or torn by a person in the care or custody of the Employer.

**29.4 Joint Labour Consultation Committee**

A joint labour consultation committee shall be established, at each worksite, consisting of two members appointed by the Union and two members appointed by the Employer. Either party shall include an additional resource person, as required. The Committee shall meet regularly, at the call of either party, at a mutually agreeable time and location. Employees shall not suffer any loss of basic pay for the time spent at committee meetings.

The purpose of the Committee is to review matters, other than grievances, relating to the maintenance of good relations between the parties, to correct conditions causing grievances and misunderstandings, and to discuss possible changes in staffing levels where there is a substantial and sustained change to the workload.

The Committee does not have the jurisdiction to alter or modify the terms and conditions of this collective agreement.

**29.5 Meal Allowance**

A wholesome meal shall be supplied by the Employer with no deduction from the employee's wages.

**29.6 Vaccinations**

The Employer will make the same vaccinations available to all employees as are made available to Corrections Branch staff.

**29.7 Confidential Disclosure**

Employees will be reimbursed 100% of the costs for renewals of CPIC and other criminal record checks.

**ARTICLE 30 - CASUAL EMPLOYEES**

Casual employees are required from time to time for short work periods, and as such, are not considered to be full-time or part-time employees.

The following terms and conditions will apply to casual employees:

- (a) A casual employee who commences work shall acquire seniority as a casual employee, calculated on the basis of hours worked and shall be placed on the casual employee list.
- (b) Casual employees shall be called to work on the basis of seniority provided they have the qualifications, skills and demonstrated ability to do the required work.
- (c) Casual employees accepting an assignment will not, for any reason, be able to displace another employee who also is on another casual assignment.
- (d) A casual employee shall have the right to decline six calls to work in a 12 month period. More than six refusals in a 12 month period will result in the casual employee being removed from the casual employee list.

A decline will not count for the following situations:

- (1) WCB Claim
- (2) Maternity/Parental/Adoption Leave
- (3) Bereavement
- (4) Jury Duty

- (5) Union Leave
- (6) Sick leave

- (e) Casuals may, with advance permission from the Employer, be unavailable to receive assignments for a consecutive period of up to four weeks each year.
- (f) Casuals will have the option of changing their availability in January and June of each year. The Employer is not obligated to call a casual in for work on days the casual is not available to work.
- (g) A casual employee who is awarded a regular position and successfully completes their probationary period will have their previous casual seniority credited as additional days to the date of becoming a regular employee.
- (h) A casual employee who does not work for six months shall be removed from the casual employee list.
- (i) Casuals shall be hired at General Help rate, but shall be paid at the appropriate rate of pay for the classification they are working in.
- (j) A casual employee who has completed 12 full calendar months service as of June 30<sup>th</sup> shall receive two weeks vacation and shall be paid four percent of their gross earnings in the previous 12 months.
- (k) Eligible casuals will be entitled to compensation for statutory holidays, pursuant to Article 16 Paid Holidays.
- (l) (1) Casual employees working 20 or more hours per week for 12 consecutive weeks will be provided with Basic Medical (MSP) and Life Insurance.  
  
(2) Once qualified the employee, in order to maintain benefits, must continue to work 20 or more hours per week in any eight consecutive week period. Should the employee fail to maintain the required hours, they will be given the option to continue benefits for a further 12 consecutive weeks by pre-paying any premium costs.

## **ARTICLE 31 - TERM OF AGREEMENT**

### **31.1 Duration**

This agreement shall be binding and remain in effect until midnight March 31, 2023.

### **31.2 Notice to Bargain**

- (a) This agreement may be opened to collective bargaining by either party giving written notice to the other party on or after January 31, 2023, but in any event no later than midnight on February 28, 2023.
- (b) Where no notice is given by either party prior to February 28, 2023, both parties shall be deemed to have been given notice under this section on February 28, 2023.
- (c) All notices on behalf of the Union shall be given by the staff representative appointed by the President of the Union and similar notices on behalf of the Employer shall be given by the Vice President.

### **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 21 days after the notice was given, commence collective bargaining.

**31.4 Change in Agreement**

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

**31.5 Agreement to Continue in Force**

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

**31.6 Effective Date of Agreement**

The provisions of this agreement shall come into full force and effect on the date of ratification of the agreement, except as otherwise provided.

**SIGNED ON BEHALF OF  
THE UNION:**

**SIGNED ON BEHALF OF  
THE EMPLOYER:**

DocuSigned by:  
*Stephanie Smith*  
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DocuSigned by:  
*David Seymour*  
FC34DC058B5743C...

Stephanie Smith  
President

David Seymour  
Vice President, Labour Relations

DocuSigned by:  
*Mike Witteveen*  
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DocuSigned by:  
*Hugo Hernandez*  
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Mike Witteveen  
Bargaining Committee Chair

Hugo Hernandez  
Manager, Labour Relations

DocuSigned by:  
*Francois Dube*  
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Francois Dube  
Bargaining Committee

DocuSigned by:  
*Bhupinder Thandi*  
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Bhupinder Thandi  
Bargaining Committee

DocuSigned by:  
*Lynn McFedries*  
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Lynn McFedries  
Bargaining Committee

DocuSigned by:  
*Marcie McLean*  
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Marcie McLean  
Bargaining Committee

DocuSigned by:  
*Lindsay Buss*  
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Lindsay Buss  
Staff Representative

June 17, 2021

Dated: \_\_\_\_\_

**APPENDIX 1****Re: Wages**

<b>Classification</b>	<b>Effective April 1, 2020</b>	<b>2.75% increase April 1, 2021</b>	<b>2.50% increase April 1, 2022</b>
Chef Manager	23.83	24.47	25.09
Cook	22.21	22.82	23.39
General Help - Canteen	16.28	16.73	17.15
General Help	15.78	16.21	16.62

Lead Hand/Supervisor Premium: Those employees who are appointed to work in positions designated as Lead Hand or Supervisor by the Employer shall be paid for each hour so worked an additional 75¢ per hour. (Any employees currently working in a position designated as a Lead Hand will continue to receive the Lead Hand premium)

**New Employees**

New employees will be paid a start rate equivalent to 25¢ less than regular rate as set out above. This start rate will remain in effect until the employee has completed 488 hours service excluding any time related to a layoff, illness or injury.

**APPENDIX 2****Re: Arbitrators**

The parties agree that the following list of arbitrators will be appointed on a rotational basis to hear both full and expedited arbitrations.

- Joan Gordon
- Chris Sullivan
- Marguerite Jackson Q.C.
- Corinne Bell

Prior to appointing an arbitrator the party advancing a file to arbitration will consult with the other party to confirm the Arbitrator next in the rotation.

**LETTER OF UNDERSTANDING #1****Re: RRSP**

New employees may have the option of joining into a RRSP plan. In the first year the Employer will put a maximum of 1% of the employees wage into the RRSP. The employee must meet or exceed this amount.

After completion of one year employment the Employer will put in a maximum of 2% with an additional 1%, on April 1<sup>st</sup> of the following two years, to a maximum of four percent into the RRSP. The employee must meet or exceed such amount.

On April 1<sup>st</sup> of each year the employee may opt in or out of the plan; but once the choice is made, the employee must honour that choice until the following April 1<sup>st</sup>.