

COLLECTIVE AGREEMENT

between the

JUSTICE INSTITUTE OF BRITISH COLUMBIA

and the

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

Effective from March 24, 1996 to June 30, 1998

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DEFINITIONS

For the purpose of this Agreement:

- (1) *"bargaining unit"* - is the unit for collective bargaining described in Article 2.1 of this Agreement.
- (2) *"basic pay"* - means the rate of pay negotiated by the Parties to this Agreement, including add-to-pay resulting from salary protection;
- (3) *"child"* - whenever the word child is used in this Agreement, it shall be deemed to include a ward of the Superintendent of Family and Child Services, or a child of a spouse;
- (4) *"common-law spouse"* - includes same sex and opposite sex individuals where the employee has signed a declaration or affidavit that he/she has been living in a common-law relationship or has been co-habiting for at least twelve (12) months. The period of co-habitation may be less than twelve (12) months where the employee has claimed the common-law spouse's child/children for taxation purposes;
- (5) *"continuous employment and continuous service"* - means uninterrupted employment with the Institute or, where an employee was, immediately prior to the appointment with the Institute, an employee of the Public Service, uninterrupted employment in the Public Service of British Columbia, subject to the provisions of Clause 11.3;
- (6) *"day of rest"* - in relation to an employee, means a day other than a holiday on which an employee is not ordinarily required to perform the duties of his/her position. This does not include employees on a leave of absence;
- (7) *"demotion"* - means a change from an employee's position to one with a lower maximum salary;
- (8) *"employee"* - means a member of the bargaining unit and includes:
 - (a) special projects; or
 - (b) temporary positions created by the Employer of three (3) months duration or less; or
 - (c) replacement of employees on leave; or
 - (d) part-time work of less than twenty (20) hours per week.
- (9) *"regular employee"* - meaning an employee who is employed for work which is of a continuous full-time or continuous part-time nature;
- (10) *"casual employee"* - meaning an employee who is employed for:
 - (a) special projects; or
 - (b) temporary positions created by the Employer of three (3) months duration or less; or
 - (c) replacement of employees on leave; or
 - (d) part-time work of less than twenty (20) hours per week.
- (11) *"employee"* - does not include incumbents of teaching, managerial or confidential positions as agreed to by the Parties to this Agreement or as determined by the decision of an arbitrator pursuant to Article 2.1.
- (12) *"Employer"* - means the Justice Institute of British Columbia as represented by the Board of the Institute;
- (13) *"field status"* - employees who are normally required to work away from their point of assembly and who, on a day-to-day basis, do not work in an office, institution, plant or other similar fixed location which is their normal point of assembly;
- (14) *"headquarters"* or *"geographic location"* - is that area within a radius of thirty-two (32) km of where an employee ordinarily performs his/her duties. When employees are relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist.
- (15) *"holiday"* - means the twenty-four (24) hour period commencing at 00.01 hours of a day designated as a paid holiday in this Agreement;
- (16) *"hours of operation"* - are the hours established by the Employer to provide adequate service to the users and to fulfil the functions of the work unit;

- (17) *"hours travelled"* - means hours spent travelling from point to point on an hourly or daily basis laid down by the Employer and does not include meal breaks, lodging time or time spent other than travelling;
- (18) *"lateral transfer"* - refers to the movement of an employee from one position to another which does not constitute a demotion or promotion;
- (19) *"layoff"* - includes a cessation of employment, or elimination of a job resulting from a reduction of the amount of work required to be done by the Employer, a reorganization, program termination, closure or other material change in organization, and where, should work become available, employees will be recalled in accordance with Article 13 or 31.
- (20) *"leave of absence with pay"* - means to be absent from duty with permission and with pay;
- (21) *"leave of absence without pay"* - means to be absent from duty with permission but without pay;
- (22) *"probation"* - for an employee means the period of probation outlined in Clause 12.10 of this Agreement;
- (23) *"promotion"* - means a change from an employee's position to one with a higher maximum salary level;
- (24) *"resignation"* - means a voluntary notice by the employee that he/she is terminating his/her service on the date specified;
- (25) *"rest period"* - is a paid interval which is included in the workday and is intended to give the employee an opportunity to have refreshments or a rest;
- (26) *"seasonal employees"* - are employees who are employed for a specific reason;
- (27) *"shift"* - means the period of scheduled straight-time working hours on a scheduled workday where the hours scheduled are consecutive except for the meal period;
- (28) *"spouse"* includes husband, wife and common-law spouse.
- (29) *"termination"* - is the separation of an employee from the Justice Institute of British Columbia for cause pursuant to Articles 10 and 12.10 of this Agreement;
- (30) *"transfer"* - refers to the movement of an employee from one geographic location to another;
- (31) *"travel status"* - with respect to an employee means absence of the employee from his/her headquarters or geographic location on Justice Institute of British Columbia business with the approval of the Employer, but travel status does not apply to employees temporarily assigned to a position outside of his/her headquarters or geographic location or to field status employees;
- (32) *"Union"* - means the B.C. Government and Service Employees' Union;
- (33) *"workday"* - is a period of twenty-four (24) consecutive hours commencing with the starting time of any shift. For the purpose of calculating compensatory overtime rates only the time worked prior to, but adjoining a shift, shall be deemed as time worked after a shift;
- (34) *"work schedule"* - means the roster of work hours and days to meet the annual hours of work.

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

- (a) The purpose of this Agreement is to establish and maintain orderly collective bargaining procedures between the Employer and the Union.
- (b) The Employer and the Union recognize the benefit to be derived from a work environment free from harassment and where the conduct and language of employees meets the acceptable social standard of the workplace. The Parties agree to foster and promote such an environment.
- (c) The definition of "*harassment*" and the policy and procedures for dealing with concerns or complaints pertaining to alleged harassment shall be mutually agreed upon by the Employer and the Union and shall form an addendum to this Collective Agreement.

1.2 Future Legislation

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

1.3 Conflict with Regulations

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

1.4 Notice of Legislative ChangeError! Reference source not found.

The Employer agrees to make no proposal to amend, repeal, or revise the College and Institute Act or regulations made pursuant thereto, which would affect the terms and conditions of employment of employees covered by this Agreement without first notifying the Union in writing of the nature of the proposal.

1.5 Use of Terms

Singular and Plural - wherever the singular is used in this Agreement the same shall be construed as meaning the plural if the context requires, unless otherwise specifically stated.

1.6 Human Rights CodeError! Reference source not found.

- (a) The Parties hereto subscribe to the principles of the Human Rights Code of British Columbia.
- (b) In accordance with Article 7.5, the Parties will meet and review methods of extending knowledge of the Human Rights Act within the Justice Institute and for extending knowledge relating to the Human Rights Act to all employees.

1.7 Sexual Harassment in the Work PlaceError! Reference source not found.

- (a) Sexual harassment violates the fundamental rights, dignity, and integrity of the individual. The Employer in cooperation with the Union is committed to providing a work environment free from sexual harassment for all employees.
- (b) The definition of "*sexual harassment*" and the policy and procedures for dealing with concerns or complaints pertaining to alleged harassment shall be mutually agreed upon by the Employer and the Union and shall form an addendum to this Collective Agreement.

ARTICLE 2 - UNION RECOGNITION AND RIGHTS**2.1 Bargaining Unit Defined**

- (a) The bargaining unit is the unit for collective bargaining for which the B.C. Government and Service Employees' Union is voluntarily recognized by the Employer, and includes:
- (1) all employees of the Justice Institute of British Columbia, except those primarily engaged in teaching functions, and except those excluded by virtue of the provisions of the Colleges & Institutes Act, and except those holding positions currently excluded as Managerial and/or confidential. (See Appendix 4).
- (b) Incumbents of new positions established by the Employer shall automatically be included in the bargaining unit unless specifically excluded by mutual agreement or by virtue of a decision of a mutually agreed upon arbitrator.
- (c)
- (1) When the Employer wishes to commence negotiation for the exclusion of a position from the bargaining unit, it shall notify the Union in writing. The Employer will provide to the Union a copy of the organization chart for the immediate branch or program where the position is located, a copy of the position's job description and a copy of the job description for the position which supervises the applied for position.
 - (2) The Parties will then commence discussions with a view to reaching a mutually agreeable resolution to the exclusion status of the position. Such discussions shall include an interview with the incumbent and his/her immediate supervisor. Where the position is vacant, the supervisor shall be interviewed. These interviews may be waived by mutual agreement.
 - (3) If no agreement is reached or if no response is received from the Union within ninety (90) days of the date of notification in (1) above, the Employer may refer the matter to arbitration and have it heard by an arbitrator from a mutually agreeable list of arbitrators.
 - (4) Where a matter has been referred to arbitration, the arbitrated decision, if any, will be deemed to be binding on the Parties.

2.2 Bargaining Agent or Recognition

The Employer recognizes the B.C. Government and Service Employees' Union as the exclusive bargaining agent for all employees in the bargaining unit.

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 his/her designate.
- (b) The Employer agrees that a copy of any correspondence between the Employer or Institute official and any employee in the bargaining unit covered by this Agreement, pertaining to the interpretation or application of any clause in this Agreement, as it applies to that employee shall be forwarded to the President of the Union or his/her designate.

2.4 No Other Agreement

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

2.5 No Discrimination for Union Activity

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

2.6 Recognition and Rights of Stewards

- (a) The Employer recognizes the Union's right to select a chief steward and one (1) alternate chief steward, and stewards to represent employees. The Employer and the Union will agree on the number of stewards, taking into account both operational and geographical considerations.
- (b) The Union will provide the Employer with a list of employees designated as the chief steward and alternate chief steward, and stewards and indicate the jurisdiction for each steward.
- (c) The chief steward, the alternate chief steward, and steward or his/her alternate from the designated stewards, shall obtain the permission of his/her immediate supervisor before leaving his/her work to perform duties as a chief steward or as a steward. On resuming his/her normal duties, the chief steward, alternate chief steward, steward or alternate steward shall notify his/her supervisor. Leave for this purpose shall not be unreasonably withheld and will be with pay.

The duties of stewards shall include:

- (1) investigation of complaints of an urgent nature;
- (2) investigation of grievances and assisting any Employee whom the steward represents in presenting and preparing the grievance in accordance with the grievance procedure;
- (3) supervision of ballot boxes and other related functions during ratification votes;
- (4) attending meetings at the request of the Employer;
- (5) receiving and posting all job postings on designated bulletin boards;

The duties of the chief steward shall include all of the above and the following:

- (6) representing the Union at Step 2 meetings to examine the facts and the nature of the grievance with an attempt to resolve the dispute.
- (d) The Employer will provide the Union with the names and positions of its designated representatives for dealing with stewards.

2.7 Union Bulletin Boards

The Employer will provide sufficient bulletin board facilities for the exclusive use of the Union. The location of these facilities will be decided by mutual agreement at the local level. If mutual agreement cannot be reached at this level, the matter will be referred to the Labour/Management Committee.

2.8 Union Insignia

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

below the signatory initials on typewritten correspondence.

2.9 Right to Refuse to Cross Picket Lines

All employees covered by this Agreement shall have the right to refuse to cross a picket line. Any employee failing to report for duty shall be considered to be absent without pay. Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action.

2.10 Time Off for Union Business

(a) Without Pay

With reasonable written notice leave of absence without pay and without loss of seniority will be granted:

- (1) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
- (2) for elected or appointed representatives of the Union to attend to Union business which requires them to leave their general work area;
- (3) for employees who are representatives of the Union on a bargaining committee to attend meetings of the bargaining committee;
- (4) to employees called by the Union to appear as witnesses before an arbitration board or the Labour Relations Board;
- (5) to employees designated to sit as observers on a selection panel in accordance with Clause 12.3
- (6) for employees selected for a full-time position with the Union or any body to which the Union is affiliated for a period of one (1) year;

(b) With Pay

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

- (1) up to five (5) employees on the Bargaining Committee of the Union to carry on negotiations with the Employer, however, the Union reserves the right to use up to one (1) additional person for technical information or advice who shall also be covered by the provisions of this Clause.
 - (2) where employees are appointed by the Union as Union representatives on joint Labour-Management Committees as specified in this Agreement, they shall be granted leave of absence without loss of basic pay to attend such meetings.
- (c) To facilitate the administration of this Clause when leave without pay is granted, the leave shall be given with basic pay and the Union shall reimburse the Employer for salary and benefit costs, including travel time incurred. Leave of absence granted under this Clause shall include sufficient travel time. The Union shall provide the Employer with reasonable notice prior to the commencement of leave under this Clause. It is understood that employees granted leave of absence pursuant to this Clause shall receive their current rates of pay while on leave of absence with pay. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld.
- (d) The Employer shall grant, on request, leave of absence without pay:
- (1) for employees selected for a full-time position with the Union for period of one (1) year.
 - (2) for an employee elected to the position of President or Secretary-Treasurer of the B.C. Government and Service Employees' Union. The leave shall be for a period of two (2) years and shall be

renewed upon request.

(3) for an employee elected to any body to which the Union is affiliated for a period of one (1) year and the leave shall be renewed upon request.

2.11 Union Office Space

The Employer will provide access to an office not less than twelve (12) square meters in size.

ARTICLE 3 - UNION SECURITY

- (a) All employees in the bargaining unit who, immediately prior to their appointment to the Institute, were members of the Union or thereafter become members of the Union shall, as a condition of continued employment, maintain such membership.
- (b) All other members hired on or after November 23, 1978 shall as a condition of continued employment, become members of the Union, and maintain such membership, upon completion of thirty (30) days as an employee.
- (c) Nothing in this Agreement shall be construed as requiring a person to become a member of the Union if that person was, immediately prior to his/her appointment with the Institute, a public service employee, as defined in the Public Service Act, who was not a member of the Union.

ARTICLE 4 - CHECK-OFF OF UNION DUES

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

(h) An employee shall, as a condition of continued employment, complete an authorization form providing for the deduction from an employee's monthly wages or salary, the amount of the regular monthly dues or assessment payable to the Union by a member of the Union.

ARTICLE 5 - EMPLOYER AND UNION SHALL ACQUAINT NEW EMPLOYEES

(a) At the time of hire new employees will be advised that a Collective Agreement is in effect and of the conditions of employment set out in the articles dealing with Union Security and Dues Check-off.

(b) A new employee shall also be provided with:

- (1) the name, location and work telephone number of the steward; and
- (2) an authorization form for Union dues check-off.

(c) Within five (5) days of new employees commencement of work, the steward shall be advised of the name, location and work telephone number of the new employee.

(d) The steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for fifteen (15) minutes some time during the first thirty (30) days of employment.

(e) The Union will provide the Employer with an up-to-date list of stewards' names, work locations and work telephone numbers in order that the Employer may meet its obligation in (b)(1) above.

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

ARTICLE 6 - EMPLOYER'S RIGHTS

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

ARTICLE 7 - EMPLOYER-UNION RELATIONS

7.1 Representation

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

7.2 Union Bargaining Committees

A Union Bargaining Committee shall consist of up to five (5) members of the bargaining unit plus the President of the Union, or his/her designate, with the right to use one (1) technical person as outlined in Clause 2.10(b)(i) of this Agreement.

7.3 Union Representatives

(a) (1) The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance.

- (2) Members of Union staff shall notify the excluded designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the department or section concerned.
 - (3) In order to facilitate the orderly, as well as the confidential investigation of grievances, the Employer will make available to Union representatives or stewards temporary use of an office or similar facility.
 - (4) The Employer agrees that access to its premises will be granted to Component Chairpersons and members of the Provincial Executive. Notification shall be given to the excluded designated supervisory official in advance of the intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the Ministry or section concerned.
 - (5) Notwithstanding Article 7.3(a)(4), the Employer agrees that access to its premises will be extended to persons designated by the President upon reasonable notice to the Bursar of their intention and purpose for entering the Employer's premises and such access shall not interfere with the operations of the Ministry or section concerned.
- (b) Upon receipt of written request, the Employer may allow time on the agenda of any course, seminar or workshop held by the Employer for a Staff Representative from the Union to speak.
 - (c) The Employer recognizes that in some circumstances it is difficult for the President or his/her paid Union representatives to meet with the employees outside of normal working hours. In such cases, the President or his/her designate shall submit a request in writing to the Employer to meet with employees during working hours in their normal place of work. Subject to operational requirements, the Employer shall grant permission for such a meeting not to exceed one (1) hour's duration. Attendance at such meetings shall be considered time worked.

7.4 Technical Information

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

7.5 Emergency Services

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

ARTICLE 8 – GRIEVANCES

8.1 Grievance Procedure

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

8.2 Step 1

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

8.3 Time Limits to Present Initial Grievance

- (a) An employee who wishes to present a grievance at Step 2 of the grievance procedure, in the manner prescribed in Clause 8.4, must do so no later than thirty (30) days after the date:
- (1) on which he/she was notified orally or in writing, of the action or circumstances giving rise to the grievance, or
 - (2) on which he/she first became aware of the action or circumstances giving rise to the grievance.

8.4 Step 2

- (a) Subject to the time limits in Clause 8.3, the employee may present a grievance at this level by:
- (1) recording the 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 the grievance to the designated local supervisor through the Union steward.
- (b) The local supervisor shall:
- (1) forward the grievance to the representative of the Employer authorized to deal with grievances at Step 2,
 - (2) provide the employee with a receipt stating the date on which the grievance was received.

8.5 Time Limit to Reply at Step 2

- (a) The representative designated by the Employer to handle grievances at Step 2 shall reply in writing to the employee's grievance within fourteen (14) days of receiving the grievance at Step 2.
- (b) Within ten (10) days of receiving the grievance at Step 2, the representative designated by the Employer to handle grievances at Step 2 and the designated Union representative, shall meet to examine the facts, the nature of the grievance and attempt to resolve the dispute. The meeting may be waived by mutual agreement.
- (c) Where the grievance concerns a disciplinary matter, the reply at this step shall include a report of the Step 2 meeting, if held, and the results of investigations carried out by the Employer with regard to the facts and nature of the grievance. In such cases, 8.7(b) shall not apply. The report shall not be introduced as evidence at any arbitration proceeding.

8.6 Step 3

- (a) The President of the Union, or his/her designate, may present a grievance at Step 3:

- (1) within fourteen (14) days after the decision has been conveyed to him/her by the representative designated by the Employer to handle grievances at Step 2; or
- (2) within fourteen (14) days after the Employer's reply was due.

(b) The presentation at this step shall include a report of the Step 2 meeting, if held, and the results of investigations carried out by the Union with regard to the facts and nature of the grievance. The report shall not be introduced as evidence at any arbitration proceeding.

8.7 Time Limit to Reply at Step 3

- (a) The representative designated by the Employer to handle grievances at Step 3 shall reply in writing to the grievance within thirty (30) days of receipt of the grievance at Step 3.
- (b) The reply at this step shall include a report of the Step 2 meeting and the results of investigations carried out by the Employer with regard to the facts and nature of the grievance. The report shall not be introduced as evidence at any arbitration proceeding.

8.8 Failure to Act

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

8.9 Time Limit to Submit to Arbitration

- (a) Failing satisfactory settlement at Step 3, and pursuant to Article 9, the President, or his/her designate, may inform the Employer of his/her intention to submit the dispute to arbitration within:
 - (1) thirty (30) days after the Employer's decision has been received;
 - (2) thirty (30) days after the Employer's decision was due.

8.10 Administrative Provisions

- (a) Grievances and replies at Step 3 of the grievance procedure and notification to arbitrate shall be by certified mail.
- (b) Grievances, replies and notification shall be deemed to be presented on the day on which they were certified, and received on the day on which they were delivered to the appropriate office of the Employer or the Union.
- (c) In the event of a dispute, strike, lockout, or other work stoppage in the Canada Post Office, within British Columbia, this Clause shall not apply.

8.11 Dismissal or Suspension Grievances

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

8.12 Deviation from Grievance Procedure

- (a) The Employer agrees that after a grievance has been initiated by the Union, the Employer's representatives

will not enter into discussion or negotiation, with respect to the grievance, either directly or indirectly with the aggrieved employee without the consent of the Union.

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

(c) Where an employee has filed a complaint with the Ombudsman or the Employment Standards Branch, the grievance shall be deemed to be abandoned unless the complaint is withdrawn, in writing, within forty-five (45) days of it being filed.

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

8.13 Policy Grievance

(a) Where either Party to this Agreement disputes the general application, interpretation, or alleged violation of an Article of this Agreement, the dispute shall be discussed initially with the Employer or the Union, as the case may be, within sixty (60) days of the occurrence. Where no satisfactory agreement is reached, either Party may submit the dispute to arbitration, as set out in Article 9 of this Agreement.

(b) This Article shall not be used by the Union to initiate a grievance directly affecting an employee or group of employees where such employees themselves could otherwise initiate a grievance through the grievance procedure. This provision shall not be utilized to circumvent any mandatory provision of the grievance procedure.

8.14 Technical Objections to Grievances

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

8.15 Effective Date of Settlements

Settlements reached at any step of the grievance procedure in this Article, other than 8.13, shall be applied retroactively to the date of the occurrence of the action or situation which gave rise to the grievance, but not prior to the effective date of the Agreement in effect at the time of the occurrence or the date set by a Board of Arbitration.

8.16 Amending of Time Limits

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

ARTICLE 9 – ARBITRATION

9.1 Notification

(a) Where a difference arises between the Parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that a term or condition of this Agreement has been violated, either of the Parties may, after exhausting the grievance procedure in Article 8, notify the other Party within thirty (30) days of the receipt of the reply at the Step 3, of its desire to submit the difference or allegations to a Board of Arbitration.

(b) A submission of such a difference or allegation to arbitration shall be by certified mail to the Labour

Relations Board with a copy to the other Party.

9.2 Composition of the Board of Arbitration

- (a) When a Party has requested that a grievance be submitted to Arbitration, it shall indicate to the other Party to the Agreement within seven (7) days:
- (1) its intention to submit the matter in dispute to a single arbitrator to be agreed upon by both Parties. Should either Party not agree to submit the dispute to a single arbitrator, both Parties shall then have seven (7) days to name their appointee, pursuant to (2) of this Clause.
 - (2) the name of its appointee to a Board of Arbitration. Within seven (7) days thereafter the other Party shall indicate the name of its appointee to the Board of Arbitration. The two appointees shall then meet to select an impartial chairperson.
- (b) The Parties shall endeavour to develop and maintain a list of acceptable arbitrators which is gender balanced.

9.3 Failure to Appoint

If the recipient of the notice fails to appoint an arbitrator, or the two appointees fail to agree upon a chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour.

9.4 Board Procedure

- (a) In this article the term "*Board*" means a single arbitrator or a three-person Arbitration Board.
- (b) The Board may determine its own procedure in accordance with the relevant legislation and shall give full opportunity to all Parties to present evidence and make representations. It shall hear and determine the difference or allegation and shall render a decision within sixty (60) days of the conclusion of the hearing.
- (c) Any single arbitrator or chairperson of a three-person Arbitration Board must, as a condition precedent to his/her engagement and remuneration, execute a contract in the form set out in Appendix 9 to this Agreement.

9.5 Decision of Board

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

9.6 Disagreement on Decision

Should the Parties disagree as to the meaning of the Board's decision, either Party may apply to the chairperson of the Arbitration Board to reconvene the Board to clarify the decision, which it shall make every effort to do within seven (7) days.

9.7 Expenses of Arbitration Board

Each Party shall pay:

- (a) the fees and expenses of the arbitrator it appoints,
- (b) one-half (1/2) of the fees and expenses of the chairperson.

9.8 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.

9.9 Expedited Arbitration

- (a) The Parties shall meet as often as required to review outstanding grievances and determine by mutual agreement those grievances suitable for this process, and shall set dates and locations for hearings of grievances considered suitable for expedited arbitration.
- (b) grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of:
 - (1) dismissals;
 - (2) rejection on probation;
 - (3) suspensions in excess of (10) work days;
 - (4) policy grievances;
 - (5) grievances relating to Article 14 of this Agreement;
 - (6) grievances requiring presentation of extrinsic evidence;
 - (7) grievances where a Party intends to raise a preliminary objection;
 - (8) demotions.

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

- (c) The Parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve grievances.
- (d) The arbitrator shall hear the grievances and shall render a decision within two (2) working days of such hearings. No written reasons for the decision shall be provided beyond that which the arbitrator deems appropriate to convey a decision.
- (e) Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the Parties in respect of any other matter.
- (f) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- (g) A grievance determined by either Party to fall within one of the categories listed in (b) above, may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing pursuant to Article 9.02.
- (h) The Parties shall equally share the cost of the fees and expenses of the arbitrator and hearing rooms.

9.10 Investigation

If a difference arises between the Parties relating to the dismissal or suspension of an employee, or to the interpretation, application, operation or the alleged violation of this Agreement, including any question as to whether a matter is arbitrable, during the term of the Collective Agreement, Colin Taylor or Barbara Bluman shall, with mutual agreement of the Parties:

- (a) investigate the difference;
- (b) define the issue of the difference; and

- (c) make written recommendations to resolve the difference.

within thirty (30) days of the date of the request and, for those thirty (30) days from the date, time does not run in respect of the grievance procedure.

ARTICLE 10 - DISMISSAL, SUSPENSION AND DISCIPLINE

10.1 Burden of Proof

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

10.2 Dismissal

The President of the Institute or any representative of the Employer specifically authorized by the President may dismiss any employee for just cause. Notice of dismissal shall be in writing and shall set forth the reasons for dismissal.

10.3 Suspension

- (a) The President of the Institute or any representative of the Employer specifically authorized by the President may suspend an employee for just cause. Notice of suspension shall be in writing and shall set forth the reasons for the suspension.
- (b) Where an employee has been suspended pending investigation of his/her conduct, the Employer will make every reasonable effort to complete its investigation and make a decision within forty-five (45) days of the commencement of the suspension.

10.4 Dismissal and Suspension Grievance

All dismissals and suspensions will be subject to formal grievance procedure under Article 8 of this Agreement. A copy of the written notice of dismissal or suspension shall be forwarded to the President of the Union within five (5) days of the action being taken.

10.5 Right to Grieve Other Disciplinary Action

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

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

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

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

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

Note: The Parties agree that the amendments in this Clause are only intended to make the language easier to read and do not change the interpretation or application of the Tenth Master Agreement Clause.

10.6 Employee Appraisal Forms

- (a) Where a formal appraisal of an employee's performance is carried out, the employee shall be given sufficient opportunity to read, review and ask questions about the appraisal. Upon request, the employee will be given until the next working day to read and review the appraisal.
- (b) The appraisal form shall provide for the employee's signature in two (2) places, one indicating that the employee has read and accepts the appraisal, and the other indicating that the employee disagrees with the appraisal. No employee may initiate a grievance regarding the contents of an employee appraisal unless the employee has signed in the place indicating disagreement with the appraisal.
- (c) An employee appraisal shall not be changed after an employee has signed it, without the knowledge of the employee, and any such changes shall be subject to the grievance procedure of this Agreement.
- (d) An employee shall receive a copy of his/her appraisal upon request.

10.7 Personnel File

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

10.8 Right to Have Steward Present

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

10.9 Abandonment of Position

An employee who fails to report for duty for ten (10) consecutive working days without informing the Employer of the reason for his/her absence will be presumed to have abandoned his/her position. An employee shall be afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not informing the Employer.

10.10 Rejection During Probation

- (a) The Justice Institute may reject any probationary employee for just cause. A rejection during the probation shall not be considered a dismissal for the purpose of Article 10.4, but the employee is entitled to the protection of Article 10.8. The test of just cause for rejection shall be a test of suitability of the probationary employee for continued employment in the position to which he/she has been appointed, provided that the factors involved in suitability could be reasonably expected to affect work performance.
- (b) Where an employee feels he/she has been aggrieved by the decision of the Employer to reject the employee during the probationary period, he/she may, in accordance with Article 8, grieve the decision within thirty (30) days of receiving notice of rejection. Such grievance may be filed directly at arbitration in accordance with Clause 8.11(a).

- (c) The time limits fixed in this appeal procedure may be altered by mutual consent, but the same must be in writing.
- (d) Employees who were casual employees prior to becoming regular shall, if deemed unsuitable in the regular position, have the right to revert to casual status for recall purposes and retain all accumulated seniority.

10.11 Justice and Dignity

The Parties agree that in certain situations, it may be in the best interest of both Employer and employees that employees be reassigned or removed from all job sites during an investigation of conduct. In cases where an employee cannot be reassigned, the employee shall be considered to be on a leave of absence without loss of pay until the Employer makes a decision relative to imposing discipline.

ARTICLE 11 – SENIORITY

11.1 Seniority Defined

- (a) For the purpose of this Agreement, service seniority shall mean the length of continuous service as a regular or casual employee of the Institute. For those employees who are transferred from the Public Service of British Columbia to the Institute, the length of continuous service as an employee in the Public Service of British Columbia, prior to their transfer, shall be included. Service seniority for part-time employees shall be prorated on the basis of one (1) year's service seniority for every 1,827 hours completed.
- (b) Classification seniority for a regular employee shall be from that date upon which an employee is last appointed to his/her present classification with the status of a regular employee and shall include service as a casual employee.
- (c) Notwithstanding the provisions of 11.1(b), a regular employee who is demoted shall have time previously spent at the level to which he/she is demoted included in his/her classification seniority, other than in cases where an employee takes a voluntary demotion in accordance with Clause 12.7 or 12.8 of this Agreement or is demoted through no fault of his/her own. In the latter cases, the employee shall have classification seniority equivalent to all time previously spent at the level to which he/she is demoted, together with all time spent in any higher classification within the same classification series or related series.
- (d) When two (2) or more regular or casual employees have the same service seniority date and when mutual agreement cannot be reached, then seniority shall be determined by chance.

11.2 Seniority List

The Employer shall maintain a seniority list showing the date each regular employee commenced employment with the Institute and also showing the date of commencement of employment with the Public Service of British Columbia in accordance with Clause 11.1. A current service seniority list for regular employees as of December 31st will be provided by the Employer to the President of the Union on or before March 31st of the following year.

11.3 Loss of Seniority

- (a) A regular employee on leave of absence without pay, other than leave of absence for an elected or appointed position in the Union, or leave granted under Article 21, shall not accrue seniority for leave periods over thirty (30) calendar days.
- (b) A regular employee on a claim recognized by the Workers' Compensation Board shall be credited with service seniority equivalent to what he/she would have earned had he/she not been absent and had been able to work.
- (c) An employee shall lose his/her seniority as a regular employee in the event that:

- (1) he/she is discharged for just cause;
- (2) subject to Clause 11.4, he/she voluntarily terminates his/her employment or abandons his/her position;
- (3) he/she is on layoff for more than one (1) year;

11.4 Re-employment

A regular employee who resigns his/her position and within ninety (90) days is re-employed as a regular employee shall be granted a leave of absence without pay covering those days absent and shall retain, effective the date of re-employment, all provisions and rights in relation to seniority and other fringe benefits, provided he/she has not withdrawn his/her superannuation contributions.

11.5 Bridging of Service

If a regular employee terminates as a result of a decision to care for a dependent parent, spouse or child and is re-employed, upon application he/she 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 (2) 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 (6) years; and during that time the employee must not have been engaged in remunerative employment for more than six (6) months excepting employment with this Employer as a casual employee.
- (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 with points for the years of continuous service accumulated to the effective date of termination.

ARTICLE 12 - CAREER POLICY

12.1 Job Vacancies

- (a) Vacancies of a regular nature that are to be filled, for positions in the bargaining unit, shall be posted within thirty (30) days of the vacancy occurrence.
- (b) Eligibility lists may be established through the posting process and used to fill vacancies. When eligibility lists are established it shall be stated on the posting. Eligibility lists shall be in effect for a maximum of six (6) months from the establishment of the list.
- (c) Vacancies of a temporary nature which are known to exceed four (4) months shall be posted within thirty (30) days.
- (d) Notices shall be posted at least seven (7) days prior to the closing date of the competition, except as provided for in Clause 12.9, and Article 13.

12.2 Postings

- (a) Vacancies for all positions in the bargaining unit shall be posted internally on the Union bulletin boards for seven (7) calendar days prior to the job being advertised externally. This may be varied only with the prior written

agreement of the Bargaining Unit Chairperson or designate. Job postings shall be done subject to this Agreement. Qualified internal applicants shall be given first consideration for filling positions.

(b) The notice of postings shall contain the following information: Campus Location, Nature of Position, Ability, Qualifications, Experience, Skills, Whether Shift Work is Involved, and Wage or Salary Rate or Range, and the notation that the position is open to both male and female applicants.

Qualifications may not be established in an arbitrary or discriminatory manner.

(c) Where the Employer determines that it is prepared to have a particular position filled by persons possessing either specified educational requirements or equivalencies, the posting shall specify that equivalent experience is acceptable.

12.3 Selection Procedures

(a) Appointments to and from within the Justice Institute will be based on applying the principle of merit. The matters to be considered in determining merit shall, having regard to the nature of the duties to be performed, include the applicant's education, skills, knowledge, experience, past work performance and years of continuous service at the Justice Institute.

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

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

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

. ten (10) years or more of continuous service have a point score difference of ten percent (10%) or less of the points available for education, skills, knowledge, experience and past work performance.

. less than ten (10) years of continuous service have a point score difference of five percent (5%) or less of the points available for education, skills, knowledge, experience and past work performance.

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

12.4 Appeal Procedure

In the event that a dispute or grievance arises out of any of the matters under this Article, it shall be determined according to the grievance and arbitration procedure set out in Articles 8 and 9 of this Agreement.

12.5 Union Observer

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

12.6 Notification

Within five (5) working days of the date of appointment to a vacant position within the bargaining unit, the name of the successful applicant shall be sent to each applicant from within the bargaining unit. Upon request, unsuccessful

applicants from within the bargaining unit shall be given, in writing, the reasons why they were unsuccessful. The Union shall be notified of all appointments, hiring, layoffs, transfers, recalls and terminations of employment within five (5) working days.

12.7 Right to Appeal

Where an employee feels he/she has been aggrieved by any decision of the Employer relating to promotion, demotion, transfer or filling of vacancies, the employee may file a grievance in accordance with the grievance procedure as set out in Article 8 of this Agreement. Notwithstanding Article 8 of this Agreement, such a grievance shall be initiated at the third step of the grievance procedure within fourteen (14) days of notification of the promotion, demotion, transfer or the filling of vacancies.

12.8 Screening Procedure

The Employer acknowledges an obligation to maintain on payroll regular employees who have completed their probationary period and who, through advancing years or temporary disablement, are unable to perform their regular duties, and to all employees who have become incapacitated by industrial injury or industrial illness. The Screening Committee shall be a sub-committee of the Labour Management Committee. The Screening Committee shall be comprised of one (1) Employer representative appointed by the Employer and one (1) Union representative appointed by the Union.

The Screening Committee shall report its activities to the Labour Management Committee. Information provided by the employees to the Screening Committee shall remain confidential and strictly for the use of the Committee. The Committee may make recommendations to the Institute to retrain the employee in a less arduous position and/or to recommend what retraining the Committee deems advisable. The Screening Committee shall develop operating procedures which shall be mutually agreed on by the Parties.

12.9 Transfers Without Posting

- (a) Lateral transfers or voluntary demotions may be granted, without posting, for:
 - (1) compassionate or medical grounds to regular employees who have completed their probationary period;
 - (2) all employees who have become incapacitated by industrial injury or industrial illness.
- (b) In such cases the screening procedure outlined in Clause 12.7 shall be followed and the Labour-Management Committee shall consider any application or requests presented to it. Each request for special consideration shall be judged solely on its merit.
- (c) An employee whose spouse is also an employee and who is transferred pursuant to Appendix #3, Article 13, may be considered for lateral transfer or voluntary demotion to available vacancies.

12.10 Interview Expenses

An in-service applicant for a posted position who is not on leave of absence without pay and who has been called for a panel interview shall have his authorized expenses paid. An employee granted leave under this clause shall notify his/her supervisor as soon as he/she is notified of his/her requirement to appear for an interview.

12.11 Probationary Period

- (a) Any employee who is a successful applicant to a position, either as a new hire of the Institute or as a promotion, shall be subject to a six (6) months' probationary period. This Clause shall not apply to employees who have been transferred laterally to a position involving the same job requirements as the employee's previous position. Employees who are successful in competition for a position that is lateral and the same classification shall not serve a probationary period.

- (b) Probationary employees, subject to this Clause, shall have full rights to the grievance and arbitration procedures as set out in this Agreement.
- (c) Where an new employee fails to successfully complete his/her probationary period, the Employer shall investigate the matter and determine whether or not just cause exists for rejection or whether or not the new employee could be placed in another position.
- (d) In the event a regular employee proves unsatisfactory in the position during the probationary period, the employee shall have the following options available to them:
- (1) Offered a vacant position (posting waived) for which s/he is qualified, with the pay rate maintained at the previous level, with no loss of seniority.
 - (2) Bump the junior person in previous classification and be paid in accordance with the rate for that classification, with no loss of seniority.
 - (3) Layoff with layoff options (eg., recall, severance pay)

ARTICLE 13 - LAYOFF AND RECALL

13.1 Pre-Layoff Notice

- (a) Where the Employer identifies a need to proceed with a layoff as per the definition in the Collective Agreement, the Employer shall notify the Union, in writing, prior to issuing any layoff notices. The notice shall include where the reduction is required; the number of positions to be affected; the department(s); the campus (if applicable); the pay level classification and qualifications of the position(s); the reasons for layoff; the cost reduction or other goal intended to be achieved by the layoff; the employees identified for pre-layoff canvass.
- (b) If the Union requests, the Employer will meet with the Union, within five (5) days of the notice, to discuss the need to proceed with a layoff, the scope of the pre-layoff canvass and any related matter.

13.2 Pre-Layoff Canvass

- (a) Within seven (7) calendar days of the above-mentioned notice, the Employee will conduct a pre-layoff canvass by sending out written notice to the Union and the employees identified for pre-layoff canvass. The notice will include the specifications as outlined above. Prior to the lay-off of regular employee(s) the Employer shall canvass employees to invite:
- (1) placement into a vacant regular position;
 - (2) resignation with severance as provided for in Article 13.3; or
 - (3) where eligible, early retirement.

The Union and Employer may agree to a wider pre-layoff canvass.

- (b) It is understood that employees selecting voluntary severance or early retirement shall not be entitled to bumping or recall rights. A voluntary resignation and severance payment or early retirement must prevent a layoff of an employee who would be entitled to layoff notice or severance pay under the Collective Agreement.
- (c) Employees who are canvassed and who voluntarily respond to the canvass must do so in writing within ten (10) calendar days to of receipt of notice.
- (d) When the number of employees responding is greater than the reduction number identified by the Employer, the employee(s) with the most service seniority will be granted their pre-layoff option.

- (e) The Employer will confirm the employee's option with the employee and the Union, in writing, within seven (7) calendar days. This selection is final and binding.
- (f) If no employee(s) voluntarily choose the pre-layoff options, the Employer will proceed with layoff notice as per the Collective Agreement.

13.3 Layoff Procedure

(a) Casual employees shall be laid off prior to regular employees, providing the remaining employees are qualified and able to fill the remaining positions.

(b) Where the Employer identifies a need to proceed with layoff, the employee occupying the redundant position shall be advised in writing by the Employer and given the following options in sequential order:

- (1) to fill a vacancy in the same classification, provided that the employee possesses the skills and abilities to perform the job after a reasonable period of retraining/orientation;
 - (2) to displace the least senior employee in the same classification, provided that the employee has more seniority than the person to be displaced and provided that the employee possesses the skills and abilities to perform the job after a reasonable period of retraining/orientation;
 - (3) to fill a vacancy in the next lower classification provided that the employee possesses the skills and abilities to perform the job after a reasonable period of retraining/orientation;
 - (4) to displace the least senior employee in the next lower classification, provided that the employee has more seniority than the person to be displaced and provided that the employee possesses the skills and abilities to perform the job after a reasonable period of retraining/orientation;
 - (5) to fill a vacancy or displace the least senior employee as per (3) and (4) in successively lower classifications.
- (c) (1) Failing placement under (b) above, the employee who occupies a redundant position shall receive layoff notice in accordance with Article 13.4(a).
- (2) An employee, displaced by a senior employee may exercise her/his options in the same manner as an employee occupying a redundant position.
- (d) *Retraining and Adjustment Period*
- (1) Employees who assume a new position pursuant to this Article will receive job orientation, including, where deemed appropriate by the Joint Committee, current in-service training, and shall be allowed a reasonable time to familiarize himself/herself with his/her new duties.
 - (2) In those circumstances where an employee is being placed in a regular vacancy, the Joint Committee shall also consider other training where it is complementary to current in-service training.
 - (3) Employees with less than three (3) years of service involved in training under this section shall receive their basic pay for the period of training.
 - (4) Employees with three (3) or more years of service involved in training under this section shall receive their basic pay for the period of training, the cost of tuition and the cost of the course related material.

13.4 Layoff

- (a) *Layoff Notice*

The Employer shall notify regular employees, in writing, who are to be laid off, twenty (20) workdays plus five (5) workdays for each completed year of service, to a maximum of thirty (30) workdays prior to the effective date of layoff. Copies of such notifications will be forwarded to the Union. If the employee has not had the opportunity to work the requisite number of workdays after notice of layoff, he/she shall be paid in lieu of work for that part of the requisite number of workdays during which work was not made available.

(b) *Layoff Options*

An employee who is issued layoff notice shall elect one (1) of the following options within two (2) calendar weeks:

- (1) to be placed on the regular recall list;
- (2) to displace the senior casual employee;

An employee electing this option shall accrue regular seniority for all work assignments for which she/he has been recalled; however the rate of pay for work available under this option shall be commensurate with the actual classification of the work assignment offered.

Upon completion of each work assignment and for the purposes of Article 11.3(c), she/he shall re-establish her/his right to a further twelve (12) months of recall.

- (3) to elect early retirement and, if eligible, to receive the early retirement benefits covered by Article 18.8 and to receive severance pay in accordance with Article 13.3(b)(4).
- (4) to sever her/his employment and receive severance pay based on total years of service as follows:
 - (i) for the first year of completed employment, 3 weeks' current salary;
 - (ii) for the second year of completed employment, 3 weeks' current salary;
 - (iii) for each completed year thereafter, □ months' current salary.

Employees will not receive an amount greater than nine (9) months' current salary.

(c) *Early Retirement*

A regular employee who is age 55 years or older and is entitled to receive a pension under the Pension (Public Service) Act or the Municipal Superannuation Act, as of the effective date of layoff, and who has opted for and is entitled to severance pay pursuant to this Article shall, upon application, be entitled to additional pensionable service equivalent in value, as determined by the Superannuation Commissioner, to the severance pay compensation. Benefits under this provision shall not exceed the time that would be required to reach the employee's maximum retirement age.

13.5 Salary Protection

A regular employee who fills a regular vacancy or displaces a regular employee at a lower classification shall receive salary protection in accordance with Article 27.7.

13.6 Recall of Regular Employees

Recall of regular employees shall be in order of service seniority providing the employee is qualified and able to perform the work which is available after a period of familiarization. An employee who declines recall to a regular position shall be deemed to have declined placement in the Institute and shall claim severance pay or early retirement. A regular employee who is laid off, will be placed on a recall list for a period of one (1) year, for the purpose of regular recall to a regular position with the Institute.

ARTICLE 14 - HOURS OF WORK

Preamble

The Parties recognize the Employer's right to establish hours of operation to fulfil the functions of the work unit, and the Union's right to negotiate work schedules in accordance with the provisions of this Article to meet the hours of operation.

14.1 Annual Hours of Work

The annual hours of work exclusive of meal periods taken away from the work station but including paid holidays will be 1,827, which is equivalent to an average of thirty-five (35) hours per week.

14.2 Hours of Operation

- (a) Except in the case of an emergency, the Employer shall give the Union thirty (30) days' notice of anticipated changes in the hours of operation.
- (b) Following the receipt of notice, the Employer's and the Union's designated representatives shall meet to negotiate mutually agreeable work schedules.
- (c) Where agreement cannot be reached, either Party may refer the matter to the Labour-Management Committee pursuant to Clause 14.14.

14.3 Standard Hours

- (a) Except as otherwise provided, the standard workweek shall consist of five (5) consecutive days from Monday to Friday, inclusive.
- (b) Except as otherwise provided, the workday shall be seven (7) hours duration, exclusive of meal period, and these hours shall be scheduled between 8 a.m. and 5 p.m.

14.4 Work Schedules

- (a) Work schedules shall be established by mutual agreement between the Employer's designate and the Union's designate at the local level in accordance with the following:

Shift Patterns:

- (1) five (5) day schedule; or
- (2) five (5) day, four (4) day schedule, with the extra day off scheduled by mutual agreement at the local level. The nine (9) workdays within the two (2) week period shall be seven (7) hours and forty-seven (47) minutes in duration; or
- (3) four (4) day week, with the extra day off scheduled by mutual agreement at the local level. The four (4) workdays in the week shall be eight (8) hours and forty-five (45) minutes in duration; or
- (4) The work day shall be seven (7) hours and thirty (30) minutes in duration with the extra time worked accumulated and:
 - (i) scheduled by mutual agreement at the local level as a day off every three (3) weeks; or
 - (ii) scheduled by mutual agreement as lieu days, pursuant to Clause 14.10.

Scheduling of Hours:

- (5) Starting and finishing times scheduled by mutual agreement.
 - (6) Starting and finishing times unscheduled.
 - (7) Starting and finishing times unscheduled around a mutually agreed core period.
 - (8) Starting and finishing times unscheduled within a mutually agreed entry and exit period around a mutually agreed core period.
- (b) A record of the employee's work schedule shall be maintained at the local level.
 - (c) There shall be equitable rotation of the extra days off as mutually agreed to at the local level.
 - (d) Pursuant to Clause 14.9, any shortfall arising from designated paid holidays falling within the schedule shall be scheduled by mutual agreement within the two (2) week period following the designated holiday.
 - (e) The Employer shall not unreasonably withhold agreement on any of the work schedule options in this Article.
 - (f) Work schedules, once agreed upon, shall be posted.

14.5 Changes in Work Schedules

Work schedules may be altered at any time by mutual agreement between the Employer's designate and the Union's designate at the local level in accordance with the provisions of this Article.

14.6 Flextime

- (a) For the purpose of this Agreement, flextime means the hours worked by an employee, or group of employees who are given authority to
 - (1) choose their starting and finishing times, and
 - (2) choose their length of workday within the stated maximum number of hours, subject to meeting the annual hours of work, in accordance with this Agreement, through the specified averaging period.
- (b) The full-time employee on flextime who has a day of absence, whether with or without pay, will be deemed to be absent for seven (7) hours, providing at least seven (7) hours are required to complete the averaging period. If less than seven (7) hours are required to complete the averaging period, such number of hours will be deemed to be the hours of absence.
- (c) The averaging period for those employees on flextime shall be seventy (70) hours per two (2) week period.
- (d) The workday for those employees on flextime shall not exceed ten (10) hours.
- (e) Employees shall have the option to bank a maximum of three (3) flex days. Banked flex days shall be taken within the calendar year in which they are earned. Bank flex days may be:
 - (1) Used to top up sick leave entitlement, and/or
 - (2) Used at a time mutually agreeable to the employee and the Employer.

14.7 Meal Periods

- (a) Meal periods shall be scheduled as close as possible to the middle of the workday or shift. The length of the meal period shall be not less than thirty (30) minutes and not more than sixty (60) minutes.

- (b) An employee shall be entitled to take his/her meal period away from the work station. Where this cannot be done, the meal period shall be considered time worked, and included in the work schedule or compensated for at the applicable overtime rate.

14.8 Rest Periods

All employees shall have two fifteen (15) minute rest periods in each work period in excess of six (6) hours, one rest period to be granted before and one after the meal period. Employees working a shift of three and one-half (3½) hours, but not more than six (6) hours, shall receive one rest period during such a shift. Rest periods shall not begin until one (1) hour after the commencement of work or not later than one (1) hour before either the meal period or the end of the shift. Rest periods shall be taken without loss of pay to the employee.

14.9 Conversion of Hours

- (a) *Lieu Days*

Where an employee is granted a lieu day pursuant to Clause 17.3 or 17.4 of this Agreement, the time off granted will be seven (7) hours per lieu day for a full-time employee and prorated for a part-time employee.

- (b) *Vacation*

Where an employee is granted vacation, pursuant to Article 18, and where the regularly scheduled workday is greater than seven (7) hours per day, employees shall remain on the agreed work schedules and the vacation entitlement shall be converted to hours on the basis of a seven (7) hour day and deducted accordingly.

- (c) *Designated Paid Holidays*

Where an employee is granted a designated paid holiday, pursuant to Article 17 of this Agreement, the time off granted will be seven (7) hours per day designated paid holiday for a full-time employee and prorated for a part-time employee.

14.10 Scheduling Lieu Days

- (a) Pursuant to Clause 17.3 and 17.4 of this Agreement, lieu days accruing from statutory or designated holidays shall be taken either immediately before or after the paid holidays but in any event not more than two (2) weeks from the date of the paid holiday. If the lieu day is not taken within two (2) weeks it shall be immediately scheduled on the vacation roster.

- (b) When statutory or designated holidays fall within a two (2) week scheduling block, the additional hours to be worked in order to average seventy (70) hours during the two (2) week block may be carried over to the next two (2) week scheduled block, if the scheduling of those additional hours is not possible during the original two (2) week period.

14.11 Work Location

- (a) Every employee covered by this Agreement shall be assigned a designated headquarters. When temporarily assigned another work location, time spent in travel from the employee's residence to the new work location in excess of time normally spent in travel from the employee's residence to his designated headquarters shall be considered as time worked.

- (b) When employees are required to report to a central location in order to be assigned their work location, their workday shall commence from the time they are required to report for assignment.

- (c) Except in the case of temporary assignment for the duration of less than one (1) month, and except in the case of emergencies, the Employer shall give a regular employee two (2) weeks advance notice, in writing, stating

the reasons, prior to implementing any change in the employee's designated work location.

14.12 Cleanup Time

Employees shall be allowed reasonable time during the workday or shift for cleanup purposes. Cleanup time immediately prior to the end of the shift shall be limited to work station cleanup.

14.13 Standby Provisions

(a) Where regular employees are required to standby to be called for duty under conditions which restrict their normal off-duty activities, they shall be compensated at straight-time in the proportion of one (1) hour's pay for each three (3) hours standby. An employee designated for standby shall be immediately available for duty during the period of standby at a known telephone number. No standby payment shall be made if an employee is unable to be contacted or to report for duty when required. The provisions of this Clause do not apply to part-time employees who are not assigned a regular working schedule and who are normally required to work whenever called.

(b) Regular employees on standby in a relief operation, such as a manning pool, shall be compensated one (1) day's basic pay for twelve (12) hours standing by. Where the time spent on standby is followed by a full shift being worked, employees shall be compensated at the straight-time rate in the proportion of one (1) hour's pay for each four (4) hours of standing by in addition to their normal day's pay with a minimum of one (1) hour's standby.

(c) Employees required to standby under paragraph (a) will not be required to standby on two (2) consecutive weekends or two (2) consecutive designated paid holidays, except by mutual agreement. The provisions of this paragraph will not apply in emergency situations.

14.14 Resolution of Disputes

(a) In the event of a dispute regarding any provision of this Article, the matter shall be referred to the Labour/Management Committee for resolution.

(b) Failure by the Labour/Management Committee to resolve the dispute within ten (10) days of referral may result in either Party referring the dispute to arbitration pursuant to Article 9 of this Agreement.

(c) Pending final resolution of a dispute, the status quo with respect to work schedules shall be maintained.

(d) Pending resolution of disputes pursuant to Clause 14.2, the Employer may, after fourteen (14) days notice and on an interim basis, change starting and finishing times or alter days of rest of existing work schedules to meet hours of operation, provided this does not increase the length of the workday beyond nine (9) hours.

ARTICLE 15 - SHIFT WORK

Preamble

Where the hours of operation require employees to be scheduled for work outside the standard hours listed in Article 14, work schedules shall be established by mutual agreement at the local level. The shift patterns shall be either five (5) days on and two (2) days off or four (4) days on and two (2) days off unless otherwise agreed to by the Parties to this Agreement. Once the shift patterns and the length of the meal period have been agreed to, the length of the workday will be as required to meet the annual hours outlined in Article 14 of this Agreement.

15.1 Definition of Shift for Shift Premium

(a) *Identification of Shifts*

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

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

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

(b) *Shift Premium (Full-time Employees)*

	Effective August 10, 1997
85 cents per hour for afternoon shift	90 cents per hour for afternoon shift
95 cents per hour for night shift	\$1.00 cents per hour for night shift

15.2 Shift Premium Entitlement

(a) Employees working an afternoon or night shift as identified in Clause 15.1(a)(2) and 15.1 (a)(3) shall receive a shift premium for all hours worked on the shift.

(b) An employee working a full shift which begins between 11 a.m. and 1:59 p.m., inclusive, shall receive the afternoon shift premium for all hours worked after 2 p.m.

(c) A part-time employee working less than the normal hours per day or a full-time employee will receive the afternoon shift premium for all hours worked on a shift more than half of which is regularly scheduled between 6:00 p.m. and 6:00 a.m. except that an employee regularly scheduled to start between 10:00 p.m. and 2:00 a.m. will receive instead the night shift premium.

(d) Employees covered by flextime and/or modified workweek agreements, who, by their own volition, choose to begin their shift at a time which would qualify them for a shift premium shall not be entitled to the premium. Employees who are required to begin their shift at a time which would qualify them for a shift premium in accordance with the above provisions shall receive the appropriate premium.

(e) Shift premiums will apply to overtime hours worked in conjunction with a shift. An employee who is called out between 9 p.m. and 4:29 a.m. shall receive the third-shift premium for each hour worked during the call-out period up to the commencement of his/her regularly scheduled shift.

15.3 Notice of Work Schedules

(a) Work schedules for regular employees shall be posted at least fourteen (14) days in advance of the starting day of a new schedule.

(b) In the event that the work schedule or shift for a regular employee or an casual employee working a scheduled shift roster is changed without forty-eight (48) hours advance notice and such change is the result of the actions of another employee covered by this Agreement utilizing the benefits provided for by the provisions of this Agreement, the employee will receive a premium of seventy-five cents (75¢) per hour as of January 1, 1992 [effective January 1, 1995: eighty cents (80¢) per hour, effective December 31, 1995: eighty-five cents (85¢) per hour] in addition to his/her regular pay, for work performed on the first shift to which he/she changed.

(c) In the event that an employee's work schedule or shift is changed without five (5) days' advance notice and the change results from causes other than defined in (b) above, the employee shall receive a premium at the applicable overtime rate for work performed on the first shift to which he/she changed, except that if the change results from no fault of the Employer he/she shall not receive a premium at overtime rates but shall receive the premium defined under (b) above.

15.4 Short Changeover

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

15.5 Exchange of Shifts

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

15.6 Shortfall of Shifts

There shall be no pay back for shortfall of annual working hours in the shift systems agreed to pursuant to this Article.

15.7 Allocation of Shifts

Where the Parties to this Agreement determine that shifts are to be rotated, such shifts shall be rotated on an equitable basis.

15.8 Split Shifts

No shift shall be split for a period longer than the regularly scheduled meal period.

ARTICLE 16 – OVERTIME**16.1 Definitions**

- (a) "*Overtime*" - means work performed by a full-time employee in excess or outside of his/her regularly scheduled hours of work
- (b) "*Straight-time rate*" - means the hourly rate of remuneration.
- (c) "*Time and one-half*" - means one and one-half (1½) times the straight-time rate
- (d) "*Double time*" - means twice the straight-time rate
- (e) "*Double time and one-half*" - means two and one-half (2½) times the straight-time rate

16.2 Authorization and Application of Overtime

- (a) An employee who is required to work overtime shall be entitled to overtime compensation when:
 - (1) the overtime worked is authorized in advance by the Employer; and
 - (2) the employee does not control the duration of the overtime worked.
- (b) Notwithstanding the foregoing, the Employer and the Union recognize that the nature of the work carried out by persons in some positions is such that it may not be possible for the employee to obtain prior authorization for the necessary overtime work. In such cases the employee shall use his/her discretion in working the overtime and the Employer shall be considered to have authorized the overtime in advance. However, the Employer reserves

the right, subject to the grievance procedure, to determine the legitimacy of the overtime claimed. In order to facilitate a fair and reasonable administration of the clause, the Employer will draw up regulations defining the circumstances under which an employee may undertake overtime work without prior authorization. Copies of these regulations will be supplied to the Labour-Management Committee.

- (c) The method of compensation for overtime shall be in accordance with this Agreement.

16.3 Overtime Entitlement

- (a) An employee will be entitled to compensation for authorized overtime in excess of:
 - (1) the scheduled daily hours; or
 - (2) the maximum daily hours for those employees on flextime; or
 - (3) the agreed averaging period.
- (b) For the purposes of calculating the hourly rate for overtime, an employee's monthly rate shall be divided by the monthly hours, 152.25.
- (c) Overtime shall be compensated in thirty (30) minute increments; however, employees shall not be entitled to any compensation for periods of overtime of less than five (5) minutes per day.

16.4 Recording of Overtime

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

16.5 Sharing of Overtime

Overtime work shall be allocated on an equitable basis to qualified employees considering their availability and location.

16.6 Overtime Compensation (rate of compensation)

- (a) Overtime worked shall be compensated at the following rates:
 - (1) time and one-half for the first two (2) hours of overtime on a regularly scheduled workday; and
 - (2) double time for hours worked in excess of (1); and
 - (3) double time for all hours worked on a day of rest.
- (b) An employee who works on a designated holiday which is not a scheduled workday shall be considered to have worked overtime and shall receive additional compensation at the rate of double time for all hours worked, except for Christmas and New Year's when the additional compensation shall be at the rate of double time and one-half (2½) for all hours worked.
- (c) An employee on travel status who is required to travel on Institute business outside his/her regular working hours shall be compensated at the applicable overtime rates for all hours travelled. The Employer may determine the means of such travel.
- (d) Any overtime due at the fiscal year end, or on termination, shall be paid in cash.

16.7 Overtime Meal Allowance

- (a) When an employee is required to work in excess of two and one-half (2½) hours overtime immediately before or after completion of his/her scheduled daily hours, he/she shall be provided with a meal or shall be reimbursed with an overtime meal allowance, and a meal break of one-half (½) hour with pay will be given. The overtime meal allowance shall be twelve dollars (\$12.00).

Effective August 1, 1996 □ Twelve dollars and thirty-five cents (\$12.35)

- (b) If the employee continues to work overtime beyond three (3) hours, a further meal or allowance and meal break as above shall be provided upon completion of an additional four (4) hours worked; and upon the completion of every three (3) hours worked thereafter.
- (c) When an employee is not on standby and is called out for overtime prior to his/her scheduled shift and it was not possible to give sufficient notice¹ to permit preparation of the meal normally taken to work, the Employer shall provide the meal or pay the overtime meal allowance.
- (d) In the case of an employee called out on overtime to work on a rest day, this clause will apply only to hours worked outside his/her regular shift times for a normal workday.
- (e) Where any of the meals provided under (a), (b), (c) or (d) above duplicate a meal for which an employee is entitled because of travel status or field allowance, then the employee shall receive only one (1) benefit for each meal.

16.8 No Layoff to Compensate for Overtime

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

16.9 Right to Refuse Overtime

- (a) An employee shall have the right to refuse to work overtime, except when required to do so in emergency situations, without being subject to disciplinary action for so refusing.
- (b) An employee on standby shall not have the right to refuse call-out for overtime work.

16.10 Overtime for Part-time Employees

- (a) A part-time employee working less than the normal hours per day of a full-time employee, and who is required to work longer than his/her regular working day, shall be paid at the rate of straight-time for the hours so worked, up to and including the normal hours in the working day of a full-time employee.
- (b) A part-time employee working less than the normal days per week of a full-time employee, and who is required to work other than his/her regularly scheduled workdays, shall be paid at the rate of straight-time for the days so worked up to and including the normal workdays in the workweek of a full-time employee.
- (c) Overtime rates shall apply to hours worked in excess of (a) and (b) above.

16.11 Call-Out Provisions

- (a) *Call-Out Compensation*

A regular employee who is called back to work outside his/her regular working hours shall be compensated for a minimum of three (3) hours at overtime rates. He/she shall be compensated from the time he/she leaves his/her home to report for duty until the time he/she arrives back upon proceeding directly to and from work.

- (b) *Call-Out Time Which Abuts the Succeeding Shift*

- (1) If the call-out is for three (3) hours or less, the employee will be required to work the call-out period and the whole of the abutting shift. In this case, compensation shall be overtime rates for the call-out period and straight-time rates for the regular shift.

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

- (2) If the call-out is for longer than three (3) hours, the employee will be required to work the call-out period and a portion of the abutting regular shift. The portion of the regular shift which must be worked will be regular shift less the amount that call-out exceeds three (3) hours. Compensation shall be at overtime rates for the call-out periods and straight-time for the regular shift without shortfall.
- (3) For the purpose of (1) above it is agreed that "call-out" means that the employee has been called out without prior notice.
- (c) *Overtime or Call-out Which Does Not Abut the Succeeding Shift*
- (1) When overtime is worked there shall be an elapsed time of eight (8) hours between the end of overtime and the time the employee reports for duty on the next regular shift with no shortfall out of his/her regular shift.
- (2) In a call-out situation where at least three (3) hours which do not abut the succeeding shift are worked in the ten (10) hours preceding the start of the regular shift there shall be an elapsed time of eight (8) hours between the end of the call-out and the time the employee reports for duty on his/her next regular shift with no shortfall out of the regular shift.
- (3) If the elapsed eight (8) hour period following results in only two (2) hours or less of their regular shift available for work, an employee shall not be required to report for work on that shift with no shortfall.
- (d) Time spent by an employee travelling to work or returning to his/her residence before and after call-out shall not constitute time worked but shall be compensated at the overtime rates.
- (e) Should the employee be required to work that period which is considered free from work in the regular shift, as provided for in 16.11(b)(2) and (c)(1) and (2) then that portion of the shift shall be compensated at overtime rates.
- (f) A casual employee who is called back to work in a circumstance such that he/she would be entitled to overtime compensation for the time worked, shall also be entitled to the provision of (a) above.

16.12 Rest Interval After Overtime

An employee required to work overtime adjoining his/her regularly scheduled shift shall be entitled to eight (8) clear hours between the end of the overtime work and the start of his/her next regular shift. If eight (8) clear hours are not provided, overtime rates shall apply to hours worked on the next regular shift.

16.13 Overtime Compensation (method of compensation)

- (a) Employees shall have the option of being compensated for overtime in cash or compensatory time off.
- (b) If the employee elects to take compensatory time off, the Employer shall make every reasonable effort to schedule such time off by mutual agreement within sixty (60) days from it being earned.
- (c) If mutual agreement on the scheduling of compensatory time off cannot be reached, the employee may elect, at any time after the sixty (60) days, to receive payment for such unscheduled compensatory time off.
- (d) Where the employee opts for payment in cash, the Employer shall make every reasonable effort to make payment by the end of month following the month in which (1) the overtime was worked and/or (2) cash payment was elected as provided for in Clause 16.13(c) of this Agreement.

ARTICLE 17 - PAID HOLIDAYS

17.1 Paid Holidays

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

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

- (b) It is understood that Heritage Day shall be recognized as a designated paid holiday upon proclamation. Any other holiday proclaimed as a holiday by the Federal, Provincial or Municipal Government for the locality in which an employee is working shall also be a paid holiday.

17.2 Holidays Falling on Saturday or Sunday

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

17.3 Holiday Falling on Day of Rest

- (a) When a paid holiday falls on an employee's day of rest, the employee shall be entitled to a day off with pay in lieu. The scheduling of such lieu day shall be subject to Clause 14.10.
- (b) If an employee is called in to work on the day designated as the lieu day pursuant to (a) above, he/she shall be compensated at double time rate.

17.4 Holiday Falling on a Scheduled Workday

An employee who works on a designated holiday which is a scheduled workday shall be compensated at the rate of double time for hours worked, plus a day off in lieu of the holiday; except for Christmas and New Year's when the compensation shall be at the rate of double time and one-half for hours worked, plus a day off in lieu of the holiday. The scheduling of the lieu day shall be subject to Clause 14.10.

17.5 Holiday Coinciding with a Day of Vacation

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

17.6 Christmas or New Year's Day Off

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

17.7 Paid Holiday Pay

Payment for paid holidays will be made at an employee's basic pay, except if an employee has been working in a higher paid position than his/her regular position for a majority of the sixty (60) working days preceding his/her holiday, in which case he/she shall receive the higher rate. For employees who work in excess of seven (7) hours per day, they

shall receive the higher rate if they have been working in a higher paid position for a majority of the four hundred and twenty (420) working hours preceding a paid holiday.

ARTICLE 18 - ANNUAL VACATIONS

18.1 Annual Vacation Entitlement

(a) **Definitions:**

"*Vacation year*" - For the purpose of this Article, a vacation year shall be the calendar year commencing January 1 and ending December 31.

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

(b) <i>Vacation Years</i>	<i>Work Days</i>
First to third.....	15
Fourth.....	16
Fifth.....	17
Sixth.....	18
Seventh.....	19
Eighth.....	22
Ninth.....	23
Tenth.....	24
Eleventh.....	25
Twelfth.....	26
Thirteenth to Fifteenth.....	27
Sixteenth to Eighteenth.....	28
Nineteenth.....	29
Twentieth.....	31
Twenty-first.....	32
Twenty-second.....	33
Twenty-third and twenty-fourth.....	34
Twenty-fifth and thereafter.....	35

(c) Employees of the Institute who, immediately prior to their appointment to the Institute, were employed by the Province of British Columbia pursuant to the Public Service Act as of July 1, 1974, and who were entitled to vacation leave shall continue to be entitled to special vacation leave which, in addition to their normal vacation leave, shall not exceed twenty (20) working days.

(d) *War Service*

Service with the Active Forces of the Crown during any war may be counted in the calculation for vacation leave entitlement after the employee has completed one (1) year's service with the Institute. This regulation applies solely to those who served as members of the Commonwealth Forces.

Duration of Wars (Recognized Dates) - The recognized dates of duration of the following wars are:

- < World War II - from September 1, 1939 to June 30, 1947;
- < Korean Conflict - from August 7, 1950 to July 27, 1953.

Discharge Certificates must be presented before War Service is recognized. Any war service with H.M. Forces may be added to his/her period of service with the Employer for the purpose of computing the required service for the additional vacation leave privilege.

(e) *Merchant Marine Service*

Service on the high seas (deep sea) during World War II, may be credited toward the service requirement for

vacation leave purposes. Employees are required to submit certified records of their deep sea-time for assessment by the Employer.

(f) *Conversion of Hours*

Where an employee is granted vacation pursuant to this Article, and where the regularly scheduled workday is greater than seven (7) hours per day, the annual vacation entitlement shall be converted to hours on the basis of a seven (7) hour day and deducted accordingly.

(g) *Conversion of Hours*

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

18.2 Vacation Earnings for Partial Years

(a) (1) During the first partial year of service a new employee will earn vacation at the rate of one and one-quarter (1¼) days for each month for which he/she earns ten (10) days pay.

(2) Subject to Clause 18.7 any unused vacation earned during the first partial year will be paid to the employee at December 31 of that year.

(b) During the first and subsequent vacation years an employee will earn one-twelfth (1/12) of the annual entitlement for each month in which the employee has received at least ten (10) days' pay at straight-time rates. Where an employee has taken more vacation than earned, the unearned portion taken shall be charged against future earned credits or recovered upon termination, whichever occurs first.

18.3 Vacation Scheduling

(a) With the exception of authorized vacation carry-over under Clause 18.7, the scheduling and completion of vacations shall be on a calendar year basis.

(b) The calendar year in which an employee's first anniversary falls shall be the first vacation year. For the purpose of additional leave entitlement, the calendar year in which the fifth (5th) anniversary falls shall be the fifth (5th) vacation year; in which the sixth (6th) anniversary falls the sixth (6th) vacation year, etc.

(c) During the first six (6) months of continuous employment an employee may, subject to mutual agreement at the local level, take vacation leave which has been earned.

(d) Scheduling of vacations shall be subject to the provisions of Clauses 18.10, 18.11 and 18.12.

(e) Vacation schedules, once approved by the Employer, shall not be changed, other than in cases of emergency, except by mutual agreement between the employee and the Employer.

18.4 Vacation Pay

(a) Payment for vacations will be made at an employee's basic pay except if an employee has been working in a higher-paid position than his/her regular position for a majority of his/her regularly scheduled hours in the sixty (60) working days preceding his/her vacation, in which case he/she shall receive the higher rate.

(b) When a payday falls during a regular employee's vacation, the employee shall be entitled to have the paycheque forwarded to a mailing address supplied by the employee in writing.

(c) Once per calendar year, upon thirty (30) days written notice, a regular employee shall be entitled to receive, prior to commencement of a vacation, a payroll advance equivalent to the amount of any regular paycheque issued during the vacation period.

18.5 Approved Leave of Absence With Pay During Vacations

When an employee is in receipt of the Short-term Illness and Injury Plan benefits or on leave with pay in accordance with Clauses 20.1, 20.5, 20.7, and 20.8 during his/her vacation period, there shall be no deduction from the vacation credits for such leave. The period of vacation so displaced shall be taken at a mutually agreed time. An employee intending to claim displaced vacation leave must advise the Employer and provide necessary documentation within seven (7) days of returning to work.

18.6 Vacation Carry-Over

- (a) An employee may carry over up to ten (10) days' vacation leave per vacation year except that such vacation carry over shall not exceed fifteen (15) days at any time. Employees in their first partial year of service, who commenced prior to July 1 of that year, may carry over up to five (5) days' vacation leave into their first vacation year. Except as provided in Clause 18.2(a)(2), an employee shall not receive cash in lieu of vacation time except upon termination, resignation or retirement.
- (b) A single vacation period which overlaps the end of a calendar year (December 31) shall be considered as vacation for the vacation year in which the vacation commenced. The portion of vacation taken subsequent to but adjoining December 31 shall not be considered as vacation carry-over, nor as a seniority choice for the subsequent vacation year.

18.7 Call Back on Vacation

- (a) Employees who have commenced their annual vacation shall not be called back to work except in cases of extreme emergency.
- (b) When, during any vacation period, an employee is recalled to duty, he/she shall be reimbursed for all expenses incurred thereby by himself/herself, in proceeding to his/her place of duty and in returning to the place from which he/she was recalled upon resumption of vacation, upon submission of receipts (except for meals) to the Employer.
- (c) Time necessary for travel in returning to his/her place of duty and returning again to the place from which he/she was recalled shall not be counted against his/her remaining vacation entitlement.

18.8 Vacation Leave on Retirement

An employee scheduled to retire and to receive a superannuation allowance under the Pension (Public Service) Act or who has reached the mandatory retiring age, shall be granted full vacation entitlement for the final calendar year of service.

18.9 Prime-time Vacation Period

- (a) Subject to the provisions of this Article, it is the intent of the Parties that no employee shall be restricted in the time of year he/she chooses to take his/her vacation entitlement. However, all employees shall be allowed to take at least four (4) weeks of their vacation entitlement during the period May 1 to September 30 inclusive, which shall be defined as the prime-time vacation period.
- (b) For those employees who have more than four (4) weeks vacation entitlement, the Employer shall make every reasonable effort to allow such employees to take their complete vacation entitlement during the prime-time vacation period if they so desire.

18.10 Vacation Preference

- (a) Preference in the selection and allocation of vacation time shall be determined within each work unit on the basis of service seniority. Where an employee chooses to split his/her vacation, his/her second choice of vacation

time shall be made only after all other employees concerned have made their initial selection.

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

18.11 Vacation Schedules

- (a) Vacation schedules will be circulated and posted by April 1 of each year.
- (b) An employee who does not exercise his/her seniority rights within two (2) weeks of receiving the vacation schedule shall not be entitled to exercise those rights in respect to any vacation time previously selected by an employee with less seniority.
- (c) An employee who voluntarily transfers to another work location where the vacation schedule has already been completed will not be entitled to exercise his/her seniority rights with respect to that vacation schedule. However, every effort will be made to grant vacation at the time of the transferred employee's choice.
- (d) An employee transferred by the Employer shall maintain his/her vacation period and no other employee's vacation time shall be affected thereby.
- (e) The Employer will make every reasonable effort to contact employees who are absent in order to establish such employees' preference for vacation.

18.12 Vacation Relief

Where vacation relief is required, the Employer shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacement at the lowest-paying category.

18.13 Vacation Credits Upon Death

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

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

Employees shall be entitled to coverage for short term illness and injury and long term disability in accordance with Appendix 2 which will be subject to review and revision during the period of this Agreement by negotiations between the Parties.

ARTICLE 20 - SPECIAL AND OTHER LEAVE

20.1 Bereavement Leave

- (a) In the case of death in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at his/her regular rate of pay, from the date of death to or including the day of the funeral with, if necessary, any allowance for immediate return travelling time. Such leave shall normally not exceed five (5) workdays.
- (b) Immediate family is defined as an employee's parent, spouse, child, brother, sister, father-in-law, mother-in-law, and any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) In the event of the death of the employee's grandparents, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be entitled to special leave on one (1) day for the purpose of attending the funeral.

- (d) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.
- (e) Where established no cultural or religious practices provide for ceremonial occasions other than the bereavement period in (a) above, the bereavement leave as provided in (a) above, if any, may be taken at the time of the ceremonial occasion.

20.2 Special Leave

- (a) Where leave from work is required, an employee shall be entitled to special leave at his/her regular rate of pay for the following:
- (1) Marriage of the employee three (3) days,
 - (2) Attend wedding of the employee's child one (1) day,
 - (3) Birth or adoption of the employee's child..... one (1) day,
 - (4) Serious household or domestic emergency one (1) day,
 - (5) Moving household furniture and effects..... one (1) day,
 - (6) Attend his/her formal hearing to become a Canadian citizen one (1) day,
 - (7) Attend funeral as pallbearer or mourner one-half (½) day,
 - (8) Court appearance for hearing of employee's child one (1) day,
- (b) Two (2) weeks notice is required for leave under Clauses (a)(1), (2), (5) and (6).
- (c) For the purposes of (a)(2), (4), (5), (6), (7) and (8), leave with pay will be only for the workday on which the situation occurs.
- (d) For the purpose of determining eligibility for special leave under (a)(5), an employee will qualify if he/she is maintaining a self-contained household and if he/she is changing his/her place of residence which necessitates the moving of household furniture and effects during his/her normal work day, and if he/she has not already qualified for special leave under (a)(5) on two (2) occasions within the preceding twelve (12) months.

20.3 Family Illness

- (a) In the case of illness or hospitalization of a dependent child of an employee, and when no one at the employee's home other than the employee can provide for the needs of the affected person, the employee shall be entitled, after notifying his/her supervisor, to use up to a maximum of two (2) days' paid leave at any one time for this purpose.
- (b) The Employer may request a report from a qualified medical practitioner when it appears that a pattern of consistent absence is developing.

20.4 Emergency Child Care Leave

In the event of a collapse of child care arrangements, and when no one at the employee's home other than the employee can provide for the needs of the child, the employee shall be entitled, after notifying his/her supervisor, to use up to one day paid leave at any one time for this purpose.

20.5 Full-time Public Duties

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

- (a) for employees to seek election in a Municipal, Provincial or Federal election for a maximum period of ninety (90) days;
- (b) for employees elected to a public office for a maximum period of five (5) years.

20.6 Leave for Court Appearances

- (a) The Employer shall grant paid leave to employees, other than employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the employee's private affairs.
- (b) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend court shall be without pay.
- (c) An employee in receipt of his/her regular earnings while serving at court shall remit to the Employer all monies paid to him/her by the court, except travelling and meal allowance not reimbursed by the Employer.
- (d) In the event an accused employee is jailed pending court appearance, such leave of absence shall be without pay.
- (e) For all the above leaves, the employee shall advise his/her supervisor as soon as he/she is aware that such leave is required.

20.7 Leave for Writing Examinations

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

20.8 Leave for Taking Courses

- (a) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees, entrance or registration fees, laboratory fees, and course-required books, necessary travelling and subsistence expenses and other legitimate expenses where applicable. Fees are to be paid by the Employer when due.
- (b) A regular employee may be granted leave without pay, or leave with partial pay, to take courses in which the employee wishes to enrol.

20.9 Educational Leave

- (a) Educational leave granted by the Employer to regular employees requesting such leave shall be in accordance with the following provisions:
 - (1) The duration of educational leave granted to regular employees to take advanced or special training which will be of benefit to the employee or the Employer may be for varying periods up to one (1) year, which may be renewed by mutual agreement.
 - (2) In certain cases, educational leave may be approved for programs of independent study and/or research when the criteria for evaluating the employee's performance on such leave can be clearly established and can be shown to be of significant benefit to the employee and the Employer.
 - (3) Applications for educational leave for periods of four (4) months or longer must be submitted three (3) months prior to the beginning of the requested leave period.
 - (4) Applications for leave of periods of less than four (4) months should be submitted with as much lead time as practical.
 - (5) After consideration by the Employer, all applications for educational leave of four (4) months or longer shall be forwarded to the Labour/Management Committee for review, together with the decision of

the department, no later than two (2) months from the date of submission. If the Labour/Management Committee decides that the Employer acted on an application for educational leave in a manner which may be in conflict with the established criteria, it may request that the decision be reconsidered. The employee shall be informed of the decision no later than three (3) months from the date of submission. If an application for leave is denied, the employee shall be given the reasons in writing by the Employer. If an employee wishes to grieve the Employer's decision, the grievance shall commence at Step 3 of the grievance procedure.

(6) An employee granted educational leave under this section shall receive up to one hundred percent (100%) of his/her basic salary.

(7) An employee granted educational leave under this section shall be required to sign a statement with a copy to the employee to the effect that, on the completion of the training, he/she will remain in the service of the Employer for a period equivalent to three (3) times the length of his/her educational leave multiplied by the percentage of his/her basic salary.

(8) Should he/she leave the service of the Employer before this period expires, he/she shall refund to the Employer the total cost of his/her training including allowances and expenses on a pro rata basis.

(9) An employee granted educational leave without pay shall be required to sign a statement to the effect that on completion of the training, he/she will remain in the service for a period equivalent to the leave granted or refund any financial assistance granted under this section on a pro rata basis.

(10) For information purposes, the Employer agrees to supply the Labour-Management Committee with the budgeting allotment for education and skill up-grading, by the Institute, for the ensuing year.

(11) Subject to operational requirements and budgetary considerations, educational leave will be granted to the maximum number of employees who make application.

(12) Termination of employment by the employee or by the Employer for just cause will nullify any obligation of assistance by the Employer under this Article.

(13) If an employee fails to return to work on the pre-arranged date without reasonable cause, the employee shall be required to repay in full all monies paid under this Article.

(14) In the event that an individual receives outside support, such as a scholarship, fellowship or bursary, the total of outside support plus salary support shall not exceed the individual's basic salary for the period of study leave. In the event of such combined support exceeding the basic salary, the excess amount shall be deducted from the employee's salary. It is the responsibility of the employee to report all additional sources of support to the Employer.

(b) The Labour/Management Committee shall provide the Employer with the criteria for the evaluation of applications for educational leave and the amount of basic salary and allowances. The Labour/Management Committee may also establish a sub-committee which will be responsible for making recommendations to the Labour/Management Committee regarding in-service training needs and programs and training assistance.

(c) *Equipment Demonstrations*

Where an employee is, or will be, required to operate technical equipment or use new methods during the course of his/her duties, and where seminars, demonstrations, or conferences are held pertaining to such technical equipment or new methods, the employee shall, upon approval of his/her application, be entitled to attend such demonstrations, conferences or seminars. Time spent in travel and in attendance will be considered as time worked.

(d) *Examinations of Qualifications*

Employees shall be permitted to write any in-service examinations required by the Employer upon completion of

the necessary terms of service and/or upon completion of the required in-service training program. Employees who fail to successfully complete any in-service examinations shall, upon request, receive a copy of their examination paper and shall be eligible to be re-examined at the first available opportunity after completion of a further six (6) months' service.

(e) *Preparation for Examination*

Where workloads permit, employees shall be granted reasonable time during the regular workday to prepare for examinations held by the Employer and to complete courses offered by the Employer. The Parties recognize, however, that the employees who avail themselves of the provisions of this Article have a responsibility to devote some of their own time to prepare themselves for examinations and to complete courses.

20.10 Elections

Any employee eligible to vote in a Federal, Provincial or Municipal election or a referendum shall have four (4) consecutive clear hours during the hours in which the polls are open, in which to cast his/her ballot.

20.11 General Leave

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

20.12 Leave for Medical and Dental Care

Where it is not possible to schedule medical and/or dental appointments outside regularly scheduled working hours, reasonable time off for medical and dental appointments for employees or for dependent children shall be permitted, but where any such absence exceeds two (2) hours, the full-time absence shall be charged to the entitlement described in Clause 20.13. "*Medical and/or dental appointments*" include only those services covered by the B.C. Medical Services Plan, the Employer's Dental Plan, the Extended Health Benefit Plan and appointments with the Employee and Family Assistance Program.

20.13 Maximum Leave Entitlement

Leaves taken under Clauses 20.2, 20.3, 20.4 and 20.12 shall not exceed a total of seventy (70) hours per calendar year, unless additional special leave is approved by the Employer.

20.14 Emergency Service Leave

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

20.15 Canadian Armed Forces

- (a) Employees who participate in activities related to the Reserve Component of the Canadian Armed Forces may be granted leave of absence without pay:
- (1) where an employee is required to take annual training with Her Majesty's reserve forces;
 - (2) where an employee participates in a program of training for the purpose of qualifying for a higher rank; or
 - (3) where an employee, as a delegate, attends meetings of service associations or conferences related to the Canadian Armed Forces.

- (b) Any remuneration received from the Government of Canada for the purpose of activities related to the Canadian Armed Forces may be retained by the employee when on leave of absence without pay, or where he/she chooses to use part or all of his/her annual vacation entitlement for these activities.

20.16 Donor Leave

An employee shall be granted the necessary leave of absence with pay for the purpose of donating bone marrow or an organ, or special request for donating blood of a rare type.

20.17 Other Religious Observances

- (a) Employees who are members of non-Christian religions are entitled to up to two (2) days leave without pay per calendar year to observe spiritual or holy days. Such leave shall not be unreasonably withheld.
- (b) A minimum of two (2) weeks notice is required for leave under this provision. Where two (2) weeks notice is not possible due to the unpredictable nature of the spiritual or holy days or the lunar calendar, then as much notice as possible shall be provided.
- (c) Employees granted leave under this provision may utilize or reschedule C.T.O., E.T.O., unused vacation or lieu days.

20.18 Extended Child Care Leave

- (a) Upon completion of maternity, adoption and/or parental leave, including any extension to such leaves, a regular employee will be entitled, upon written application, to a leave of absence without pay to care for the child. Subject to Clause 11.3(a), the following conditions shall apply:
- (1) The employee's application shall be submitted to the Employer at least four (4) weeks prior to the expiration of Article 21 leave.
 - (2) The combined length of leaves under this clause and under Article 21 shall not exceed eighteen (18) months.
 - (3) The employee's return to work requirements of Clause 21.7(b) and 21.10 shall be deferred until the expiration of this leave. Notification of return to work and return to work shall be subject to Clause 21.8.
 - (4) On return to work from this leave, the employee shall be placed in their former position or in a position of equal rank and basic pay.

ARTICLE 21 - MATERNITY LEAVE

21.1 Maternity Leave

- (a) An employee is entitled to maternity leave of up to seventeen (17) weeks without pay.
- (b) An employee shall notify the Employer in writing of the expected date of the termination of her pregnancy. Such notice will be given at least ten (10) weeks prior to the expected date of the termination of the pregnancy.
- (c) The period of maternity leave shall commence six (6) weeks prior to the expected date of the termination of the pregnancy. The commencement of leave may be deferred for any period approved in writing by a duly qualified medical practitioner or by mutual agreement of the Employer and employee. Agreement to such deferral will not be unreasonably withheld by the Employer.

21.2 Maternity Leave Allowance

- (a) An employee who qualifies for maternity leave pursuant to Article 21.1, shall be paid a maternity leave allowance in accordance with the Supplementary Unemployment Benefit (SUB) Plan [see Appendix 6]. In order to receive this allowance, the employee must provide to the Employer proof that she has applied for and is eligible to receive unemployment insurance benefits pursuant to the Unemployment Insurance Act. An employee disentitled or disqualified from receiving unemployment insurance benefits is not eligible for maternity leave allowance.
- (b) Pursuant to the Supplemental Unemployment Benefit (SUB) Plan, the maternity leave allowance will consist of:
- (1) two (2) weeks at eighty-five percent (85%) of the employee's basic pay;
 - (2) fifteen (15) additional weekly payments equivalent to the difference between the unemployment insurance gross benefits and any other earnings received by the employee and eighty-five percent (85%) of the employee's basic pay.

21.3 Parental Leave

- (a) Upon written request, an employee shall be entitled to parental leave of up to twelve (12) consecutive weeks without pay.
- (b) Where both parents are employees of the Employer, the employees shall determine the apportionment of the twelve (12) weeks parental leave between them.
- (c) Such written request pursuant to (a) above must be made at least four (4) weeks prior to the proposed leave commencement date.
- (d) Leave taken under this clause shall commence:
- (1) in the case of a mother, immediately following the conclusion of leave taken pursuant to Article 21.1 or 21.5;
 - (2) in the case of a father, following the birth or adoption of the child and conclude within the fifty-two (52) week period after the birthdate or adoption of the child. Such leave request must be supported by appropriate documentation.

21.4 Parental Leave Allowance

- (a) An employee who qualifies for parental leave pursuant to Article 21.3, shall be paid a parental leave allowance in accordance with the Supplemental Unemployment Benefit (SUB) Plan [see Appendix 6]. In order to receive this allowance, the employee must provide, to the Employer, proof of application and eligibility to receive unemployment insurance benefits pursuant to the Unemployment Insurance Act. An employee disentitled or disqualified from receiving unemployment insurance benefits is not eligible for parental leave allowance.
- (b) Pursuant to the Supplemental Unemployment Benefit (SUB) Plan and subject to leave apportionment pursuant to Article 21.3(b), the parental leave allowance will consist of a maximum of ten (10) weekly payments, equivalent to the difference between the unemployment insurance gross benefits and any other earnings received by the employee and seventy-five percent (75%) of the employee's basic pay.

21.5 Adoption Leave

Upon request and with appropriate documentation, an employee is entitled to adoption leave without pay of up to seventeen (17) weeks following the adoption of a child.

21.6 Extension of Leaves

- (a) Maternity leave or adoption leave shall be extended for up to an additional six (6) months for health reasons where a doctor's certificate is presented. Such written request must be received by the Employer at least four (4) weeks prior to the expiration of leave taken pursuant to this Article.
- (b) Maternity leave or adoption leave may be extended for a period of up to six (6) months at the request of the employee. Such requests will be given reasonable consideration by the Employer.

21.7 Benefits Continuation

- (a) For leaves taken pursuant to Articles 21.1, 21.3, 21.5 and 21.6 the Employer shall maintain coverage for medical, extended health, dental, group life and long term disability, and shall pay the Employer's share of these premiums.
- (b) Notwithstanding (a) above, should an employee be deemed to have resigned in accordance with Article 21.8 the Employer will recover monies paid pursuant to this Clause.

21.8 Deemed Resignation

An employee shall be deemed to have resigned on the date upon which leave pursuant to Articles 21.1, 21.3, 21.5 or 21.6 commenced unless he/she advised the Employer of his/her intent to return to work one (1) month prior to the expiration of the leave taken pursuant to Article 21 or Clause 20.18 or if he/she does not return to work after having given such advice.

21.9 Entitlements Upon Return to Work

- (a) Notwithstanding Articles 18.1(b) and 18.7, vacation entitlements and vacation pay shall continue to accrue while an employee is on leave pursuant to Articles 21.1, 21.3 or 21.5 providing the employee returns to work for a period of not less than six (6) months. Vacation earned pursuant to this clause may be carried over to the following year, notwithstanding Article 18.7.
- (b) An employee who returns to work after the expiration of maternity, parental, adoption or extensions to such leaves shall retain the seniority the employee had accumulated prior to commencing the leave and shall be credited with seniority for the period of time covered by the leave.
- (c) On return from maternity, parental, adoption or extensions to such leaves, an employee shall be placed in the employee's former position or in a position of equal rank and basic pay.
- (d) Employees who are unable to complete the six (6) months return to work required in (a) as a result of proceeding on maternity, parental or adoption leave shall be credited with their earned vacation entitlements and vacation pay providing the employee returns to work for a period of not less than six (6) months following the expiration of the subsequent maternity parental or adoption leave.

21.10 Maternity and/or Parental Leave Allowance Repayment

To be entitled to the maternity and/or parental leave allowances pursuant to Article 21.2 and/or 21.4, an employee must sign an agreement that he/she will return to work and remain in the Employer's employ for a period of at least six (6) months after his/her return to work.

Should the employee fail to return to work and remain in the employ of the Employer for a period of six (6) months, the employee shall reimburse the Employer for the maternity and/or parental leave allowance received under Articles 21.2 and/or 21.4 above in full.

21.11 Effective Date

Revisions to the provisions of Article 21, Maternity Leave from those of the Collective Agreement dated March 1, 1989 shall be effective one (1) month after the date compliance authorization for the Supplemental Unemployment Benefit Plan is received from Employment and Immigration Canada.

ARTICLE 22 - OCCUPATIONAL HEALTH AND SAFETY**22.1 Statutory Compliance**

The Employer and the Union agree to cooperate fully in matters pertaining to the prevention of accidents and occupational disease and in the promotion of the health and safety of all employees.

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

22.2 Occupational Health and Safety Committee

(a) Management will recognize a Joint Health and Safety Committee consisting of equal representation. The Committee must be set up so that both Parties are independent and are able to freely express their views. At no time will the Employer Representative(s) out-number the Employee Representative(s).

Minimum size of Committee shall be two (2) Union Representatives and two (2) Management Representatives. Provision shall be made to ensure representation from all worksites.

(b) The meeting will be co-chaired. A senior member of management with decision-making authority will be a permanent member of the Committee. Management will guarantee policy statements, funding, access to health and safety information and on-the-job health and safety training.

(c) Recommendations on all areas of health and safety shall be acted upon by the Committee.

(d) An employee shall be paid at the applicable rate of pay for all time spent at meetings and meetings will be held during regular working hours, allowing sufficient time to complete the business of the meeting. If there is insufficient time to complete the meeting it shall be continued the following working day.

(e) Minutes of all meetings will be kept and copies distributed to all Union/Management bulletin boards within five (5) days after the meeting. Both Co-Chairpersons will sign the minutes unless there is a dispute over the contents of the minutes in which case the dissenting Co-Chairperson will indicate in writing the disagreement.

(f) Minutes of all meetings will be distributed to the Workers' Compensation Board and to the Union's Area Office and Headquarters.

(g) The duties of the Committee shall include but not be limited to the following:

- (1) hold meetings once a month or more often if requested by either Co-Chairperson;
- (2) receive and settle employees' complaints;
- (3) maintain records of the complaints presented;
- (4) examine the reports concerning the conditions within the workplace and the reports on the safety officers' directives;
- (5) cooperate with Professional Health Services;

- (6) establish and support educational programs dealing with health and safety;
 - (7) participate in investigations and inspections relating to health and safety;
 - (8) develop and maintain related programs and protective measures;
 - (9) ensure that related programs are followed;
 - (10) ensure that accurate records of work accidents are maintained;
 - (11) study information on the actual or possible risks associated with equipment or work methods;
 - (12) study all the Employer's reports concerning the health and safety of employees within the bargaining unit;
 - (13) perform any other function the Joint Health and Safety Committee deems appropriate with a view to improving the administration of the health and safety policy at the workplace;
 - (14) review changes in facilities, processes and procedures for the purposes of identifying possible health and safety hazards.
 - (15) The Occupational Health and Safety Committee shall review applications for occupational first aid attendants and shall select the attendants pursuant to Clause 22.5(d)(5).
- (h) All time spent by Union Representatives on health and safety matters pursuant to the Collective Agreement will be considered as time worked and payment will be made by the Employer at the applicable rate of pay.
- (i) Any or all employees who have been designated by the Union to attend Occupational Health and Safety training will be granted a leave of absence without loss of wages, benefits or seniority. The Union will determine what constitutes occupational health and safety training.

22.3 Unsafe Work Conditions

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

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

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

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

22.4 Investigation of Accidents

The Occupational Health and Safety Committees, as provided in Clause 22.2, shall be notified of each accident or injury and shall investigate and report to the Union and Employer on the nature and cause of the accident or injury. In the event of a fatality the Employer shall immediately notify the President of the nature and circumstances of the accident.

22.5 Occupational First Aid Requirements and Courses

- (a) The Union and the Employer agree that First Aid Regulations, made pursuant to the Workers'

Compensation Act shall be fully complied with.

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

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

Level 3 Occupational First Aid Certificate - \$42.00 per biweekly period or \$91.00 per month

Level 2 Occupational First Aid Certificate - \$30.00 per biweekly period or \$65.00 per month

Effective August 10, 1997

Level 3 Occupational First Aid Certificate - \$44.00 per biweekly period or \$95.00 per month

Level 2 Occupational First Aid Certificate - \$32.00 per biweekly period or \$70.00 per month

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

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

Where the Employer has an additional requirement for a First Aid Attendant on a temporary basis, then provided the employee acts as the First Aid Attendant for a minimum of ten (10) work days in any month, he/she shall receive the full monthly allowance.

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

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

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

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

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

(ii) include an Industrial First Aid Certificate as a desirable qualification on a posting pursuant to Clause 12.10(b).

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

22.6 Occupational Health and Safety Courses

- (a) The Occupational Health and Safety Committee, in consultation with the Workers' Compensation Board, shall develop training programs for Occupational Health and Safety Committee members dealing with the objectives and duties of Occupational Health and Safety Committees.
- (b) This Committee shall monitor and assess the results of such ongoing training programs.

22.7 Injury Pay Provisions

An employee who is injured on the job during working hours and is required to leave for treatment or is sent home for such injury, shall receive payment for the remainder of his/her shift, without deduction from sick leave.

22.8 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of an on-the-job accident shall be at the expense of the Employer. The Employer shall ensure that adequate arrangements are made for the employee to return to the job site, assembly point or current local accommodation whichever is most appropriate to the employee's condition. Transportation will be provided or paid by the Employer.

22.9 Working Hazards

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

22.10 Video Display Terminals

- (a) When a majority of an employee's daily work time requires monitoring such video display terminals, such employees shall have their eyes examined by an ophthalmologist or optometrist of the employee's choice at the nearest community where medical facilities are available prior to initial assignment to VDT equipment and after six (6) months, a further test and annually thereafter if requested. The examination shall be at the Employer's expense where costs are not covered by insurance. Where requested the Employer shall grant leave of absence with pay.
- (b)
 - (1) Employees who are required to operate VDTs on a continuous basis shall be entitled to two (2) additional ten (10) minute rest breaks per work day to be scheduled by agreement at the local level.
 - (2) Employees required to continuously operate VDTs for three and one-half (3½) consecutive hours or longer but less than their full shift shall be reassigned to alternate work duties for one (1) ten (10) minute period. Where alternate work duties are not available, employees shall receive a ten (10) minute rest break.
- (c) When employees are required to monitor video display terminals which use cathode ray tubes, then:
 - (1) Pregnant employees shall have the following options:
 - (i) not to continue monitoring video display terminals; or
 - (ii) not working in the area of one (1) meter of video display terminals which use cathode ray tubes; or
 - (iii) to work at a shielded video display terminal should one be present in the worksite.
 - (2) When a pregnant employee chooses not to monitor such video display terminals, or chooses not to work in such an area, if other work at the same or lower level is available within the offices of the Institute within her headquarters area, she shall be reassigned to such work and paid at her regular rate of

pay.

- (3) Where work reassignment in (2) above is not available, a regular employee will be considered to be on leave of absence without pay until she qualifies for maternity leave.
- (d) Where employees are on leave of absence pursuant to (c) above, and opt to maintain coverage for medical, dental, extended health, group life, and long term disability plans, the Employer will continue to pay the Employer's share of the required premiums.
- (e) The Employer shall ensure that new equipment shall:
 - (1) have adjustable keyboards and screens;
 - (2) meet the most stringent emission standards of the Federal Radiation Emitting Devices Act and other standards established by the Federal Health and Welfare, the BC Workers' Compensation Board or the Provincial Ministry of Health.
- (f) The Employer shall ensure that any new office equipment required for use in conjunction with VDTs shall meet the standards recommended by the Workers' Compensation Board publication "*Working with Video Display Terminals*" or more stringent standards if adopted by the Workers' Compensation Board.

The Employer shall require that any new government owned facility or newly leased facility undergoing renovation related to VDT use prior to occupancy, shall be designed to meet the standards referenced in the above paragraph. Where the use of such a facility is altered so that the completed renovation is no longer consistent with these standards the provisions of (g) shall apply.

The Permanent Joint Occupational Health and Safety Committee shall review and make recommendations to ensure that the standards in (e) above and the lighting and other standards recommended by the Workers' Compensation Board publication "*Working with Video Display Terminals*", or a replacement publication or standard adopted by the Workers' Compensation Board, are being met.

- (g) The Employer shall continue to upgrade all existing equipment and facilities to meet the standards referenced in (f) above.

22.11 Safety Equipment

The Employer shall supply all safety equipment required for the job under the Workers' Compensation Board Regulations.

22.12 Dangerous Goods, Special Wastes and Pesticides & Harmful Substances

Where employees are required to work with or are exposed to any Dangerous Good, Special Waste, Pesticide or Harmful Substance, the Employer shall ensure that the employees are adequately trained in the identification, safe handling, use, storage and/or disposal of same.

22.13 Communicable Diseases

- (a) The Parties to this Agreement share a desire to prevent acquisition and transmission of communicable disease where employees may come into contact with a person and/or possessions of a person with a communicable disease.
- (b) In respect of communicable diseases, the Joint Occupational Health and Safety Committee will consider, review and make recommendations to the Principals on issues including:
 - (1) preventative protocol measures, including education, hygiene, protective equipment/apparel and vaccinations;

- (2) post-exposure protocols;
 - (3) measures necessary for the establishment of a work environment with minimal risk to exposure to or infection by communicable diseases.
- (c) Officials of the B.C. Centre for Disease Control recommend that a vaccination is required as a preventative measure, such vaccination shall be made available to the employee at the Employer's expense.
- (d) Where a communicable disease policy is established the Joint Health and Safety Committee shall be consulted regarding the worksite specific application of the policy.
- (e) Where officials of the B.C. Centre for Disease Control recommend that a vaccination is required as a preventative measure, such vaccination shall be made available to the employee at the Employer's expense.

22.14 Workplace Violence

- (a) It is recognized that at certain worksites or in certain work situations employees may be at risk of physical violence or verbal abuse from clients, persons in care or custody, or the public.
- (b) Where such potential exists:
- (1) employees at those worksites or in those work situations shall receive training in the recognition and management of such incidents;
 - (2) physical and procedural measures for the protection of employees, applicable to those worksites or work situations, shall be implemented.
- (c) The Permanent Occupational Health and Safety Committee shall be consulted regarding the curriculum of training and the applicable physical and procedural measures referred to in (b) above.
- (d) The Permanent Joint Occupational Health and Safety Committee shall jointly develop a new or approve an existing training package on risk assessment.
- (e) Employees shall be informed concerning the potential for physical violence or verbal abuse from clients, a student, instructors or other members of the public, subject to statutory limitation.
- (f) Immediate critical incident stress debriefing and post traumatic counselling shall be made available for employees who have suffered as a result of violence.

Leave required to attend such debriefing or counselling sessions will be without loss of pay.

22.15 Pollution Control

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

22.16 Working Conditions

- (a) The Employer will endeavour to ensure that employees are not subjected to undue noise, heat, cold or dust as a result of construction or maintenance of the Employer's premises. The Employer will endeavour to arrange for work which would cause these conditions to be performed outside of the normal working hours of employees covered by this Agreement.
- (b) Any dispute as to whether an employee has been required to work under unacceptable conditions shall be settled by the Joint Health and Safety Committee pursuant to Article 22.2(g)(2).

22.17 Asbestos

Where an inspection by the Workers' Compensation Board, the British Columbia Buildings Corporation or agents acting on either of their behalf, results in a finding that friable asbestos exceeds the prescribed limits of the Workers' Compensation Board Regulations at a worksite, each employee at that worksite will be provided with a document confirming that finding.

22.18 Employee Safety Travelling to and from Work

In accordance with the regulations established by the Workers' Compensation Board, the Parties will instruct their representatives on Local Occupational Health and Safety Committees to review the matter of employee safety while travelling to and from their workplace. The Committees will make recommendations regarding the establishment of policies and/or procedures to eliminate or minimize such risk to employees. Where elimination of such risk is not reasonably possible, the Committees shall make recommendations to either manage or avoid the risk.

22.19 Strain Injury Prevention

- (a) The Parties agree that there is a shared interest in minimizing and/or eliminating musculo-skeletal strain injuries or illness which are work related.
- (b) Local Occupational Health and Safety Committees (or Union and Employer designated safety representatives) shall, in the performance of regular worksite inspections, identify the following risk factors which may contribute to risk:
- (1) the work methods and practices;
 - (2) the layout and condition of the workplace and workstation;
 - (3) the environmental conditions; and
 - (4) the physical demands of work

in a manner consistent with generic guidelines developed by the Provincial Joint Occupational Health and Safety Committee.

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

ARTICLE 23 - TECHNOLOGICAL CHANGE**23.1 Definition**

Technological change means:

- (a) the introduction by the Employer of a change in his/her work, undertaking or business, or a change in his/her equipment or material from that equipment or material previously used by the Employer in his/her work, undertaking, or business; or
- (b) a change in the manner in which the Employer carries on his/her work, undertaking, or business related to the introduction of that equipment or material.

23.2 Notice

Where the Employer intends to make a technological change that:

- (a) affects the terms and conditions or security of employment of a significant number of employees to whom this Agreement applies, and
- (b) alters significantly the basis upon which this Agreement was negotiated,

it shall give the Union written notice of the change sixty (60) days prior to the introduction of such technological change.

23.3 Commencing Negotiations

The Employer and the Union shall, within fourteen (14) days of the date of the notice provided under Clause 23.2, commence collective bargaining for the purpose of reaching agreement as to the adjustment to the effect of the technological change and in what way if any, this Agreement should be amended.

23.4 Failure to Reach Agreement

If the Employer and the Union fail to reach agreement, pursuant to Clause 23.3, the matter shall be referred to the Arbitration Procedure of this Agreement.

23.5 Training Benefits

- (a) In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by employees under the present method of operation, such employees shall, subject to the employee's ability and qualifications to perform the remaining work, at the expense of the Employer, be given a period of time not to exceed three (3) months, during which they may perfect or acquire the skills necessitated by the new method of operation. There shall be no reduction in wage or salary rates during the training period of any such employee and no reduction in pay upon being reclassified in the new position.
- (b) Should the introduction of new methods of operation create a need for the perfection or acquisition of skills requiring a training period longer than three (3) months, the additional training time shall be a subject for discussion between the Employer and the Union.

23.6 Transfer Arrangements

An employee who is displaced from his/her job by virtue of technological change will be offered the vacancy options or early retirement options of Article 13 subject to the employee's ability to perform the work with adequate training.

23.7 Severance Arrangements

- (a) In the event that an employee displaced from his/her job by virtue of technological change chooses not to take the vacancy or early retirement options of Article 13, pursuant to Clause 23.6, he/she shall notify the Employer of his/her intent, and shall be eligible for severance pay as outlined in Clause 13.3.
- (b) In the event that an employee is not able to perfect or acquire the skills necessitated by the new method of operation, pursuant to Clause 23.5, the Employer shall give such employee a minimum of two (2) weeks notice in writing of its intent to displace such employee.
- (c) Employees qualifying under (a) or (b) above shall receive severance pay at the rate of one (1) week's basic pay for each service year up to a maximum of eight (8) weeks' basic pay.

ARTICLE 24 - CONTRACTING OUT

The Employer agrees not to contract out any work presently performed by employees covered by this Agreement which

would result in:

- (a) the laying off of such employees,
- (b) the failure to recall qualified employees in layoff.

The Employer agrees not to use the services of an employment agency for any work normally performed by an employee covered by this Agreement, except where there are no qualified on-call employees to perform the work.

The Employer will give the Union as much advance notice as possible of intent to use the services of an employment agency, and state in writing the reasons why such services are required and the length the services will be used.

The Employer will maintain an on-call casual list.

ARTICLE 25 - HEALTH AND WELFARE

25.1 Basic Medical Insurance

All regular employees, whether full-time or part-time, may choose to be covered by the B.C. Medical Plan. Benefits and premium rates shall be in accordance with the existing policy of the plan. The Employer will pay one hundred percent (100%) of the regular premium.

25.2 Extended Health Care Plan

The Employer shall pay the monthly premium for regular employees entitled to coverage under a mutually acceptable Extended Health Care Plan. In addition to the eligible dependents covered in the existing plan, such plans shall include coverage of both same sex and opposite sex common-law spouses.

The Employer will amend its Extended Health Benefit Plan provisions to provide the following:

- (a) *Hearing Aids* - Six hundred dollars (\$600) per year payable once every forty-eight (48) months
- (b) *Corrective Lenses* - one hundred twenty-five dollars (\$125) payable once every twenty-four (24) months for adults and once every twelve (12) months for children. Effective October 5, 1997, a maximum of one hundred and fifty dollars (\$150) payable once every twenty-four (24) months for adults and every twelve (12) months for dependent children.
- (c) *Diabetes* - the cost of needles or, where prescribed by the employee's physician, needle-less insulin injectors. Where needle-less insulin injectors are purchased, the maximum payable will be five hundred dollars (\$500) once every sixty (60) months and cost of needles will not be claimable during that sixty (60) month period.

"Payable" means that the capped amount is reimbursable in full and the Plan deductible amounts and co-insurance percentages do not apply.
- (d) *Fees of a Registered Clinical Psychologist* - up to a maximum of six hundred dollars (\$600) claimable per family per year;
- (e) Hairpieces for chemotherapy patients not to exceed two hundred dollars (\$200) claimable every twenty-four (24) months.
- (f) Breast Prosthetics/Bras □ Five hundred dollars (\$500) claimable once every twelve (12) months.
- (g) Reimburse prescription drugs according to Pharmacare rules for generic substitution and reference based pricing, exclusive of oral contraceptives.
- (h) Eligibility for coverage under the Plan for minor dependent children will end upon reaching age 19

(currently age 21) unless the dependent child is in full-time attendance at a post secondary educational institution.

25.3 Dental Plan

(a) The Employer shall pay the monthly premium for employees entitled to coverage under a mutually acceptable Dental plan which provides:

- (1) Plan A100% coverage;
- (2) Plan B 60% coverage;
- (3) Plan C 50% coverage.

In addition to the eligible dependents covered in the existing plan, such plan shall include coverage of both same sex and opposite sex common-law spouses.

(b) An employee is eligible for orthodontic services under Plan C after twelve (12) months participation in the Plan. Effective August 1, 1994, orthodontic services are subject to a lifetime maximum payment of three thousand dollars (\$3000) per patient.

(c) Coverage will cease thirty (30) days after an employee's employment ends.

(d) Eligibility for coverage under the Plan for minor dependent children will end upon reaching age 19 (currently age 21) unless the dependent child is in full-time attendance at a post secondary educational institution.

25.4 Group Life

(a) The Employer shall provide a mutually acceptable group life plan with benefits equivalent to twice an employee's annual salary, with a minimum of sixty-five thousand dollars (\$65,000).

The Employer shall pay one hundred percent (100%) of the premium on the base \$65,000 and the employee shall pay the premium for any insurance over the base minimum.

(b) The Group Life Plan shall include the following provisions for accidental dismemberment:

- (1) loss of both hands or feetthe principal sum
- (2) loss of sight of both eyes.....the principal sum
- (3) loss of one hand and one footthe principal sum
- (4) loss of one hand or one foot and sight of one eyethe principal sum
- (5) loss of one hand or one foot..... one-half the principal sum
- (6) loss of sight of one eye..... one-half the principal sum

(c) All regular employees of the Institute shall, as a condition of employment, participate in the group life plan referred to in Article 25.4(a) and shall complete a premium deduction authorization form, except the following employees:

- (1) Any employees who were public employees immediately prior to appointment to the Institute and who were exempted from participation in the group life insurance plan by virtue of the Memorandum of Understanding, number 7 between the Public Service Commission and the B.C. Government and Service Employees' Union, dated November 14, 1975.

(d) The Group Life Plan will be amended to provide a seventy-five thousand dollar (\$75,000) benefit for any accidental death suffered by an employee while travelling by air on the business of the Employer.

(e) The Employer and the Union agree to implement an Advanced Payment Program for the terminally ill.

25.5 Workers' Compensation Board Claim

(a) Where a regular employee is on a claim recognized by the Workers' Compensation Board, while the employee was on the Employer's business, the employee shall be entitled to leave, at his/her regular rate of pay, up to a maximum of one hundred and thirty (130) days for any one (1) claim. Where an employee elects to claim leave with pay under this Article, the compensation payable by the Workers' Compensation Board shall be remitted to the Employer.

(b) This section may also apply to casual employees who have sick leave banked, pursuant to Clause 31.6 of this Agreement.

(c) Casual employees who so elect will be deducted twenty-five percent (25%) of a day from their banked sick leave credits for every day on a Workers' Compensation Board claim until such time as the banked sick time is exhausted.

25.6 Unemployment Insurance

Unemployment insurance coverage will be provided during the life of this Agreement for regular and casual employees who are eligible for such coverage under the provisions of the Unemployment Insurance Act.

25.7 Medical Examination

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

25.8 Legislative Changes

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

25.9 Employee and Family Assistance Program

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

(b) This Employer-funded, confidential, assessment/referral service will be monitored by a Joint Committee. The Committee shall consist of two (2) members, one (1) member appointed by the Employer and one (1) member by the Union. Employees representing the Union on this Joint Committee shall be on leave of absence without loss of basic pay for time on this Committee.

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

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

25.10 Health and Welfare Plans

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

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

25.11 Employee Assistance Program

The Parties agree that employees shall have the same access to the province-wide Employee Assistance Program established by agreement between the Government of the Province of British Columbia and the B.C. Government and Service Employees' Union as members of the Public Service bargaining unit.

Employees of Justice Institute shall enjoy the same status within the operation of the plan subject only to the terms of Memorandum of Understanding #1 pursuant to this Agreement.

25.12 Designation of Spouse

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

ARTICLE 26 - WORK CLOTHING

26.1 Protective Clothing

The Employer shall provide adequate protective clothing where the need arises. This shall normally include smocks, laboratory coats, or coveralls where the employee's clothes may be soiled due to the work situation.

26.2 Union Label

Upon depletion of existing stocks, all uniforms and clothing issued by the Employer shall bear a recognized Union label.

26.3 Uniforms

- (a) The Employer agrees to provide the appropriate uniform or wearing apparel to employees required to wear a uniform or standard form of dress.
- (b) Female employees who are required to wear uniforms because of the nature of their work will be supplied with appropriately tailored pant suits as an alternate to the standard form of dress for incumbents of those positions as mutually agreed between the Employer's designate and the Union's designate.
- (c) Changes in style or colour shall not be introduced except as mutually agreed between the Employer's designate and the Union's designate.
- (d) The Employer recognizes the responsibility to provide employees, who are required to wear a uniform, with a quantity necessary to maintain required standards of hygiene.

26.4 Maintenance of Clothing

- (a) It shall be the Employer's responsibility to ensure that uniforms and clothing issued are properly cleaned, maintained and repaired. The Employer shall bear all costs of such cleaning, maintenance and repairs.
- (b) Where special circumstances require an employee to maintain, clean, or repair the uniform or clothing issued to him/her, he/she shall receive a clothing allowance of ten dollars (\$10) per month for such maintenance, cleaning, or repair.

26.5 Lockers

Lockers, which can be locked, shall be provided for all employees required to change their clothes.

ARTICLE 27 - PAYMENT OF WAGES AND ALLOWANCES**27.1 Equal Pay**

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

27.2 Paydays

- (a) Employees shall be paid biweekly every second Friday. Casual employees shall receive their paycheque no later than four (4) weeks after they commence employment. Terminating employees will receive their final pay within eight (8) days of the end of their final pay period.
- (b) A comprehensive statement detailing all payments, allowances and deductions shall accompany the paycheque for each pay period. All premiums and allowances payable shall be paid out no later than the payday at the end of the second biweekly pay period after the pay period in which the premium was earned.
- (c) The Employer shall provide for the direct deposit (electronic funds transfer) of the employee's pay in a participating chartered bank, trust company or credit union of the employee's choice on or before the appropriate payday. Employee participation shall be compulsory except where access to a financial institution with capability of accepting direct deposit is not available.
- (d) When a payday falls on an employee's day of rest and he/she has chosen to pick up his/her cheque rather than have it deposited, pursuant to Clause 27.2(b), the Employer agrees to issue the employee's paycheque on the last shift worked prior to the payday. When a holiday falls on a regular payday, the employee's paycheque shall be issued on the last scheduled shift prior to the payday.
- (e) Employees working shifts shall receive paycheques in accordance with the following:
 - (1) Day shift on the payday;
 - (2) Afternoon shift coming off the shift prior to the payday;
 - (3) Night shift..... coming off the shift the morning of the payday.
- (f) If the paycheque is not available, pursuant to Clause (c) or (e) above, the Employer shall arrange for the employee to be provided with an adequate advance on his/her salary.

27.3 Rates of Pay

- (a) Employees shall be paid in accordance with the rates of pay negotiated by the Parties to this Agreement, subject to Article 27.7.
- (b) The distribution of paycheques shall be done in such a manner that the details of the paycheque shall be confidential.
- (c) Rates of pay shall be increased as follows:
 - (1) effective November 30, 1997 all rates of pay for classifications listed in Appendix 1A shall be increased by one percent (1%);

- (d) The rates of pay are recorded in Appendix 1A.

27.4 Substitution Pay

- (a) An employee will be granted substitution pay where the employee is:
- (1) designated to perform the principal duties of or temporarily substitute in a higher paying position, or
 - (2) assigned to perform duties of a higher paying position which would warrant a higher classification
- (b) The employee shall receive the rate for the job, where a single rate is established.
- (c) Substitution pay is not payable when an employee has not been designated or assigned by the Employer to substitute, pursuant to (a)(1) or (2) above, or where an employee's current position normally requires periodic substitution in the higher position as defined in the functional job description. Where this job description requires periodic substitution, substitution pay shall not be payable during periods of vacation relief in the higher position or for periods of absence substitution of seventy (70) consecutive work hours or less in the higher position. Substitution in excess of the seventy (70) consecutive work hours shall be payable from the commencement of the first shift of substitution. Substitution is not payable for any period of substitution during vacation relief in the higher position.
- (d) Payment for leave under Clauses 20.1 and 20.2 will be made at an employee's basic pay, except if an employee has been working in a higher paid position than his/her regular position for a majority of his/her regularly scheduled hours in the sixty (60) days preceding his/her leave, in which case he/she shall receive the higher rate.
- (e) If an employee substitutes in a higher paying classification where the salary placement in the salary range is less than the salary they would have received if substituting in a classification between their current classification and the substituting classification, then the salary placement will be equivalent to the higher rate. This shall only apply to classifications in the same classification series. An employee shall not receive a salary greater than the maximum of the range of the classification in which the employee is substituting.

27.5 Rate of Pay on Promotion or Demotion

- (a) When an employee is promoted to a higher-paying position in the salary schedule, the employee will receive the rate for the position if a single salary or in the case of positions on a salary range, will receive the rate in the salary range which is the closest step to eight percent (8%) above his/her previous rate, or the minimum of the new range, whichever is greater, but not more than the maximum of the new salary rate.
- (b) When an employee is demoted the employee shall receive the rate for the position if a single salary. If a salary range is established the maximum reduction shall be the closest step to eight percent (8%) below his/her previous rate, but where the differential between the employee's salary before demotion and the maximum salary of the lower position is greater than eight percent (8%), the new salary shall be the maximum of the new position.

27.6 Pay on Temporary Assignment

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

27.7 Salary Protection and Downward Reclassification of Positions

- (a) Effective June 21, 1986 an employee shall not have his/her salary reduced by reason of:
- (1) a change in the classification of his/her position or;

- (2) placement into another position with a lower maximum salary;

that is caused other than by the employee.

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

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

That employee shall receive the full negotiated salary increases for his/her new classification thereafter.

- (b) Prior to June 21, 1986 an employee shall not have his/her salary reduced by reason of:

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

that is caused other than by the employee.

The employee shall continue to receive fifty percent (50%) of the negotiated salary increases applicable to the employee's new classification until the salary of the employee's new classification equals or exceeds the salary which the employee is receiving.

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

That employee shall receive the full negotiated salary increases for his/her new classification thereafter.

- (c) Such changes in classifications or placements made pursuant to Article 13 and/or 32.13 are covered by (a) and (b) above.

27.8 Vehicle Allowances

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

Vehicle allowance shall be: thirty-six cents (36□) per km.
 Effective August 1, 1996: thirty-seven cents (37□) per km.
 Effective August 1, 1997: thirty-eight cents (38□) per km.

27.9 Meal Allowance

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

Meal	Current	Effective August 1, 1996	Effective January 1, 1998
Breakfast	\$8.00	\$8.25	\$8.50
Lunch	\$9.75	\$10.00	\$10.25
Dinner	\$18.25	\$18.75	\$19.25

27.10 Transportation for Employees

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

27.11 Upgrading Qualifications

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

27.12 Cashier Policy

Cashiers who make excessive and too frequent financial transaction errors shall be:

- (a) provided with further training as a cashier; or
- (b) provided retraining with a view to placement in a more suitable position; or
- (c) liable for disciplinary action provided there was no success in (a) or (b).

27.13 Accommodation, Board and Lodging

Accommodation, board and lodging allowances for employees required to work away from their headquarters shall be paid in accordance with the attached Appendix 3 which shall be subject to review and revision during the period of this Agreement by negotiations between the Parties.

27.14 Retirement Allowance

(a) Upon retirement from service an employee who has completed twenty (20) years of service with the Employer (includes service with the Provincial Government for those employees who transferred to the Employer in 1978), and who under the provisions of the Municipal Superannuation Act or the College Pension Act is entitled to receive a superannuation allowance or pension on retirement, is entitled to an amount equal to his/her salary for one (1) month, and for each full year of service exceeding twenty (20) years but not exceeding thirty (30) years, is entitled to an additional amount equal to one-fifth (1/5) of his/her monthly salary. Length of service credited in Article 11 shall also be credited for payments pursuant to this Article. The employee may opt to take the allowance as equivalent paid leave of absence to be taken immediately prior to retirement.

(b) An employee scheduled to retire and to receive a superannuation allowance or pension under the Municipal Superannuation Act or the College Pension Act shall be entitled to:

- (1) a special paid leave for a period equivalent to fifty percent (50%) of his/her accumulated sick bank credit, to be taken immediately prior to retirement; or
- (2) a special cash payment of an amount equivalent to the cash value of fifty percent (50%) of his/her accumulated sick bank credit, to be paid immediately prior to retirement and based upon his/her current rate of pay.

27.15 Salary Rate Upon Employment

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

27.16 Telephone Allowance

Employees on travel status who are required to obtain overnight accommodation shall be reimbursed upon

production of receipts for one (1) five (5)-minute telephone call home to or within British Columbia, for each night away.

27.17 Hourly, Daily and Partial Month Calculations

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

$$\frac{\text{Annual Salary}}{26.0892857} = \text{Biweekly Salary}$$

$$\frac{\text{Monthly Salary} \times 12 \text{ months}}{26.0892857} = \text{Biweekly Salary}$$

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

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

$$\frac{\text{Biweekly Rate} \times 26.0892857}{12}$$

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

$$\text{Salary} = \frac{\text{Hrs worked plus paid holidays} \times \text{biweekly salary}}{\text{Hrs scheduled plus paid holiday (paid holiday = 7 hrs)}}$$

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

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

(a) *Salary Rated Employees - Partial Monthly Pay*

(1) The formula for paying a partial month's salary to employees paid on a monthly basis is:

$$\text{Adjusted Monthly Salary} = \frac{\text{Hrs worked plus paid holidays} \times \text{biweekly salary}}{\text{Hrs scheduled plus paid holiday (paid holiday = 7 hrs)}}$$

27.18 Vehicles

If an employee is required to use his/her own automobile in the performance of his/her duties, the Employer shall ensure that the position posting or advertisement shall include this requirement.

27.19 Within Headquarters Area

An employee, in performing his/her duties within his/her headquarters area may claim unusual and/or extraordinary out-of-pocket expenses, subject to approval by the Employer. It is agreed that payment for out-of-pocket expenses is intended to include payments for meals where the situation warrants. It is not the intention to pay meal

allowances where the employee can be reasonably expected to provide his/her own meal.

27.20 Supply and Maintenance of Equipment

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

27.21 Child Care Expenses

- (a) Where an employee is requested or required by the Employer to attend;
- (1) Employer endorsed education, training and career development activities, or
 - (2) Employer sponsored activities,

which are not included in the normal duties of the employee's job, outside their headquarters or geographic location, such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to fifty dollars (\$50) per day upon production of a receipt.

(b) Where an employee, who is not on leave of absence, attends a course approved by the Employer outside the employee's normal scheduled work day such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to twenty-five dollars (\$25) per day upon production of a receipt. This reimbursement shall not exceed fifteen (15) days per calendar year.

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

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

27.22 Relocation Expenses

Regular employees who have to move from one geographic location to another after winning a competition, or at the Employer's request, shall be entitled to relocation expenses in accordance with Appendix 3. Employees shall not be entitled to relocation expenses where their new worksite is closer to their current residence.

27.23 Lodging Allowances

Employees on travel status who stay in non-commercial lodging shall be entitled to claim thirty dollars (\$30) per day except where the lodging is supplied by the Employer. An employee submitting a lodging allowance claim shall not be entitled to reimbursement for commercial lodging costs for the same period.

ARTICLE 28 - JOB EVALUATION AND REQUESTS FOR JOB EVALUATION REVIEW

28.1 Preamble

The Parties agree to recognize and incorporate the future process of the work done and the standards and criteria used by the Joint Job Evaluation Committee ("JJEC").

28.2 Job Evaluation

- (a) The Employer shall not introduce a job evaluation plan, or alter or amend the Joint Job Evaluation Plan, without prior agreement with the Union.
- (b) It is understood that the Job Evaluation Plan, and/or grid range placement will, so far as possible, be

those used in the public service of the government of the Province of British Columbia.

28.3 Joint Job Evaluation Committee

A Joint Job Evaluation Committee shall be formed with two (2) representatives from each of the Parties to this Agreement. Meetings of the Joint Job Evaluation Committee will require at least one (1) representative from each Party. Representative of the Union will suffer no loss of seniority or remuneration otherwise payable by the Institute when such meetings are held during work hours. The Employer is not obligated to pay any additional wages, overtime or other premiums in the event that the Parties agree to schedule meetings of the JJEC during non-working hours. The Union and the Employer agree that the JJEC shall:

- (a) determine appropriate operating procedures and terms of reference for the ongoing operation of the Committee;
- (b) determine the format of position questionnaires, job descriptions/job specifications to be used within the Job Evaluation Plan;
- (c) develop and implement a fast track arbitration process to expedite disputes within the JJEC regarding job ratings; and
- (d) ensure the ongoing maintenance of the Plan.

28.4 Documents for Committee

The Committee is responsible for the maintenance of all documentation including evaluation results, job specifications, and individual ratings for all jobs, and shall be supplied with all relevant documentation for making position ratings.

28.5 Job Evaluation Review Request Procedure

- (a) When an employee feels that there is conflict between the position description and the duties he/she is required to perform or that the position is improperly classified, the employee shall discuss the matter with his/her immediate supervisor. The Employer or any employee who believes that the position is improperly classified may submit the matter to the JJEC for determination, by following the process described below.
- (b) The position questionnaire will be available at each campus. The employee will complete, sign and date a position questionnaire, developed by the JJEC, and forward it to her/his supervisor to review and comment. The employee shall keep a copy of the questionnaire submitted to the supervisor. The supervisor will forward the position questionnaire to the academy/division director for review and signature.
- (c) A copy of the supervisor's and director's responses will be provided to the employee.
- (d) The supervisor will forward the request and completed questionnaire to the JJEC, within fourteen (14) days of receipt from the employee.
- (e) Within sixty (60) days of receiving the request, the JJEC will notify the Employer and the affected employee of its decision in writing. The Committee will provide in writing the reason for its decision.
- (f) The effective date of any retroactivity resulting from a change in job level, is the date the position questionnaire is submitted to the JJEC, or fifteen (15) days from the date that the supervisor received the questionnaire, whichever occurs first.

28.6 Change in Classifications

Changes in classification may occur as a result of:

- (a) a decision by the Employer consistent with an assigned change in the duties of the position; or
- (b) a request by the employee, following an assigned change in the duties of the position, or where the employee can demonstrate a substantive change or changes in the duties of the position; or
- (c) an arrangement between the Parties at Step 3 of the grievance procedure; or
- (d) a decision by the Arbitrator following referral to Article 28.6 of a dispute not resolved via Article 28.5(c) above; or
- (e) collective bargaining.

28.7 Resolution of Disputes

In the event that the JJEC cannot agree on the evaluation of a position, the Parties agree that an Employer Representative and a BCGEU Representative have thirty (30) calendar days to try and resolve the dispute. Failing agreement of the referees, the matter will be referred to fast track arbitration process developed by the JJEC (maximum three (3) hours with not outside counsel).

28.8 Criteria for Arbitrator

The Arbitrator shall only consider factors, degrees, and other related methods used within the point evaluation system under the Gender Neutral Job Evaluation Plan developed by the JJEC, and limited to those factors and degrees under dispute. The Parties agree an arbitrator shall have a knowledge of job evaluation. She/he shall be supplied with all the documentation, existing evaluation results, job specifications, as well as the individual position ratings for all jobs within the unit. The Parties specifically agree that neither market value nor volume of work will be factors in determining job evaluation level.

28.9 Existing Scale

The existing scale shall be maintained and the Arbitrator shall not have the authority to increase the number of steps except with the consent of the Parties.

28.10 Substitution Pay in Lieu of Formal Reclassification

If the Employer does not wish certain duties to be continued to be performed by the employee, the Employer has the authority to pay substitution pay for the period for which the duties were performed.

28.11 Job Descriptions

The Employer agrees to maintain updated job descriptions for all positions and classifications for which the Union is the bargaining agent and provide the Union with a copy of any revisions to existing job descriptions.

28.12 New Position

When a position not covered under Appendix 1A is established during the term of the Agreement, the Employer shall consult with the Union as to rate of pay. If the Parties are unable to agree within thirty (30) calendar days of their first meeting or other such period as agreed by the Parties, the Employer may implement the classification and the rate of pay. The Union may then refer this dispute to the fast track arbitration process developed by the JJEC (maximum three (3) hours with no outside counsel).

28.13 No Delay

The procedure set out above is not intended to interfere with or delay the posting or filling of new positions, as the new rate ultimately settled on will be made retroactive to the date the position was first filled by the employee.

28.14 Reclassification of Position

Employees shall not have their salary reduced by reason of a change in the classification of their position that is caused by other than the employees themselves.

ARTICLE 29 - LABOUR/MANAGEMENT COMMITTEE**29.1 Establishment of Committee**

In recognition of the mutual benefits of ongoing consultation and open communication between the employees and the Employer, the Parties agree to establish a Labour/Management Committee consisting of equal numbers of Union and Institute representatives with a minimum of two and a maximum of four representatives from each Party.

29.2 Meetings of Committee

The Labour/Management Committee shall meet at the call of either Party at a mutually agreeable time and place, but not less than four (4) times per year. Employees shall not suffer any loss of basic pay while attending these meetings.

29.3 Chairperson of Committee

An Employer and a Union representative shall be designated as co-chairpersons and shall alternate in presiding over meetings.

29.4 Responsibilities of Committee

- (a) The Committee shall not have jurisdiction over wages or any other matter of collective bargaining including the administration of this Agreement.
- (b) Ensure that there is a screening committee which will be a sub-committee of the Labour Management Committee per Article 12.8 of this Collective Agreement.

ARTICLE 30 – SECONDMENT**30.1 Definition**

A process by which the Employer may assign an employee to another agency, board, society, commission or Employer.

30.2 Notice of Secondment

The Employer agrees to make every effort to provide an employee with four (4) weeks written notice of secondment. Where possible, the written notice of secondment shall indicate the term of secondment.

30.3 Provisions of BCGEU Agreement to Apply

The provisions of the applicable current Union/Employer Collective Agreement will apply to seconded employees. The agency, board, society, commission or employer to which the employee is seconded will receive written notice of this Article and will be provided with a copy of the Agreement.

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

The Employer will inform the employee of the Employer's representative designated to handle grievances at the

second step. Where a seconded employee has a grievance and his/her supervisor is not employed by the Institute the employee will discuss the grievance with his/her supervisor. Failing resolution, the employee may submit a written grievance, through a steward nominated by the Union, to the second step of the grievance procedure.

ARTICLE 31 - CASUAL EMPLOYEES

31.1 Employee Status

- (a) The Employer will not use casual employees or a combination of casual employees to the extent that they replace, displace or prevent the hiring of regular employees.
- (b) An employee employed for twenty (20) or more hours per week will not remain on casual status for more than twelve (12) months.
- (c) Employees who are appointed for terms longer than twelve (12) months, shall be granted regular status pursuant to the Collective Agreement effective the date of appointment.
- (d) Casual employees recalled or re-employed such that they are employed for more than twelve (12) months in a twenty-four (24) month period shall be granted regular status effective the first of the month following the month in which they complete twelve (12) months of employment.
- (e) A casual employee shall receive a letter of appointment clearly stating his/her employment status and expected duration of employment.
- (f) For the purposes of (b) above and Clauses 31.6, 31.9, 31.11 and 31.13 hours worked shall include:
 - (1) hours worked at the straight-time rate
 - (2) hours compensated in accordance with Clause 31.10
 - (3) hours that a seniority rated casual employee cannot work because he/she is on recognized WCB claim arising from his/her employment with the Justice Institute to a maximum of two hundred and ten (210) hours missed work opportunity with eight (8) calendar weeks from the beginning of the claim.
 - (4) annual vacation pursuant to Clause 31.11(d)
 - (5) compensatory time off provided the employee has worked eighteen hundred twenty-seven (1827) hours in a fifteen (15) month period
 - (6) missed work opportunities during leaves pursuant to Clause 2.10(a), except that during the first fifteen (15) months of employment such credit shall be limited to 105 hours;
 - (7) leaves pursuant to Clause 2.10(b).

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

31.2 Seniority on Applying for Regular Positions

- (a) Casual employees who have accumulated six (6) months seniority will be recognized as in-service applicants when applying for appointment to regular positions.
- (b) Casual employees re-appointed within twelve (12) months after the initial appointment has expired will

be appointed as a regular employee and all seniority earned as a casual will be credited as regular seniority.

31.3 Seniority

(a) For the purpose of layoff and recall, and other seniority related provisions of this Agreement, a casual employee shall accumulate service within an Employer seniority unit, as defined in the Component Agreement, on the basis of:

- (1) all hours worked at the straight-time rate;
- (2) designated paid holidays or days off in lieu in accordance with Clause 31.8 of this Agreement;
- (3) annual vacation in accordance with Clause 31.11(d) of this Agreement;
- (4) leave pursuant to Clause 31.13;
- (5) compensatory time off provided the employee has worked eighteen hundred twenty seven (1827) hours in a fifteen (15) month period;
- (6) missed work opportunities during leaves pursuant to Clause 2.10(a), except that during the first fifteen (15) months of employment such credit shall be limited to 105 hours;
- (7) leaves pursuant to Clause 2.10(b).

(b) The total hours above shall be converted to a seven (7) hour shift to establish seniority.

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

(d) A current service seniority list shall be posted quarterly on each Union bulletin board in the Institute by December 31, March 31, June 30 and September 30. Upon request, a copy of the service seniority list shall be provided to the steward.

31.4 Loss of Seniority

A casual employee will lose his/her service and classification seniority when:

- (a) he/she is terminated for just cause;
- (b) he/she voluntarily terminates or abandons his/her position;
- (c) he/she is on layoff for more than nine (9) months;
- (d) he/she is unavailable for, or declines two (2) offers on separate days, of re-employment in which the duration and nature of the work is reasonably similar to that which he/she carried out prior to layoff.
- (e) Casual employees, with the agreement of the Employer, may specify days and/or times of availability. Such agreed to days and/or times and any agreed to alterations thereto, shall be in writing and include the days and/or times, and effective date.

31.5 Layoff and Recall

(a) Layoff of casual employees shall be by classification in reverse order of seniority.

(b) Casual employees on layoff shall be recalled in order of seniority, provided the casual employee is

qualified to carry out the work which is available.

(c) Casual employees who report for work at the call of the Employer shall be paid for all hours worked with a minimum of two (2) hours pay at their regular rate unless the employee is unfit to perform his/her duties or has failed to comply with the Industrial Health and Safety Regulations of the Workers' Compensation Board.

(d) Where an employee commences work he/she shall receive three and one-half (3½) hours pay at his/her regular rate unless:

- (1) his/her work is suspended for reasons completely beyond the control of the Employer; or
- (2) the duration of the work assignment is known in advance by the employee;

in which instances the provisions of Clause (c) shall apply.

(e) Casual employees hired *pursuant to Article 35* or for special projects, as mutually agreed to between the Employer and the Union, shall be considered terminated for cause in accordance with Clause 31.4(a) upon completion of their project or program. The Employer will provide the Union with a copy of each appointment letter for employees hired under Clause 31.5(e) within thirty (30) days of the appointment.

31.6 Application of Agreement

(a) Except as otherwise noted in this Article, the provisions of Articles 11, 13, 17, 18, 19, 20, 21 and 25 of this Agreement do not apply to casual employees. The provisions of other Articles of this Agreement apply to casual employees except as otherwise indicated.

(b) Any casual employee who is eligible to vote in a Federal, Provincial, or Municipal election or a referendum shall have four (4) consecutive clear hours during the hours in which the polls are open in which to cast his/her ballot.

(c) Where leave from work is required, casual employees shall be entitled to the provisions of Clause 20.1;

(d) Maternity and parental leave for casual employees with less than 1827 hours worked in a fifteen (15) month period shall be in accordance with the Employment Standards Act.

31.7 Health and Welfare

In lieu of health and welfare benefits, casual employees shall receive compensation of fifty cents (50¢) [effective March 27, 1994: fifty-one cents (51¢); effective March 26, 1995: fifty-three cents (53¢)] per working hour, up to a maximum of thirty-five dollars (\$35) [effective March 27, 1994: thirty-five dollars and seventy cents (\$35.70) effective March 26, 1995: thirty-seven dollars and ten cents (\$37.10)] per biweekly pay period.

Casual employees who are covered for benefits as a spouse or dependent of another Justice Institute employee shall not receive payment in lieu of health and welfare benefits.

31.8 Weekly Indemnity

(a) Casual employees are eligible for weekly indemnity benefits upon accumulation of four hundred (400) hours of casual seniority with the same Employer. Once established, eligibility for weekly indemnity is retained unless the casual employee loses casual seniority. Weekly indemnity benefits are payable for each period of illness up to a maximum of fifteen (15) weeks at sixty percent (60%) of the casual employee's normal average earnings. Normal average earnings are calculated by averaging the straight-time compensation and the compensation paid in accordance with Clause 31.7 in the six (6) most recent biweekly pay periods in which earnings occurred.

(b) The payment of benefits to a person who is laid off or separated prior to termination of his/her illness shall be continued after the layoff or separation until the total number of weeks for which benefits have been

paid in respect of that illness is fifteen (15) weeks, except that benefits will cease on the effective date of a scheduled layoff or separation, if the illness occurs two (2) months (or less) before that layoff or separation provided that notice of the layoff or separation was given prior to the occurrence of the illness.

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

- (1) who is not under the care of a licensed physician;
- (2) whose illness is occupational and is covered by Workers' Compensation;
- (3) whose illness is intentionally self-inflicted;
- (4) whose illness results from service in the Armed Forces;
- (5) whose illness results from riots, wars or participation in disorderly conduct;
- (6) who is ill during a period of paid vacation;
- (7) whose illness is sustained while he/she is committing a criminal offence;
- (8) who is engaged in an employment for a wage or profit;
- (9) who is ill during a strike or lockout at the place where he/she was employed if that illness commences during the strike or lockout;
- (10) who is serving a prison sentence.

(d) The Parties agree that the complete premium reduction from the Unemployment Insurance Commission accruing through the improved sick leave plan and the weekly indemnity plan will be returned to the Employer. This is an exchange for the implementation of the above-mentioned plans.

31.9 Medical, Dental and Group Life Insurance

(a) Casual employees will be eligible for coverage under Clauses 25.1, 25.2, 25.3, 25.4 and 25.9 after completion of 1827 hours worked in a fifteen (15) months period or after working three (3) consecutive years without loss of seniority and maintaining 1200 hours worked at the straight-time rate within the previous twelve (12) month period. Such casual employees eligible for benefits under this Clause will not receive payment under Clause 31.7.

(b) A casual employee will cease to be entitled to coverage under (a) above when he/she loses his/her seniority in accordance with Article 31.4.

(c) Casual employees qualified under (a) above shall be entitled to maintain coverage under such plans for a maximum period of three (3) consecutive months immediately following the month in which the layoff occurs by paying the premium themselves.

(d) When a casual employee on layoff, who has previously qualified under (a) above and has not ceased to be entitled under (b) above, is recalled, the employee shall immediately be entitled to the benefits under (a) above.

31.10 Designated Paid Holidays

(a) Casual employees who work the day before and the day after a paid holiday, or who have worked fifteen (15) of the previous thirty (30) days or worked at least one hundred and five (105) hours at the straight-time rate, in the previous thirty (30) days, shall be compensated for the holiday. This section shall not apply to employees who have been terminated and are not on layoff status.

(b) A casual employee who is qualified under (a) to receive compensation for the paid holiday but does not work on the paid holiday shall receive compensation for the day based on the following formula: straight-time hours worked in the previous thirty (30) calendar days divided by the straight-time hours of work of a full-time employee for the same thirty (30) calendar day period multiplied by the hourly rate multiplied by seven (7).

(c) A casual who is qualified in (a) to receive compensation for the holiday and who works on that day shall be compensated at the same rate as regular employees in the same situation, as outlined in Article 17. The day

off in lieu provided through the application of Article 17 shall be compensated on the basis of the formula in (b) above.

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

31.11 Annual Vacation

(a) Casual employees will be entitled to receive vacation pay at the rate of six percent (6%) of their regular earnings. Casual employees shall receive their earned vacation pay upon termination or calculated up to the last pay period in November and paid no later than the last pay period in December of the year in which the vacation pay was earned.

(b) Casual employees after six (6) months from their date of hire, may elect to take a leave of absence without pay of up to fifteen (15) workdays, not to exceed one hundred five (105) hours, in any calendar year. An employee seeking such unpaid leave shall make application, in writing, a minimum of seven (7) work days prior to the requested leave.

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

(d) Casual employees who have completed 1827 hours worked in a fifteen (15) month period shall be eligible for annual vacation leave in accordance with the provisions of this Article and Article 18.1, except that the first vacation year is the calendar year in which the anniversary of eligibility occurs. Casual employees eligible for annual vacation shall not be entitled to vacation pay as in (a) above or leave in accordance with (b) above.

(e) The calendar year in which an employee qualifies for vacation leave under (d) will be considered the first partial year of service for purposes of vacation entitlement and subject to Article 18.7 any unused vacation entitlement earned during that year will be paid to the employee on the final payday of that year.

(f) Upon qualifying for vacation leave a casual employee will be paid any earned vacation pay owing to that date and thereafter will earn vacation leave in accordance with Article 18.2.

(g) Vacation leave shall be scheduled in accordance with the provisions of Article 18.3 except that employees hired for vacation relief or for seasonal operations may be restricted as to the time of year they may schedule vacation.

(h) Vacation schedules, once approved by the Employer, may be rescheduled if it is displaced by an emergency or because the employee is absent on an approved WCB claim.

(i) Casual employees who qualify for vacation leave shall be covered by the provisions of Articles 18.4, 18.7, 18.8, 18.9 and 18.10.

31.12 Casual List

The Employer agrees to provide the President of the Union with the name, position, department, date of hire and nature of appointment of all casual employees employed by the Employer.

31.13 Eligibility Requirements for Benefits

Casual employees will qualify for Short-term Illness and Injury Plan (STIIP), Articles 20.1, 20.2, 20.3, 20.5, 20.6, 20.10, 20.12, 20.13, 20.14 and Article 21 as follows.

(a) An employee will be entitled to benefits under this Article after completion of 1827 hours worked in a

fifteen (15) month period.

- (b) A casual employee will cease to be entitled to coverage when he/she:
 - (1) fails to maintain twelve hundred (1200) hours worked at the straight-time rate within the previous twelve (12) months period except as provided under Article 21.
 - (2) loses his/her seniority in accordance with Article 31.4.
- (c) Benefits will not be paid on layoff except as provided in Appendix 2, Section 1.10.
- (d) Casual employees on layoff or subject to recall will not be eligible for benefits until after their return to work and subject to meeting the eligibility requirements. ("Return to work" is understood to mean the employee completed at least one-half (□) of a scheduled workday or shift.)
- (e) Where there is no established work schedule, the calculation of hours for the purposes of STIIP benefits shall be based on the average number of hours worked during the three (3) month period immediately preceding absence due to illness.

ARTICLE 32 - EDUCATION AND TRAINING

32.1 Purpose

- (a) Both Parties recognize that improved equipment, methods, and procedures create changes in job structure of the work force. The Parties also recognize the need to provide employees with the opportunity for career development by enabling them to prepare for promotional advancement and generally upgrade their present skills.
- (b) The provisions of this Article are intended to assist regular employees in maintaining and improving skills and/or to assist in preparing them for promotional opportunity.
- (c) Staff Development Funds consist of one percent (1%) of support staff budget.

The one percent (1%) will be split as follows:

one-half percent (0.5%) for compulsory courses and training required by the Employer;
one-half percent (0.5%) for staff development which will be jointly administered by the Employer and the BCGEU.

32.2 Subcommittee, Education and Training

The Union and the Employer agree that a subcommittee on education and training shall be established to make recommendations to the Labour Management Committee. Compulsory programs will be provided at no cost to the employees and employees shall be entitled to attend without loss of pay. Compulsory programs will not be costed against the jointly administered Staff Development Fund as described in Clause 32.4.

32.3 Training Courses Required by Employer

Where the Employer requires employees to take training in order to maintain their current job skills or refresher courses, the Employer shall bear the full cost of the course, including tuition, entrance or registration fees, laboratory fees, and course-required books. The Employer shall also reimburse the employee for travelling, subsistence, and other legitimate expenses and employees shall attend without loss of pay. Courses required by the Employer (compulsory training) will not be costed against the jointly administered Staff Development Fund.

32.4 Staff Development Jointly Administered

- (a) The Parties agree that regular employees may request to attend seminars, workshops, conferences, or courses which they may apply for funding and paid leave when the activity is during regular working hours.
- (b) One-half percent (0.5%) of the total support staff budgeted salaries shall be designated for non-compulsory staff development. These Staff Development monies will be administered by the Joint Committee referenced in Article 32.2.

32.5 Joint Administration of the Staff Development Fund

- (a) For the purpose of administering this fund, the year shall be divided into three (3) periods with one-third (1/3) of the total amount in the fund allocated for expenditures in each period.
- (b) Applications received by December 1, April 1, and July 15, will be reviewed and approved/rejected within thirty (30) days.
- (c) Applications received after the dates specified shall be date stamped, and will receive consideration by the Committee within thirty (30) days of receipt. Any grant approved will depend upon the availability of funds allocated to that expenditure period.
- (d) Any funds unexpended at the end of the period will be carried forward for expenditure in subsequent periods within any given fiscal year.
- (e) Preference shall be given to an application which clearly shows that the activity to be funded is part of the employee's plan for career development, over an application for funding for an activity unrelated to any plan.
- (f) Preference will be given to activities offered by an accredited, recognized institution, and/or, a professional association.
- (g) No single employees shall be sponsored for education and training at a total cost to the fund in excess of five hundred dollars (\$500) in one (1) fiscal year to be allotted as follows:
 - (1) activities shall be funded up to one hundred percent (100%) of the cost of tuition and/or course materials, not to exceed the total cost listed above;
 - (2) up to one hundred dollars (\$100) of the total cost may be used for travel expenses.
- (h) The fund shall be charged only for travel expenses, tuition fees, and/or course materials.
- (i) If the activity only occurs during the employee's normal working hours, the leave requests shall be submitted to the supervisor and such leave shall not be unreasonably withheld. The supervisor will respond within five (5) working days of the request. Should leave not be granted, the reasons for same shall be provided in writing by the supervisor. Once the leave is approved, it is with pay. Any dispute arising as a result of a leave denial, shall be referred to the Labour Management Committee.
- (j) Where such leave is granted, it shall only be for a period sufficient to cover attendance at the activity, plus travel time.
- (k) The supervisor, on behalf of the Employer, has the sole discretion to determine if the replacement is necessary.
- (l) The Joint Committee shall receive a monthly printout of the budget summary.
- (m) Annually, the Joint Committee will provide the Chair of the Bargaining Committee, a copy of the budget and financial records which show the specific allocations and expenditures. In addition, a report from the Joint Committee shall be a standing item on the Labour Management Committee agenda.

(n) None of the above is to be interpreted as limiting the discretionary power of the Joint Committee in assessing special and unique cases, and making a recommendation to the Labour Management Committee.

(o) In the event that an employee does not attend, fails or withdraws from an approved education and training activity, the Institute is authorized to commence payroll deductions until the amount paid by the Education and Training Fund has been deducted. A payback schedule shall be worked out by mutual agreement with the employee of the Institute.

(p) If an employee terminates employment with the Institute prior to completion of an approved education and training activity, the Institute is authorized to deduct the total fee from the employee's final paycheque.

(q) The Joint Committee shall send a notice to all BCGEU staff, to encourage applications. Funding may be approved retroactively, and will not be carried over into the next fiscal year. The Joint Committee will make recommendations regarding disposition of any money in the fund not committed for expenditure near the end of the fiscal year, to the Labour Management Committee.

(r) The Labour Management Committee shall monitor the operation of this Clause and may, from time to time, recommend appropriate procedural/structural changes to the Parties.

32.6 Justice Institute Courses

Employees may take any course offered by the Justice Institute without charge on the employee's own time provided that;

- (1) the employee satisfies normal course prerequisites; and
- (2) no fee paying student is displaced.

32.7 Personal Research

Subject to approval by the Employer an employee may use facilities normally used in the course of his/her duties to carry out personal research or projects. The cost of materials shall be borne by the employee. Such approval shall not be unreasonably withheld.

32.8 Copyrights

- (a) The Employer and the Union agree that original articles, technical papers, information reports and/or instructional notes prepared by the employee within the course of his/her duties shall be retained by the Employer. The Employer further agrees that the employee may be granted permission to quote selected portions of such material in a larger work or to publish the material in related journals.
- (b) The Employer agrees that an employee may prepare articles, technical papers and/or instructional notes on his/her own time and copyrights for such material shall be vested in the employee.
- (c) Confidential information shall not be disclosed without written permission of the President.

ARTICLE 33 - GENERAL CONDITIONS

33.1 Child Care Facilities

- (a) The Employer and the Union agree to establish a Joint Committee to facilitate the establishment of community based child care centres.
- (b) The Joint Committee shall be composed of two (2) Union representatives and two (2) Employer representatives. The designates of each Party shall be gender balanced. Employees representing the Union on

this Joint Committee shall be on leave of absence without loss of basic pay for time on this Committee.

- (c) The Joint Committee may facilitate the establishment of community based child care facilities where viable.
- (d) The Joint Committee may establish sub-committees where appropriate to facilitate objectives of this clause.
- (e) The Joint Committee shall include representation and participation from interested community based groups or organizations. The committee shall determine which community based groups or organizations shall be represented.
- (f) The Joint Committee may seek the advice and support of other Public Service program areas including but not limited to the Ministry of Women's Equality, the Ministry of Social Services, B.C.B.C. and the Employee Benefit Trust.
- (g) Where suitable space is available in an Employer owned or leased facility without major or structural modification, the space may be made available for the purpose of establishing the community based child care facility. The Employer's sole financial responsibility is limited to the provision of such space.

33.2 Transportation

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

33.3 Comprehensive Insurance

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

33.4 Indemnity

- (a) *Civil Actions*

Except where the Labour/Management Committee considers that there has been flagrant or wilful negligence on the part of an employee, the Employer agrees not to seek indemnity against an employee whose actions result in a judgment against the Employer. The Employer agrees to pay any judgment against an employee arising out of the performance of his/her duties. The Employer also agrees to pay any legal costs incurred in the proceedings including those of the employee.

- (b) *Criminal Actions*

Where an employee is charged with an offence resulting directly from the proper performance of his/her duties and is subsequently found not guilty, the employee shall be reimbursed for reasonable legal fees.

- (c) At the option of the Employer, the Employer may provide for legal services in the defence of any legal proceedings involving the employee (so long as no conflict of interest arises between the Employer and the employee) or pay the legal fees of counsel chosen by an employee.
- (d) In order that the above provisions shall be binding upon the Employer, the employee shall notify the

Employer immediately, in writing, of any incident or course of events which may lead to legal action against him/her, and the intention or knowledge of such possible legal action is evidenced by any of the following circumstances:

- (1) when the employee is first approached by a person or organization notifying him/her of intended legal action against him/her; or,
- (2) when the employee himself/herself requires or retains legal counsel in regard to the incident or course of events; or,
- (3) where any investigative body or authority first notifies the employee of any investigation or other proceeding which might lead to legal action against the employee; or,
- (4) when information first becomes known to the employee in the light of which it is a reasonable assumption that the employee could conclude that he/she might be the object of legal action; or,
- (5) when the employee receives notice of any legal proceeding of any nature or kind.

33.5 Payroll Deductions

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

33.6 Political Activity

(a) Municipal and School Board Office

Employees may seek election to municipal and school board offices provided that:

- (1) the duties of the municipal or school board office other than regular council or board meetings do not impinge on normal working hours as an employee covered by this Agreement;
- (2) Where the Municipal Council the School Board or Committees of the Council or Board hold meetings during the employee's normal working hours, the Employer shall grant leave without pay to attend such meetings.
- (3) Where leave without pay is granted to attend Committee meetings, such leave shall be in accordance with Article 20.11, and provided that such leave shall not exceed one-half (□) shift per week.
- (4) The employee shall provide at least one (1) week's written notice to the Employer.

(b) Federal and Provincial Offices

There are no restrictions on employees engaging in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election, the employee shall be granted leave without pay in accordance with Clause 20.4(a)(1) to engage in the election campaign. If elected, the employee shall be granted leave of absence in accordance with Clause 20.4(d)(3). If not elected, the employee shall be allowed to return to his/her former position.

33.7 Copies of Agreement

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement, and his/her rights and obligations under it. For this reason the Employer shall print sufficient copies of the Agreement for distribution to employees.

33.8 Travel Advance

Regular employees not covered by a work Party advance, and who are required to proceed on travel status, shall be provided with an adequate travel advance. The amount of advance will be determined by such factors as time away from headquarters and the frequency of reimbursement.

33.9 Transfer of Employees Out of the Justice Institute Bargaining Unit

When the Parties are made aware that employees will be transferred out of the Justice Institute Bargaining Unit to a corporation, board, agency or commission, a joint Employer-Union committee shall immediately be established. The committee shall be established to facilitate the orderly transfer of employees. This Clause does not cover secondment of employees. Where such transfers occur, those transferred employees will be recognized as in-service applicants when applying for regular positions in The Justice Institute Bargaining Unit for a period of one (1) year from the effective date of the transfer. This Clause does not cover secondment of employees.

33.10 Personal Duties

- (a) It is understood by both Parties that work not related to the business of the Institute should not be performed on the Employer's time.
- (b) To this end, it is agreed that an employee will not be required to perform duties of a personal nature for supervisory personnel.
- (c) Where an employee directly involved feels a problem exists in this area, the Union or Employer may take the matter to the Labour/Management Committee which will attempt to resolve the dispute.

33.11 Positions Temporarily Vacant

- (a) The Employer agrees that, except in the case of emergency, an employee's work load will not be increased as a result of positions being temporarily vacant due to illness, vacation, leave of absence, or any other reason.
- (b) In such instances, the Employer shall give regular employees the opportunity to substitute in higher paying positions and arrange for staff replacements at the lowest paying category.

33.12 Private Vehicle Damage

Where an employee's vehicle is damaged by a person in the care or custody of the Employer or as a direct result of an accident involving a particular training activity of the Employer, or as a result of an individual venting his/her frustrations at the Employer, the Employer shall reimburse the employee the cost of any deductible portion of insurance coverage on that vehicle up to five hundred dollars (\$500).

33.13 Job Sharing

The Parties agree to the following plan to allow job sharing for the term of this contract.

- (a) Job sharing agreements must be by mutual consent of the Parties.
- (b) Instituting a job sharing unit must be on a voluntary basis by the present incumbent. It is understood that job sharing units will not necessarily be posted and any employee seeking to be involved must make his/her interest known in writing to the Employer.
- (c) (1) The two (2) incumbents of the job sharing unit must share wages, benefits and conditions as provided by the Collective Agreement to a combined maximum as if one (1) employee occupied the position. Where it is impossible to split, one (1) or both of the employees shall be obliged to pay the additional cost to the Employer;

- (2) Benefits granted job sharing partners shall be in accordance with those in place for part-time employees. Most benefits are prorated based on the number of hours an employee works, except the following benefits which are paid in full to both partners; □basic medical insurance (BC Medical Plan), extended health care plan, dental plan and air travel insurance. Each partner is also eligible for the minimum group life insurance.
- (d) There must be no extra cost to the Employer as a result of a job sharing except those costs associated with Clause 33.13(c)(2) above.
- (e) The scheduling for a job sharing unit must be done at the local level and the number of hours must average for the two (2) employees to half-time on a monthly basis.
- (f) Where one incumbent is absent (sick, leave, vacation) the other member of that unit shall make every reasonable effort to cover such absence by working full-time.
- (g) (1) The job sharing unit may be discontinued by the Employer or by mutual agreement of the two (2) incumbents.
- (2) Thirty (30) days' notice of discontinuance must be given by the Employer or the two (2) incumbents.
- (h) (1) If the job sharing unit is terminated, the employee with the greater service seniority will be given the opportunity to work full time. The employee has one (1) week to exercise his/her option under this provision. If the employee accepts, the lesser service incumbent will be immediately subject to the layoff and bumping provisions of this Agreement.
- (2) if the incumbent with the greater service seniority refuses to accept the full-time position:
- (i) he/she shall be laid off, subject to Article 12, as modified by this Article; and
- (ii) the lesser seniority incumbent shall be offered the position to work full-time in that position. He/she has one (1) week to exercise his/her option under this provision.
- (3) In the event that neither of the incumbents wish the full-time position, the position will be posted, and both incumbents shall be laid off, subject to Article 13, as modified by this Article.
- (4) All employees, regardless of years of service seniority are entitled to thirty (30) days' notice of layoff, if they do not accept the full-time position created as a result of the termination. Notice of layoff shall be deemed to have been given at the expiration of the one-week option period under (h)(1) of this Article.

33.14 Personal Property Damage

- (a) Where an employee's personal possession(s) is/are damaged by a person in the care or custody of the Employer, the Employer shall pay, up to a maximum of one hundred dollars (\$100), the replacement costs or personal deductible insurance, provided such personal possessions are of a type suitable for use while on duty. This provision shall not apply to articles of clothing or eyewear.
- (b) On request, and with reasonable notice, the Employer shall provide a secure space for employees to store such personal possessions, wallets and/or purses when the employees are at their worksite.

33.15 Employment Equity

- (a) The Parties recognize the need to implement an Employment Equity Program at the Justice Institute. Accordingly, the Employer and Union agree to establish a Joint Committee to implement the programme which is established by the Province of British Columbia.

- (b) The Joint Committee will be comprised of two (2) representatives appointed by the Employer and two (2) representatives appointed by the Union.
- (c) Employees representing the Union on this Joint Committee shall be on leave of absence without loss of basic pay for time on this Committee.
- (d) The Joint Committee may establish subcommittees.

33.16 Disclosure of Information

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

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

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

ARTICLE 34 - EMPLOYMENT EQUITY

- (a) The Justice Institute is committed to providing a work environment free of any form of adverse discrimination.
- (b) The Parties hereto subscribe to the principles of the Human Rights Act of British Columbia.
- (c) The Parties recognize the need to implement an employment equity program at the Justice Institute.
- (d) The goals of employment equity are to create a workforce which, at all levels, is representative of the diverse population it serves; and to ensure that individuals are not denied employment, advancement or training opportunities at the Justice Institute for reasons unrelated to ability to do the job.

- (e) Regulations, policies and procedures with respect to recruitment, selection and promotion shall facilitate:
- (1) opportunities for external recruitment and internal advancement to develop a work force that is representative of the diversity of the people of British Columbia; and
 - (2) the long term career development and advancement of employees.
- (f) The Labour/Management Committee is authorized to:
- (1) advise the Employer on employment equity issues and initiatives;
 - (2) review Employer action plans to ensure they comply with the mandatory procedures and are consistent with employment equity goals;
 - (3) monitor progress of action plans; and
 - (4) ensure that an annual progress report is provided the Union.

ARTICLE 35 - COOPERATIVE EDUCATION TRAINING PROGRAM

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

- (a) Employees hired under the Cooperative Education Training Programs will be considered casual employees and receive the appropriate benefits as per this Agreement.
- (b) The program will be restricted to persons registered in a recognized cooperative education program at a participating post-secondary institution. The length of appointment for students under this article will correspond to the requirements of their academy program. Notwithstanding the above, appointments will not exceed eight (8) months in any sixteen (16) month period.
- (c) Coop education will be considered supernumerary to the established work force. As such, Article 31.5(e) will apply to these programs.
- (d) No employee hired under this program will be employed where it would result in a layoff or failure to recall a qualified employee.
- (e) Employees hired under this program will be classified and paid in accordance with Appendix 1(c), Level 1, 2 or 3 as appropriate.
- (f) The standard hours of work for employees under this program will be seven (7) hours per day and thirty-five (35) hours per week.
- (g) The standard hours of work may be varied by mutual agreement at the local level, consistent with the local hours of work schedule provided that no employee works more than ten (10) hours in one (1) day and seventy (70) hours in a biweekly period.

ARTICLE 36 - TERM OF AGREEMENT

36.1 Duration

This Agreement shall be binding and remain in effect to midnight, June 30, 1998.

36.2 Notice to Bargain

- (a) This Agreement may be opened for collective bargaining by either Party giving written notice to the other Party on or after April 1, 1998, but in any event not later than midnight, April 30, 1998.
- (b) Where no notice is given by either Party prior to April 30, 1998, both Parties shall be deemed to have given notice under this Clause on January 31, 1998.
- (c) All notices on behalf of the Union shall be given by the President of the Union and similar notices on behalf of the Employer shall be given by an authorized officer or agent of the Employer.

36.3 Commencement of Bargaining

Where a Party to this Agreement has given notice under Clause 34.2 of this Article, the Parties shall, within fourteen (14) days after the notice was given, commence collective bargaining.

36.4 Changes in Agreement

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

36.5 Agreement to Continue in Force

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

36.6 Effective Date of Agreement

The provisions of this Agreement, except as otherwise specified, shall come into full force and effect on the date of ratification by the Parties.

36.7 Labour Code

The Parties hereto agree to specifically exclude the operation of Section 50(2) of the Labour Code of B.C.

36.8 Notices

All notices not specifically referred to in this Agreement will be deemed to be properly served if delivered by Registered Mail to the President of the Union in respect of the Union, and to the President of the Institute in respect of the Institute.

**SIGNED ON BEHALF OF THE
B.C. GOVERNMENT AND SERVICE
EMPLOYEES' UNION:**

**SIGNED ON BEHALF OF JUSTICE
INSTITUTE OF BRITISH COLUMBIA:**

John T. Shields, President

Florence Wong, Chair, Board of Governors

Lori Wideski, Chairperson
Bargaining Committee

Pat Ross, Vice President, Finance and
Corporate Services

Marc Guay, Bargaining Committee

Pam White, Manager, Human Resources

Mark Smitton, Bargaining Committee

Lori Wideski, Bargaining Committee

Barbara Offen, Staff Representative

Dated this _____ day of _____, 19 ____.

APPENDIX 1A
GRID PLACEMENT

Classification	Grid	As of Oct 9/94
Office Assistant 1	3.....	6
Office Assistant 2	5.....	7
Clerk Steno 3	7.....	9
Clerk Steno 4	8.....	11
Clerk Steno 5	9.....	11
Clerk 3	7.....	9
Clerk 4	9.....	11
Clerk 5	11.....	13
Admin Officer 1.....	13.....	14
Admin. Officer 2.....	16.....	16
Admin. Officer 3.....	18.....	18
Admin. Officer 4.....	20.....	20
Admin. Officer 5.....	23.....	23
Admin. Officer 6.....	25.....	25
Admin. Officer 7.....	28.....	28
Stockworker 1.....	2.....	2
Stockworker 2.....	6.....	6
Stockworker 3.....	7.....	7
Stockworker 4.....	9.....	9
Stockworker 5.....	10.....	10
Stockworker 6.....	11.....	11
Photo Arts Tech. 1	6.....	6
Photo Arts Tech. 2	8.....	8
Photo Arts Tech. 3	13.....	13
Photo Arts Tech. 4	15.....	15
Photo Arts Tech. 5	17.....	17
Photo Arts Tech. 6	21.....	21
Librarian 1	13.....	14
Librarian 2	18.....	20
Librarian 3	22.....	28
Librarian 4	24.....	30
Technical Asst. 1	6.....	7
Technical Asst. 2	8.....	11
Technical Asst. 3	11.....	11
Technical Asst. 4	13.....	13
Systems Analyst 1.....	14.....	14
Systems Analyst 2.....	16.....	16
Systems Analyst 3.....	20.....	20
Systems Analyst 4.....	24.....	24
Systems Analyst 5.....	25.....	25

APPENDIX 1B

SALARY GRID

Grid Level	Step:	Effective March 27, 1995			Effective November 30, 1997		
		Hourly	Biweekly	Annual	Hourly	Biweekly	Annual
1	Step 1:	12.4799	873.59	22,791.34	12.6047	882.33	23,019.36
	Step 2:	13.2253	925.77	24,152.68	13.3576	935.03	24,394.26
	Step 3:	14.1466	990.26	25,835.18	14.2880	1,000.16	26,093.46
2	Step 1:	12.8466	899.26	23,461.05	12.9750	908.25	23,695.59
	Step 2:	13.6169	953.18	24,867.79	13.7530	962.71	25,116.42
	Step 3:	14.5687	1,019.81	26,606.11	14.7144	1,030.01	26,872.23
3	Step 1:	13.2253	925.77	24,152.68	13.3576	935.03	24,394.26
	Step 2:	14.0213	981.49	25,606.37	14.1614	991.30	25,862.31
	Step 3:	15.0050	1,050.35	27,402.88	15.1550	1,060.85	27,676.82
4	Step 1:	13.6169	953.18	24,867.79	13.7530	962.71	25,116.42
	Step 2:	14.4394	1,010.76	26,370.01	14.5839	1,020.87	26,633.77
	Step 3:	15.4560	1,081.92	28,226.52	15.6106	1,092.74	28,508.81
5	Step 1:	14.0213	981.49	25,606.37	14.1614	991.30	25,862.31
	Step 2:	14.8711	1,040.98	27,158.42	15.0199	1,051.39	27,430.01
	Step 3:	15.9219	1,114.53	29,077.29	16.0811	1,125.68	29,368.19
6	Step 1:	14.4394	1,010.76	26,370.01	14.5839	1,020.87	26,633.77
	Step 2:	15.3179	1,072.25	27,974.24	15.4710	1,082.97	28,253.91
	Step 3:	16.4033	1,148.23	29,956.50	16.5673	1,159.71	30,256.01
7	Step 1:	14.8711	1,040.98	27,158.42	15.0199	1,051.39	27,430.01
	Step 2:	15.7789	1,104.52	28,816.14	15.9367	1,115.57	29,104.42
	Step 3:	16.9009	1,183.06	30,865.19	17.0699	1,194.89	31,173.83
8	Step 1:	15.3179	1,072.25	27,974.24	15.4710	1,082.97	28,253.91
	Step 2:	16.2557	1,137.90	29,687.00	16.4183	1,149.28	29,983.89
	Step 3:	17.4150	1,219.05	31,804.14	17.5891	1,231.24	32,122.17
9	Step 1:	15.7789	1,104.52	28,816.14	15.9367	1,115.57	29,104.42
	Step 2:	16.7483	1,172.38	30,586.56	16.9157	1,184.10	30,892.32
	Step 3:	17.9463	1,256.24	32,774.40	18.1257	1,268.80	33,102.09
10	Step 1:	16.2557	1,137.90	29,687.00	16.4183	1,149.28	29,983.89
	Step 2:	17.2573	1,208.01	31,516.12	17.4299	1,220.09	31,831.28
	Step 3:	18.4951	1,294.66	33,776.75	18.6801	1,307.61	34,114.61
11	Step 1:	16.7483	1,172.38	30,586.56	16.9157	1,184.10	30,892.32
	Step 2:	17.7833	1,244.83	32,476.73	17.9613	1,257.29	32,801.80
	Step 3:	19.0624	1,334.37	34,812.76	19.2530	1,347.71	35,160.79
12	Step 1:	17.2573	1,208.01	31,516.12	17.4299	1,220.09	31,831.28
	Step 2:	18.3267	1,282.87	33,469.16	18.5100	1,295.70	33,803.89
	Step 3:	19.6487	1,375.41	35,883.46	19.8451	1,389.16	36,242.19
13	Step 1:	17.7833	1,244.83	32,476.73	17.9611	1,257.28	32,801.54
	Step 2:	18.8886	1,322.20	34,495.25	19.0774	1,335.42	34,840.15

Grid Level	Step:	Effective March 27, 1995			Effective November 30, 1997		
		Hourly	Biweekly	Annual	Hourly	Biweekly	Annual
	Step 3:	20.2544	1,417.81	36,989.65	20.4570	1,431.99	37,359.60
14	Step 1:	18.3267	1,282.87	33,469.16	18.5100	1,295.70	33,803.89
	Step 2:	19.4690	1,362.83	35,555.26	19.6637	1,376.46	35,910.86
	Step 3:	20.8806	1,461.64	38,133.14	21.0894	1,476.26	38,514.57
15	Step 1:	18.8886	1,322.20	34,495.25	19.0774	1,335.42	34,840.15
	Step 2:	20.0687	1,404.81	36,650.49	20.2694	1,418.86	37,017.04
	Step 3:	21.5274	1,506.92	39,314.47	21.7427	1,521.99	39,707.63
16	Step 1:	19.4690	1,362.83	35,555.26	19.6637	1,376.46	35,910.86
	Step 2:	20.6884	1,448.19	37,782.24	20.8953	1,462.67	38,160.02
	Step 3:	22.1959	1,553.71	40,535.18	22.4179	1,569.25	40,940.61
17	Step 1:	20.0687	1,404.81	36,650.49	20.2694	1,418.86	37,017.04
	Step 2:	21.3290	1,493.03	38,952.09	21.5423	1,507.96	39,341.60
	Step 3:	22.8867	1,602.07	41,796.86	23.1156	1,618.09	42,214.81
18	Step 1:	20.6884	1,448.19	37,782.24	20.8953	1,462.67	38,160.02
	Step 2:	21.9909	1,539.36	40,160.80	22.2107	1,554.75	40,562.32
	Step 3:	23.6071	1,652.50	43,112.54	23.8433	1,669.03	43,543.80
19	Step 1:	21.3290	1,493.03	38,952.09	21.5423	1,507.96	39,341.60
	Step 2:	22.6749	1,587.24	41,409.96	22.9016	1,603.11	41,823.99
	Step 3:	24.3594	1,705.16	44,486.41	24.6030	1,722.21	44,931.23
20	Step 1:	21.9909	1,539.36	40,160.80	22.2107	1,554.75	40,562.32
	Step 2:	23.3839	1,636.87	42,704.77	23.6177	1,653.24	43,131.85
	Step 3:	25.1370	1,759.59	45,906.45	25.3884	1,777.19	46,365.62
21	Step 1:	22.6749	1,587.24	41,409.96	22.9016	1,603.11	41,823.99
	Step 2:	24.1289	1,689.02	44,065.33	24.3701	1,705.91	44,505.97
	Step 3:	25.9406	1,815.84	47,373.97	26.2000	1,834.00	47,847.75
22	Step 1:	23.3839	1,636.87	42,704.77	23.6177	1,653.24	43,131.85
	Step 2:	24.8986	1,742.90	45,471.02	25.1476	1,760.33	45,925.75
	Step 3:	26.7706	1,873.94	48,889.76	27.0383	1,892.68	49,378.67
23	Step 1:	24.1289	1,689.02	44,065.33	24.3701	1,705.91	44,505.97
	Step 2:	25.6943	1,798.60	46,924.19	25.9513	1,816.59	47,393.54
	Step 3:	27.6287	1,934.01	50,456.94	27.9050	1,953.35	50,961.51
24	Step 1:	24.8986	1,742.90	45,471.02	25.1476	1,760.33	45,925.75
	Step 2:	26.5163	1,856.14	48,425.37	26.7814	1,874.70	48,909.58
	Step 3:	28.5154	1,996.08	52,076.30	28.8006	2,016.04	52,597.04
25	Step 1:	25.6943	1,798.60	46,924.19	25.9513	1,816.59	47,393.54
	Step 2:	27.3656	1,915.59	49,976.37	27.6393	1,934.75	50,476.25
	Step 3:	29.4316	2,060.21	53,749.41	29.7259	2,080.81	54,286.85
26	Step 1:	26.5163	1,856.14	48,425.37	26.7814	1,874.70	48,909.58
	Step 2:	28.2436	1,977.05	51,579.82	28.5260	1,996.82	52,095.61
	Step 3:	30.3784	2,126.49	55,478.61	30.6821	2,147.75	56,033.26
27	Step 1:	27.3656	1,915.59	49,976.37	27.6393	1,934.75	50,476.25

Grid Level	Step:	Effective March 27, 1995			Effective November 30, 1997		
		Hourly	Biweekly	Annual	Hourly	Biweekly	Annual
	Step 2:	29.1507	2,040.55	53,236.49	29.4423	2,060.96	53,768.97
	Step 3:	31.3567	2,194.97	57,265.20	31.6703	2,216.92	57,837.86
28	Step 1:	28.2436	1,977.05	51,579.82	28.5260	1,996.82	52,095.61
	Step 2:	30.0880	2,106.16	54,948.21	30.3889	2,127.22	55,497.65
	Step 3:	32.3676	2,265.73	59,111.28	32.6913	2,288.39	59,702.46
29	Step 1:	29.1507	2,040.55	53,236.49	29.4423	2,060.96	53,768.97
	Step 2:	31.0566	2,173.96	56,717.06	31.3671	2,195.70	57,284.24
	Step 3:	33.4123	2,338.86	61,019.19	33.7464	2,362.25	61,629.42
30	Step 1:	30.0880	2,106.16	54,948.21	30.3889	2,127.22	55,497.65
	Step 2:	32.0577	2,244.04	58,545.40	32.3783	2,266.48	59,130.84
	Step 3:	34.4919	2,414.43	62,990.75	34.8367	2,438.57	63,620.55

APPENDIX 1C

Classification Level	Definition	Wage
Level 1	Employees without a post secondary degree or certificate working in their initial work term	Grid Level 6, Step 1
Level 2	Level 1 employees working in a subsequent work term.	Grid Level 6, Step 2
Level 3	Employees who have completed a post secondary degree or certificate (minimum 2-year course) classification and are placed into training positions where they are performing work consistent with their education level. Employees with a degree or certificate who are not performing work consistent their educational level shall be place into Level 1.	Grid Level 11, Step 2

APPENDIX 2**SHORT AND LONG TERM DISABILITY****PART I - SHORT TERM ILLNESS AND INJURY PLAN****1.1 Eligibility**

- (a) Regular employees shall be covered by the Short Term Illness and Injury Plan upon completion of six (6) months of active service with the Employer.
- (b) Regular employees with less than six (6) months of service who are unable to work because of illness or injury are entitled to six (6) days' coverage at seventy-five percent (75%) pay in any one calendar year.
- (c) Regular employees with three (3) months but less than six (6) months of service will be entitled to fifteen (15) weeks (75 workdays) of coverage, consisting of the above six (6) days, or what remains of the six (6) days' entitlement, at seventy-five percent (75%) pay, and the remainder of the fifteen (15) weeks at two-thirds of pay, not to exceed a maximum weekly benefit of two hundred and ten dollars (\$210) or the Employment Insurance ("EI") maximum weekly sickness benefit, whichever is higher.
- (d) Notwithstanding (a), (b) and (c) above, where a regular employee is on a claim recognized by the Workers' Compensation Board while the employee was on the Employer's business, he/she shall be entitled to leave at his/her regular rate of pay up to a maximum of one hundred fifty-two (152) days for any one claim in lieu of benefits as outlined in section 1.2. In such cases the compensation payable by the Workers' Compensation Board shall be remitted to the Employer.
- (e) Pay for a regular part-time employee under this plan shall be based on his/her part-time percentage of full-time employment at date of present appointment.

1.2 Short Term Plan Benefit

- (a) In the event an employee is unable to work because of illness or injury he/she will be entitled to a benefit of seventy-five percent (75%) of pay for a period not to exceed seven (7) months from date of absence, (Short Term Plan Period).
- (b) The seventy-five percent (75%) benefit may be supplemented in quarter day increments by the use of the following in descending order:
 - (1) Compensatory time off (CTO);
 - (2) Banked Earned time off (ETO), excepting where scheduled in a shift schedule;
 - (3) Vacation entitlement.

1.3 Recurring Disabilities

- (a) Employees who return to work after being absent because of illness or injury, and within fifteen (15) consecutive scheduled days of work again become unable to work because of the same illness or injury are considered to still be within the original Short Term Plan period as defined in Section 1.2(a).
- (b) Employees who return to work after being absent because of illness or injury and within fifteen (15) consecutive scheduled workdays again become unable to work because of a new illness or injury unrelated to the illness or injury that caused the previous absence shall be entitled to a further seven (7) months of benefits under this plan.
- (c) Employees who return to work after being absent because of illness or injury, and after working fifteen (15) or more consecutive scheduled days of work, again become unable to work because of the same

illness or injury will be entitled to a further seven (7) month period of benefits under this plan except as provided in (d) below, where the Short Term Plan period shall continue to be as defined in Section 1.2(a).

(d) Where an employee is returning to work after a period of illness or injury and where the Screening Committee approved such return on a trial basis for assessment and/or rehabilitation purposes, the Short Term Plan period shall continue to be as defined in Section 1.2(a). Such trial period must be approved during the period the employee is receiving short term benefits, however, the end of the trial period can go beyond the Short Term Plan benefit period.

(e) Employees who return to work after a period of illness or injury and who do not work the same number of hours that were scheduled prior to the illness or injury shall receive prorated benefits under this plan, however, not beyond seven (7) calendar months from the initial date of absence as defined in section 1.2(a), if absence is due to the same illness or injury.

1.4 Doctor's Certificate of Inability to Work

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

- (a) a medical practitioner qualified to practise in the province of B.C.; or
- (b) where necessary, from a medical practitioner licensed to practise in the province of Alberta or the Yukon; or
- (c) the consulting physician to whom the employee is referred by the medical practitioner in (a) or (b) above, providing medical evidence of the employee's inability to work in any of the following circumstances:
 - (1) where it appears that a pattern of consistent or frequent absence from work is developing;
 - (2) where the employee has been absent for six (6) consecutive scheduled days of work;
 - (3) where at least thirty (30) days have elapsed since the last statement was obtained and the employee has been in receipt of plan benefits throughout that period.

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

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

1.5 Integration with other Disability Income

Short term benefits will be reduced by all other disability income benefits to which the absent employee is entitled except disability income which was being received prior to the illness or injury resulting in the employee being absent from work and which is unrelated to the illness or injury causing the current absence and the one quarter (¼) day accumulation that is being used to supplement the new plan, pursuant to Article 1.2(b). Other disability income benefits will include:

- (a) any amount the absent employee receives from any group insurance, wage continuation or pension plan of the Employer;
- (b) any amount of disability income provided by any compulsory act or law, except Unemployment Insurance sickness benefits and WCB benefits payable in accordance with Section 1.1(d);

- (c) any periodic benefit payment from the Canada or Quebec Pension Plan or other social security plan of any country.

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

- (1) one hundred percent (100%) of pay; or
- (2) the applicable benefit percentage of the individual's average total monthly income in the twelve (12) month period immediately preceding commencement of the disability, whichever is the greater. Where provision is to apply, the employee will be required to provide satisfactory evidence of his/her total monthly income.

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

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

1.6 Benefits Not Paid During Certain Periods

Benefits will not be paid when an employee is:

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

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

- (1) educational leave;
- (2) general leave of absence not exceeding thirty (30) days;
- (3) maternity leave, parental leave or adoption leave,

which prevents the employee from returning to work on the scheduled date of return, the Short Term Plan will be effective from the date of disability due to illness or injury and benefits will be paid for the balance of the seven (7) month period remaining from the scheduled date of return to work. For maternity leave, the intention is no coverage for normal pregnancy.

- (h) not actively engaged in a treatment program where the employee's physician determines it to be appropriate to be involved in such a program. An employee shall be afforded the opportunity to demonstrate there were reasonable grounds for not being engaged in a treatment program.

1.7 Employee to Inform Employer

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

1.8 Entitlement

For the purpose of calculating six (6) days per calendar year, one (1) day shall be considered to be one (1) day regardless of the regularly scheduled workday. Calculation for part-time employees and partial days will be on a prorated basis.

1.9 Employment Insurance Premium

The Parties agree that the complete premium reduction from the EI accruing through the improved illness and injury plan will be returned to the Employer.

1.10 Benefits Upon Layoff or Separation

(a) Subject to (b) and (c) below, regular employees who have completed three (3) months of service and who are receiving benefits, pursuant to 1.1(c), 1.1(d), or 1.2 shall continue to receive such benefits upon layoff or separation until the termination of the illness or until the maximum benefit entitlement has been granted, whichever comes first, if the notice of layoff or separation is given after the commencement of the illness for which benefits are being paid.

(b) In the event that layoff or separation notice was given prior to the commencement of the illness, benefits will cease on the effective date of the layoff or separation only if the illness commenced within two (2) months of the effective date of the layoff or separation.

(c) Benefits will continue to be paid in accordance with (a) above for which notice of layoff or separation was given prior to the commencement of the illness and if the illness commenced more than two (2) months before the effective date of the layoff or separation.

PART II - LONG TERM DISABILITY PLAN

2.1 Eligibility

(a) (1) Regular full-time employees shall be covered by the Long Term Disability Plan upon completion of six (6) months active employment with the Employer. To be covered by the Plan, a regular part-time employee must be working in a position that requires at least half-time work on a regularly scheduled basis, and must have completed six (6) months active service in such a position.

(2) Where an employee is converted from casual to regular status, Plan coverage shall commence the earlier of (a)(1) above, or upon the completion of six (6) months of full-time, unbroken employment from the date the employee qualified for Short Term Illness and Injury Plan benefits under Article 31.12.

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

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

2.2 Long Term Disability Benefit

In the event an employee, while covered under this Plan, becomes totally disabled as a result of an accident or a

sickness, then, after the employee has been totally disabled for seven (7) months, including periods approved in Section 1.3(a) and (c), he/she shall be eligible to receive a monthly benefit as follows:

- (a) (1) effective upon ratification, sixty-eight and three-tenths percent (68.3%) of the first twenty two hundred dollars (\$2200) of monthly earnings; and
- (2) fifty percent (50%) of the monthly earnings above twenty-two hundred dollars (\$2200).

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

The basic monthly earnings as at the date of disability shall be the salary in effect for the last month of the Short Term Plan period, or equivalent seven (7) month period, taking into consideration any retroactive adjustments. The date of disability for determining the commencement of the first two (2) years of disability shall be the day following the last month of the Short Term Plan period, or an equivalent seven (7) month period.

(b) The Long Term Disability benefit payment will be made so long as an employee remains totally disabled in accordance with Section 2.3, and will cease on the date the employee recovers, or at the end of the month in which the employee recovers, or at the end of the month in which the employee reaches age 65, resigns or dies, whichever occurs first.

(c) An employee in receipt of long term disability benefits will be considered an employee for purposes of superannuation and will continue to be covered by group life, extended health, dental and medical plans. Employees will not be covered by any other portion of the Collective Agreement but will retain the right of access to a Screening Committee established thereunder and will retain seniority rights should they return to employment within six (6) months following cessation of benefits.

(d) When an employee is in receipt of the benefit described in (a) above, contributions required for benefit plans in (c) above and contributions for Superannuation will be waived by the Employer.

(e) An employee engaged in rehabilitative employment with the Employer and who is receiving partial Long Term Disability benefit payments will have contributions required for benefit plans in (d) above and contributions for Superannuation waived by the Employer, except that Superannuation contributions shall be deducted from any salary received from the Employer to cover the period of rehabilitative employment.

2.3 Total Disability

(a) Total disability, as used in this Plan, means the complete inability because of an accident or illness of a covered employee to perform all the duties of his/her own occupation for the first two (2) years of disability, except where accommodation has been made which enables an employee to work:

- (1) in his/her own occupation; or
- (2) in a job other than his/her own occupation.

Where accommodation has been made that enables an employee to return to a job other than his/her own occupation, the employee will not be considered totally disabled and the basic rate shall be the rate for the job.

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

After the first two (2) years of total disability, where accommodation has been made that enables an employee to return to a job rather than his/her own occupation, the employee will not be considered totally disabled and their basic rate for the job or seventy-five percent (75%) of the basic rate of his/her own occupation, whichever is greater.

After the first two (2) years of total disability, employees able by reason of education, training or experience to perform the duties of a gainful occupation for which the rate of pay is not less than seventy-five percent (75%) of the current rate of pay of their regular occupation at the date of disability will not be considered totally disabled and will therefore not be eligible for benefits under this Long Term Disability Plan.

(b) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses, except that an employee who is totally disabled as a result of a mental or nervous disorder and who has received twenty-four (24) months of Long Term Disability Plan benefit payments must be confined to a hospital or mental institution or where they are at home, under the direct care and supervision of a medical doctor, in order to continue to be eligible for benefit payments.

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

(c) (1) If an employee becomes totally disabled and during this period of total disability engages in rehabilitative employment, the employee may earn in combination with benefits from this Plan up to eighty-five percent (85%) of his/her earnings at the date of disability. In the event that income from rehabilitative employment and the benefit paid under this Plan exceed eighty-five percent (85%) of the employee's earnings at date of disability, the benefit from this Plan will be further reduced by the excess amount.

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

The rehabilitative employment of a disabled employee will continue until such time as the employee's earnings from rehabilitative employment exceed eighty-five percent (85%) of the employee's earnings at the date of disability but in no event for more than twenty-four (24) months from the date benefit payments commence.

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

(2) In the event that an employee has been classified as totally disabled for all occupations and engages in approved rehabilitative employment, the provisions of (1) above apply except that the rehabilitative employment may continue for twenty-four (24) months from the date rehabilitative employment commenced.

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

2.4 Exclusions from Coverage

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

- (a) War, insurrection, rebellion, or service in the armed forces of any country after the commencement of this plan;
- (b) Voluntary participation in a riot or civil commotion except while an employee is in the course of performing the duties of his/her regular occupation;
- (c) Intentionally self-inflicted injuries or illness;

- (d) A disability known to the Employer and which was specifically taken into account by the Employer at time of hiring.

2.5 Pre-Existing Conditions

An employee shall not be entitled to Long Term Disability benefits from this Plan if his/her total disability resulted from an accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received in the ninety (90) day period prior to the date of hire unless he/she has completed twelve (12) consecutive months of service after the date of hire during which time he/she has not been absent from work due to the aforementioned accident, sickness or mental or nervous disorder with respect to which medical treatment, services or supplies were received. This clause does not apply to present employees who have been continuously employed since April 1, 1977.

2.6 Integration With Other Disability Income

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

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

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

The amount by which the disability benefit from this Plan is reduced by other disability income will normally be the amount to which the disabled employee is entitled upon becoming first eligible for such other disability income. Future increases in such other disability income resulting from increases in the Canadian Consumer Price Index or similar indexing arrangements will not further reduce the benefit from this Plan.

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

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

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

claim paid exceed one hundred percent (100%) of pay, subject to the following:

(1) The amount of plan benefit recovered or decreased will be reduced limited to the legal fees attributed to the Employer's share based on the same ratio as the Employer's interest in the amount recovered to the total recovery.

(2) The existence of an action commenced by or on behalf of an employee does not preclude the Employer from joining the employee's action or commencing an action on its own behalf respecting the benefits paid.

(3) Where the Employer or the employee intends to commence or join such action, they shall advise the other in writing of that intention.

This Section does not apply to a war disability pension paid under an Act of the Governments of Canada or other Commonwealth countries.

2.7 Successive Disabilities

If, following a period of total disability with respect to which benefits are paid from this Plan, an employee returns to work on a full-time basis for a continuous period of six (6) months or more, any subsequent total disability suffered by that employee, whether related to the preceding disability or not, shall be considered a new disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.

In the event the period during which such an employee has returned to work is less than six (6) months and the employee again suffers a total disability and that is related to the preceding disability, the subsequent disability shall be deemed a continuation of the preceding disability, and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan as though he/she had not returned to work.

Should such an employee suffer a subsequent disability that is unrelated to the previous disability and, provided the period during which the employee returned to work is longer than one (1) month, the subsequent disability shall be considered a new disability and the employee shall be entitled to benefit payments in accordance with the provisions of this Plan. If the period during which the employee returned to work is one (1) month or less, the subsequent disability shall be deemed a continuation of the preceding disability and the disabled employee shall be entitled to benefit payments in accordance with the provisions of this Plan.

2.8 Cessation of Plan Coverage

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

- (a) at the end of the month in which the employee reaches his/her 65th birthday (60th birthday for firefighters and correctional centre employees);
- (b) on the date of commencement of paid absence prior to retirement;
- (c) on the date of termination of employment with the Employer.

Benefits will not be paid when an employee is serving a prison sentence.

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

2.9 Leave of Absence

Employees on leave of absence without pay may opt to retain coverage under the Plan and shall pay the full premium, except when on approved Maternity Leave. Coverage will be permitted for a period of eighteen (18) months of absence without pay except if the leave is for educational purposes when the maximum period will be

extended to two (2) years. If an employee on leave of absence without pay or with partial pay, who has elected coverage under this Plan, becomes disabled, benefits under this Plan will be based upon monthly earnings immediately prior to the current leave of absence.

2.10 Benefits Upon Plan Termination

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

2.11 Contributions

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

2.12 Waiver of Contributions

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

2.13 Claims

(a) Long Term Disability claims will be adjudicated and paid by a claims-paying agent to be appointed by the Employer. In the event a covered employee disputes the decision of the claims-paying agent regarding a claim for benefits under this Plan, the employee may arrange to have his/her claim reviewed by a Claims Review Committee composed of three (3) medical doctors; one (1) designated by the claimant, one (1) by the Employer, and a third agreed to by the first two. Written notice of a disputed claim or an appeal under this Plan shall be sent to the Plan Administrator.

(b) (i) Written notice of an appeal must be submitted to the Plan Administrator within sixty (60) days from the date the claims-paying agent rejected the claim. Due to extenuating circumstances, the time frame may be extended by the Plan Administrator.

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

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

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

(c) Written notice of an appeal must be submitted within six (6) months from the date the claims-paying agent rejected the claim. The expenses incurred by a Claims Review Committee will be paid by the Plan.

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

(e) LTD benefits received will be reduced by the same amount of Guaranteed Available Income for Need (GAIN) benefits received for the same period, except where the GAIN benefits received for that period are repaid to GAIN. Where the employee has been deemed eligible for GAIN benefits which exceed the LTD benefits level, LTD benefits will not be subject to reduction for that additional amount.

2.14 Physical Examination

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

2.15 Canadian Currency

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

2.16 Administration

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

2.17 Implementation by Regulation

The provisions of this Plan shall become part of a Memorandum of Agreement between the Parties and will be implemented by regulation.

2.18 Benefit Level

Persons receiving benefits shall receive the same increases to their benefit level as do the employees covered by the terms and conditions of this Collective Agreement receive in wage increases.

PART III - SCREENING COMMITTEE

In the event that a regular employee becomes incapacitated through accident or sickness and he/she is unable to perform all the duties of his/her own occupation, the following shall apply:

- (a) for the purpose of this Section, incapacity shall mean where the employee is unable to perform all the duties of his/her own occupation, as defined in Section 2.3(a) of the Long Term Disability Plan.
- (b) Where the employee meets the definition in (a) above, the Employer shall provide the employee with an application for alternative suitable employment. An employee who fails to:
 - (1) sign the application form;
 - (2) make themselves reasonably available and cooperate with a reasonable rehabilitation/return to work process consistent with Screening Committee principles;
 - (3) actively engage in a treatment program where the employee's physician determines it to be appropriate to be involved in a such a program

shall have benefits suspended.

Prior to having benefits suspended, an employee shall be afforded an opportunity to demonstrate that there were reasonable grounds for failing to meet the above obligations.

(c) The application shall be completed and returned to the Employer who shall within (10) work days forward the application to the Secretary. The Committee members shall be provided with copies of the application.

(d) The Screening Committee will, based on the information, coordinate the necessary medical an/or vocational assessments and determine the following:

- (1) if the application is properly before the Committee;
 - (2) based on the assessment, determine whether the employee is immediately capable of performing modified, alternative or rehabilitative employment;
 - (3) if no to (2) above the Committee may, based on the assessments, implement the necessary training to place the employee in alternative or rehabilitative employment;
 - (4) In considering modified, alternative or rehabilitative employment, the Committee may provide advice and make recommendations to the Employer to return the incapacitated employee to work considering the following accommodations:
 - (i) modification of the duties of the employee's job;
 - (ii) flexibility in scheduling hours of work within existing ours of operation;
 - (iii) provision of technical and medical aids.
 - (5) where the employee is considered capable of performing alternative employment or once rehabilitative employment is considered to be successful, and the employee is therefore able to perform the duties of a gainful occupation, he/she shall be subject to Article 13 of the Collective Agreement excluding displacement options pursuant to Article 13.2 and 13.3(c)(2).
- (e) In those cases where a return to their own occupation is unlikely, employees may be referred, by either Party to the Screening Committee while on STIIP. In such cases, Part III (c), and (d) will apply.
- (f) Where an employee has a physical occupational illness or injury, the Employer will, where feasible, accommodate the employee's incapacity so as to avoid a time loss illness or injury. Where a time loss illness or injury occurs, the compensation payable shall be in accordance with the applicable terms of Appendix 2.
- (g) Where the Employer has concerns with a recommendation made in accordance with (d)(4) above, the concern will be reviewed with the Screening Committee.

APPENDIX 3

BOARD AND LODGING AND RELOCATION EXPENSES

DEFINITIONS

For the purpose of these regulations:

"stationary employees" are employees who occupy positions that require them to:

- (a) carry out their duties on a day-to-day basis at their headquarters; and/or
- (b) travel from their headquarters for short periods of time; and/or
- (c) travel from their headquarters more or less on a continuous basis, but whose assignments are of sufficiently short duration so that temporary headquarters cannot be practically assigned;

"mobile employees" are those that occupy positions requiring assignment to a *"temporary"* headquarters for a significant period of time for each specific project and who are required to carry out their duties on a day-to-day basis from their assigned temporary headquarters; these employees are usually required to change their temporary headquarters on a continual basis and would not be domiciled at a permanent headquarters;

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

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

"permanent camp" is a camp which will be established and occupied continuously for more than one year;

"seasonal camp" is a camp that will be established and occupied less than five (5) months and is usually comprised of tents and, where feasible, trailers;

"fly or sub-base camp" is a camp that will be established and occupied on a very temporary basis, is mobile in nature, and is generally isolated with very restricted access;

"local hire" is a person who is hired or is domiciled within eighty (80) kilometres of the job site by means of the shortest road route;

"travel status" with respect to an employee means absence of the employee from the employee's designated headquarters or geographic location on Institute business with the approval of the Employer, but travel status does not apply to employees temporarily assigned to a position outside of the designated headquarters or to field status employees;

"headquarters or geographic location" is that area within a radius of thirty-two (32) kilometres of where employees ordinarily perform their duties. When employees are relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist.

"dependents" for the purpose of definition, dependents are spouse, dependent children and anyone for whom the employee claims exemption on Federal Income Tax returns;

"private dwelling house" refers to the single family residence of the employee on a reasonable amount of property required to support such a house, owned by the employee and/or the spouse, and for which evidence of title can be

provided. "House", "residence" and "property" refer solely to the property occupied as the principal residence of the employee at the time of relocation, including mobile homes.

"reasonable amount of property" where an employee elects to purchase a dwelling house on a piece of property that would not be considered a "reasonable amount" (i.e., hobby farm, etc.), the following formula shall be used to determine the value of the private dwelling house for legal fee reimbursement purposes:

- (a) value of an average serviced lot in or close to the nearest town;
- (b) assessed value of actual house on site;
- (c) total added value in (a) and (b).

PART I - BOARD AND LODGING REGULATIONS

1.01 Board and Lodging Allowances

(a) *Local Hire*

No board and lodging will be supplied or no living allowance will be paid to persons hired locally for a project. Should such persons be transferred to another project where the distance involved requires the persons to reside away from their original point of domicile, then board and lodging allowances will apply.

(b) *Employees at Their Headquarters*

No board and lodging will be supplied, or living allowance or meals and/or accommodation paid to employees while at their permanent place of residence or to "stationary" or "seasonal field" employees while at their permanent headquarters, except as specifically authorized by this Agreement.

(c) *Travel Status*

The following class of employees, under the stated conditions, shall be entitled to the current meal allowance and accommodation reimbursement, or the current private accommodation allowance in lieu of accommodation reimbursement:

- (1) "stationary" employees who are required to travel away from their permanent headquarters up to a maximum of sixty (60) days at one location on a continuous basis;
- (2) "mobile" employees who are required to travel away from their temporary headquarters, or, who are moving from one assigned temporary headquarters to another, and for a period up to thirty (30) days at the beginning of each assignment to enable them to arrange suitable longer term accommodation;
- (3) "seasonal field" employees who are required to travel away from their permanent headquarters up to a maximum of sixty (60) days at one location on a continuous basis, or, who are required to travel away from their assigned temporary headquarters for short periods up to a maximum of thirty (30) days at one location on a continuous basis, or, who are moving from one assigned temporary headquarters to another, for a period up to thirty (30) days at the beginning of each assignment to enable them to arrange suitable longer term accommodation, or until the Employer makes other arrangements such as providing board and lodging using community services or camp facilities;
- (4) Notwithstanding any provisions contained in Subsection (c)(1), (2), or (3), travel status will not apply where the Employer decides to provide for or supplies free board and lodging.

(d) *Board and Lodging*

The following class of employees, when not on travel status, and under the conditions stated, shall be entitled to board and lodging supplied by the Employer in either Employer-operated camps or by means of local community

services:

- (1) "stationary" employees assigned to a temporary headquarters;
- (2) "mobile" employees assigned to a temporary headquarters;
- (3) "seasonal field" employees assigned to a temporary headquarters.

(e) *Per Diem Living Allowance*

The per diem living allowance is intended to cover only those living costs which are considered over and above normal for those employees whose positions require mobility or require that the employee live in the field thereby making it impractical to establish a relatively permanent residence or reside at their permanent residence.

(1) Where employees would otherwise be entitled to travel status under Subsection (c) or board and lodging supplied under Subsection (d), employees may elect a per diem living allowance in lieu of travel status or board and lodging supplied, in which case employees shall be responsible to find and pay for their own accommodation and make and pay for their own board arrangements; however, where the Employer establishes a camp, employees will be obligated to receive board and lodging using camp facilities at the Employer's option.

(2) The election of the per diem allowance by employees shall not result in greater transportation costs to the Employer than would have resulted if board and lodging was supplied by the Employer.

(3) Where employees are entitled, the per diem living allowance will be effective April 1, 1997: Thirty dollars and fifty cents (\$30.50); effective April 1, 1998: thirty-one dollars and fifty cents (\$31.50) per day for each calendar day in the month. This will be paid via the payroll (subject to income tax) one month in arrears to enable the pay offices to calculate the correct entitlement. This allowance will be paid for the periods employed on the job and will include days of rest, statutory and declared holidays, short term illness and injury absence, approved WCB leave with pay, other approved leave of absence with or without pay for periods up to five (5) days. Without limiting or extending the provisions of this Section, the per diem allowances will not be payable during the following periods:

- (i) non-approved unpaid absences from the job including abutting weekends;
- (ii) unpaid WCB leave and unpaid absence due to illness or injury in excess of five (5) days, except that where such conditions occur and the employee remains at the job area, then board and lodgings will be supplied by the Employer, but not beyond the period of hire or twenty (20) days, whichever is the lesser;
- (iii) while on educational leave with or without pay;
- (iv) termination pay for vacation and pre-retirement leave upon retirement;
- (v) while employees are away from the job under Clause 13.03 of the Engineering, Technical & Inspectional Component Agreement, Clause 11.03 of the Operational Services Component Agreement, Clause 15.01 of the Administrative Services Component Agreement, and any similar clause under any of the other Component Agreements;
- (vi) while employees are moving from one job site to another or from one headquarters to another and on travel status.

(4) Where employees have elected free board and lodging it is understood and agreed that fifty percent (50%) of the per diem living allowance will be payable where the Employer is unable to supply board but lodging is supplied.

(5) Where employees have elected the per diem allowance, it is understood and agreed that, in the following situations, fifty percent (50%) of the per diem allowance will be payable where the employee

and the Employer mutually agree that it is necessary to retain employees' accommodation at designated headquarters, and in such cases the Employer's agreement shall not be unreasonably withheld;

- (i) where employees are temporarily assigned away from designated headquarters and are on travel status or supplied with free board and lodging;
- (ii) where employees are on annual holidays, banked holidays, or compensatory time off with pay; for the purposes of calculating the allowance, holiday, or compensatory time off will be considered to commence on the first working day off the job, and will end the day before the employee's return to work;
- (iii) where employees are on leave with pay for Union business.
- (iv) where employees are in receipt of STIIP in excess of five (5) consecutive days, on approved WCB leave with pay in excess of five (5) consecutive days or on other approved leaves of absence with or without pay for periods in excess of five (5) consecutive days.

Where the employee and Employer do not find it necessary to retain accommodation at the employee's headquarters under the circumstances outlined in this Section, then no per diem allowance is payable.

(6) It is understood that the Employer will advise employees in advance as to what type of board and lodging facilities are or will be made available, and employees will advise in writing if requested, prior to final arrangements being made, whether or not they wish to accept board and lodging supplied or elect the per diem living allowance. The decision reached will remain in effect for the duration of the project, except that changes may be made by mutual agreement.

(7) Where employees have elected the per diem living allowance, it is understood and agreed that the Employer will be required to provide sufficient notice in writing of the termination date of the project to enable employees to avoid possible duplication of accommodation payments. In the event the project terminates earlier than the notice date given, employees shall be entitled, upon production of receipts, to any duplication accommodation costs incurred directly resulting from the insufficient notice. Where the project terminates later than the notice date given, employees shall be entitled, upon production of receipt, to any abnormal increase of costs in accommodation, or any duplication of accommodation costs, directly resulting from extending the termination date of the project. This would not include normal increases in rent that may be experienced during the extended period.

1.02 Moving of Trailers and Household Effects

It is understood and agreed that it is necessary for some "*mobile*", "*seasonal field*", and "*stationary*" employees to move from one assignment to another to carry out their normal duties. In these cases, the regular relocation expenses will not apply, instead, the Employer shall be responsible for arranging and paying for the moving of an employee's single wide mobile trailer or home up to the maximum width allowed on the highway with a permit, and one vehicle, and/or household effects.

1.03 Type of Accommodation

It is agreed and understood that where the Employer supplies lodging using community services whenever possible, the employee will be entitled to single accommodation, and the sharing of a room with other employees will not be required except under unusual circumstances, such as where sufficient accommodation is not available. Where employees are sharing accommodation with persons other than employees entitled to lodging, or where an employee chooses to use accommodation in excess of single accommodation, the employee will be responsible for all lodging costs in excess of the single accommodation rate.

1.04 Permanent Camp

Where a "*stationary*" employee's permanent headquarters is at a permanent camp, the employee will be required to

pay for board and lodging supplied. The rate will be two hundred and thirty dollars (\$230) per month or proportion thereof for a partial month. Where lodging only is supplied, the rate will be seventy dollars (\$70) per month or two dollars and thirty-five cents (\$2.35) per day. Where board only is supplied, the rate will be one hundred fifty-six dollars (\$156) per month, or five dollars and twenty cents (\$5.20) per day, or one dollar and seventy-five cents (\$1.75) per meal. This regulation, however, will not alter any existing arrangements whereby the employee bids on a posted competition with the proviso that free board and lodging would be supplied at the permanent headquarters.

PART II - RELOCATION EXPENSES

2.01 Policy

- (a) Relocation expenses will apply:
 - (1) to employees who have to move from one headquarters or geographic location to another after completing their probation period and after winning an in-service competition where the position is permanently located at another headquarters or geographic location;
 - (2) to employees who have to move from one headquarters or geographic location to another at the Employer's request to fill a position which is permanently located at another headquarters or geographic location.
- (b) Relocation expenses will not apply, but instead the applicable travelling, living and moving expenses provided under the Treasury Board Order on Board and Lodging will apply to the following groups of employees who will not be considered to be on relocation:
 - (1) to field status, mobile and other employees whose normal duties require moves from one temporary headquarters to another or from one assignment to another;
 - (2) to field status, mobile and other employees who are successful applicants for posted positions, where such positions are not permanently located at one headquarters or geographic location, such as is the usual case with field crew positions;
 - (3) to apprentice employees when there is a pre-programmed change in their headquarters or geographic location.
- (c) To employees entitled to relocation expenses, the Employer will pay travelling, living and moving expenses on relocation in accordance with the following provisions.

2.02 Travel Expenses on Relocation

(a) Initial Trip to Seek New Accommodation

The Employer shall grant, with no loss of basic pay, prior to relocation, at a time mutually agreeable to the Employer and the employee, up to five (5) days plus reasonable travel time, to an employee being relocated and shall reimburse the employee for travel expenses for the employee and spouse in accordance with Treasury Board Order on Travel Expenses.

Any time beyond specified time may be charged against the employee's annual vacation credits, however, expenses will not be payable. This leave must be for the specific purpose of locating accommodation, with the intent, in as many instances as possible, that furniture and household effects may be delivered directly to the new residence.

(b) Travelling Expenses Moving to New Location

The Employer shall provide reimbursement of travel expenses incurred during relocation for employees and

dependents, for the actual travel time, plus accommodation and meals up to seven (7) days at the new location when employees are unable to move into the new accommodation. Such expense allowances will be in accordance with the current Treasury Board Order on Travel Expenses.

Meals: Adults - full rate

Children 12 and under - one-half (□) rate

Motel or Hotel: on production of receipts. Private lodging at old or new location at current rate.

(c) Where dependents of an employee relocate at a time different than the employee, the Employer shall reimburse the employee for his/her dependents' travel expenses, meals and accommodation incurred while travelling to the new headquarters area. In such cases where the employee remains eligible for benefits pursuant to Section 2.03, the employee will be reimbursed for his/her dependents' meals at the new location for a period of up to seven (7) days.

The above allowances will be in accordance with the current Treasury Board Order on Travel Expenses.

2.03 Living Expenses Upon Relocation at New Location

After the first seven (7) days has expired at the new location and the employee can establish to the satisfaction of the Employer that there is no suitable housing available, then:

(a) the Employer shall pay an employee not accompanied by dependents at the new location, a living allowance of seventeen dollars (\$17) (effective August 1, 1997: eighteen dollars [\$18]) per day up to a maximum of thirty (30) days; or

(b) the Employer shall pay an employee accompanied by dependents at the new location, a living allowance of twenty-two dollars (\$22) (effective August 1, 1997: twenty-three [\$23]) per day up to a maximum of sixty (60) days.

(c) Where an employee is receiving the payment in (a) above and is later joined by his/her dependents at the new location and the employee is still eligible for payment under this Section, the payment shall be as in (b) above. However, the maximum period of payment under (a) and (b) shall not exceed sixty (60) days.

2.04 Moving of Household Effects and Chattels

On relocation, the Employer shall arrange and pay for the following:

(a) moving of household effects and chattels up to 8,165 kg. including any item(s) which the contracted mover will accept as part of a load which includes household appliances and furniture, hobbies, boats, outboard motors and pianos;

(b) comprehensive insurance to adequately protect the employee's household effects and chattels during the move up to a maximum of fifty thousand dollars (\$50,000);

(c) where necessary, insured storage up to two (2) months, upon production of receipts;

(d) the packing and unpacking of the employee's household effects and chattels;

(e) when an employee is being relocated and opts to move his/her own household effects and chattels, the employee shall receive one of the following allowances:

(1) four hundred dollars (\$400) (effective August 1, 1997: four hundred and twenty-five dollars [\$425]) for a move not exceeding a distance of two hundred forty (240) kilometres;

(2) seven hundred dollars (\$700) (effective August 1, 1997: seven hundred and thirty-five dollars

[§735]) for a move which exceeds a distance of two hundred forty (240) kilometres;

(3) one hundred seventy-five dollars (\$175) (effective August 1, 1997: one hundred and ninety dollars [§190]) where the employee is entitled to receive the amount pursuant to Section 2.07(d).

(f) Where the employee exercises an option pursuant to (e) above then the provisions of (a) and (d) above shall not apply.

(g) In order to be eligible under this clause, the employee must have worked full time for the Justice Institute for at least one year prior to the move and must file a claim within one year after the relocation.

2.05 Moving of Mobile Homes

(a) On relocation, an employee who owns a mobile home may opt to have his mobile home moved by the Employer in either of the following circumstances:

(1) where the employee's new headquarters area is on the list of isolated areas, providing no suitable accommodation is available; or

(2) where an employee is living in a mobile home which was moved to its present location by the Employer, and the employee's headquarters prior to the impending relocation is named on the list of isolated locations.

(b) Where an employee's mobile home is moved by the Employer under this Section then the Employer shall also arrange and pay for the following:

(1) moving of single wide mobile trailer or home up to the maximum width allowed on the highway with a permit including any skirting, cabanas or attachments. Where mobile homes in excess of the above are involved, the Employer will pay:

< the equivalent cost of moving a single wide mobile trailer or home up to the maximum width allowed on highways with a permit; or

< the real estate and legal fees involved in selling the extra wide trailer up to a maximum of four thousand dollars (\$4000);

(2) comprehensive insurance to adequately protect the employee's household effects, chattels and trailer during the move up to a maximum of fifty thousand dollars (\$50,000).

(3) the setting up and levelling of a mobile home or double wide, at the new location to a maximum of five hundred dollars (\$500) upon production of receipts;

(4) the packing and unpacking of the employee's household effects and chattels if required.

(c) Where an employee is living in a mobile home and is not included in (a) above, and chooses to move the mobile home to the new headquarters area, the employee shall be entitled to reimbursement for costs covered in (b) above up to a maximum of two thousand dollars (\$2,000) upon production of receipts.

(d) Where the employee opts under this Section to have a mobile home moved, there shall be no entitlement to the provisions of Sections 2.04 and 2.10.

2.06 Moving of Personal Vehicles Upon Relocation

The Employer shall reimburse employees for the cost of transporting one (1) personal vehicle and one (1) trailer towed by the personal vehicle.

The vehicle and trailer, where applicable, may be driven in which case current vehicle allowance rates for the vehicle only will apply, or, vehicle and trailer, where applicable may be shipped by rail or boat, in which case the cost of the least expensive method will be paid.

In addition, the Employer will pay for any additional transportation charges such as ferry fares for the vehicle and trailer with or without load.

2.07 Incidental Expenses on Relocation

The Employer shall pay to the employee upon relocation only, one of the following amounts, to cover incidental expenses on relocation, and once the employee has claimed one allowance no alternate further claim may be made:

- (a) when an employee purchases a private dwelling house in the new location..... \$500
- (b) when the employee is moving to rental accommodation in the new location\$225
- (c) when an employee is moving with a mobile home\$150
- (d) when the employee is moving to room and board\$100

The application for incidental expenses on relocation must be made by the employee on the appropriate form within sixty (60) days of the employee's arrival at the new location, unless there is no available suitable housing, in which case application must be made within sixty (60) days of suitable housing becoming available.

2.08 Notice to Employee Upon Relocation

It is understood and agreed that the Employer will provide employees with reasonable notice of the relocation effective date, and wherever possible, at least one (1) month's notice shall be given. Where less than one (1) month's notice is given, or the relocation date is altered either earlier or later than the relocation effective date given which directly results in duplication of rent costs to the employee, then the Employer agrees to reimburse the employee, upon production of receipts, for the duplicate rent payments at the new location.

2.09 Requested Relocation by Employee

Where an employee requests a relocation from one headquarters or geographic location to another, all travelling and living expenses incurred in such a move are the responsibility of the employee.

2.10 Real Estate and Legal Fees

On relocation or within one (1) year of the effective date of relocation, an employee who purchases and/or sells his/her private dwelling house, will be entitled to claim for the following expenses upon production of receipts:

- (a) reimbursement of fees to a maximum of six thousand dollars (\$6,000) charged by a real estate agency for the selling of the employee's private dwelling home in which he/she resided immediately prior to relocation;
- (b) an employee who has sold his/her own home without the aid of a realtor shall be entitled to claim one thousand dollars (\$1,000);
- (c) allowance for legal fees encumbered upon the employee because of the purchase of his/her private dwelling house in which he/she lives after relocation will be paid in accordance with the following:
 - < one percent (1%) of the first forty thousand dollars (\$40,000) of the purchase price;
 - < one-half (½) of one percent (1%) of any amount of the purchase price above forty thousand dollars (\$40,000);
 - < the total cost to the Employer under part (c) shall not exceed nine hundred dollars (\$900).
- (d) Where an employee purchases a reasonable amount of property, secures a joint mortgage (land and

private dwelling) and begins construction within six (6) months of relocation (i.e., foundation poured), shall be entitled to reimbursement of legal fees not to exceed the amount specified in (c) above. In these circumstances, the reimbursement shall be for one transaction only.

- (e) The employee may only claim legal fee reimbursement in either (c) or (d) above, not both.

PART III

Where a regular employee is required by the Employer to relocate:

- (a) as a result of the Employer moving its operation from one (1) geographic location to another (see Agreement 12.8);
- (b) as a result of accepting a placement pursuant to Article 13, provided the employee is in receipt of a layoff notice;

the employee will be entitled to the following reimbursements in addition to the provisions of Appendix 3, Part II, upon production of receipts:

- (i) real estate commission fees not to exceed fifteen thousand dollars (\$15,000.00). Where a claim is made under this section, there shall be no entitlement to Part II, 2.10(a);
- (ii) except when the terms of the employee's mortgage allow the employee to transfer the mortgage to a new residence without penalty, the mortgage discharge fee not to exceed seventy-five dollars (\$75) and mortgage pre-payment penalty, if any;
- (iii) survey certificate fee as required for the acquisition of a mortgage/purchase of a private dwelling at a new location;
- (iv) interim financing fees and/or interest charges incurred for the purchase of the private dwelling house in the new location for a maximum period of sixty (60) days. The employee shall provide the necessary documentation to demonstrate that such interim financing arrangements were incurred and/or duplicate mortgage payments have been made.

Part III does not apply where the employee's private dwelling in which he/she resided immediately prior to relocation is not sold.

APPENDIX 4

The Parties will immediately review all positions currently treated as excluded from the BCGEU bargaining unit. Any conflicts over the status of these positions shall be resolved pursuant to the Collective Agreement.

APPENDIX 5**SUPPLEMENTAL UNEMPLOYMENT BENEFIT PLAN****A. Maternity Leave**

1. The objective of the Supplemental Unemployment Benefit (SUB) Plan is to supplement the unemployment insurance benefits received by eligible employees who are on approved maternity leave pursuant to Article 21.1.
2. The maximum number of weeks for which SUB Plan benefits is payable is seventeen (17) weeks.
3. Employees do not have a right to SUB Plan payments except supplementation of EI Benefits for the unemployment period as specified in this Plan.
4. The Employer will inform the Canada Employment and Immigration Commission of any changes in the plan within thirty (30) days of the effective date of the change.
5. Payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

B. Parental Leave

1. The objective of the Supplemental Unemployment Benefit (SUB) Plan is to supplement the unemployment insurance benefits received by eligible employees who are on approved parental leave pursuant to Article 21.3.
2. The maximum number of weeks for which SUB Plan benefits is ten (10) weeks.
3. Employees do not have a right to SUB Plan payments except for supplementation of EI Benefits for the unemployment period as specified in this Plan.
4. The Employer will inform the Canada Employment and Immigration Commission of any changes in the plan within thirty (30) days of the effective date of the change.
5. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

**MEMORANDUM OF UNDERSTANDING #1
EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

The Parties agree that the operation of the Employee and Family Assistance Program shall operate in accordance with the following principles:

1. Resource personnel shall not be persons employed by the Justice Institute.
2. All dealings by an employee with the Employee and Family Assistance Program shall be and remain confidential.
3. The initial absence from work to keep appointments with resource personnel shall be permitted under Article 20.11 of this Agreement.

**SIGNED ON BEHALF OF THE
B.C. GOVERNMENT AND SERVICE
EMPLOYEES' UNION:**

**SIGNED ON BEHALF OF JUSTICE
INSTITUTE OF BRITISH COLUMBIA:**

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Florence Wong, Chair, Board of Governors

Lori Wideski, Chairperson,
Bargaining Committee

Pat Ross, Vice President, Finance and
Corporate Services

Marc Guay, Bargaining Committee

Pam White, Manager, Human Resources

Mark Smitton, Bargaining Committee

Barbara Offen,
Coordinated Bargaining Representative

Dated this _____ day of _____, 19 ____.

MEMORANDUM OF UNDERSTANDING #2

STEWARDS AT STEP 2 OF THE GRIEVANCE PROCEDURE

The Parties agree to the following provisions concerning the number of stewards, their jurisdiction and mandate at Step 2 of the grievance procedure:

1. The Union is entitled to a minimum of two (2) stewards to represent employees at Step 2 of the grievance procedure.
2. The mandate of the steward at Step 2 is to:
 - (a) Present the grievance at Step 2.
 - (b) Conduct the Step 2 meeting with the Step 2 Designate. Where it is not feasible for the steward and Step 2 Designate to meet personally, the Step 2 meeting may be conducted by phone.
 - (c) Attempt to conclude the grievance at Step 2. It is understood that settlements reached in this process are without prejudice to the positions of either Party respecting the issue in dispute.
3. When a steward is required to leave their worksite to present grievances at Step 2, permission to leave his/her work shall be obtained as required by Article 2.6(c)
4. Nothing in this memorandum is meant to prevent or discourage the settlement of grievances at Step 1 of the grievance procedure.
5. The Labour\Management Committee shall monitor the progress and administration of this Memorandum with the goal of improving its operation, resolving problems or disputes, and gathering and sharing of relevant information.

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Pam White, Manager, Human Resources

Mark Smitton, Bargaining Committee

Barbara Offen,
Coordinated Bargaining Representative

Dated this _____ day of _____, 19 ____.

**MEMORANDUM OF UNDERSTANDING #3
UNION/MANAGEMENT JOINT TRAINING**

In keeping with the intent of building constructive union/management relations, the BCGEU and the Institute agree to jointly develop a one (1) day training program to be delivered to stewards and management designates. The program will be developed and implemented by staff of the Union and the Employer during the term of this Agreement.

The training program will include, and is not limited to:

- . appreciation of the other Parties' rights, roles and responsibilities in the workplace;
- . understanding and application of the principles of problem solving;
- . understanding and applying the basic principles of labour relations;
- . understanding and applying basic elements of effective communication.

The training will be carried out jointly by a team of qualified Union and Employer representatives.

Stewards who attend training will be on leave of absence with basic pay and shall be reimbursed for expenses by the Union.

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MEMORANDUM OF UNDERSTANDING #4

DEFERRED LEAVE PLAN

The Parties agree that the Employer will make its Deferred Leave Plan available to bargaining unit employees.

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Dated this _____ day of _____, 19 ____.

MEMORANDUM OF UNDERSTANDING #5

TELEWORK

The Parties agree that the Labour Management Committee will review the Telework Policy recommended via the BCGEU and Provincial Government Master Agreement, with a view to recommending to the bargaining principals:

- . a policy with respect to Telework
- . guidelines and training materials regarding implementation of telework projects for use by manager and employees; and
- . a process to monitor any telework projects involving bargaining unit members.

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Barbara Offen,
Coordinated Bargaining Representative

Dated this _____ day of _____, 19 _____.

LETTER OF UNDERSTANDING #1

EXCHANGE PROGRAM

THE Parties AGREE THAT exchange programs between the Justice Institute and other institutions, public and private, will be encouraged. Employees will be given the opportunity to participate in exchange programs at full pay and allowances.

It is understood that this provision shall apply only to employees in those classifications previously covered by the Social, Educational and Health Services Component Agreement between the Government of British Columbia and the B.C. Government and Service Employees' Union.

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Dated this _____ day of _____, 19 ____.

LETTER OF UNDERSTANDING #2

VACATION ENTITLEMENT

The Parties agree that the increases in annual vacation entitlement resulting from the 1994/95 round of collective bargaining are retroactive to the 1994 vacation year.

It is understood that this may result in some employees carrying over more days than permitted in Article 18.6. Any excess must be taken by the employee by December 31, 1995.

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Barbara Offen,
Coordinated Bargaining Representative

Dated this _____ day of _____, 19 ____.

LETTER OF UNDERSTANDING #3**JOINT JOB EVALUATION COMMITTEE**

1. The Parties agree to the formation of a Joint Job Evaluation Committee whose primary objective will be to develop a Job Evaluation Plan, including implementation strategies and time lines. The Committee will use the factors and checklist from the BCGEU/Government (Master) Gender Neutral Job Evaluation Plan, subject to amendments necessary to adjust to the Justice Institute setting. Failing resolution, the matter will be referred to the bargaining committees for review and resolution.
2. The Joint Committee will be comprised of equal representation from the Union and the Justice Institute. Either or both Parties may expand the Committee to include resource person(s) as ex-officio, upon agreement from the other Party. Both Parties agree that at least fifty percent (50%) of their representation on the Committee will be female.
3. The Parties recognize that it is difficult to predict the exact cost of the implementation of a Gender Neutral Job Evaluation Plan.
4. The Parties agree that the plan will be implemented effective September 1, 1997, and that the Justice Institute agrees to allocate one-half percent (.5%) of the bargaining unit payroll effective September 1, 1997 for the implementation of the plan.
5. The Parties agree that there will be a moratorium on job evaluation requests effective March 12, 1997 and until the plan is implemented.
6. Should the cost of implementing the plan exceed the amount allocated, Employer's and BCGEU representatives will attempt to agree upon a phasing in of the plan.
7. The following positions will be included in the sample selected for job evaluation review; and the one-half percent (.5%) allocation in (4) above shall be applied to this group, if the job levels change:
 - Program Assistants (Cl.St.3) FSTC □ two (2) incumbents
 - Travel and Accounts Clerk (OA2), Paramedic □ one (1) incumbent
 - Systems Analyst 3, Finance and Admin □ two (2) incumbents
 - Accounts Receivable Clerk, Finance and Admin □ one (1) incumbent

The effective date of any adjustments for these positions is July 1, 1997.
8. If a position is rated lower as a result of the implementation of the Job Evaluation Plan, the incumbent shall remain at her/his current pay level and will continue to receive negotiated wage increases. When the incumbent vacates the position, the position will be posted and filled at the job level established by the JJEC.
9. The Parties agree to make joint application to the Provincial Government for pay equity funds that may become available.

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Coordinated Bargaining Representative

Dated this _____ day of _____, 19 ____.

LETTER OF UNDERSTANDING #4

SUBSTITUTION PROCESS

The Parties agree to refer the development of a substitution process (Article 33.11(b)) to the Joint Labour Management Committee. The Committee shall develop a substitution process addressing issues such as:

- (i) Establishment of a substitution list by qualifications and seniority.
- (ii) Backfill from highest pay level to lowest pay level.
- (iii) Justice Institute wide substitution.

The Joint Labour Management Committee shall complete the substitution process by September 30, 1997.

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Dated this _____ day of _____, 19 ____.

LETTER OF UNDERSTANDING #5

CLASSIFICATION ADJUSTMENTS

The Parties agree the following positions will be evaluated using the Gender Neutral Evaluation Plan by the JJEC. The effective date of all adjustments will be July 1, 1997.

.. Scientific/Technical Officer 2

.. Stockworker 2

.. Building Maintenance Worker

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Dated this _____ day of _____, 19 _____.

ADDENDUM

HARASSMENT POLICY & PROCEDURES

I - BACKGROUND AND INFORMATION

1. Statement of Principle

The Justice Institute of B.C. and the British Columbia Government and Service Employees' Union (BCGEU) are committed to providing a learning and working environment where the individual differences of all employees, and students are valued and respected. All members of the Justice Institute Community are entitled to be treated fairly and with dignity, free from harassment or discrimination.

The Justice Institute of B.C. and the BCGEU do not condone and will not tolerate any discrimination or harassing behaviour which undermines the dignity, self esteem and productivity of any employee or student.

The Justice Institute of B.C. and the BCGEU consider harassment and/or discrimination by any employee or student to be a serious breach of human rights which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

2. Definitions

All Justice Institute employees, including bargaining unit members, instructors, supervisors, managers, executives, and seconded and contract instructors will be collectively known as "employees" for the purpose of this policy.

(a) *Discrimination*

- . Discrimination, as it applies to the Justice Institute*s employees, is defined as refusing to employ or to continue to employ a person, or refusing to provide an opportunity to benefit with respect to employment or any term of condition of employment, because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction of that person, except where there is a bona fide occupational requirement.
- . As it applies to the Justice Institute*s students, discrimination is defined as denial of any accommodation, service or facility, or opportunity that is customarily available to the public, because of race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, gender, or sexual orientation of the individual who was denied the accommodation, service, facility or opportunity, except where there is a bona fide educational requirement.

(b) *Harassment*

Harassment, for the purposes of this policy, is defined as any unwelcome remarks, behaviours or communications based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction which causes offense or humiliation to any person and;

- . submission to such conduct becomes explicitly or implicitly a term or condition of employment or the learning environments, or
- . submission or rejection of such conduct is used as a basis for employment or education decisions, or
- . such conduct has the purpose or effect of interfering with work or educational performance, or
- . such conduct creates an intimidating, hostile or offensive working or educational environment.

(c) *Sexual Harassment*

Sexual harassment is unwelcome sexually oriented conduct, which may be either verbal, physical or by innuendo, where:

- . submission to such conduct is made either explicitly or implicitly a term or condition of employment or of educational progress, or
- . submission to or rejection of such conduct is used as a basis for employment or educational decisions; or,
- . such conduct has the purpose or effect of interfering with work or educational performance; or,
- . such conduct creates an intimidating, hostile or offensive working or educational environment.

(d) *Personal Harassment*

Personal harassment is defined as unwelcome remarks, behaviours or communications directed toward an individual or a group of individuals, which misuses authority, or abuses the power one individual or a group of individuals have over an individual or a group of individuals and has the effect or purpose of seriously abusing, threatening, demeaning, or intimidating the individual or group of individuals and,

- . submission of such conduct is made either explicitly or implicitly a term or condition of employment or of educational progress, or
- . submission to or rejection of such conduct is used as a basis for employment or educational decisions or,
- . such conduct has the purpose or effect of interfering with work or educational performances, or
- . such conduct creates an intimidating, hostile, or offensive working or educational environment.

3. To Stop Harassment or Discrimination

If you believe you have been subjected to harassment or discrimination as defined above:

- . you may wish to make your disapproval and/or unease known to the person who has harassed or discriminated and ask them to stop. Where it is too intimidating or inappropriate to do so, speak directly to one of the Harassment Advisors.
- . if there is more than one incident, it is recommended that you keep a written record of dates, times, what happened and witnesses if any.
- . speak to one of the Harassment Advisors (see point 5 below)
- . file a formal complaint (see page 117)

4. Education and Prevention

A crucial component of this policy is the provision for education about harassment and discrimination which will encourage awareness and prevention. The Justice Institute will endeavour to ensure that all employees and students are made aware of what constitutes harassment and discrimination, why it is so harmful to those who are hurt or offended by it and what individuals can do to take corrective action.

5. The Harassment Advisors

The role of the Harassment Advisors is to provide confidential advisory services which promotes understanding and awareness of harassment and discrimination throughout the Justice Institute Community. Specifically the Harassment Advisor shall:

- . act as a resource for all members of the Justice Institute Community who require general or specific information on harassment or discrimination.
- . be available to provide confidential advice or information about harassment or discrimination issues to any employee, student, contractor or visitor. Individuals may seek advice only - it is not necessary to file a complaint.
- . facilitate the resolution of a complaint by discussing the complaint with the respondent (with the agreement of the complainant) in an effort to reach a mutually acceptable resolution without recourse to formal procedures.

The Harassment Advisors are listed in Schedule A of this policy.

6. Time Limit

For a complaint to be considered under this policy, it must be filed within one year of the last incident of harassment or discrimination. The Manager - Human Resources has the discretion to waive this requirement where there are extenuating circumstances which prevented the complaint from being brought forward in that time frame.

7. Confidentiality

The name of the person filing the complaint (the Complainant) and the person responding to the complaint (the Respondent) and the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating and resolving the complaint, taking any related disciplinary measures or as required by law.

No documentation of the harassment or discrimination, including any materials resulting from an informal or formal resolution process, such as reports from Manager - Human Resources, the External Investigator, or Board of Inquiry will be placed on the Complainant*s personnel file or student record.

In the event that the conclusion of an investigation is that harassment or discrimination did occur and where disciplinary action was taken, a letter indicating the disciplinary action taken is the only documentation that will appear on the Respondent*s personnel file or student record.

All Parties who are privy to information or in possession of documentation pertaining to matters/incidents in the course of dealing with a harassment or discrimination complaint, shall hold such in strict confidence. This shall include refraining from discussions or releasing information in any form, beyond that outlined in this policy and procedures or as required by law.

Any documentation, files or records which relate to a complaint under this policy shall be maintained in a confidential manner by the Manager, Human Resources.

8. Representation

The Complainant and Respondent are entitled to be represented by a union representative, where they are a member of a bargaining unit, in all meetings with an Harassment Advisor, the Manager - Human Resources, the External Investigator, or other meetings or hearings in relation to a complaint under this policy and procedures.

Where either the Complainant or Respondent are members of management or excluded staff, they are entitled to a

representative who is an employee of the Institute in all meetings with the Manager - Human Resources, the External Investigator, or other meetings or hearings in relation to a complaint under this policy and procedures.

9. Natural Justice & Fairness

The principles of natural justice and fairness shall be adhered to by anyone who becomes involved in any aspect of the process set out to deal with Harassment or Discrimination. This means that all Parties to the harassment or discrimination complaint, including the Complainant, Respondent and witnesses, will be given the opportunity to fully explain what happened from their perspective, to have their explanations and concerns fully considered, and to challenge any evidence that is being or has been considered.

The Parties agree that in certain situations, it may be in the best interest of both Employer and employees that employees be reassigned or removed from all job sites during an investigation of conduct. In cases where an employee cannot be reassigned, the employee shall be considered to be on a leave of absence without loss of pay until the Employer makes a decision relative to imposing discipline.

10. Retaliation

Retaliation against any individual who has filed a complaint, or who has been named as a respondent or witness in the complaint or who investigates the complaint according to the procedures outlined, shall itself be an incident of harassment and may result in disciplinary action.

11. Vexatious Complaints

Any person who makes a frivolous or vexatious complaint shall be subject to disciplinary action.

12. Cost Sharing of Investigative Process

All costs arising from a formal investigation by an External Investigator shall be borne by the Justice Institute of B.C. Where the Parties proceed to a Board of Inquiry, the costs of the Board of Inquiry shall be shared as follows:

- (a) Where both the Complainant and Respondent are members of the BCGEU, the Justice Institute shall pay one-third (1/3) of the cost and the bargaining unit shall pay the other two-thirds (2/3).
- (b) Where the Complainant and Respondent are a management or excluded employee of the Justice Institute, then the Justice Institute shall pay total cost.
- (c) Where either the Complainant or Respondent is a member of the BCGEU and one Party is excluded, the Justice Institute shall pay half (□) and the bargaining unit will pay half (□).
- (d) Where either the Complainant and/or Respondent is a student, the Justice Institute shall pay the cost.

13. B.C. Human Rights Council

An employee making a complaint of harassment must choose to direct a complaint either to the Human Rights Council or to the process specified in the Harassment Policy & Procedures.

14. Grievance and Arbitration

The Justice Institute and the BCGEU agree that the complaint and investigation processes provided in this policy constitute the grievance process for any and all complaints of harassment and discrimination involving employees who are members of bargaining units. In such cases, employees shall not have access to the other grievance processes in the Collective Agreements.

The aforementioned Parties further agree that the Board of Inquiry provided for in this policy is a Board of Arbitration as provided under the Labour Code of British Columbia which will render (when required) a final and

binding determination in any and all complaints of harassment and discrimination involving employees who are members of bargaining units.

II - PROCEDURES TO RESOLVE A COMPLAINT OF HARASSMENT OR DISCRIMINATION

1. Objective

The objective of these procedures is to stop harassment or discrimination as soon as it occurs and to give any individual who may have harassed or discriminated the opportunity to make amends for their behaviour and to alter their future behaviour as soon as possible.

2. Procedure

Individuals who believe they are being subjected to harassment or discrimination as defined in the Harassment and Discrimination Policy (the Complainant) should proceed as follows:

- (a) Advise the individual that the behaviour is unacceptable and ask the alleged harasser to stop. If this is too intimidating or inappropriate, then speak directly to an Harassment Advisor.
- (b) If there is more than one incident, keep a written record of dates, times, what happened and names of witnesses, if any.
- (c) If the harassment or discrimination persists, the Complainant should speak to any of the following:
 - . an Harassment Advisor
 - . where the Complainant is a student, the Instructor, Program Director and/or Academy Director.
 - . where the Complainant is an employee, the supervisor, or where the supervisor is the alleged harasser, the manager the supervisor reports to,
 - . if the Complainant is a member of a bargaining unit, they may also wish to speak to their union representative.
- (d) Instructors, Program Directors, Directors, Supervisors, Managers or bargaining unit representatives who have been approached by a Complainant may contact the Manager, Human Resources in confidence for advice on how to proceed.
- (e) Following consultation, the Complainant may wish to contact the Manager, Human Resources to pursue options available.
- (f) The Complainant may withdraw the complaint at any time during the formal or informal process by notifying the Manager, Human Resources in writing.

3. Investigation and Resolution by External Investigator

If the Complainant elects to initiate a Complaint, they should proceed as follows:

- (a) Provide the Manager, Human Resources with a written complaint which states the nature of the complaint of harassment or discrimination, a statement of what happened, the name of the Respondent and the names of any witnesses.
- (b) The Manager, Human Resources will advise the Respondent, the President, and the union representative that a complaint under this policy has been filed.
- (c) A list of External Investigators, which has been mutually agreed to by the Justice Institute and the BCGEU appears in Schedule B and may be changed from time to time upon mutual agreement.
- (d) The Manager, Human Resources will inform the next available person on the List of External

Investigators in Schedule B that they have been named as External Investigator on this complaint.

(e) Where the next available External Investigator is not available, the Manager, Human Resources shall go to the next individual(s) on the list until one is found who is available. The individual who is available at the earliest will be appointed and shall confirm the date they are able to commence the formal process and that date shall be the date the formal process commences.

(f) As soon as the appointment of the External Investigator is confirmed, the Manager, Human Resources shall forward a copy of the complaint to the External Investigator.

(g) The External Investigator will forward a copy of the written complaint to the Respondent, and invite a response.

(h) The Respondent may submit a written response, within ten (10) working days of receipt of the complaint.

(i) The External Investigator will forward a copy of the response to the Complainant.

(j) The Complainant may submit a written reply, within ten (10) working days. This will be forwarded to the Respondent by the External Investigator.

(k) All written communications between the Parties and the External Investigator will be delivered in a sealed confidential envelope to the Manager, Human Resources in a confidential and discreet manner, or by registered mail.

(l) The External Investigator shall conduct an investigation based on the complaint and response(s) within ten (10) working days after receiving the final communication from the Parties. The External Investigator shall determine whether harassment or discrimination occurred and if either did occur what the appropriate resolution should be, and may include a recommendation regarding discipline. Where indicated, the External Investigator will attempt to resolve the matter through discussion(s) with the Parties if the Complainant and Respondent agree.

(m) If the discussion(s) is successful, the External Investigator shall immediately write the terms of the agreement between the Complainant and Respondent (the Agreement). The Complainant and Respondent shall sign the Agreement.

(n) The External Investigator shall supply a copy of the Agreement to the Complainant, Respondent, the President, the Manager of Human Resources and, where appropriate, the Union Staff representative(s). This Agreement will be considered by all Parties to be determinative of the complaint and shall remain strictly confidential.

(o) Where discipline has been recommended, the President will, in the case of an employee, determine the appropriate discipline and in consultation with the supervisor, ensure the discipline is implemented. In the case of a student, where discipline is recommended the President will determine the appropriate discipline and ensure discipline is implemented.

(p) In the event the matter is not resolved through discussion, the External Investigator shall prepare a written report containing recommendations, within ten (10) working days of completing the investigation. Copies of the report are to be forwarded immediately to the Complainant and the Respondent.

(q) The Complainant and the Respondent shall respond to the External Investigator*s recommendations signifying whether they agree or disagree, within five (5) working days of receipt of the report and recommendations. Failure to respond is deemed to be agreement.

(r) Agreement from both the Respondent and Complainant is considered to be determinative of the Complaint. Copies of the External Investigator*s recommendations and the agreement of the Parties is to be

forwarded to the Complainant, the Respondent, the President, the Manager, Human Resources (where either the Complainant or Respondent is an employee), the President, (where either the Complainant or Respondent is a student), and the Union staff representative(s). The External Investigator*s recommendations and the agreement of the Parties shall remain strictly confidential.

(s) If either the Complainant or Respondent is not in agreement with the External Investigator*s recommendations, they must, in the case of a BCGEU member, advise their Union representative in writing within five (5) working days of receipt of the report. In all other cases, the Complainant or Respondent must advise the President in writing, within five (5) working days of receipt of the report. The Manager, Human Resources will also be advised.

(t) If the Union Representative, the President and the Manager, Human Resources are not advised in accordance with (s), above, the finding and recommendations of the External Investigator shall be considered to be determinative of the complaint.

(u) The Union Representative or President may notify the Manager, Human Resources in writing within twenty (20) days of receipt of the notification of disagreement with the External Investigator*s report (or such longer period as is mutually agreed) that the Board of Inquiry is required (the Notice). If no such Notice is received, the findings and recommendations of the External Investigator shall be considered determinative of the complaint.

4. The Board of Inquiry

(a) Upon receipt of the Notice, the Manager, Human Resources will, within five (5) working days, inform the next available person on the list of Arbitrators in Schedule C they are to conduct a Board of Inquiry.

(b) Schedule C has been mutually agreed to by the Justice Institute and the BCGEU, and may be changed from time to time upon mutual agreement.

(c) The Arbitrator selected shall convene a Board of Inquiry within twenty (20) working days.

(d) The Board of Inquiry will conduct a hearing at which the Complainant, the Respondent, and their representatives are present. The Board of Inquiry will hear testimony from the Complainant and the Respondent and may also call witnesses for their testimony.

(e) The Board of Inquiry shall be conducted in a manner consistent with the principles of natural justice and ensure that the Complainant and Respondent are given a fair hearing. The Board of Inquiry must be held in private.

(f) The Board of Inquiry may:

- (1) make findings of facts;
- (2) decide if, on the facts, harassment has occurred; and
- (3) make recommendations regarding resolution of the complaint which may include discipline.

(g) The Board of Inquiry shall forward its report and recommendations within ten (10) working days of the conclusion of the Inquiry to:

- (1) the complainant
- (2) the respondent
- (3) the President
- (4) the official representative(s) of the constituent group(s); and
- (5) the Investigator.

(h) The Board of Governors of the Justice Institute shall consider the decision and recommendations of the Board of Inquiry in determining what actions should be taken respecting the complaint. The complainant,

respondent and any other applicable Party shall be notified of the JI Board of Governors* decision within five (5) working days after receipt of the Board of Inquiry*s report.

(i) Disciplinary action taken by the JI Board of Governors consistent with the recommendations of the Board on Inquiry shall be considered by all Parties to be determinative of the complaint.

5. Discipline

(a) If the Investigator*s determination that harassment has occurred is agreed by the Parties or the Board determines that harassment has occurred, the Employer must document the personnel file of the respondent accordingly.

(b) Pending the determination of the complaint, the President may take interim measures to separate the employees concerned if deemed necessary. Any such action taken under this section will not be deemed disciplinary in nature, or seen as presumption of guilt or innocence.

(c) All persons involved in the investigation of a complaint under these procedures shall hold in the strictest confidence all information of which they become aware.

(d) Where a letter of discipline is to be placed on an employee*s Personnel File, it shall be done in accordance with the relevant language of the appropriate collective agreement.

(e) Where an employee requests the removal of any letters from the employee*s Personnel File, this request shall be subject to the relevant language of the appropriate collective agreement and shall be grievable in accordance with the relevant language of the appropriate collective agreement. For union excluded employees requests for removal of letters will be at the discretion of the President and will be treated in the same manner as outlined in section (g) below.

(f) Where a letter of discipline is to be placed on a student*s official records, the student shall be so notified in writing by the President.

The student shall be entitled to copy all such letter(s), and to indicate by initialing the letter(s), that they have seen the letter(s). Such initialing shall in no way indicate concurrence with the content of the letter(s).

The student shall be entitled to add comments to such letter(s), or to add letters, documents or materials to the file.

(g) A student may request the removal of letters of discipline resulting from an informal or formal resolution process under this Policy, two years after the date of such letter(s), being placed on the student*s file by forwarding a written request to the President.

If the President considers these letter(s), to be of continuing relevance, such a request may be denied in writing to the student. The President shall not unreasonably refuse such a request.

When such letters of discipline have been removed from the student*s file, the student shall be so notified in writing.

6. Conclusion

In developing this policy, the Justice Institute and BCGEU are demonstrating their commitment to ensure that all employees and students can work in an environment free from harassment.

7. Schedule A Harassment Advisors

Valerie Ader
Irwin DeVries

Lori Wideski
Margot D*souza
Jackie Goodwin
Gail Makowsky
Peter Pershick
Pat Ross

8. Schedule B External Investigator

Marion Exmann
Rod Germaine
Jan Rossley

9. Schedule C Board of Inquiry

Marguerite Jackson
Heather Laing
Nancy Morrison

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