

MEMORANDUM OF AGREEMENT

between the

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
(hereinafter called "the Employer")

and the

BC GOVERNMENT AND SERVICES EMPLOYEES' UNION (Support Staff)
(hereinafter called "the Union")

THE UNDERSIGNED BARGAINING REPRESENTATIVES OF THE BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY, ACTING ON BEHALF OF THE BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY (hereinafter called "the Employer"), AGREE TO RECOMMEND TO THE BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY BOARD;

AND

THE UNDERSIGNED BARGAINING REPRESENTATIVES ACTING ON BEHALF OF THE BC GOVERNMENT AND SERVICE EMPLOYEES' UNION (hereinafter called "the Union"), AGREE TO RECOMMEND TO THE UNION MEMBERSHIP;

THAT THEIR COLLECTIVE AGREEMENT COMMENCING JULY 01 2014 AND EXPIRING JUNE 30 2019 (hereinafter called the "new Collective Agreement"), SHALL CONSIST OF THE FOLLOWING:

1. **Previous Conditions**

All of the terms of the 2014-2019 Collective Agreement continue except as specifically varied below by paragraphs 2 to 6, both inclusive.

2. **Term of Agreement**

The term of the new Collective Agreements shall be for sixty 60 months from July 01, 2014 to June 30, 2019 both dates inclusive.

3. **Effective Dates**

The effective date for all changes to the new Collective Agreement will be the date of ratification of this Memorandum of Agreement, unless otherwise specified.

4. **Appendix "A"**

The Employer and the Union agreed to the amendments to the new Collective Agreement attached to this Memorandum of Agreement as Appendix "A".

5. Appendix "B"

The Employer and the Union agree to the amendments to the new Collective Agreement attached to this Memorandum of Agreement as Appendix "B" – 2014 Support Staff Multi-Employer Table ("MET").

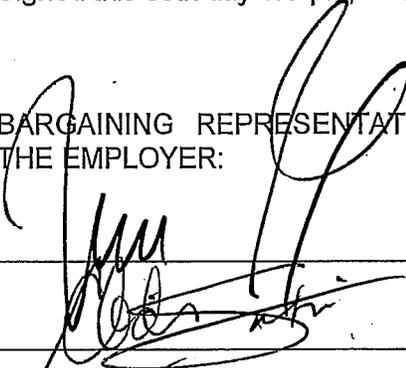
6. Ratification

The parties expressly agree that, upon the completed signing of this Memorandum of Agreement, the parties shall recommend the approval of this Memorandum to their respective principals and schedule the necessary meetings to ensure that their principals vote on the recommendations.

This Memorandum of Agreement is also subject to ratification by the Post-Secondary Employers' Association Board of Directors.

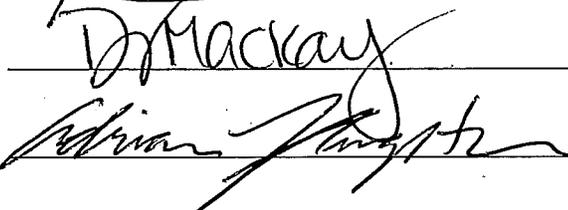
Signed this 30th day of April, 2015.

BARGAINING REPRESENTATIVES FOR
THE EMPLOYER:





D. Mackay



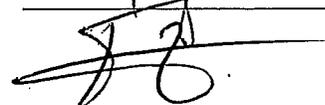


BARGAINING REPRESENTATIVES FOR
THE UNION:





N. Nauffa



APPENDIX "A"

20.4 Family Illness

- (a) In the case of illness of a dependent child and/or spouse of an Employee, and when no one at the Employee's home other than the Employee can provide for the needs of the ill child or spouse, the Employee shall be entitled, after notifying his/her supervisor, to up to a maximum of two days' paid leave at any one time for this purpose.

In the case of additional time being required, and subject to the approval of the Manager/Supervisor, an Employee may use earned vacation and/or compensatory time off to care for the dependent child.

- (b) An Employee may, for any given circumstance, take a paid leave under either Article 20.3(d) or 20.4, but may not combine the leaves under each of these provisions.
- (c) In the case of unanticipated illness or hospitalization of a dependent parent, when no one else is able to provide for the needs of the ill person, the Employee may request leave with pay to a maximum of **three (3)** days paid leave at any one time for this purpose.
- (d) The Employer may require written confirmation from a medical practitioner that the Employee's attendance was required. The cost of the medical report will be borne by the Employer.
- (e) The Employer may request a report from a qualified medical practitioner when it appears that a pattern of consistent absence is developing. The cost of the medical report will be borne by the Employer.

21.6 Supplemental Employment Benefit for Maternity and Parental Leave

21.6.1 Effective April 1, 2005, when on maternity or parental leave, an Employee will receive a supplemental payment added to Employment Insurance benefits as follows:

- (a) For up to fifty two (52) weeks of maternity leave, an Employee who is the birth mother shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of her salary calculated on her average base salary.
- (b) For up to a maximum of thirty-seven (37) weeks of parental leave, the spouse, the biological father, the common-law partner or adoptive parent who is caring for the child shall receive an amount equal to the difference between the Employment Insurance benefits and seventy five percent (75%) of the Employee's salary calculated on his/her average base salary.
- (c) The average base salary for the purposes of Article 21.6.1(a) and 21.6.1(b) is the Employee's average base salary for the twenty-six (26) weeks preceding the maternity or parental leave. If the Employee has been on unpaid leave for part of the preceding twenty-six (26) weeks, then up to four (4) weeks of that unpaid leave will be subtracted from the twenty-six (26) weeks for the purpose of calculating the average base salary.

21.6.2 An Employee is not entitled to receive Supplemental Employment Benefits and disability benefits concurrently. To receive Supplemental Employment Benefits, the Employee shall provide the Employer with proof of application for and receipt of Employment Insurance benefits.

21.6.3 ~~If an Employee is disentitled or disqualified from Employment Insurance maternity or parental benefits, the Employee shall receive the supplemental payment to the appropriate percentage less the amount of Employment Insurance benefits the Employee would have received if qualified for Employment Insurance benefits.~~

21.6.4

- (a) To be entitled to the above noted benefits, an Employee must sign an agreement that they will return to work and remain in the Employer's employ for a period of at least six (6) months or equivalent to the leaves taken, whichever is longer, after their return to work.
- (b) Should the Employee fail to return to work and remain in the employ of the Employer for the return to work period in (a) above, the Employee shall reimburse the Employer for the benefits above on a pro-rata basis.

22.3 Hygiene Facilities

- (a) In the interest of preventative public health and general hygiene, proper facilities shall be provided in order that Food Service Employees may shower and change their clothes.
- (b) Lockers, which may be locked, shall be provided for all Employees required to change their clothes.
- (c) The shower and locker facilities shall be **located anywhere on the Institute's campus.** ~~adjacent to the work area.~~

See Memorandum of Agreement 10SUP50

22.11 Video Display Terminals

Delete Article

~~When Employees are required to monitor video display terminals which use cathode ray tubes, then:~~

- ~~(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 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) ~~Employees who are required to operate VDT's on a continuous basis shall be entitled to two (2) additional ten (10) minute rest breaks per workday to be scheduled by agreement at the department level.~~
- (c) ~~(1) Pregnant Employees shall have the option not to continue monitoring video display terminals which use cathode ray tubes.~~
- ~~(2) When a pregnant Employee chooses not to monitor such video display terminals, if other work at the same or lower level is available within the Institute, she shall be reassigned to such work and paid at her regular rate of pay. The Employer will demonstrate to the Union that no work is available.~~
- ~~(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 radiation emission standards established by the Ministry of Labour.~~

~~The Occupational Health and Safety Committee shall review and make recommendations to ensure that the lighting and the above standards recommended by the Ministry of Labour, Occupational Environment Branch, as outlined in the publication "Working with Video Display Terminals" are being met.~~

30.8 Legislative Changes

Delete article

~~If the premiums 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 saving shall be used to increase other benefits available to the Employees, as may be mutually agreed between the Parties.~~

30.11 Insurance Policies (Health and Welfare Plans)

- (a) A copy of the insurance policies with the carriers for the Extended Health Care, Dental, Long-term Disability and Group Life Plans shall be sent to the President of the Union.
- (b) The negotiated plans shall form a part of this Agreement.
- (c) The Employer will supply each regular Employee with printed information which describes the benefits covered under these Plans. The Employer will consult the Union before developing such printed information. The cost of **creating** such **printed** information shall be borne by the Employer.
- (d) In the event that the Employer initiates a change in the master contract carriers during the life of this Agreement, it shall so advise the Union. The Employer agrees that the

benefit levels outlined in the **negotiated provisions** master contracts will not be altered or reduced without consent of the Union.

- (e) Extended Health and Dental Plans are to be made available to a same sex partner of an Employee as long as the relationship between these two (2) individuals meets the same criteria of "common law spouse" as defined by the benefit plan carriers.

Electronic Copies (Articles 31.6, 7.6, 34.3, 30.11)

31.6 Copies of Agreement

- (a) The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement, and his/her rights and obligation under it. For this reason, the Employer shall **make available on the Human Resources Website, an electronic version of the Agreement. No hard copies of the Agreement will be printed for distribution.** ~~print sufficient copies of the Agreement for distribution to Employees.~~
- (b) ~~All Agreements shall be printed in a union shop and shall bear a recognized union label.~~
- (c) The Agreements shall be **posted on the Human Resources Website within 30 days of the parties concluding the proofreading and signing of the Agreement.** ~~submitted to the Union for distribution within sixty (60) days of signing of the Agreement.~~

7.6 Employer and Union Shall Acquaint New Employees

- (a) The Employer agrees to acquaint new Employees with the fact that a Collective Agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-off. A new Employee shall be advised of the name and location of his/her steward. Whenever the steward is employed in the same work area as the new Employee, the Employee's immediate supervisor will introduce him/her to his/her steward, who will provide the Employee with **a copy of information on how to access the Collective Agreement electronically.** The Employer agrees that a Union steward will be given an opportunity to interview each new Employee within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first thirty (30) days of employment, for the purpose of acquainting the new Employee with the benefits and duties of Union membership and the Employee's responsibilities and obligations to the Employer and the Union.
- (b) The Chairperson of the bargaining unit shall be provided with a monthly report containing the names of all new hires, resignations, retirees and/or laid off Employees.

34.3 Provisions of BCGEU Agreements 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 **electronic** copies of the Agreement.

- 30.11 (c) Insurance Policies**
See above.

Health and Welfare Benefits

While not to be included in the collective agreement, effective January 1, 2016, the Parties agree that the Extended Health Benefits will be amended such that the individual and family deductibles will increase from twenty-five dollars (\$25) to fifty dollars (\$50) per calendar year.

Effective January 1, 2016, vision care coverage shall increase to \$400 every two (2) years.
Effective January 1, 2018, vision care coverage shall increase to \$500 every two (2) years

Effective January 1, 2018 the reimbursement for professional services will be amended from \$10 per visit maximum for the first twelve (12) visits per calendar year to \$10 per visit maximum for the first five (5) visits per calendar year.

Effective January 1, 2018, the Extended Health Care Plan shall include reimbursement for eye examinations to a maximum of \$100 every two (2) years.

Effective January 1, 2019, the lifetime maximum payment of two thousand, one hundred and sixty dollars (\$2160) per patient set out in Article 30.3 (c) – Plan C - will increase to a lifetime maximum payment of three thousand five hundred dollars (\$3500) per patient.

2014 – SUPPORT STAFF MULTI-EMPLOYER TABLE (“MET”)

between

POST-SECONDARY EMPLOYERS’ ASSOCIATION (“PSEA”)

(“the Employers”)

and

BRITISH COLUMBIA GOVERNMENT AND SERVICE EMPLOYEES’ UNION (“BCGEU”)

and

CANADIAN UNION OF PUBLIC EMPLOYEES (“CUPE”)

The parties have agreed that the following items will form part of the Memorandum of Agreement (“MOA”) between them for the renewal of the local parties’ collective agreements that expired in 2014. The parties agree to recommend this template to their respective principals.

All of the terms of the local collective agreements that expired in 2014 continue except as specifically varied below and by the other additions, deletions and/or amendments agreed to during local bargaining.

1. BC Provincial Pharmacare Formulary Process Improvement Committee (FPIC)

While not to be included in the Collective Agreement:

- (a) Effective the date of ratification, a joint committee called the *“BC Provincial Pharmacare Formulary Process Improvement Committee” (“FPIC”)* will be formed. The FPIC will:
- i. be comprised of eight (8) members. Two (2) of the members will be appointed by the Canadian Union of Public Employees, two (2) of the members will be appointed by the British Columbia Government and Service Employees’ Union, and four (4) of the members will be appointed by the Post-Secondary Employers’ Association (“PSEA”);
 - ii. the FPIC will complete their work by December 31, 2015 (the *“Completion Date”*) and shall meet at the call of either party, but no more than four (4) times per year following the Completion Date. ; and
 - iii. Each appointing party will be responsible for all costs related to their members’ involvement in the FPIC.

The purpose of the FPIC will be to:

- a. identify process problems that have been experienced since the transition to the BC Provincial Pharmacare Formulary (*"Pharmacare Formulary"*) including issues related to customer service by the insurance carrier;
 - b. recommend solutions to the issues and communicate those to PSEA and the union representatives who will be responsible for jointly discussing issues with the insurance carrier;
 - c. investigate the feasibility of implementing electronic filing of Special Authority claims; and
 - d. develop a process flow chart and other communication tools to assist employees in understanding the benefits claims process.
- (b) Effective the date of ratification of the MOA, where an individual covered by the extended health care insurance plan is covered for a Formulary drug (the *"Formulary Drug"*) and that drug was recently delisted from the Formulary (the *"Delisted Drug"*) and the individual requires a period of time to transition from the Delisted Drug to a Formulary Drug the Employer will instruct the insurance carrier to cover the Delisted Drug for that individual for a period of up to three (3) months following the date the Delisted Drug was denied by the insurance carrier.
- (c) Effective November 1, 2015 or the date of ratification, whatever is later, the Employers and Unions agree that where an individual who is covered by the extended health care insurance plan is:
- i. prescribed a drug that is not part of the Pharmacare Formulary (*"Non-Pharmacare Formulary Drug"*); or
 - ii. prescribed a drug that is on the Pharmacare Formulary but which requires "Special Authority" (*"Special Authority Drug"*) and the individual either:
 - 1. does not want to go through the approval process to obtain the Special Authority Drug; or
 - 2. does go through the approval process and is unsuccessful in being granted the Special Authority for coverage of a particular drug,

the individual shall be eligible to receive coverage for the Non-Pharmacare Formulary Drug or the Special Authority Drug provided that the individual pays fifty percent (50%) of the cost of the Non-Pharmacare Formulary Drug or Special Authority Drug. The insurance plan will pay the remaining fifty percent (50%) of the cost of the Non-Pharmacare Formulary Drug or Special Authority Drug.

2. Administrative Service Delivery Transformation Project (ASDTP):

The Employer and the Union agree to authorize the PSEA and the CISSBA to write a joint letter to the Ministry of Advanced Education seeking agreement to include representatives from the support staff unions in a consultation process involving shared services undertaking.

3. Provincial Job Evaluation / Classification Plan:

The Employer and the Union agree to participate with other willing employers and unions in a joint steering committee to better understand their respective job evaluation (JE) plans currently in place with a view to:

- identifying what works well;
- identifying what could work better; and
- developing a set of recommendations as to how to move forward.

The findings of the Committee will be submitted to the parties' respective principals for review, and if required, ratification. Costs for leaves and expenses to be borne by each party.

4. Joint Early Intervention Program ("JEIP") – Housekeeping Proposal

- (a) Effective the date of ratification, the Employers and the Unions agree, as per Appendix A of the agreed to November 14, 2014 MET Protocol Agreement, to add the following provision under the sick leave provisions for each of the Parties' applicable local agreements, and existing provisions renumbered accordingly. It is agreed that this housekeeping proposal does not change the intent of the JEIP Letter of Understanding as negotiated at the 2010-14 Support Staff Compensation Template Table.

"Joint Early Intervention Program

The parties have agreed to participate in the Post-Secondary Joint Early Intervention Program (JEIP). The parties also agreed that the JEIP will incorporate the following principles:

- a. **Jointly Managed – The program will be jointly managed by the Employer and the Union.**
- b. **Mandatory – An employee may be referred for participation in the JEIP when absent from work for five or more consecutive days or where it appears that there is a pattern of consistent or frequent absence from work. If an employee is referred, the employee must participate in the JEIP.**
- c. **Rehabilitative – The JEIP is rehabilitative in nature.**
- d. **Confidential - The parties involved in the program will maintain confidentiality of all information."**

(b) Effective the date of ratification, the Employers and Unions agree, as per Appendix A of the agreed to November 14, 2014 MET Protocol Agreement, that the following Letter of Understanding on the Post-Secondary Joint Early Intervention Program that was negotiated at the 2010-14 Support Staff Compensation Template Table, will be deleted from each of the Parties' applicable local agreements.

"Letter of Understanding

Post-Secondary Early Intervention Program

The Parties agree to develop an Early Intervention Program (EIP) with the following characteristics:

- ~~The purpose of the program is rehabilitative; each employer covered by this agreement will develop an administrative approach to implement the program that will be reviewed with its local union;~~
- ~~Where an employee is absent for five (5) or more consecutive days of work or where it appears that there is a pattern of consistent or frequent absence from work, the employee may be referred for participation in the EIP. If an employee is referred, the employee must participate in the EIP;~~
- ~~Assessment of an employee's eligibility for the EIP will continue through the period of the employee's absence;~~
- ~~The employee will provide the information necessary for the employer, the union, and the disability management services provider to determine the employee's prognosis for early managed return to work;~~
- ~~The parties jointly must maintain the employee's medical records and related records as confidential; managers will only be provided with information necessary for rehabilitative employment; and~~
- ~~An employee enrolled into the program is entitled to union representation; the union agrees to maintain the confidentiality of the employee's medical and related records.~~

~~The parties will establish a committee of five (5) members each that will develop detailed implementation plans for the Early Intervention Program.~~

~~The committee will commence meetings by January 5, 2013 and will conclude by January 31, 2013. In the event that the parties are unable to reach agreement on the program by January 31, 2013, they agree to submit their differences to an arbitrator agreed to by the parties, by February 14, 2013. The arbitrator must adhere to the principles outlined above, and the parties will request that the arbitrator will issue his/her decision on the design of the plan by February 21, 2013 for implementation by March 1, 2013."~~

5. Term of Agreement

The term of the new collective agreements shall be for sixty (60) months, effective from July 01, 2014 to June 30, 2019.

The continuation language of each local collective agreement's Term of Agreement provision, if any, shall remain as it is in the agreement currently in force.

6. Wage Increase

All wage scales for classifications or positions in the collective agreements shall be increased by the following percentages effective on the dates indicated:

- (a) Effective the first day of the first full pay period after July 01, 2015 or the first day of the first full pay period after the date of ratification of the MOA (whichever is later), all wage scales in the collective agreements which were in effective on June 30, 2015 shall be increased by one percent (1%). The new rates shall be rounded to the nearest whole cent or dollar as applicable.
- (b) Effective the first day of the first full pay period after May 01, 2016, all wage scales in the collective agreement which were in effect on April 30, 2016 shall be increased by the Economic Stability Dividend*. The new rates shall be rounded to the nearest whole cent or dollar as applicable.
- (c) Effective the first day of the first full pay period after July 01, 2016, all wage scales in the collective agreement which were in effect on June 30, 2016 shall be increased by one-half of one percent (0.5%). The new rates shall be rounded to the nearest whole cent or dollar as applicable.
- (d) Effective the first day of the first full pay period after May 01, 2017, all wage scales in the collective agreement which were in effect on April 30, 2017 shall be increased by one percent (1%) plus the Economic Stability Dividend*. The new rates shall be rounded to the nearest whole cent or dollar as applicable.
- (e) Effective the first day of the first full pay period after July 01, 2017, all wage scales in the collective agreement which were in effect on June 30, 2017 shall be increased by one-half of one percent (0.5%). The new rates shall be rounded to the nearest whole cent or dollar as applicable.
- (f) Effective the first day of the first full pay period after May 01, 2018, all wage scales in the collective agreement which were in effect on April 30, 2018 shall be increased by one percent (1%) plus the Economic Stability Dividend*. The new rates shall be rounded to the nearest whole cent or dollar as applicable.

(g) Effective the first day of the first full pay period after July 01, 2018, all wage scales in the collective agreement which were in effect on June 30, 2018 shall be increased by one-half of one percent (0.5%). The new rates shall be rounded to the nearest whole cent or dollar as applicable.

(h) Effective the first day of the first full pay period after May 01, 2019, all wage scales in the collective agreement which were in effect on April 30, 2019 shall be increased by one percent (1%) plus the Economic Stability Dividend*. The new rates shall be rounded to the nearest whole cent or dollar as applicable.

These wage increases shall apply to all current employees who are members of the bargaining unit.

* See Appendix A for the Memorandum of Understanding on the Economic Stability Dividend (ESD).”

Signed by the Parties at Burnaby, British Columbia on November 21, 2014.

For the Employers:

For the Unions:

Anita Bleick, PSEA CEO

Linsay Buss, BCGEU Staff

Rhonda Bender, PSEA

Ian McLean, CUPE Staff

Appendix A - Memorandum of Understanding on the Economic Stability Dividend (NEW)

Re ECONOMIC STABILITY DIVIDEND

Definitions

1. In this Letter of Agreement:

“Collective agreement year” means each twelve (12) month period commencing on the first day of the renewed collective agreement. For example, the collective agreement year for a collective agreement that commences on April 1, 2014 is April 1, 2014 to March 31, 2015 and each period from April 1 to March 31 for the term of the collective agreement.

“Economic Forecast Council” means the Economic Forecast Council appointed under s. 4 of the *Budget Transparency and Accountability Act*, [S.B.C. 2000] c. 23;

“Forecast GDP” means the average forecast for British Columbia’s real GDP growth made by the Economic Forecast Council and as reported in the annual February budget of the government;

“Fiscal year” means the fiscal year of the government as defined in the *Financial Administration Act* [1996 S.B.C.] c. 138 as ‘the period from April 1 in one year to March 31 in the next year’;

“Calendar year” Is a twelve (12) month period starting January 1st and ending December 31st of the same year based upon the Gregorian calendar.

“GDP” or “Gross Domestic Product” for the purposes of this LOA means the expenditure side value of all goods and services produced in British Columbia for a given year as stated in the BC Economic Accounts;

“GWI” or “General Wage Increase” means a general wage increase resulting from the formula set out in this LOA and applied as a percentage increase to all wage rates in the collective agreement on the first pay day after the commencement of the eleventh (11th) month in a collective agreement year;

“Real GDP” means the GDP for the previous fiscal year expressed in constant dollars and adjusted for inflation produced by Statistics Canada’s Provincial and Territorial Gross Domestic Product by Income and by Expenditure Accounts (also known as the provincial and territorial economic accounts) and published as “Real Gross Domestic Product at Market Prices” currently in November of each year.

The Economic Stability Dividend

2. The Economic Stability Dividend shares the benefits of economic growth between employees in the public sector and the Province contingent on growth in BC’s real GDP.

3. Employees will receive a general wage increase (GWI) equal to one-half (1/2) of any percentage gain in real GDP above the forecast of the Economic Forecast Council for the relevant calendar year.

4. For greater clarity and as an example only, if real GDP were one percent (1%) above forecast real GDP then employees would be entitled to a GWI of one-half of one percent (0.5%).

Annual Calculation and publication of the Economic Stability Dividend

5. The Economic Stability Dividend will be calculated on an annual basis by the Minister of Finance for each collective agreement year commencing in 2015/16 to 2018/2019 and published through the PSEC Secretariat.

6. The timing in each calendar year will be as follows:

- (i) February Budget – Forecast GDP for the upcoming calendar year;
- (ii) November of the following calendar year – Real GDP published for the previous calendar year;
- (iii) November - Calculation by the Minister of Finance of fifty percent (50%) of the difference between the Forecast GDP and the Real GDP for the previous calendar year;
- (iv) Advice from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend.

7. For greater clarity and as an example only:

For collective agreement year 3 (2016/17):

- (i) February 2015 – Forecast GDP for calendar 2015;
- (ii) November 2016 – Real GDP published for calendar 2015;
- (iii) November 2016 - Calculation of the fifty percent (50%) of the difference between the 2015 Forecast GDP and the 2015 Real GDP by the Minister of Finance through the PSEC Secretariat;
- (iv) Direction from the PSEC Secretariat to employers' associations, employers and unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to employers to implement the Economic Growth Dividend
- (v) Payment will be made concurrent with the General Wage Increases on the first pay period after respectively February, 1, 2016, February 1, 2017, February 1, 2018 and February 1, 2019.

Availability of the Economic Stability Dividend

8. The Economic Stability Dividend will be provided for each of the following collective agreement years: 2015/16 (based on 2014 GDP); 2016/17 (based on 2015 GDP); 2017/18 (based on 2016 GDP); and, 2018/19 (based on 2017 GDP).

Allowable Method of Payment of the Economic Stability Dividend

9. Employers must apply the Economic Stability Dividend as a percentage increase only on collective agreements wage rates and for no other purpose or form.