

COLLECTIVE AGREEMENT

between the

OKANAGAN COLLEGE

and the

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

Effective from April 1, 2019 to March 31, 2022

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ARTICLE 1 - PREAMBLE**1.1 Human Rights Code**

The parties hereto subscribe to the principles of the applicable Human Rights legislation of British Columbia.

1.2 Reduction in Salary or Benefits

No employee shall suffer reduction in salary or any benefit as a result of this agreement.

ARTICLE 2 - RIGHTS OF OC

Except as otherwise provided in this agreement, OC or its delegated officers have exclusive control over the management, supervision and administration of OC and the direction of the employees covered by this agreement.

ARTICLE 3 - UNION RECOGNITION AND RIGHTS**3.1 Bargaining Unit Defined**

(a) The bargaining unit shall include all vocational instructors at OC and such other instructional personnel as may be designated by the appropriate authority in a certificate of bargaining for B.C. Government and Service Employees' Union Vocational Instructors.

(b) Vocational instructors are defined as those employees who are appointed to regular and non-regular appointment categories in vocational programs listed in Appendix B of this agreement or any full-time vocational program. A full-time vocational program is a program which has 30 hours per week of scheduled class time. All Ministry designated vocational programs will be included in Appendix B.

3.2 Bargaining Agent Recognition

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

3.3 No Other Agreement

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

3.4 No Discrimination for Union Activity

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

3.5 Recognition and Rights of Stewards

The Union shall appoint or elect stewards and shall notify OC in writing of such appointments or elections. OC shall recognize stewards and shall not discriminate against them for steward activities. The Union and OC shall agree to the on-the-job activities of the stewards.

Those activities as defined shall be:

- (a) the posting of union bulletins and notices;
- (b) the investigation and the processing of grievances;

- (c) the supervision of ballot boxes when necessary;
- (d) the performance of duties related to safety responsibilities.

It is mutually understood that Clause 3.5(c) above shall in no way interfere with OC duties of the steward.

3.6 Bulletin Boards

OC shall provide bulletin board facilities for the use of the Union; the locations shall be determined by mutual agreement.

3.7 Union Insignia

A union member shall have the right to wear or display the recognized insignia of the Union.

3.8 Right to Refuse to Cross Picket line

- (a) All employees covered by this agreement shall have the right to refuse to cross a picket line resulting from a dispute as defined in the prevailing legislation. Any employee failing to report for duty shall be considered absent without pay.
- (b) Failure to cross a picket line encountered in carrying out OC business shall not be considered a violation of this agreement, nor shall it be grounds for disciplinary action.

3.9 Time Off for Union Business (*Reference Common Agreement, Article 3.4.2*)

- (a) *Without Pay* - Leave of absence without pay and without loss of seniority may be granted:
 - (1) to elected or appointed representatives of the Union to attend conventions of the BCGEU and groups with which the Union is affiliated;
 - (2) to elected or appointed representatives of the Union to attend to union business which requires them to leave their place of employment;
 - (3) to employees who are representatives of the Union on a negotiating committee to attend meetings of the Negotiating Committee.
- (b) *With Pay* - Leave of absence with pay and without loss of seniority may be granted:
 - (1) to employees who are representatives of the Union to leave their employment to carry on negotiations with OC;
 - (2) to stewards, or their alternates, to perform their duties pursuant to Clause 3.5;
 - (3) to employees called to appear as witnesses before an arbitration board, or at any hearing mutually agreed to between the parties.
- (c) It is understood that employees granted leave of absence pursuant to this article shall receive their current salary while on leave with pay. Leave of absence granted under this article shall include sufficient travel time. OC agrees that any of the above leaves of absence shall not be unreasonably withheld.
- (d) To facilitate the administration of Section (a) of this article, when leave without pay is granted, the leave shall be given with pay and the BCGEU shall reimburse OC for the appropriate salary costs, including travel time.
- (e) Any employee who is elected or selected for a full-time position with the BCGEU or any "body" with which the Union is affiliated shall be entitled to a leave of absence without pay and without loss of seniority for a period of one year. Such leave shall be renewed each year during their term of office to

a maximum of five years. At least three months' notice of intention to renew or not renew shall normally be given to OC.

3.10 New Technical Information

OC agrees to provide the Union such public information and such information relating to employees in the bargaining unit as is available and as may be required by the Union for collective bargaining purposes.

ARTICLE 4 - UNION SECURITY

All employees covered by this agreement shall, as a condition of employment, hold and maintain membership in the Union after accumulating 30 days' service with OC.

ARTICLE 5 - CHECK-OFF OF UNION DUES

(a) OC shall, as a condition of employment, deduct from the biweekly wage or salary of each employee in the bargaining unit the amount of the regular biweekly dues payable to the BCGEU. OC shall include on each employee's T4 statement the amount of the deductions paid to the Union by the employee in the previous year. An employee shall, as a condition of continued employment, complete an authorization form providing for the deduction from an employee's wages or salary the amount of the regular dues payable to the Union by a member of the Union.

(b) OC shall deduct from any employee upon written consent of that employee any assessments levied in accordance with the Union Constitution and/or Bylaws.

(c) Deductions shall be made from each biweekly payroll. Membership dues or payments in lieu thereof shall be considered as owing in the month for which they are so deducted.

(d) (1) All deductions shall be remitted to the Union not later than 28 days after the date of deduction and OC 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. The bargaining unit Chairperson shall receive a copy of the current dues list.

(2) OC agrees to make every reasonable effort, subject to the capabilities of the Human Resources information systems, to provide the following information to the bargaining unit Chairperson:

- (i) employee surname
- (ii) employee first name
- (iii) employee address
- (iv) sex
- (v) birth date
- (vi) start date
- (vii) salary
- (viii) dues amount
- (ix) month-to-date dues
- (x) social insurance number.

This information will be provided to the BCGEU electronically.

(e) Before OC is obliged to deduct any amount under Clause 5(a), the Union must advise OC in writing of the amount of its regular biweekly dues. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to OC signed by the President of the BCGEU.

ARTICLE 6 - OC AND UNION TO ACQUAINT NEW EMPLOYEES

- (a) OC agrees to provide new employees with access to this collective agreement and to acquaint them with the conditions of employment set out in the articles dealing with Union Security and Dues Check-off. A new employee shall also be advised of the name and location of their steward.
- (b) OC shall notify the bargaining unit Chairperson of new employees on a monthly basis.
- (c)
 - (1) OC agrees that a steward or designate shall be given an opportunity to meet with an individual or group of new employees (on regular and non-regular appointments) within regular working hours without loss of pay, for up to 60 minutes for the purpose of acquainting the new employees with the benefits and duties of union membership and the employees' responsibilities and obligations to the Employer and the Union.
 - (2) Such meetings shall be as required and arranged by the Human Resources Division, but not more frequently than once every two months.

ARTICLE 7 - OC-UNION RELATIONS**7.1 Representation**

No employee or group of employees shall undertake to represent the Union at meetings with OC without the proper authorization of the Union. To implement this, the Union shall supply OC with the names of its officers; and similarly OC 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 Negotiating Committee

A negotiating committee shall be appointed by the Union and shall consist of up to three people representing the Union. The Union reserves the right to use up to three additional persons at any one time for technical information or advice. The Union shall advise OC of its appointees to this committee.

7.3 Union Access to OC Premises

OC agrees that access to its premises shall be granted to members of the union staff when negotiating with OC, as well as for the purpose of investigating and assisting in the settlement of a grievance. For these purposes, OC shall make available to union representatives or stewards temporary use of an office or similar facility. Members of union staff shall notify the designated supervisor in advance of their intention and their purpose for entering and shall not interfere with the operation of the department or section concerned.

7.4 Joint Committee

- (a) A joint committee comprising representatives of OC and representatives of the Vocational Instructors Negotiating Committee (see Clause 7.2) shall constitute the Joint Committee referred to throughout this collective agreement, unless otherwise specified.
- (b) The Union and OC recognize the mutual value of ongoing joint discussions and negotiations in matters pertaining to working conditions, employment, services and labour management relations. To this end, the Vocational Instructors Negotiating Committee and OC representatives agree that, in the event either party wishes to call a meeting under this clause, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than 10 working days after the request has been submitted. Employees shall not suffer any loss of salary for time spent on the Committee.

7.5 Union Meetings

Subject to operational requirements, the Union may hold meetings on employer premises up to two hours per day to a maximum of three times per year.

ARTICLE 8 - APPOINTMENT CATEGORIES

8.1 Appointment Categories

Employees shall be appointed to one of the following two appointment categories:

- (a) Regular;
- (b) Non-regular.

8.2 Regular Appointment

- (a) A regular full-time appointment is an appointment to a full-time position consisting of 10 months of instruction in an annual workload assignment. See Clause 8.3(a).
- (b) A regular part-time appointment is an appointment to a part-time position consisting of a minimum of 651 instructional hours in an annual workload assignment.

8.3 Non-regular Appointment - Full-time Workload

- (a) A non-regular appointment with a full-time workload is an appointment to a full-time position consisting of less than 10 consecutive months of instruction in an annual workload assignment. The length of appointment may be extended if mutually agreed by the Joint Committee.
- (b) A non-regular appointment with a full-time workload is also an appointment to a full-time position made vacant as a result of an employee being on leave and, in this case, shall not exceed the term of the leave of the employee being replaced.
- (c) Employee rights and benefits carry over from one non-regular appointment to another provided there is a break of no more than 36 consecutive weeks between successive non-regular appointments.

8.4 Non-regular Appointment - Part-time Workload

- (a) A non-regular appointment with a part-time workload is an appointment to a position with weekly assignable hours of less than 30 hours per week.
- (b) Employee rights and benefits carry over from one non-regular appointment to another provided there is a break of no more than 36 consecutive weeks between successive non-regular appointments.

8.5 Conversion to a Regular Appointment

- (a) A non-regular employee shall be reviewed for conversion to a regular appointment when:
 - (1) an employee has worked at least two consecutive years (52 consecutive pay periods) at a workload of 50% or greater (651 hours per year) for each of the two consecutive years, or
 - (2) an employee has performed a workload of at least 120% (1562 hours) over at least two consecutive years (52 consecutive pay periods).
- (b) The report of non-regular employees who have met the criteria in Clause 8.5(a) shall be reviewed every two months, and employees shall be converted to a regular appointment provided that:
 - (1) the designated supervisor, in consultation with the Department Chair, determines that a minimum ongoing regular part-time workload is available in the immediately subsequent year in accordance with the educational and/or budget plan;

(2) the employee's evaluations during the two consecutive years (52 consecutive pay periods) immediately preceding conversion have all been deemed satisfactory. An employee will be deemed to have received a satisfactory evaluation if one has not been undertaken; and

(3) a duly constituted review committee deems the employee qualified for the work available and makes a recommendation to the designated supervisor as to whether the employee is or is not qualified. The Review Committee shall be selected by the employees on regular appointments in the appropriate program, or related programs where necessary, in collaboration with the designated supervisor, and shall consist of three employees on regular appointment from the program, including the Department Chair, if appropriate. In a program with fewer than three employees on regular appointment, a review committee shall include members from related programs to constitute a representation of three.

For the purpose of determining eligibility for conversion as outlined in Clause 8.5(a) above, replacement work shall be included. However, consideration of ongoing work may include replacement work of a known long duration, but not work resulting from a regular employee's leave with or without pay of 12 months or less.

(c) Non-regular employees who are eligible for conversion to a regular appointment in accordance with Clauses 8.5(a) and (b) above shall have the right to accrue any and all ongoing available work for which they are qualified on a seniority basis within their assigned program and centre up to a full-time workload. This right of accrual for ongoing work shall be the basis for determining the actual minimum percentage for the regular appointment. Such right of accrual shall take precedence over any other employee's rights of first refusal. The exercise of this right to accrue any and all ongoing available work for which they are qualified may result in a minimum regular part-time workload being unavailable for a non-regular employee with less seniority who would otherwise qualify for conversion.

(d) The employee's conversion to a regular appointment will become effective on the first of the month following the date upon which the employee meets the conversion criteria except in cases of semesterized work where the conversion becomes effective prior to either a fall or winter intake. In such cases, the conversion date will be determined by the Dean and the Department Chair. Where there is a disagreement between the Dean and the Department Chair, the date shall be determined by the Vice-President, Education. Salary will begin on the date on which the available ongoing workload begins.

8.6 Parameters of a Regular Part-time Appointment

(a) (1) Employees on regular part-time appointments shall have a minimum workload of 50% (651 hours) in an annual workload assignment. The actual minimum percentage for individual employees shall be established by the determination of available work in the College year at the time of conversion in accordance with Clause 8.5(c).

(2) Once an employee is on a regular part-time appointment, layoff provisions shall be invoked if it is determined that the regular part-time appointment will fall below their actual minimum percentage.

(b) At the time of receiving a regular part-time appointment, employees may, in consultation with a Human Resources Department representative, elect one of the following options with respect to salary. Once elected it may only be changed with the mutual agreement of OC and the employee.

(1) An employee on a regular part-time appointment shall receive a prorated annual salary based upon the actual minimum percentage of their regular part-time appointment averaged over the calendar year in accordance with Clause 13.3(b)(2). Salaries shall be paid in biweekly instalments every second Friday throughout the calendar year. An employee electing this option shall be entitled to prorated vacation time at the rate of pay determined by the actual percentage

for the employee's regular part-time appointment for each completed month of service based on 43 working days per annum.

(2) An employee on a regular part-time appointment shall receive a salary based upon the actual hours worked. Salaries shall be paid in biweekly instalments every second Friday during the period of the employee's workload assignment. An employee electing this option shall receive prorated vacation time based on 43 working days per annum, payable biweekly. In addition, the employee shall be eligible for health and welfare benefits in accordance with Clause 27.1.

(c) An employee on a regular part-time appointment shall be eligible for health and welfare benefits in accordance with Clause 27.1. OC shall pay a pro rata portion of the health and welfare benefits based upon the actual percentage for the employee's regular part-time appointment. Where an employee receives their salary pursuant to (b)(1) above, deductions for Health and Welfare benefit premiums shall be made throughout the calendar year. Where an employee receives their salary pursuant to (b)(2) above, a schedule of deductions for Health and Welfare benefit premiums shall be made after a review of options with a Human Resources Department representative. Such options may include:

- (1) annualizing benefit premium payments over 12 months including the provision of post-dated cheques for the non-duty period;
- (2) deducting full annual benefit premium payments during the duty period; or,
- (3) discontinuing benefits over the non-duty period.

Once an option is elected it may only be changed with the mutual agreement of OC and the employee. A reconciliation of benefit premium payments will be completed annually or upon employment termination and shall include any benefit premium changes that may have occurred. Overpayments or shortfalls shall be included in the subsequent schedule of deductions or upon the final cheque.

(d) When an employee on a regular part-time appointment who elects to be paid in accordance with Clause 8.6(b)(1) above leaves the employment of OC prior to the end of a calendar year, the actual hours worked shall be reconciled to the actual salary received for the portion of the calendar year worked. Any overpayment or underpayment shall be adjusted on the final paycheck.

(e) Employees on regular part-time appointments shall have the right to accrue additional work for which they are qualified, on a seniority basis up to a full-time workload. The designated supervisor, in consultation with the Department Chair, shall use the review process in Clause 8.5(b)(3) to determine if the regular part-time employee is qualified. Such right of accrual shall take precedence over any other employee's rights of first refusal.

(f) Employees on regular part-time appointments who accrue additional work in accordance with Clause 8.6(d), shall receive a separate non-regular appointment for the additional work and shall receive 14% in lieu of vacation and 4% in lieu of health and welfare benefits.

(g) At any time OC determines that the additional work will become ongoing, or after the work has been accrued as a separate non-regular appointment for two consecutive years, the minimum percentage for the employee's regular part-time appointment shall be revised.

(h) A full-time workload resulting from a regular full-time employee's leave with or without pay shall be offered, on a seniority basis, to qualified regular part-time employees. The designated supervisor, in consultation with the Department Chair, shall use the review process in Clause 8.5(b)(3) to determine if the regular part-time employee is qualified. An employee who assumes the full-time workload on a replacement basis shall be entitled to return to their regular part-time appointment at the completion of the replacement period.

8.7 Right of First Refusal

- (a) To be eligible for the right of first refusal for a similar appointment, an employee must have completed at least 48 weeks of service and had a minimum of two appointments of at least 12 weeks duration in the immediately previous 36 months. All service must be in a similar appointment. The Supervisor, in collaboration with the Department Chair, shall determine if the available appointment is sufficiently similar to permit right of first refusal.
- (b) In order to be eligible for right of first refusal at one particular centre, one of the appointments must have been at that centre.
- (c) An employee with right of first refusal for a non-regular appointment with a full-time workload shall also have right of first refusal for a similar part-time appointment. An employee with right of first refusal for a part-time appointment shall also have right of first refusal for a similar non-regular appointment with a full-time workload provided they have had a full-time appointment of at least 12 weeks duration in the past 12 months.
- (d) An employee must have received a satisfactory evaluation during the period described in Clause 8.7(a) above. If an evaluation has not been completed, eligibility for right of first refusal shall not be denied.
- (e) Where two or more employees are eligible for right of first refusal, the employee with the most seniority (see Article 20) shall be offered the position.
- (f) Right of first refusal shall be retained provided there is a break of no more than 36 consecutive weeks between successive appointments.

8.8 Probationary Period

- (a) An employee on a regular appointment shall be required to successfully complete a probationary period of two years.
- (b) If an employee on a non-regular appointment is subsequently offered a regular appointment, full-time equivalent service in the non-regular appointment shall count as credit to a maximum of one year toward the probationary period of the regular appointment, provided that at least one satisfactory evaluation has taken place during the non-regular appointment. An employee will be deemed to have received a satisfactory evaluation if one has not been undertaken.

ARTICLE 9 - APPOINTMENT OF EMPLOYEES

- (a) OC shall appoint employees in accordance with Article 8.
- (b) *Offer of Employment for Regular Appointment and Initial Non-Regular Appointment*

The offer of a regular appointment and the initial offer for a non-regular appointment shall be provided to the candidate which includes the conditions of their appointment and the program in which they shall teach. Upon signing and delivering one copy of the offer letter to the Human Resources Department within the time period specified on the offer, the candidate shall be deemed to have accepted the appointment. Any candidate who fails to deliver a signed acceptance of an offer of appointment within the time period specified shall be deemed to have rejected OC's offer and OC shall be entitled to consider the position vacant.

- (c) *Subsequent Non-Regular Appointments*

Employees who are offered subsequent assignments of non-regular appointments shall be sent correspondence confirming the details of the appointment. Any appointment confirmation required to

be given by OC to an employee shall be deemed to be validly given if emailed to the employee's OC email address or the employee's second email address, if provided. Employees must accept or reject a non-regular appointment after the confirmation has been received by notifying in writing following the instructions provided within five working days.

(d) No changes shall be made to the employee's appointments or contracts without prior notification to the affected employees.

(e) *Orientation*

At the time of initial appointment within a department, employees shall receive a general orientation with pay and their instructional assignments before being required to assume their assigned instructional duties.

(f) *Assigned Location*

(1) Regular employees shall be assigned to one OC campus.

(2) The assigned campus shall be posted on the current seniority list for regular employees.

ARTICLE 10 - POSTING OF POSITIONS

Except in emergency situations, whereupon there will be consultation with the appropriate Department Chair, all positions of six consecutive months or more shall be posted for 14 calendar days prior to the closing date for the position. Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, salary rate. An emergency situation is defined as a situation in which the time available to secure the services of an instructor is not sufficient to permit adherence to the time limits specified in this contract.

ARTICLE 11 - SELECTION OF EMPLOYEES

(a) OC shall determine, in consultation with the employees in the appropriate program, the need for new employees who will be covered by this agreement.

(b) OC shall establish, in consultation with the employees in the appropriate program, appropriate qualifications for positions covered by this agreement.

(c) For full-time and part-time positions under six months' duration, the Dean, in consultation with the appropriate Department Chair, may appoint a candidate for the position.

(d) For full-time or part-time positions over six months' duration, selection committees shall be established by the designated supervisor or designate and shall normally consist of:

(1) two employees on regular appointment from the appropriate program, including the Department Chair, if appropriate;

(2) one employee on regular appointment from within the bargaining unit; and/or

(3) one employee from within OC who may be the Regional Dean;

(4) the designated supervisor (or designate); and

(5) one representative of the Human Resources Department in an advisory role.

The Committee shall review all applications, prepare a short list which shall normally contain the names of three candidates, interview the short-listed candidates, and recommend to the designated supervisor the candidates for appointment in order of preference.

(e) When a new instructor is required for a program in which there are no existing employees, the two employee representatives on a selection committee shall be selected from related programs by the designated supervisor.

(f) The Chair of a selection committee shall normally be the designated supervisor (or designate). The designated supervisor (or designate) may relinquish the Chair of the Selection Committee by appointing the Department Chair to chair the Committee. If the designated supervisor (or designate) is absent, the Department Chair shall chair the Committee. In selections without Department Chairs, the designated supervisor (or designate) shall appoint a selection committee chair.

(g) Applicants from within the bargaining unit who retain seniority rights per Article 20 shall be granted an interview for any regular position within the employee's department that the employee applies for provided the employee possesses the required qualification, education and experience for the position and the employee is assessed satisfactory on their most recent evaluation.

(h) When an internal applicant(s) has been short-listed for a position covered by this agreement, a union representative shall have the right to sit as an observer during the interviews and selection of the candidates. The Union shall be responsible for replacement costs and expenses associated with providing the union observer.

(i) Selection committees shall base their recommendations on the criteria determined under Clause 11(b), together with expansions to those criteria provided by the designated supervisor and deemed appropriate by the Selection Committee. In the final stages of the selection procedure, if there are two or more candidates whom the Selection Committee finds equally qualified for the position, and if one of these candidates is an internal applicant, the Selection Committee shall recommend that first preference be given to the internal candidate.

(j) The failure of a member or members of a selection committee to attend meetings of selection committees, shall not invalidate the recommendations of the Committee.

(k) A current employee who applies for a posted position and is unsuccessful shall, upon request, be notified of the reasons why they were unsuccessful. This request must be made in writing to the Manager, Employee & Labour Relations within five days of the employee being notified of the decision of the Selection Committee.

(l) *Secondment*

(1) Secondment is a full-time leave from a position covered by this collective agreement to a position within OC not covered by this collective agreement.

(2) Seconded employees shall have the right to return to their position within this bargaining unit immediately upon expiration of their secondment. The right to return will not reduce regular positions in the instructional area in the year that the seconded employee resumes their position within the bargaining unit.

(3) An employee on regular appointment having held a position covered by this collective agreement and having subsequently been seconded by OC shall have seniority accumulated to the date of the secondment and shall maintain their accumulated seniority for the duration of the secondment.

- (4) Employees who were seconded prior to February 28, 2007 shall be entitled to continue to accrue seniority for the duration of their secondment.
- (5) Notwithstanding the provisions of this article, employees on secondment waive access to the benefits, terms and conditions of this collective agreement while on secondment.
- (6) With the exception of those employees seconded prior to February 28, 2007, and with the exception of work claimed by an employee who is on layoff and who has the right of recall, a seconded employee may be assigned teaching duties as follows:
 - (i) An employee seconded to the position of Associate Dean may be assigned teaching duties to a workload maximum of 50% per semester;
 - (ii) An employee seconded to any other position may be assigned teaching duties to a workload maximum of 20% per semester; and
 - (iii) Union dues shall be deducted for all hours that a seconded employee is assigned to teaching duties.

ARTICLE 12 - CLASSIFICATION AND RECLASSIFICATION

(Reference Common Agreement, Article 3.3)

When a new classification covered by this agreement is introduced, the rate of pay, job content, and responsibilities shall be subject to negotiations between OC and the Union in accordance with the other provisions of this agreement. If the parties are unable to agree, the matter may be referred to arbitration under Article 53 of this agreement. The new rate of pay shall be retroactive to the date the new position was first occupied.

ARTICLE 13 - DUTIES, RESPONSIBILITIES AND WORKLOADS

13.1 Assignable Duties

The duties and responsibilities of an employee may include all or any of the following: instructional (teaching assignments); course and program preparation; student contact, student advising; evaluation of student work; other functions related to instruction; professional development; student registration and pre-registration duties, school visitations; participation on OC committees; attendance at articulation meetings; representing OC at other functions; administrative duties; and other duties as specified in this article.

13.2 Workload

- (a) The total assigned duty time (Clause 13.3) for full-time employees shall not exceed 30 hours per week, except by mutual agreement between the designated supervisor (or designate) and the employee.
- (b) The working week shall be five consecutive days from Monday to Friday, except that this arrangement may be changed by mutual agreement between OC and the employee.
- (c) For posted positions that make reference to work assignments on weekends, acceptance of the position will signify mutual agreement of the specified workweek.
- (d) (1) Employees shall be entitled to one meal period and two 15-minute rest periods, during each working day. Meal periods may be scheduled through mutual agreement between OC and the employee and may be either 30 or 60 minutes in length.

- (2) The provisions of Clauses 13.2(a) and 13.2(d)(1) of this article shall normally be completed within a maximum period of seven and one-half consecutive hours per day. This may be extended to a maximum of 12 consecutive hours per day for a maximum of two days per week.
- (e) When an instructor from one centre is assigned duties at another centre, each two hours of travel time between centres shall equal one assigned duty hour.
- (f) *Overtime*

Overtime shall be subject to the following:

- (1) When an instructional assignment for a regular full-time instructor exceeds the maximum average of the instructional hours specified in Clause 13.3(b)(1), these hours shall be banked at the rate of time and one-half as non-instructional days. This time shall be taken during the same fiscal year as it is worked and at a time mutually agreed to between the instructor, the Department Chair, and the designated supervisor. Where this time cannot be taken during the same fiscal year or with the mutual written agreement of the instructor and the designated supervisor, the instructor may be paid for the additional hours worked.
- (2) When an instructional assignment for a non-regular instructor with a full-time workload exceeds the maximum average of the instructional hours specified in Clause 13.3(b)(1), these hours shall be paid at time and one-half the hourly rate for the additional hours worked.
- (3) When an employee's assigned duties are in excess of 30 hours per week, the employee shall be paid at time and one-half their hourly rate for the additional hours worked.
- (4) Additional hours worked may not be counted under both Clauses 13.2(f)(2) and 13.2(f)(3).
- (5) Except when required to work overtime in emergency situations, employees shall have the right to refuse to work overtime without being subject to disciplinary action.

13.3 Assignable Duty Time

- (a) The assigned duty time is made up of instructional assignments and other assigned duties as outlined in Clause 13.1.
- (b) (1) The maximum instructional hours per week for full-time employees shall not exceed 27.5 hours unless arrangements satisfactory to the instructor, the Department Chair and the designated supervisor are made to exceed the maximum.
- (2) The instructional hours per week shall be averaged over the annual work assignment exclusive of annual vacation and curriculum development/professional development (CD/PD) days.
- (3) An instructional hour is defined as one hour of scheduled instruction in a classroom, seminar, laboratory, clinical, tutorial, or shop situation.
- (4) In addition to the instructional hours in Clause 13.3(b)(3), instructors shall undertake the associated course preparation, student contact, marking and other functions and responsibilities required to deliver the course.
- (c) Other assignable duty hours as outlined in Clause 13.1 shall be assigned by the Dean in consultation with the instructor.

13.4 Curriculum Development/Professional Development (*see also Article 34*)

- (a)
 - (1) "*Curriculum Development*" is defined as ongoing maintenance activities associated with assigned courses which are required to keep course materials current and relevant.
 - (2) "*Professional Development*" is defined in accordance with Article 34 as the pursuance of study and the updating of skills and/or knowledge relative to the employee's responsibilities. Professional Development activities contribute to the learning, development and growth of employees as Vocational Instructors.
- (b) Regular employees shall be provided with a total of 21 days per calendar year for curriculum development, and professional development (CD/PD time). The Employer shall not assign duties on these 21 days.
 - (1) The number of CD/PD days shall be prorated for regular part-time employees in proportion to the employee's workload level.
 - (2) The employee shall prepare a schedule for the use of both curriculum development/professional development time and for vacation time in consultation with the Department Chair for approval by the designated supervisor. This schedule must be approved prior to any CD/PD and/or vacation time being taken, but not later than March 31. The schedule shall not be changed without the prior approval of the designated supervisor.
 - (3) To facilitate the scheduling of CD/PD time for regular employees, OC shall establish a "*Replacement Bank*" to cover the cost of replacement instructors. A total of 380 days will be allocated to the bank each fiscal year by OC. Days remaining in the bank at the end of one fiscal year shall be carried forward to the next year to a maximum of 30 days.
 - (4) Regular employees may schedule a maximum of four days CD/PD time for "*PD activities*" for which the replacement may be charged to the Replacement Bank described in Clause 13.4 (b)(3).
 - (5) Curriculum development may be completed off-campus with the permission of the designated supervisor in consultation with the Department Chair.
- (c) Employees on non-regular appointments shall receive prorated curriculum development time based on a maximum entitlement of 12 working days in any one calendar year.

ARTICLE 14 - EVALUATION REPORTS

Where a formal evaluation of an employee's performance as an instructor or Department Chair is carried out, the employee concerned shall be given the opportunity to read and review the evaluation. Provision shall be made on the evaluation form for an employee to sign it. The form shall provide for the employee's signature in two places: one indicating that the employee has read and accepts the evaluation, and the other indicating that the employee disagrees with the evaluation. The employee shall sign in only one of the places provided. An employee shall, upon request, receive a copy of this evaluation report. An employee evaluation shall not be changed after an employee has signed it.

ARTICLE 15 - SALARY SCALE AND PROCEDURE**15.1 Equal Pay**

OC shall not discriminate between male and female employees by employing a person of one sex for any work at a rate of salary that is less than the rate of salary which a person of the other sex is employed.

15.2 Pay Days

Salaries shall be payable every second Friday throughout the calendar year. OC agrees to have salaries deposited to each employee's bank, credit union or trust company account in the OC region.

15.3 Salary Scales (*Reference Common Agreement, Article 12*)

Employees shall be paid in accordance with the rates of pay negotiated by the parties to this agreement. For information purposes, the applicable rates of pay are recorded as Appendix A to this agreement.

15.4 Temporary Reclassification

An employee assigned to substitute in, or perform the duties of, a higher paying classification shall receive the appropriate higher salary rate.

15.5 Reclassification Downgrading

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

ARTICLE 16 - APPLICATION OF THE SALARY SCALE**16.1 Placement**

- (a) At time of initial appointment, an employee may be placed on the salary scale to a maximum initial placement of Step 7.
- (b) In exceptional circumstances, and at the discretion of the Vice-President, Education or designate, this maximum may be waived.
- (c) Initial placement on the salary scale will be determined using the following criteria:

Qualifications:

Diploma in Technology or equivalent	Step 11
Bachelor's Degree, Trades Qualification, or equivalent	Step 10
Master's Degree	Step 9
Doctoral Degree	Step 8

Experience:

- (1) One step for each year of full-time equivalent related teaching experience at the post-secondary level at more than one institution, provided the experience is concurrent and equates to full-time at OC, as determined by the designated supervisor.
- (2) One step for each complete two-year block of full-time related teaching in the public school system.

(3) One step for each of the first two years and one step for each complete two-year block thereafter of full-time work experience in an area directly related to the employee's duty assignment.

(4) For the purpose of Clauses 16.1(c)(2) and 16.1(c)(3) above, part-time work may be considered as full-time equivalent experience at the discretion of the Dean.

16.2 Receipt of Salary Increment

(a) (1) An employee on a regular appointment shall receive an annual incremental increase in the pay period in which their anniversary date falls until the maximum salary is reached. The anniversary date of employment shall be defined as the starting date of continuous service with OC or a date which reflects accumulated full-time equivalent service, in accordance with Clause 20(a)(1).

(2) An employee on a non-regular appointment shall receive a salary increment when they have completed 1302 hours paid at the employee's base rate, exclusive of pay in lieu of vacation or vacation, and shall receive additional salary increments for each successive 1302 hours paid at the employee's base rate, exclusive of pay in lieu of vacation or vacation, until the maximum salary is reached, subject to Clauses 8.3 and 8.4. Where an employee has 16 weeks of continuous service, the service shall be accumulated provided interruptions of service do not exceed 36 consecutive weeks.

(3) Should an employee on a non-regular appointment be successful in obtaining a regular appointment, their anniversary date of employment shall be adjusted to reflect their cumulative service with OC, subject to Clauses 8.3 and 8.4.

16.3 Evaluation of New Qualifications

(a) In the event that an employee improves their qualifications while employed by OC, they may apply to the OC President or designate to have their qualifications evaluated and to have their place on the salary scale reviewed.

(b) Upon approval, an employee will receive a step increment on the salary scale when the improvements in qualifications occur that relate to work within the employee's current department:

(1) An additional Interprovincial Trades qualification ("*Red Seal*") is obtained.

(2) The employee's qualifications progress from a Diploma through to a Bachelor's Degree, Master's Degree or Doctoral Degree.

ARTICLE 17 - DISTANCE EDUCATION COURSES

(a) When OC intends to offer a Distance Education course,

(1) the appropriate Department Chair shall be notified, and

(2) the employees in the appropriate instructional areas shall have "*right of first refusal*" for the distance education tutor work for which they are qualified.

(b) Distance Education offerings, delivery or otherwise, shall not be regarded as an assignable duty under the provisions of Article 13.

(c) Part-time distance education tutors and full-time employees who assume a distance education tutoring assignment shall be paid in accordance with the following:

- (1) For each distance education course assigned to the tutor for a 12-month period, a retainer of:

May 3, 2019	Apr. 1, 2020	Apr. 1, 2021
\$371.69	\$379.12	\$386.70

These amounts shall be prorated for a shorter period, subject to a minimum retainer of:

May 3, 2019	Apr. 1, 2020	Apr. 1, 2021
\$185.22	\$188.92	\$192.70

- (2) For each assigned student who is registered in a course section 18 calendar days after the official commencement date of the course section:

May 3, 2019	Apr. 1, 2020	Apr. 1, 2021
\$81.50	\$83.13	\$84.79

- (3) For each assigned student who completes the course and receives a grade, or who participates in the course and is assigned a "W":

May 3, 2019	Apr. 1, 2020	Apr. 1, 2021
\$64.21	\$65.49	\$66.80

- (4) For each contact hour for seminars or workshops that are required by OC:

May 3, 2019	Apr. 1, 2020	Apr. 1, 2021
\$58.04	\$59.20	\$60.38

ARTICLE 18 - DEPARTMENT CHAIRS

18.1 Chair Duties

Under the general direction of the designated supervisor, the Chair of an instructional department shall:

- Provide academic leadership by supporting departmental colleagues with regard to maintaining standards of instructional excellence, curriculum development, working effectively with students, and professional development.
- Represent and act on behalf of the department in faculty and OC matters.
- Assist the designated supervisor with the development and implementation of departmental, faculty and OC policies and procedures, ensuring that department members are consulted with respect to, and involved in the making of, departmental decisions and recommendations.
- Establish departmental strategic and operational plans, in consultation with instructional staff, as well as, in consultation with the designated supervisor, assist in the development of faculty strategic and operational plans.
- Establish and maintain a system for recommending to the designated supervisor an equitable assignment of instructional and non-instructional (course advising, curriculum development, committee membership, etc.) workload.
- Facilitate effective communication amongst departmental members and between the department and the designated supervisor.

(g) Assist and complement the work of other OC employees, departments, divisions, and faculties by developing and maintaining effective administrative systems with respect to budget development, the ordering of books and other program supplies, library collection development, maintenance of department records such as syllabi, reading lists, class materials, etc., and the setting of examinations and grading.

(h) In addition, where specifically authorized by the Dean, the Chair of an instructional department shall:

- (1) Administer the departmental non-salary operating budget.
- (2) Establish and chair selection committees to hire instructional staff.
- (3) When mutually agreed between the designated supervisor and the Chair, evaluate the performance of instructional staff with regard to teaching.

18.2 Selection Procedure

A Department Chair shall be appointed according to the following procedure:

(a) All department members holding regular full-time positions shall be eligible for the position of Department Chair.

(b) The position of Department Chair shall be posted internally only.

(c) The recommendation to the OC Vice-President Education or designate of a department member for the position of Department Chair shall be determined by a secret ballot at a departmental meeting. The designated supervisor shall act as Chair for the election. Employees on regular appointment, or non-regular employees with a full-time workload who have accumulated 12 months service in accordance with Clauses 8.3 and 8.4 and whose current appointment is for a period of four consecutive months or more shall be eligible to vote. In the event of a tie, the designated supervisor and the department shall make every effort to break the tie. If a tie remains, it shall be broken by the toss of a coin.

(d) In the event that OC is unable to appoint a regular full-time employee in accordance with point (a) above, the election may be open to include regular part-time employees.

(e) Hours accrued by a regular part-time employee while serving as Chair will count for the following purposes:

- (1) seniority (Clause 20[a][1]);
- (2) annual vacation entitlement (Clause 22.1[c]);
- (3) sick leave entitlement (Clause 23.2[b]);
- (4) health and welfare benefits (Clause 27.1[f]) and
- (5) professional development leave (Clauses 34[c] and [d]).

(f) Chair duties shall not be considered as ongoing work for the purpose of assigning the minimum percentage in Clause 8.6(f). Upon conclusion of the assignment as Chair a regular part-time employee will maintain their minimum instructional workload except as noted in point (g) below.

(g) A regular part-time employee serving as Chair shall maintain the right to accrue additional work for which they are qualified in accordance with Clause 8.6(e).

18.3 Term of Appointment

- (a) The term of a Department Chair shall normally begin on July 1 and shall normally have a length of three years. With the exception of Clause 18.3(b), resignations shall not normally occur during the instructional period unless mutually agreed between the designated supervisor and the Chair.
- (b) A Department Chair who anticipates being absent or who is absent for a continuous period of four months or more shall yield the Chair. In such event, election of a new Department Chair, in accordance with Clause 18.2, shall normally take place within one month.

18.4 Chair Orientation

All Department Chairs, once elected, must participate in an orientation program administered by the College. Every effort will be made to provide such orientation in advance of the Department Chair's start date.

ARTICLE 19 - ADULT ACADEMIC AND CAREER PREPARATION (AACP) COORDINATOR

- (a) The responsibilities of the AACP Coordinator, under the direction of the AACP Department Chair, shall include any or all of the following:
- (1) Assumes a facilitation role to ensure the smooth operation of the ABE program in the Campus or Centre.
 - (2) Ensures that placement procedures are conducted, results are evaluated and communicated to students, agencies, or the admissions office, as appropriate.
 - (3) Provides information needed for planning, staff workloads, and assignments to the Department Chair.
 - (4) Ensures that agencies, the public and students are aware of the test dates.
 - (5) Maintains a liaison with appropriate agencies in the respective communities.
 - (6) Disseminates information to the Campus or Centre AACP staff and feeds opinions and information back to the AACP Department Chair.
 - (7) Forwards requests to the AACP Department Chair for advertising and provides the appropriate information needed to complete the task.
- (b) The AACP Coordinator shall be appointed for a period of two years, with an option to renew for a further two years, subject to satisfactory performance. Appointments shall begin July 1st in any given year.
- (c) The position of AACP Coordinator shall be posted internally only; there shall be a competition for the position; only employees on regular appointments in the AACP Department shall be eligible to apply for the position of AACP Coordinator; and the successful candidate shall be chosen by a selection committee, except in the case of only one application being received and appointed by the designated supervisor.
- (d) The Selection Committee shall be composed as follows:
- Program Dean;
 - Up to one other administrator named by OC; and
 - Two members of the AACP Department.

- (e) An AACP Coordinator going on leave of absence for more than four months shall yield their post as AACP Coordinator. In such event, a new AACP Coordinator shall be appointed in accordance with Clause 19(c).

ARTICLE 20 - SENIORITY

- (a) (1) Seniority for employees on regular appointments shall be defined as the length of accumulated full-time equivalent service with OC, subject to Clauses 8.3 and 8.4 if the employee had previous service in a non-regular appointment category.
- (2) Seniority for employees on non-regular appointments shall be defined as the length of accumulated full-time equivalent service with OC, subject to Clauses 8.3 and 8.4.
- (b) An employee shall not lose seniority rights if they are absent from work because of sickness, accident or leave of absence approved by OC.
- (c) An employee shall lose seniority rights in the event they are discharged for cause, they resign and are not reinstated within 30 days, or Clauses 8.3(c), 8.4(b) or Clause 49.3(b) takes effect.
- (d) OC shall provide the Union with an employee seniority list every six months.

ARTICLE 21 - PAID HOLIDAYS

21.1 Paid Holidays

The following have been designated as paid holidays:

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

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.

21.2 Holidays Falling on Saturday or Sunday

For an employee whose workweek is from Monday to Friday and when any of the above-noted holidays fall 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 holiday for the purpose of this agreement.

21.3 Holiday Falling on a Day of Rest

When a paid holiday falls on an employee's day of rest, OC shall make every reasonable effort to give the employee a lieu day off, with pay, on the first regularly scheduled workday following the day of rest so affected. Where this is not possible, the lieu day shall be taken at a mutually agreeable time. When a paid holiday is moved to another day under the provision of this clause:

- (a) Work performed by an employee on the day from which the holiday was moved shall be considered as work performed on a day of rest;
- (b) Work performed by an employee on the day to which the holiday was moved shall be considered as work performed on a holiday.

21.4 Holiday Coinciding with a Day of Vacation

Where an employee is on vacation and a day of paid holiday falls within that period, the paid holiday shall not count as a day of vacation and shall be rescheduled in accordance with Article 22.

21.5 Statutory Holidays for Non-Regular Employees

Employees on non-regular appointments who have earned wages in 15 of the 30 calendar days prior to a statutory holiday, and are still employed by OC, or are re-employed by OC within 10 working days (exclusive of statutory holidays) of the holiday, shall be paid for such holiday. In the case of employees who work varied hours, the pay for the holiday is calculated as the average of their hours exclusive of overtime for the days they have earned wages in the 30 calendar day period immediately preceding the week in which the statutory holidays occurs.

ARTICLE 22 - ANNUAL VACATION

22.1 Annual Vacation Entitlement

- (a) The vacation year shall coincide with the calendar year.
- (b) An instructor on a regular appointment shall be entitled to an annual paid vacation of 43 working days. Where less than a full year of service is involved, vacation shall be prorated on the basis of 3.5 days with pay for each completed month of service. For the purpose of this clause, unpaid leave shall not be counted as service.
- (c) The number of vacation days shall be prorated for regular part-time employees in proportion to the employee's workload level (see Clause 8.6[b]).
- (d) An employee on a non-regular appointment shall receive 14% of their gross salary, payable biweekly, in lieu of vacation time. Employees appointed for 10 consecutive months or more may request at the start of their appointment to earn vacation entitlement in accordance with Clause 22.1(b). Any entitlement not taken during the appointment period shall be paid out in cash at the end of the appointment period.

22.2 Prime Time Vacation Period

Subject to the instructional needs of the vocational programs, vacation time shall be scheduled at the convenience of the instructors concerned. OC shall make every reasonable arrangement to assure that instructors are able to schedule vacations during the period from May 1 to September 30. An instructor shall be entitled to take 50% of their annual vacation entitlement during the two-month period of July and August. Employees who are required by OC to be recalled during their vacation period shall receive equivalent vacation day(s) off at a later date.

22.3 Vacation Carryover

Upon notification in writing to the designated supervisor, an employee may carry over a maximum of 10 days' vacation leave to the next year. An employee shall not receive cash in lieu of vacation time, except upon termination, or as prescribed under Clause 22.1(d).

22.4 Preference in Vacation

- (a) Vacation shall be granted on the basis of seniority within a program.
- (b) Employees who do not submit their vacation request by March 31st shall not be entitled to exercise their seniority rights in respect to any vacation time previously selected by an employee with less seniority.
- (c) Vacation requests that are submitted after March 31st of any year may be granted, subject to the operational requirements of OC. Such requests shall not be unreasonably denied.

22.5 Scheduled Vacations

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

ARTICLE 23 - ILLNESS, INJURY AND LONG-TERM DISABILITY**23.1 Sick Leave Defined**

- (a) Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick, disabled, quarantined, or because of an accident for which compensation is not payable under the *Workers Compensation Act*, or for circumstances as provided for under Clause 23.3.
- (b) An employee may be required to produce a certificate from a duly qualified physician, certifying that the sick employee is unable to carry out their duties due to illness. OC may require the employee to submit medical forms provided by OC and completed by the employee and/or the employee's physician, as applicable, and forward them to the OC claims adjudicator.

23.2 Sick Leave Entitlement

- (a) An employee on a regular full-time appointment shall earn sick leave credits at the rate of one and one-half days for each month of service in which pay is received for at least 15 days each calendar month, and shall accumulate sick leave credits to a maximum of 180 working days. The number of days shall be prorated for regular part-time employees in proportion to the employee's workload level.
- (b)
 - (1) An employee on a non-regular appointment with a full-time workload shall earn sick leave credits at the rate of one and one-half days for each month of service in which pay is received for at least 15 days each calendar month, and shall accumulate sick leave credits to a maximum of 90 working days, subject to the conditions of Clause 8.3.
 - (2) An employee who has accumulated sick leave credits in accordance with Clause 23.2(b)(1) must be on a non-regular appointment with a full-time workload of at least three consecutive weeks in order to be eligible to use previously accumulated sick leave.
- (c)
 - (1) An employee on a non-regular appointment with a part-time workload of three consecutive months or more and a minimum average of six instructional hours per week shall earn sick leave credits on a pro rata basis to a maximum accumulation of 90 working days of sick leave credits, subject to the conditions of Clause 8.4.
 - (2) An employee on a non-regular appointment with a part-time workload who has accumulated sick leave credits must meet the requirements in Clause 23.2(c)(1) in order to be eligible to use previously accumulated sick leave.

- (d) An employee shall be entitled to claim sick leave at their regular rate of pay for a maximum period equivalent to their accumulated sick leave credit for absence from work because of illness or injury.

23.3 Family Illness (*Reference Common Agreement, Articles 7.7, 7.8*)

- (a) In the case of illness of a member of the immediate family, (as defined in Clause 30[b]), residing on an ongoing basis in the employee's household or with whom the employee permanently resides, when no one at home other than the employee can provide for the needs of the person, an employee on regular appointment, or a non-regular employee who has accrued sick leave credits under Clause 23.2(c) or (d), shall be entitled, after notifying their supervisor, to use annual sick leave entitlement up to a maximum of three days at any one time for this purpose, provided a minimum of 12 days is available each year for personal sick leave only (see Clause 23.7).

- (b) Employees may be required to produce a certificate from a duly qualified physician certifying that an immediate family member is ill and requires attention.

23.4 Employee to Inform OC

The employee shall make every reasonable effort to inform their Chair/Coordinator, who will then inform the designated supervisor or designate, as soon as possible of their inability to report to work because of illness or injury.

23.5 Sick Leave Records

A record of all unused sick leave shall be kept by OC and shall be available to employees online.

23.6 Voluntary Sharing of Sick Leave

If an employee suffers a prolonged illness and uses up all their sick leave credits, other employees may each voluntarily donate up to a maximum of 10 days sick leave from their accumulated sick leave credits for the use of another employee provided a minimum of 12 days is retained each year for personal sick leave only. The total of all such donations shall not exceed 90 days or the number of days required to cover the ill employee until they qualify for coverage under the long-term disability plan, whichever is the lesser of the two. Such donation of sick leave credits shall be given in writing to OC prior to the expiration of the ill employee's sick leave credits.

23.7 Deduction of Sick Leave

- (a) All absences on account of illness or injury on a working day (exclusive of designated paid holidays) shall be charged against an employee's sick leave credits.
- (b) There shall be no charge against an employee's sick leave credit when their absence on account of an illness or an injury is less than one-half day.
- (c) Where the period of absence on account of illness is at least one-half day but less than a full day, one-half day only shall be charged as sick leave.

23.8 Ineligible for Sick Leave

An employee can neither earn nor take sick leave with pay for any period during which they are on leave of absence without pay, under suspension, on strike or locked out.

23.9 Medical and Dental Appointments

Deductions shall be made from sick leave entitlement for medical and dental appointments in accordance with Clause 23.7.

23.10 Travel Time for Medical and Dental Care

Employees in areas where adequate medical and dental facilities are not available shall be allowed to deduct from their sick leave credits the necessary return travelling time to receive personal or immediate family medical and dental care at the nearest medical centre. OC may request a certificate of a qualified medical or dental practitioner, as the case may be, stating that treatment could not be provided by facilities or services available at the employee's place of residence.

23.11 Long-Term Disability

- (a) An employee on long-term disability shall be considered an employee for purposes of the College Pension Plan only and shall continue to be covered by medical, extended health, dental and group life and AD&D insurance for the first 24 months from the date on which the employee received compensation under the long-term disability plan. Participation in these plans may be continued past the 24 months provided OC is reimbursed for 100% of the applicable premiums.
- (b) An employee who qualifies for long-term disability benefits shall retain their accumulated seniority and shall only accumulate seniority for the first 24 months while on long-term disability for the purposes of layoff/recall, and shall have access to the grievance procedure in the collective agreement during this period. Except as otherwise expressly provided, employees on long-term disability shall not be covered by any other portion of the collective agreement.
- (c) An employee who has recovered from a total disability during or immediately upon the expiration of the first 24 months from the date on which the employee received compensation under the long-term disability plan shall be entitled to be reinstated by OC provided the employee is able to perform the duties in a satisfactory and efficient manner and their position has not been declared redundant under Article 49.
- (d) If an employee is unable to return to work upon the expiration of the first 24 months, as stated in Clause 23.12(c), their employment with OC shall be deemed to be terminated, except as expressly provided in Clause 23.12(a), unless an extension is agreed to by OC.

23.12 Rehabilitation Committee

Given that the parties agree that they have a joint interest in preserving the integrity of the benefit programs and of ensuring employees receive appropriate support for workplace accommodations, access to benefits, rehabilitation and return to work, the parties agree as follows:

- (a) The parties shall maintain a Joint Rehabilitation Committee.
- (b) The Joint Rehabilitation Committee shall comprise four members; two appointed by the College and two appointed by the BCGEU. The Rehabilitation Committee may invite resource personnel as needed.
- (c) The Rehabilitation Committee shall meet quarterly.
- (d) Any changes to the Terms of Reference must be agreed to by the parties.

23.13 WorkSafeBC

Where employee(s) are on an OC claim recognized by WorkSafeBC, employee(s) shall be entitled to leave, at 75% (subject to upward adjustment in accordance with WorkSafeBC rates) of their regular rate of pay, for a maximum of 24 months for any one claim resulting from any one injury or recurrence of that injury. The compensation payable by WorkSafeBC shall be remitted to OC. The following conditions shall apply:

- (a) OC shall pay health and welfare benefits as defined under Article 27 during the first 24 months leave on each WorkSafeBC claim.
- (b) Employees on WorkSafeBC claims will retain full pensionable service based on their appointment and the cost shall be shared between OC and the employee in accordance with the *Public Service Pension Benefits Standards Act*.
- (c) If after 24 months under Clause 23.12, the employee(s) still remains on leave, the employee(s) shall be considered on a direct WorkSafeBC claim.

23.14 Direct Claim

Employees may, at their option, choose a direct claim arrangement with WorkSafeBC and be considered on a leave without pay from OC. In this case, health and welfare benefits and pension coverage will not be maintained by OC.

ARTICLE 24 - EMPLOYEE ASSISTANCE PROGRAM

OC and the Union will jointly participate in the administration of a mutually acceptable Employee Assistance Program for employees on regular appointments. OC shall provide an administrative fee up to the equivalent of 0.2% of the bargaining unit salary base in each fiscal year to fund the cost of the program. Any issues regarding the administration of the Program will be subject to discussion by the Joint Committee referred to in Clause 7.4.

ARTICLE 25 - RETIREMENT

(Reference Common Agreement, Article 11)

25.1 Retirement Notice

An employee on regular appointment may retire by giving at least 60 days' notice to their supervisor. The retirement will take effect at the end of the employee's teaching assignment or semester or an alternate date mutually agreed upon by the employee and supervisor.

25.2 Retirement Leave or Payout

Upon retirement, an employee on a regular appointment shall be granted a leave, or at the employee's option, a cash payout, equal to 50% of accumulated sick leave.

25.3 Retirement Allowance

An employee on a regular appointment shall receive a retirement allowance at the rate of five working days for every year of completed full-time equivalent service with OC, prorated. The initial and final years of service on regular appointment shall be prorated.

ARTICLE 26 - PARENTAL LEAVE

(Reference Common Agreement, Article 8)

26.1 Preamble

(a) Definitions

- (1) "Common-law partner" is a person of the same or different sex where the employee has signed a declaration or affidavit that they have been living in a common-law relationship or have

been co-habiting for at least 12 months. The period of co-habitation may be less than 12 months where the employee has claimed the common-law partner's child/children for taxation purposes.

(2) "*Base salary*" is the salary that an employee would earn if working their full workload up to a maximum of a full workload as defined in the employee's collective agreement.

(b) Parental leave of absence without pay shall be granted on application to the designated supervisor. The duration and other terms of the leave shall be subject to the following provisions:

(1) A maternity leave of absence without pay shall be granted at any time chosen by the employee during the 13-week period immediately preceding the anticipated date of birth for a period of up to six months, or to the expiry date of a part-time or temporary appointment, whichever is shorter.

(2) Upon four weeks' written notice a birth mother, spouse, a biological father, common-law partner, or adoptive parent shall be eligible for parental leave.

(3) Parental leave entitlement shall be up to 35 weeks in the case the employee chooses standard leave, and up to 61 weeks in the case the employee chooses the extended leave option.

(c) *Entitlement*

Upon written request, an employee shall be entitled to a leave of absence without pay of up to six consecutive months in addition to statutory requirements. Notwithstanding the foregoing, employees who elect the Standard Leave as defined under the *Employment Insurance Act*, shall be entitled to up to 12 consecutive months of leave without pay in addition to the statutory requirements.

26.2 Commencement of Leave

Leave taken under Article 26.1(c) shall commence:

(a) for the birth mother, immediately after the end of the leave taken under the maternity leave provisions or within 78 weeks of the birth unless the Employer and the employee agree otherwise.

(b) for a spouse, a biological father, or a common-law partner to care for the child after the child's birth and within 78 weeks of the birth.

(c) for an adopting parent, within 78 weeks after the child is placed with the parent.

26.3 Benefits Continuation

The Employer will maintain coverage for medical, extended health, dental, group life and disability benefits for leaves taken under Article 26. For the period of the leave, premium and pension contribution payment will be as follows:

(a) Premium payment for benefit coverage shall be on the same basis as if the employee were not on leave.

(b) Contributions for pensionable service shall be on the same basis as if the employee were not on leave. Where an employee elects to buy back pensionable service for part or all of the Article 26 leave, the Employer will pay the Employer portion of the pension contributions in accordance with the Pension Plan regulations.

26.4 Vacation Entitlement and Accrual

(a) An employee who applies for and is granted leave under this article may elect to take all or part of their accrued vacation entitlement at full salary during their leave of absence.

- (b) An employee will continue to accrue vacation entitlement for the first six months of any leave granted under this article provided the employee returns to work for a period of not less than six months. Vacation earned pursuant to this article may be carried over to the following year.

26.5 Return to Work

- (a) An employee who returns to work following a parental leave shall retain the seniority the employee had attained prior to the leave and shall accrue seniority for the period of the leave.
- (b) An employee who returns to work following a parental leave shall be placed in the same position that employee held prior to the leave or in a comparable position.
- (c) Upon written request, an employee on parental leave under Article 26.1(c) may return to work on a graduated basis. Upon receipt of a request, the local parties will mutually agree to an acceptable graduated parental leave return to work plan for the employee.
- (d) An employee who has taken leave under this provision is entitled to all increases in wages and benefits the employee would have been entitled to had the leave not been taken.

26.6 Supplemental Employment Benefit for Maternity and Parental Leave

- (a) When on maternity or parental leave, an employee will receive a supplemental payment added to Employment Insurance benefits as follows:
- (1) For the first week of leave, an employee shall receive 100% of their salary calculated on their average base salary.
 - (2) For a maximum of 15 additional weeks of maternity leave, the employee shall receive an amount equal to the difference between the Employment Insurance benefits and 95% of their salary calculated on their average base salary.
 - (3) For up to a maximum of 35 weeks of parental leave, the biological, adoptive or legally recognized parent shall receive an amount equal to the difference between the Employment Insurance Standard Parental EI Benefits and 85% of the employee's salary calculated on their average base salary.
 - (4) If the biological, adoptive, or legally recognized parent elects the Extended Parental EI Benefit, for a maximum of 61 weeks the parent shall receive the same total SEB benefit amount received under Article 26.6(a)(3) when the employee opts for 35 week EI benefit, spread out and paid over the 61 week period. Payroll will make this calculation.
 - (5) Provided the employee received SEB as per Article 26.6(a)(1)(2)(3) and (4), for the last week of the parental leave, where no EI benefit is paid, the employee shall receive 100% of their salary calculated on their average base salary.
 - (6) The average base salary for the purpose of Article 26.6(a)(1) through (4) is the employee's average base salary for the 26 weeks preceding the maternity or parental leave. If the employee has been on unpaid leave for part of the preceding 26 weeks, then up to four weeks of that unpaid leave will be subtracted from the 26 weeks for the purpose of calculating the average base salary.
- (b) 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 a receipt of Employment Insurance benefits.

ARTICLE 27 - HEALTH AND WELFARE PLANS*(Reference Common Agreement, Article 9)***27.1 Details of Coverage****(a) Group Insurance Plan**

(1) *Life Insurance* - three times annual salary (Principal Sum) with a floor of \$20,000.

(2) *Accidental Death and Dismemberment* -

Life (in addition to any Life Insurance)	the Principal Sum
Both Hands.....	the Principal Sum
Both Feet.....	the Principal Sum
Entire Sight of Both Eyes.....	the Principal Sum
One Hand and One Foot	the Principal Sum
One Hand and Entire Sight of One Eye	the Principal Sum
One Foot and Entire Sight of One Eye	the Principal Sum
Speech and Hearing	the Principal Sum
One Arm	three-quarters of the Principal Sum
One Hand	three-quarters of the Principal Sum
One Foot	two-thirds of the Principal Sum
Entire Sight of One Eye	two-thirds of the Principal Sum
Speech or Hearing.....	one-half of the Principal Sum
Thumb and Index Finger of Either Hand	one-third of the Principal Sum

(b) *Long-Term Disability* - payable after 90 days of disability at a level of 70% of monthly salary to a maximum of \$4,000.

(c) Dental Care Plan

(1) Plan "A" and "B", *Basic Services*

- diagnostic, preventive, surgical services, etc.
- 100% reimbursement from the plan.

(2) Plan "C" Prosthetic Appliances and crown and bridge procedures

- 50% co-insurance

(3) Plan "D" Orthodontics

- available to employee and dependants only after patient has been covered continuously for 12 months; maximum lifetime benefits of \$2,500 per patient with 50% co-insurance.

(4) OC to purchase a rider for the dental benefit in order to ensure that reimbursement is at the specialist fee guide rates, where applicable.

(d) Medical Care Plan

- (1) Standard Medical;
- (2) Medical Supplement.

(e) The above is provided solely for the purpose of explaining the principal features of the plans. All rights with respect to the benefits of the plans will be governed by the policies issued by the carriers.

(f) OC agrees to pay 100% of the premiums for the health and welfare plans for employees on regular full-time appointments and eligible employees on non-regular appointments (see Clause 27.2). OC shall pay a pro rata portion of the health and welfare benefits for regular part-time employees based upon the percentage of the employee's regular part-time appointment (see Clause 8.6[b]).

(g) OC agrees that the benefits under this article shall not be less than those provided by the plans in effect under Clause 20.01 of the 1978-79 collective agreement.

(h) *Optical Coverage*

\$300 maximum coverage for each insured individual during a 24 month period. Effective January 1, 2019, vision care coverage shall be increased to \$500 every two years.

27.2 Coverage for Non-Regular Appointments

Employees on non-regular appointments shall receive all health and welfare benefits detailed in Clause 27.1, providing they meet the following conditions:

- (a) appointments must be for a period of six consecutive months or more; or
- (b) employees must have worked six consecutive months or more.
- (c) An employee who has accumulated 12 months of service in accordance with Clauses 8.3 and 8.4 and whose current appointment is for a period of five consecutive months or more shall be entitled to health and welfare benefits and to contribute to the pension plan.
- (d) Where eligible for health and welfare benefits and where the work continues and follows the Christmas break, the employee's employment is deemed to be continuous for the purpose of these benefits.

Eligibility for health and welfare plans is governed by the policies issued by the carriers.

27.3 Continuation of Benefit Coverage

When an employee goes off work ill without sick leave, is on leave of absence without salary, or a grievance is invoked on their discharge, OC shall continue to pay health and welfare benefits as detailed under Clause 27.1 of this agreement provided:

- (a) the employee reimburses OC for such contributions made on their behalf and is at no time in arrears;
- (b) periods of less than one month shall not be charged to the employee;
- (c) the period of such coverage shall exceed 12 months only by mutual agreement of the two parties.

27.4 Medical Examinations

Any physical or medical examinations required by OC shall be promptly complied with by all employees, provided, however, that OC shall pay all costs for such physical or medical examinations, and for any time lost as a result thereof, during the employee's working hours. When an employee is examined by a physician, at OC expense, and it is found that the employee is not fit to carry on their employment, the original examining physician shall first consult with the employee's personal physician, and/or a physician nominated by the Union. If after such consultation it is determined that the employee is capable of carrying on their present employment, they shall be reinstated without loss of pay.

ARTICLE 28 - PAYMENT TO DEPENDANT UPON DEATH OF A REGULAR EMPLOYEE

In the event of the death of a regular employee who was hired prior to April 1, 2004, the employee's dependant or dependants shall receive:

- (a) payment of the employee's full month's salary irrespective of the day of the month on which the death occurred;
- (b) payment of all accrued vacation leave;
- (c) death in service benefits as follows:
 - one month's salary for each completed and continuous year of service to a maximum of six months;
- (d) any group life insurance payment, widow's, widower's pension, etc., to which the deceased employee's dependants shall be entitled.

ARTICLE 29 - BEREAVEMENT LEAVE

(Reference Common Agreement, Article 7.6)

- (a) In the case of bereavement in the immediate family, an employee, who is not on leave of absence without pay, shall be entitled to bereavement leave, at their regular rate of pay, to a maximum of five working days.
- (b) Immediate family is defined as an employee's parent, spouse, child, common-law child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, ward, and any other relative permanently residing in the employee's household or with whom the employee permanently resides.
- (c) In the case of bereavement of a friend or relative other than those specified in Clause 30(b), up to one day's leave with pay shall be granted to attend 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.

ARTICLE 30 - POLITICAL ACTIVITY

(Reference Common Agreement, Article 7.11)

- (a) OC agrees not to apply restrictions on employees who wish to engage in political activities on their own time as campaign workers. If an employee is nominated as a candidate for election at the federal or provincial level, they shall take a leave of absence without pay to engage in the election campaign. If elected to full-time office, the employee shall be granted leave of absence without pay and without loss of seniority for a period of one year. Such leave shall be renewed each year during their term of office to a maximum of five years. At least three months' notice of intention to renew or not renew shall normally be given to OC.
- (b) Any employee eligible to vote in a federal, provincial or municipal election or a referendum shall have four consecutive clear hours during the hours in which the polls are open in which to cast their ballot.

ARTICLE 31 - FIREFIGHTING PAY

If an employee is called upon to fight a forest fire, OC agrees to retain the employee on the OC payroll, without loss of seniority, and agrees to reimburse the employee for the difference in the amount of firefighting pay received, and their regular salary. If an employee is on vacation leave with pay at the time of the summons to fight a forest fire, the number of days spent in firefighting shall be credited to their vacation leave.

ARTICLE 32 - LEAVE FOR COURT APPEARANCES

(Reference Common Agreement, Article 7.10)

- (a) OC 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 at court shall be without pay, or at the discretion of the employee, charged against vacation leave.
- (c) Time spent at court by an employee in their official capacity shall be at their regular rate of pay.
- (d) Court actions arising from employment which require attendance at court, shall be with pay, except where the court action arises from suspension or dismissal of the employee involved.
- (e) In the event an accused employee is jailed pending a court appearance, such leave of absence shall be without pay.

ARTICLE 33 - GENERAL LEAVES**33.1 Special Leave**

An employee not on leave of absence without pay shall be entitled to special leave at their regular rate of pay for leave under circumstances listed below:

- (a) birth or adoption of the employee's child;
- (b) serious household or domestic emergency;
- (c) attendance at the employee's own citizenship hearing;
- (d) court appearance of the employee's child;
- (e) wedding of the employee's child.

Total leave of absence for any or all of the above shall not exceed three days in any one calendar year. Employees shall give two weeks' notice for Clauses 34.1(c) and (e) and shall make reasonable efforts to inform supervisors of Clauses 34.1(a), (b) and (d) above.

33.2 Leave Without Pay

- (a) OC may grant a full-time or partial leave of absence without pay and without loss of seniority to any employee requesting such leave. Such request to be in writing and approved by OC. This leave of absence provision shall not apply during the probationary period of an employee except in case of emergency at the discretion of the Vice-President Education or designate.
- (b) This period of the leave of absence shall not count towards the accumulation of service for the purposes of salary increments or severance pay. *(Reference Common Agreement Article 7.3)*

33.3 Other Leave

In the event that an employee requests a leave of absence for reasons not listed elsewhere in the collective agreement, then leave of absence with pay may be granted at the discretion of the Vice-President Education or designate.

ARTICLE 34 - PROFESSIONAL DEVELOPMENT

34.1 Preamble

OC and the Union recognize the value of professional development to the employee and the institution.

(a) Professional development ("PD") for Vocational Instructors falls into three general categories: teaching methodology, subject-area competence, and professional growth. Professional growth is a category which is focused on the individual instructor. Recognizing the priority to maintain high standards of educational service, this category allows individuals to seek professional development that may go beyond the scope of their current subject area but is connected to the mission, values and goals of Okanagan College.

(b) Individual PD is defined as an application submitted by one employee for the purposes outlined in 34.1(a). Funds in support of individual requests shall be considered in the order in which they are received. Benefit to the College community will determine the priority when two or more requests have equal merit and there are insufficient funds to support both.

(c) Group PD is intended for activities, workshops, and events that are specifically arranged and designed for the needs of the group. Participation, as a group, in external conferences will still be considered as individual requests.

(d) Requests for assistance for group events which have a potential for general participation by instructors will have priority over individual requests.

(e) Retroactive applications will not normally be accepted. Under special circumstances, retroactive applications may be reviewed provided they are accompanied by a clear rationale for the retroactive application and supporting documentation.

34.2 Eligibility for Leave

Employees on regular appointments shall be eligible to apply for professional development leave and financial assistance. Access to professional development on a pro-rata basis is open to non-regular employees subject to a determination that such activity will be of benefit to the College.

34.3 Professional Development Leave

(a) Professional development leave may be granted by OC to a maximum of 85 working days in any one fiscal year for employees on regular appointments and a pro-rated amount for non-regular appointments.

(1) Applications for leave shall be submitted to the Professional Development Committee for recommendation to the designated supervisor normally at least one month in advance of the leave time.

(2) Employees on non-regular appointments who are granted professional development leave and/or financial assistance shall normally take such leave or assistance during their appointment period. Upon prior approval by the Professional Development Committee, employees may be granted financial assistance for professional development activities which

occur during a period when they are not on appointment and no longer employees, provided a work assignment is available in the educational plan for the next fiscal year.

(b) Professional development leave shall be subject to the following:

- (1) Subject to Clause 34.3(a)(2) the leave may be taken only at a time mutually agreeable to OC and the employee.
- (2) Contributions for employee benefits shall be continued during the leave period by OC and the employee and the leave period shall count in full for increment purposes.
- (3) Approved leave shall be at full salary unless mutually agreed otherwise by the employee and the Professional Development Committee.

34.4 Professional Development Funding

- (a) (1) There shall be a professional development fund to support professional development activities. The fund shall be drawn from the following sources each fiscal year:
- (i) 0.785% of the salaries of the employees covered by this article which shall be provided by OC;
 - (ii) twenty-five dollars for each employee covered by this article which shall be provided by each employee as a condition of employment;
 - (iii) the savings in salaries and benefits of any employees granted leave at a reduced salary as a consequence of any arrangement made under the provisions of Clause 34.3(b)(3).
- (2) To ensure equitable distribution of funds, the Committee has set a maximum amount that an individual may receive from the fund in any one year. Funds will be restricted to a maximum of \$3,000 per person per fiscal year.
- (3) A report showing the funds available, funds used to date, funds remaining and funds carried over will be provided to the Joint Union Management Committee every six months. Funds not expended in any one fiscal year shall be carried forward to the next fiscal year.

34.5 Professional Development Committees

- (a) (1) Professional Development Committees, consisting of the Dean and two vocational instructors, shall be appointed for each of the following three committees:
- (i) Health and Social Development Committee;
 - (ii) Foundational Programs, English as a Second Language and Office Administration Committee;
 - (iii) Trades and Apprenticeship Committee.
- (2) Subject to the provisions of this article, the committees shall establish, publish and work within common guidelines for the review of applications for professional development leave and financial assistance and for the allocation of such monies. Professional Development Committees may establish, publish, and work within their own guidelines upon the agreement of all the Professional Development Committees.
- (3) The Professional Development Committees shall review applications and make recommendations to the Dean or designate for the granting or denial of professional

development leave, together with a recommendation for financial assistance should the Committee recommend that the leave be granted. The Dean or designate shall approve or deny professional development leave and financial arrangements, taking into account the recommendations of the Committee.

ARTICLE 35 - EMPLOYEE EXCHANGE LEAVE

(Reference Common Agreement, Article 7.12)

An employee on a regular appointment who has successfully completed their probationary period may negotiate on their own to exchange positions with an instructor of comparable qualifications and experience for a period of up to one year. This exchange leave will be subject to the following conditions:

- (a) The instructor applying for exchange leave and OC shall follow the following time schedule:
 - (1) at least one year prior to the intended exchange leave, the instructor wishing to take an exchange leave shall notify the OC President or designate, and designated supervisor, in writing, of their intention to negotiate an exchange leave;
 - (2) at least six months prior to the exchange leave, the instructor shall notify the OC President or designate, and designated supervisor of their arrangements and submit the qualifications of the incoming instructor for approval;
 - (3) the designated supervisor and the appropriate department shall review the qualifications and determine if the exchange candidate is acceptable. The instructor applying shall be notified within one month, in writing, of the acceptance or rejection of their exchange leave. If the exchange leave is rejected, the instructor will be advised of the reasons for rejection.
- (b) The employee covered by this agreement shall have their full salary and benefits paid by OC during the exchange period.
- (c) The exchange time shall count in full for increment, seniority, and pension purposes.
- (d) No more than one instructor or 25% of the members of an instructional area, whichever is greater, may be on exchange or extended study leave at any one time. An application for an extended study leave shall take priority over an exchange leave application.
- (e) As a condition of granting the exchange leave, the incoming instructor must agree to take out an associate membership in the Union, and they must sign a statement to the effect that they will abide by the conditions and procedures laid down by this agreement.
- (f) OC shall extend to the incoming instructor all non-monetary benefits of this agreement.
- (g) Whatever would normally constitute grounds for dismissal or suspension under this agreement shall be considered grounds for the termination of the exchange agreement.

ARTICLE 36 - INSTRUCTOR'S DIPLOMA PROGRAM OR EQUIVALENT TEACHING QUALIFICATION

- (a) All employees on regular appointment, except those employees exempted from this provision by OC, will be required to obtain the BC Provincial Instructor's Diploma, valid BC Teacher's Certificate appropriate to the instructional assignment, or equivalent qualification as determined by OC within a maximum of two years from date of appointment in the regular appointment category. This period may be extended by OC because of extenuating circumstances.

(b) Employees on non-regular appointment who are appointed to or converted to a regular appointment category shall be required by OC to obtain the BC Provincial Instructor's Diploma or the qualifications in Clause 36(a) above, within two years of appointment to the regular appointment category. This period may be extended by OC because of extenuating circumstances.

(c) Employees, who are eligible in accordance with Clause 34(c), may apply to the Professional Development Committee for reimbursement of their tuition fees, up to the employee's annual maximum allocation per year, upon successful completion of each course associated with the BC Provincial Instructor's Diploma or equivalent.

ARTICLE 37 - UPGRADING OF QUALIFICATIONS

OC agrees to pay the full cost of any courses of instruction, required by OC, to better qualify an employee to perform their job. Full cost shall include travel expenses, accommodation and subsistence, and the employee shall suffer no loss of salary.

ARTICLE 38 - LEAVE FOR WRITING EXAMINATIONS

Leave of absence with pay shall be granted to allow employees time to write examinations for courses approved by OC.

ARTICLE 39 - COPYRIGHT

(Reference Common Agreement, Article 5)

(a) OC and the Union agree that original articles, technical papers, information reports, instructional notes prepared by the employee within the course of their duties for OC shall be retained by OC. OC 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. Such permission shall not be unreasonably withheld.

(b) OC agrees that any employee may prepare articles, technical papers, instructional notes on their own time and copyright for such material shall be vested in the employee. Confidential information shall not be disclosed without written permission of the OC President.

ARTICLE 40 - TRANSFER EXPENSES

40.1 Clarification

(a) This article applies only to employees on regular appointments.

(b) The provisions contained in this article may be exercised by an employee who is transferred by OC only during the period between the time that notice of transfer was first given to the employee and 24 months after the specified date on which the transfer took effect. In exceptional circumstances, the President of OC may, upon application by the employee, grant an extension to the limit.

40.2 "Transferring" Defined

An employee will be considered as transferring when OC reassigns the employee to a different OC centre from the one to which the employee is currently assigned. If the transfer is at the request of the employee, no transfer allowance will be paid by OC.

40.3 Removal Expenses

An employee shall be reimbursed for their travelling expenses and removal of their personal effects when they are transferred. The employee shall in addition be reimbursed for expenses incurred in transferring their family and furniture.

40.4 Hotel Expenses

Where travelling expenses on transfer apply and normal accommodation is not immediately available, reasonable hotel and meal expenses for the employee and the employee's family shall be allowed up to a maximum of seven days after arrival at the new location.

40.5 Living Allowance on Transfer

(a) When an employee is transferred and it is shown that accommodation at the new location is not available within seven days, a living allowance shall be provided as follows:

- (1) For a single person, an allowance up to but not exceeding \$20 per day for a period not exceeding one month.
- (2) For a married person, or a single person with dependants, an allowance at a rate up to but not exceeding \$700 per month for a period not exceeding two months.

(b) The allowances mentioned above are not payable during the same days that full hotel expenses are payable under Clause 41.4 and are only payable for such periods as the employee is able to prove their inability to re-establish themselves.

40.6 Cost of Insurance

OC shall pay for the insurance costs resulting from the moving of furniture and other personal effects. The insurance costs shall not include homeowner insurance or other insurance costs incurred by the employee when the moving has been completed.

40.7 Cost of Connections and Alterations

OC shall pay for costs of disconnecting and hook-up of electrical, plumbing and gas connections. Charges for telephone and television hook-ups and antenna will be paid by OC. Costs for alteration to drapes and carpets shall also be paid by OC.

40.8 Legal Fees

OC shall pay actual real estate fees incurred in the sale of the employee's residence to a maximum of \$7,000, legal fees charged in the purchase of a new residence to a maximum of \$800 and any costs involved in terminating a lease on premises rented by the employee to a maximum of \$700.

ARTICLE 41 - SUBSISTENCE ALLOWANCE

(1) Employees who are authorized by the OC President, or designate, to attend a meeting or to travel on OC business shall receive reimbursement for actual meal expenses up to a maximum of \$49.36 (with receipts) or \$28.05 (without receipts) per full day, for meals plus actual lodging and transportation expenses. If less than a full day, the maximum shall be the rate per meal, or combination thereof, based on the following rates:

Effective April 1, 2019:

Per diem reimbursement for actual meals to a maximum of \$49.36 (with receipts) or \$28.05 (without receipts).

If less than a full day:

	With Receipts	Without Receipts
Breakfast	\$11.78	\$6.17
Lunch	\$13.74	\$7.57
Dinner	\$23.84	\$14.31

Effective April 1, 2020:

Per diem reimbursement for actual meals to a maximum of \$50.35 (with receipts) or \$28.61 (without receipts).

If less than a full day:

	With Receipts	Without Receipts
Breakfast	\$12.02	\$6.29
Lunch	\$14.01	\$7.72
Dinner	\$24.32	\$14.60

Effective April 1, 2021:

Per diem reimbursement for actual meals to a maximum of \$51.36 (with receipts) or \$29.18 (without receipts).

If less than a full day:

	With Receipts	Without Receipts
Breakfast	\$12.26	\$6.42
Lunch	\$14.29	\$7.87
Dinner	\$24.81	\$14.89

(2) In addition to the meal allowances permitted pursuant to Clause 41(1), employees shall be entitled to claim a private dwelling allowance in lieu of commercial accommodation. The maximum for private dwelling accommodation shall be:

Effective April 1, 2019	\$35.54
Effective April 1, 2020	\$36.25
Effective April 1, 2021	\$36.98

No expenses are chargeable for travel or incidental costs incurred that would not have been incurred had the designated hotel been utilized.

(3) From the signing of this agreement, the preceding subsistence rates will be adjusted to reflect any higher rates awarded to any of OC's other certified bargaining units or the Administrators' Association.

(4) Upon prior approval from the designated supervisor, employees shall be reimbursed for the actual additional child care or dependent spousal expenses incurred by the employee in the conduct of the Employer's business outside regularly assigned duties as outlined in Article 13.

ARTICLE 42 - TRAVEL ALLOWANCE AND EMPLOYEE PARKING

- (a) (1) Employees authorized to use their personal motor vehicle for OC business shall be paid a travel allowance for actual distance travelled at the rate of \$0.50 per kilometre for required travel for the distance determined by OC between the employee's assigned campus or location and the campus(es) or location(s) where additional duties are assigned.

It shall not be a condition of employment for an employee to supply a motor vehicle. An employee may refuse to use their personal motor vehicle for OC business.

- (2) From the signing of this agreement, the preceding travel rates will be adjusted to reflect any higher rates awarded to any of OC's other certified bargaining units or the Administrators' Association.

- (b) OC shall provide, free of charge, parking space designated for the motor vehicles of employees. Employees shall be provided with parking stickers for this purpose.

- (c) An employee who is required to travel in excess of four days per month per insurance year between OC centres, campuses, or locations on OC business shall, subject to the prior approval of the OC President or designate, be reimbursed upon presentation of appropriate receipts and documents 100% of the annual incremental cost of the Insurance Corporation of British Columbia Class 07 (Business) premium that is over and above that for Class 02 (Pleasure, Drive to Work or School). Such reimbursement shall be limited to one vehicle per employee and it is the employee's responsibility to purchase Class 07 vehicle insurance when necessary. If OC so reimburses an employee, the employee shall normally use their personal motor vehicle for travel on OC business requiring a motor vehicle.

- (d) During the term of this agreement, the travel allowance rate in (a)(1) above of \$0.50 per kilometre shall be increased to the following:

- (1) Effective April 1, 2019 - \$0.51 per kilometre
- (2) Effective April 1, 2020 - \$0.52 per kilometre
- (3) Effective April 1, 2021 - \$0.53 per kilometre

ARTICLE 43 - HEALTH AND SAFETY**43.1 Legislation**

OC and the Union agree that the *Workers Compensation Act* and its attendant regulations, or any other statute of the Province of British Columbia pertaining to the working environment shall be fully complied with.

43.2 Health and Safety Committee

A health and safety committee shall be established by OC and shall operate in accordance with the *Workers Compensation Act*.

43.3 Investigation of Accidents

The appropriate health and safety committee, as provided in Clause 44.2 shall be notified of each accident or injury and shall determine that accident investigations have been carried out, when appropriate.

43.4 Pay Provisions

An employee who serves on a health and safety committee shall receive their regular rate of pay for attending meetings of the Committee held during working hours or for investigating safety matters at any time.

43.5 First Aid Supplies

OC shall provide all necessary first aid supplies, in accordance with the *Workers Compensation Act*.

43.6 Sanitary Conditions

OC agrees to maintain adequate, clean, sanitary washrooms, having hot and cold running water, and with toilet facilities, at all its establishments.

43.7 Unsafe Work Conditions

Where an employee has acted in accordance with Article 3.12 - Procedure for Refusal of the BC Occupational Health and Safety Regulation, such employee shall be not disciplined for refusal to work on a job which is deemed unsafe by:

- (a) a member of the Safety Committee established under Clause 44.2;
- (b) a WorkSafeBC Safety Officer.

43.8 Use of OC Vehicles and Equipment

It is to the mutual advantage of both OC and the employee that employees shall not operate OC vehicles which are not in a safe operating condition. It shall be the duty of the employee to report, in writing, to their designated supervisor not later than the end of their shift all safety and/or mechanical defects on the equipment that they had operated during that shift. It shall be the obligation of OC to direct the repair, as necessary, to conform with the safe and efficient operation of that equipment. In the event that repairs cannot immediately be effected, the equipment shall be correctly identified and kept out of service until repaired. It shall not be considered a violation of their employment when an employee refuses to operate such identified equipment.

43.9 Injury Pay Provision

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 their shift without deduction from sick leave.

43.10 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 OC.

43.11 Pollution Control

OC and its employees shall endeavour to limit all forms of environmental pollution.

43.12 First Aid

WorkSafeBC first aid requirements shall be fully complied with. Those employees who are required by OC to hold a valid first aid attendant's certificate shall be granted additional compensation as follows:

Occupational First Aid Certificate Level I	\$25 biweekly
Occupational First Aid Certificate Level II and Level III	\$45 biweekly

This stipend will be adjusted to reflect any higher rate awarded to any of OC's other certified bargaining units or Administrators' Association.

ARTICLE 44 - CLOTHING

44.1 Clothing Supply

If a particular type of work clothing, or special apparel, is required by the nature of the employee's job, such clothing or apparel shall be provided by OC. Employees shall be consulted and allowed a reasonable choice of style.

44.2 Cleaning

OC shall be responsible for laundering, dry cleaning, maintenance and replacement of all clothing and/or apparel supplied by OC.

44.3 Safety Footwear (*Reference Common Agreement, Article 15*)

- (a) Regular employees, and non-regular employees with more than 1560 hours of accumulated service, who are required by the WorkSafeBC Regulations (as determined by the Manager, Health, Safety & Emergency Management Services) to wear safety footwear shall be eligible to be reimbursed for the actual cost of safety footwear once every two years.
- (b) Where such footwear fails due to conditions of employment, the Employer may replace the footwear at its discretion before the expiry of the two year period. In this event, future replacement of the footwear will begin from the new replacement date.

ARTICLE 45 - RESIGNATION

- (a) An employee on regular appointment may resign by giving at least 60 days' notice in writing to their designated supervisor. The resignation will take effect at the end of 60 days or their current teaching assignment, whichever comes first, unless an earlier date is mutually acceptable.
- (b) For employees on non-regular appointments, notice of resignation shall be given in writing to the designated supervisor. The resignation will take effect at the end of their appointment period, unless an earlier date is mutually acceptable.

ARTICLE 46 - DISCIPLINE, SUSPENSION, AND DISMISSAL

46.1 Investigation of Conduct

The parties agree that in certain situations, it may be in the best interest of both OC and employees that employees be reassigned to another job or removed from OC locations during an investigation of conduct. Reassignment or removal will be at the discretion of OC. If an employee is removed prior to imposing disciplinary action, the leave of absence will be without loss of pay.

46.2 Burden of Proof

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

46.3 Abandonment of Position

An employee who fails to report for duty for 10 consecutive working days without informing OC of the reason for their absence shall be presumed to have abandoned their position. An employee shall be

afforded the opportunity to rebut such presumption and demonstrate that there were reasonable grounds for not informing OC.

46.4 Dismissal/Suspension Procedure

- (a) An employee may be dismissed or suspended for just cause. Notice of dismissal or suspension setting forth the reasons for such action shall be given in writing to such employee and a copy of the notice shall be forwarded coincidentally to the President of the Union, or designate.
- (b) An employee considered by the Union to be wrongfully or unjustly dismissed or suspended shall be entitled to file a grievance under Article 53.

46.5 Right to Steward Representation

- (a) An employee shall have the right to have their steward present at any discussion with supervisory personnel which the employee reasonably 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 their 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.

In advance means sufficient time taking into consideration operational needs and geographical considerations.

- (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 reasonably believes might be the basis of disciplinary action against the steward, providing this does not result in an undue delay of the appropriate action being taken.

46.6 Other Disciplinary Action (*Reference Common Agreement, Article 3.3*)

- (a) Other disciplinary action grievable by the employee shall include written censures, letters of reprimand, and adverse reports or adverse performance evaluations.
- (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 their file, they shall be entitled to recourse through the grievance procedure as detailed under Article 53 and the eventual resolution thereof shall become part of their personnel record.
- (c) After a period of 24 months from the date of any such document, and upon request in writing, any such document, other than performance evaluations and actions arising from a finding of harassment, shall be removed from the employee's file and destroyed provided that there has been no further infraction.
- (d) OC 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 of at the time of filing.

46.7 Correspondence

Both parties agree that, in the case of correspondence relevant to Article 48, copies of such correspondence between OC, an employee(s) and the Union shall be released coincidentally to the President of the Union and/or designate.

ARTICLE 47 - REDUCTION AND RECALL

(Reference Common Agreement Articles 6.2, 6.3, 6.4, 6.5)

47.1 Reduction

(a) After OC has identified the specific areas of reduction and has given written notice to the Union, a joint committee consisting of two representatives named by OC and two representatives named by the BCGEU Vocational Instructors, shall meet within five working days of notice being given to review alternatives to the reduction on the basis of the following priorities:

- (1) transferring employees from the specific program to another program in which the employee is qualified to teach or assigning employees to perform other duties within the same centre, where feasible;
- (2) transferring employees from one OC centre to a different OC centre, where feasible;
- (3) terminating employees on non-regular appointments with a part-time workload in the specific program;
- (4) terminating employees on non-regular appointments with a full-time workload in the specific program;
- (5) terminating employees on regular appointments in the specific program on a seniority basis;
- (6) in the event of a tie in any classification, termination shall be on the basis of seniority in total continuous service to the institution in the specific program.

If the Joint Committee fails to reach agreement on an alternative approach within 10 working days of meeting, OC may proceed to implement its reduction plans.

(b) OC shall give notice of reduction to employees on regular appointments on the basis of one month's notice for each year of service to a maximum of three months' notice for three years or more of service. For the purpose of notice of reduction, all regular part-time employees are considered to be employed by OC on a continuous basis.

(c) The records of persons whose employment was terminated owing to necessary reductions and all references supplied to others with respect to the employee involved shall clearly point out the nature of termination and every effort shall be made to avoid any stigma of dismissal being attached thereto.

47.2 Correspondence

Copies of all correspondence relevant to Article 49 between OC and the employee(s) shall be released coincidentally to the President of the Union, or designate.

47.3 Recall

(a) If it is found that employees on regular appointment are required in a specific program and in a specific appointment category, OC shall offer to those continuing appointment employees terminated within the previous two years in reverse order of reduction, work for which they are qualified. Such rights of recall shall take precedence over the selection of employees as outlined in Clause 8.7.

(b) An employee whose employment is terminated for reason of a reduction of staff and who has served OC for two years or more shall, if re-employed by OC within a two-year period, retain all rights in relation to seniority and salary.

47.4 Severance Pay

- (a) An employee on a regular appointment whose employment is terminated by OC for reasons other than cause shall receive severance pay at the rate of five working days for every year of completed full-time equivalent service with OC, prorated. The initial and final years of service on regular appointment will be prorated.
- (b) An employee on regular appointment whose employment is terminated for reasons of a reduction of staff and who has served OC for at least five full-time equivalent years shall receive four months' salary as a re-establishment gratuity.
- (c) If a former employee is re-employed on a regular appointment by OC following termination, the employee shall refund to OC that portion of severance pay which exceeds one month's salary for each month of layoff.

ARTICLE 48 - TECHNOLOGICAL CHANGE

- (a) OC shall provide the Union with 90 days' notice of intention to introduce technological change which might result in displacement or reduction of personnel.
- (b) Employees in positions becoming redundant owing to technological change shall be eligible for retraining to qualify for new positions within OC. Such retraining shall be provided by OC without loss of pay to the affected employee.
- (c) The manner and method of placing an employee undergoing retraining made necessary by technological change and the job to which the employee may return should they be unsuccessful in retraining shall be discussed by the parties to this agreement or their delegates before retraining begins.
- (d) Any employee who is displaced from their job by technological change shall be given the opportunity to fill other positions according to seniority and qualifications.
- (e) Any employee who is displaced from their job by technological change shall receive severance pay equal to salary for six months from the date of severance, or for the remainder of the contract year, whichever is greater.

ARTICLE 49 - INDEMNITY - CIVIL AND CRIMINAL ACTIONS

OC agrees:

- (a) that it will not seek indemnity against an employee whose actions result in the liability of OC to a third person, and
- (b) that it will pay any judgement against an employee which arises from the conduct of the employee within the scope of the employee's employment and all reasonable legal costs incurred by the employee in defending the legal proceedings brought against the employee which result in that judgement, unless a joint union-OC committee by a majority thereof finds that the conduct of the employee which was the basis of the liability or judgement was grossly negligent, intentionally or flagrantly.

ARTICLE 50 - HARASSMENT*(Reference Common Agreement, Article 2)***50.1 Harassment Free Workplace**

OC and the Union recognize the right of all employees to work in an environment free from harassment. OC, in cooperation with the Union, will promote a work environment that is free from harassment where all employees are treated with respect and dignity.

50.2 Sexual Harassment

(a) Sexual harassment is one form of discrimination and is defined as any unwanted sexual attention, sexual solicitation, or other sexually oriented remarks or behaviour made by a person or a group who knows or ought reasonably to know that such attention or solicitation is unwanted.

(1) When submission to sexual activity becomes either explicitly or implicitly a term or condition of employment or in return for being hired or receiving promotions or other employment benefits.

(2) When submission to or rejection of such conduct is used as a basis for employment or educational decisions.

(3) When such conduct has the purpose or effect of interfering with an individual's employment, ability to study or academic performance.

(4) When such conduct creates an intimidating, hostile or offensive working environment for employees and/or students.

(b) Sexual harassment may occur between people, both individually and in groups, of the same or different status within the College community, and both women and men may be the subject of harassment by members of either sex. Thus, sexual harassment may occur in a variety of ways; for example, harassment of a student by a student, or of an employee by an employee, or of a student by an employee, or of an employee by a student. Behaviour not directed toward soliciting sexual activity may also be considered sexual harassment. Such behaviours include but are not limited to:

(1) inappropriate sexually suggestive language, innuendos, jokes, body language, leering, unwanted touching;

(2) persistent unwanted questions or comments of a sexual nature;

(3) inappropriate display of sexual pictures or materials;

(4) physical threat, physical assault, and physical intimidation, including unwanted touching.

(c) While sexual harassment may occur around the study of topics of a sexual nature within curriculum, the curriculum itself is not considered sexual harassment.

(d) Employees allegedly being harassed may register their complaint in writing, in accordance with the OC Discrimination, Bullying and Harassment Policy.

(e) Should the employee who filed the complaint not be satisfied with the results of OC's investigation, the employee may file a grievance at Step 2 of the grievance procedure under Article 53.

(f) Employees involved in the handling of a complaint shall hold in the strictest confidence all information of which they become aware; however, it is recognized that various officials of the Union and OC will be made aware of all or part of the proceedings on a need to know basis.

50.3 Personal Harassment

- (a) Personal harassment is defined as offensive comments and/or actions that, by a reasonable standard, create an abusive or intimidating work environment over a period of time. Comments or actions that serve a legitimate, work-related purpose shall not be deemed to constitute personal harassment under this article.
- (b) Examples of personal harassment include, but are not limited to:
- (1) physical threat, intimidation, or assault or unwelcome physical contact such as touching, patting, pinching, and punching;
 - (2) implied or expressed threat of reprisal, or denial of opportunity for refusal to comply with a request which serves no legitimate work-related purpose;
 - (3) display or distribution of pictures, posters, calendars, objects, literature or other materials that are racist or, that are, by a reasonable standard, considered derogatory to a particular person or group of persons. The legitimate study, display, use or distribution of such materials that are within appropriate academic norms is not considered personal harassment.
- (c) Employees may process complaints about personal harassment through the grievance procedure according to Article 53 subject to the following changes:
- (1) where a person who is the subject of a grievance under this article is the OC representative at any step of the grievance procedure, then the Union may bypass that step of the procedure;
 - (2) union representatives in the course of investigating a complaint of personal harassment and OC representatives in the course of investigating a grievance of personal harassment shall have due regard for the privacy and confidentiality of any and all persons involved in the complaint or grievance;
 - (3) an arbitrator in the determination of a grievance of personal harassment may take reasonable steps to protect the privacy and confidentiality of all parties, subject to the requirement of fairness to all parties;
 - (4) if, as a result of a grievance, it is determined necessary to separate the work locations of the grievor and the person who is the subject of a grievance, it is agreed that the grievor will not be moved against their wishes;
 - (5) all formal grievances under this article shall be initiated within twelve months of the event. In the case of a series of events, a grievance shall be filed no later than twelve months after the last event in the series on which the complaint is based. The limitation period may be extended if the delay was incurred in good faith or if the delay does not result in substantial prejudice to any of the involved individuals.

50.4 Access to Other Proceedings

Nothing in the OC Discrimination, Bullying and Harassment Policy or this article is intended to preclude any employee from following any alternative complaint procedure under the collective agreement or the *BC Human Rights Code* or from initiating any other proceedings in law.

ARTICLE 51 - GRIEVANCE PROCEDURE

(Reference Common Agreement, Articles 3.2.5 and Letter of Understanding re: Expedited Arbitration)

51.1 Grievance Definition

- (a) OC 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
 - (2) 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; however, the parties agree that the employees and supervisors shall attempt to resolve any differences through discussion prior to initiating of the grievance procedure.
- (c) Both parties agree that, in the case of correspondence relevant to Article 51 - Grievance Procedure, copies of such correspondence between OC, and employee(s), and the Union shall be released coincidentally to the President of the Union and/or designate.

51.2 Step 1

In the first step of the grievance procedure, every effort shall be made to settle the dispute in discussion with the appropriate Dean, Director or Manager and a Human Resource Advisor. The aggrieved employee shall have the right to have a steward present in such a discussion. If the dispute is not resolved orally, the aggrieved employee may submit a written grievance to Step 2 of the grievance procedure, subject to the time limits in Clause 51.3(a).

51.3 Step 2

- (a) An employee who wishes to present a grievance at Step 2 of the grievance procedure must do so not later than 30 working days after the date:
 - (1) on which the employee was notified orally or in writing of the action or circumstances giving rise to the grievance;
 - (2) on which the employee first became aware of the action or circumstances giving rise to the grievance.
- (b) An employee may present a grievance at this level, through the steward, 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(s) of the agreement infringed upon or alleged to have been violated and the remedy or correction requested; and
 - (3) the steward presenting the grievance to the Manager, Employee and Labour Relations, or designate.
- (c) Within 14 working days of receiving the grievance at Step 2, the Manager, Employee and Labour Relations, or designate, and the union area staff representative shall meet to examine the facts, the nature of the grievance, and attempt to resolve the dispute. This meeting may be waived by mutual agreement.
- (d) The senior manager in Human Resources/Labour Relations, or designate, shall reply in writing to an employee's grievance within 20 working days of receiving the grievance at Step 2.

51.4 Submission to Arbitration

Failing satisfactory settlement at Step 2, and pursuant to Article 51, the President of the Union, or designate, may, within 20 working days, inform OC of their intention to submit the dispute to arbitration.

51.5 Failure to Act

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

51.6 Amendment of Time Limits

The time limits in this grievance procedure may be altered by written mutual agreement between the parties. Where a grievance or a reply is presented by mail, the effective date shall be the day of receipt.

51.7 Dismissal or Suspension Grievance

In the case of a grievance arising from an employee's dismissal or suspension, pursuant to Clause 46.4, the grievance may commence at Step 2 of the grievance procedure under Clause 51.3 within 10 working days of the date on which the suspension occurred or the employee received notice of dismissal or notice of suspension.

51.8 Policy Grievance

Where either party to this agreement disputes the general application or interpretation of the agreement, or where a group of employees or the Union has a grievance regarding the agreement, the first step of the grievance procedure may be bypassed.

51.9 Review of Personnel File

Upon written authority from an employee, OC shall permit the President of the Union or their designate to review that employee's personnel file in the office in which the file is normally kept in order to facilitate the proper investigation of a grievance.

51.10 Disputes

Where a matter arises from an item not covered by this agreement, the matter shall be discussed by the Joint Committee. The purpose of this discussion shall be to resolve the dispute.

51.11 Deviation from Grievance Procedure

- (a) OC agrees that after a grievance has been initiated by the Union, OC's representatives will not enter into discussions or negotiation with respect to the grievance, either directly or indirectly, with the aggrieved employee without the consent of the Union.
- (b) In the event that after having initiated a grievance through the grievance procedure, an employee endeavours to pursue the same grievance through any other channel, then the Union agrees that pursuant to this article, the grievance shall be considered to have been abandoned.

51.12 Technical Objections to Grievances

It is the intent of both parties to this agreement to ensure just and equitable treatment of a grievance by dealing with the substance of the grievance and not with any technical error in procedure or presentation. To this end an arbitration board shall have the power to allow all necessary adjustments 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.

51.13 Effective Date of Settlement

Settlements reached at any step of the grievance procedure may be applied retroactively to the date of the occurrence of the situation which gave rise to the grievance or the settlement may be applied in a different manner which is consistent with the intent of Clause 51.12.

51.14 OC Initiated Grievances

It is recognized that grievances may be initiated by OC. Settlement of OC initiated grievances shall follow a parallel procedure to that detailed in Clauses 51.2 to 51.13 of the grievance procedure. Stewards and union representatives agree that every effort will be made to settle grievances of this kind at the immediate and local level.

51.15 Grievance Arbitration

Where a difference arising between the parties relating to the interpretation, application, or administration of the agreement, including any questions as to whether a matter is arbitrable or where an allegation is made that a term or condition of this agreement has been violated, either of the parties may, after exhausting the grievance procedure in Article 51, notify the other party within 30 days of the receipt of the reply at Step 2 of its desire to submit the difference or allegations to an arbitration board.

(a) Composition of the Board of Arbitration

When a party has requested that a grievance be submitted to arbitration, it shall indicate to the other party to the agreement within seven 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 days to name their appointee pursuant to Clause 51.15(a)(2).
- (2) the name of its appointee to a board of arbitration. Within seven 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) 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 days of their appointment, the appointment shall be made in accordance with the *BC Labour Relations Code*.

(c) Board Procedure

The Board may determine its own procedure in accordance with the relevant labour legislation and shall give full opportunity to all parties to present evidence and make representation. It shall hear and determine the difference or allegation and shall make every effort to render a decision within 30 days of its first meeting.

(d) 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 written decision of the Arbitration Board shall be final, binding, and enforceable on the parties pursuant to the relevant labour legislation. 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.

(e) *Clarification of Board 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 days.

(f) *Expenses of Arbitration Board*

Each party shall pay:

- (1) the fees and expenses of the Arbitrator it appoints;
- (2) one-half of the fees and expenses of the Chairperson.

(g) *Amending the 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.

ARTICLE 52 - GENERAL PROVISIONS

52.1 Hot Products

- (a) No employee covered by this agreement shall be required to handle any product declared by the Canadian Labour Congress, or the BC Federation of Labour, to be a "*Hot Product*". A written list of such "*Hot Products*" shall be supplied by the Union before this clause comes into effect.
- (b) No employee covered by this agreement shall be required to do any work that would usually be done by another employee of OC who is engaged in strike action.

ARTICLE 53 - TERM OF AGREEMENT

53.1 Duration (*Reference Common Agreement, Article 17*)

This agreement, unless changed by mutual consent of both parties hereto, shall be in force and in effect for three years from and after the first day of April, 2019.

53.2 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 December 1, 2021, but in any event, no later than midnight December 31, 2021.
- (b) Where no notice is given by either party prior to December 31, 2021, both parties shall be deemed to have been given notice under this clause by December 31, 2021, and thereupon Clause 53.3 of this agreement applies.
- (c) All notices on behalf of the Union shall be given by the President of the B.C. Government and Service Employees' Union and similar notices on behalf of OC shall be given by OC or its agent.

53.3 Commencement of Bargaining

Where a party to this agreement has given notice under Clause 53.2 of this article the parties shall, within 10 days after the notice was given, commence collective bargaining.

53.4 Changes in Agreement

Any changes deemed necessary under this agreement may be made by mutual agreement at any time during the life of this agreement. Such agreed changes shall be incorporated into this agreement as an addendum.

53.5 Agreement to Continue in Force

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

**SIGNED ON BEHALF OF
THE UNION BY:**

Stephanie Smith
President

Cam McRobb
Chairperson, Vocational Instructors

Ardiss Stutters
Bargaining Committee Member

Marliss Magas
Bargaining Committee Member

Edie Lowes
Bargaining Committee Member

Ann Forrest
Staff Representative

**SIGNED ON BEHALF OF
THE EMPLOYER BY:**

Jim Hamilton
President

Linda Heska
Chief Spokesperson

Rob Huxtable
Bargaining Committee Member

Steve Moores
Bargaining Committee Member

Emily Kompauer
Bargaining Committee Member

Michael Marchbank
Board Chair, PSEA Board of Directors

Dated this _____ day of _____, 20____.

APPENDIX A

Effective May 3, 2019 2% increase					
Step	Annual Base Salary	Stipend	Base + Stipend	Biweekly Salary	Hourly Rate
1	\$95,134	\$1,903	\$97,037	\$3,732.19	\$62.20
2	\$89,121	\$1,782	\$90,903	\$3,496.27	\$58.27
3	\$83,014	\$1,660	\$84,674	\$3,256.69	\$54.28
4	\$79,620	\$1,592	\$81,212	\$3,123.54	\$52.06
5	\$76,700	\$1,534	\$78,234	\$3,009.00	\$50.15
6	\$73,787	\$1,476	\$75,263	\$2,894.73	\$48.25
7	\$70,868	\$1,417	\$72,285	\$2,780.19	\$46.34
8	\$67,954	\$1,359	\$69,313	\$2,665.88	\$44.43
9	\$65,036	\$1,301	\$66,337	\$2,551.42	\$42.52
10	\$62,119	\$1,242	\$63,361	\$2,436.96	\$40.62
11	\$59,204	\$1,184	\$60,388	\$2,322.62	\$38.71

Effective April 1, 2020 2% increase					
Step	Annual Base Salary	Stipend	Base + Stipend	Biweekly Salary	Hourly Rate
1	\$97,037	\$1,941	\$98,978	\$3,806.85	\$63.45
2	\$90,903	\$1,818	\$92,721	\$3,566.19	\$59.44
3	\$84,674	\$1,693	\$86,367	\$3,321.81	\$55.36
4	\$81,212	\$1,624	\$82,836	\$3,186.00	\$53.10
5	\$78,234	\$1,565	\$79,799	\$3,069.19	\$51.15
6	\$75,263	\$1,505	\$76,768	\$2,952.62	\$49.21
7	\$72,285	\$1,446	\$73,731	\$2,835.81	\$47.26
8	\$69,313	\$1,386	\$70,699	\$2,719.19	\$45.32
9	\$66,337	\$1,327	\$67,664	\$2,602.46	\$43.37
10	\$63,361	\$1,267	\$64,628	\$2,485.69	\$41.43
11	\$60,388	\$1,208	\$61,596	\$2,369.08	\$39.48

Effective April 1, 2021 2% increase					
Step	Annual Base Salary	Stipend	Base + Stipend	Biweekly Salary	Hourly Rate
1	\$98,978	\$1,980	\$100,958	\$3,883.00	\$64.72
2	\$92,721	\$1,854	\$94,575	\$3,637.50	\$60.63
3	\$86,367	\$1,727	\$88,094	\$3,388.23	\$56.47
4	\$82,836	\$1,657	\$84,493	\$3,249.73	\$54.16
5	\$79,799	\$1,596	\$81,395	\$3,130.58	\$52.18
6	\$76,768	\$1,535	\$78,303	\$3,011.65	\$50.19
7	\$73,731	\$1,475	\$75,206	\$2,892.54	\$48.21
8	\$70,699	\$1,414	\$72,113	\$2,773.58	\$46.23
9	\$67,664	\$1,353	\$69,017	\$2,654.50	\$44.24
10	\$64,628	\$1,293	\$65,921	\$2,535.42	\$42.26
11	\$61,596	\$1,232	\$62,828	\$2,416.46	\$40.27

APPENDIX B

Training Programs

The programs referred to throughout this agreement are designated as follows:

<p>BUSINESS ADMINISTRATION GROUP Accounting and Bookkeeping Assistant Administrative Assistant Legal Administrative Assistant Corporate and Conveyancing Legal Administrative Assistant Litigation Medical Administrative Assistant Office Assistant Certificate</p> <p>EDUCATIONAL GROUP Adult Basic Education Adult Special Education English as a Second Language</p> <p>HEALTH SCIENCES GROUP Certified Dental Assistant Early Childhood Education Health Care Assistant Human Service Work Medical/Dental Receptionist Occupational First Aid - Level 3 Pharmacy Technician Practical Nursing Therapist Assistant</p> <p>TRADES (OTHER) Collision Repair Diploma Trades and Technology Teacher Education Women in Trades Youth Explorer Trades Sampler Programs</p> <p>SPECIALTY PROGRAMS AND ENDORSEMENTS Specialty Metal Endorsement</p>	<p>TRADES APPRENTICESHIP PROGRAMS Autobody and Collision Technician Automotive Glass Technician Automotive Refinish Technician Automotive Service Technician Baker Carpenter Construction Craft Worker Diesel Engine Mechanic Domestic/Commercial Gasfitter Electrical (Construction) Electrical (Industrial) Heavy Duty Equipment Technician Multi-Process Alloy Welder Plumber Professional Cook Recreation Vehicle Service Technician Refrigeration and Air Conditioning Mechanic Sheet Metal Worker Sprinkler System Installer Steamfitter/Pipefitter Transport Trailer Technician Truck and Transport Mechanic Welder</p> <p>TRADES FOUNDATION PROGRAMS Aircraft Maintenance Engineer Automotive Collision Repair and Refinishing Automotive Refinishing Prep Technician Automotive Service Technician Carpenter/Joinery Carpentry Foundation Culinary Arts Domestic/Commercial Gasfitter Electrician Heavy Mechanical Trades Metal Fabrication Pastry Arts Plumbing and Piping Trades Recreational Vehicle Service Technician Refrigeration and Air Conditioning Mechanic Sheet Metal Studio Woodworking Welder</p>
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In the event the name of a program listed in this appendix is changed in the OC calendar, then this appendix will be automatically amended to reflect the new program name.

The College will continue to provide the Union with information regarding plans for the offering of new vocational programs that are defined by Clause 3.1(b), as these are developed. The parties agree that each

year, at the October and April meetings of the Joint Union/Management Committee (JUMC), the list of programs will be reviewed and, where necessary, revised.

APPENDIX C

Bargaining Committee

Representing OC:

Linda Heska, Chief Spokesperson
Rob Huxtable, Committee Member
Steve Moores, Committee Member
Emily Kompauer, Committee Member

Representing the BCGEU:

Cam McRobb, Bargaining Unit Chairperson
Ardiss Stutters, Committee Member
Marliss Magas, Committee Member
Edie Lowes, Committee Member
Ann Forrest, Staff Representative/Spokesperson

Support to the Bargaining Committee:

Diane Adair, Executive Assistant

LETTER OF UNDERSTANDING #1

Re: Workload

The College and the Union share a mutual interest and agreement pertaining to attracting students to College programs, enriching the student experience, enhancing employees' work satisfaction and ensuring the optimization of College space and resources.

In view of these objectives, the College and the Union commit to explore innovative non-traditional alternatives to work schedules as those opportunities are identified by the College or departments. The parties will establish a single joint working group that will meet as necessary, to explore the possibility of entering into specific letters of understanding regarding the implementation of alternative workload arrangements and the implementation of pilot project(s), as mutually agreed, in specified department(s).

The joint working group will be made of three representatives of the College and three representatives of the Union. A maximum of two additional rotating representatives from each party from within the specific department will act as resources to the joint working group.

In the negotiation of alternative work arrangements, the following shall be taken into consideration:

- the operational needs of the Employer;
- any instructional or operational costs to the Employer;
- duty time limits;
- instructional hour limits;
- the distribution of instructional and non-instructional duties;
- notice requirements for the cancellation of the arrangement;

- employee preference.

Letters of understanding shall address the details of the alternative workload arrangement and its effect on such matters, including but not limited to:

- hours of work;
- rest and meal periods;
- the distribution of instructional and non-instructional duties;
- statutory holidays;
- annual vacation;
- CD/PD days;
- sick leave;
- other benefits;
- seniority.

A copy of the mutually recommended alternative work schedule shall be included as an appendix to any letters of understanding. The letters of understanding will also identify the notice requirements for cancellation of any changes to work scheduling that may be agreed to.

Prior to implementation, such letters of understanding shall be subject to the ratification of the Principals. For the Employer the Principals include the Okanagan College Board of Governors and the Board of Directors of the Post-Secondary Employers' Association.

LETTER OF UNDERSTANDING #2

RE: Curriculum Development for Non-Regular Employees

During the 2014 round of bargaining, the Union tabled proposals to amend Article 13.4(c) to amend the amount of pro-rated curriculum development time for non-regular employees. Given that the parties agree that they have a joint interest in reviewing issues relating to the curriculum development time for non-regular employees and that they require more time to determine the feasibility of increasing such time in a cost-neutral manner, the parties hereby agree as follows:

1. The parties shall form a Working Group in order to explore options to inventory the issues and explore solutions.
2. The Working Group shall be comprised of six members, three appointed by the College and three appointed by the BCGEU. The Working Group shall invite resource personnel as needed.
3. The Working Group shall meet and endeavour to make recommendations before February 29, 2020.
4. Any agreement to amend the terms of the collective agreement shall be subject to ratification of the principals. For the College, the principals include the Okanagan College Board of Governors and the Board of Directors of the Post-Secondary Employers' Association.

LETTER OF UNDERSTANDING #3
Re: Subsistence and Travel Allowance ("Mileage") for Employees with
Work Assignments at Remote Locations

The following provisions apply to employees with work assignments in the Trades and Apprenticeship programs:

1. If a regular employee is assigned to work at a location other than their assigned campus and, with the approval of the Employer has secured accommodation at that location, the College will reimburse the employee the following:
 - (a) mileage costs for one round trip per week between the employee's residence and the location;
 - (b) the reasonable cost of accommodation;
 - (c) meal expenses as detailed under Article 41 - Subsistence Allowance.
2. If a regular employee is assigned to work at a location other than their assigned campus and does not secure accommodation, the College will reimburse the employee for the difference in mileage between the employee's normal travel to work and the assigned location (i.e. if the normal distance to work is 35 kilometers and the distance to the assigned location is 45 kilometers, the employee will be paid mileage for 10 kilometers).
3. If a regular employee is required to travel to a worksite that is not an established campus, the College will reimburse the employee for mileage that is greater than 15 kilometers from the employee's assigned campus (i.e. if the distance to the site is 35 kilometers from the employee's assigned campus, the employee will be paid mileage for 20 kilometers).
4. Instructors who are engaged in the Rotating Trades and Residential Construction Program are entitled to travel time between centers as per the 2:1 ratio identified in Clause 13.2(e) of the collective agreement (e.g. three hours travel time = 1.5 hour workload credit). The parties have agreed that travel time of less than 30 minutes, calculated cumulatively for the days of a specific assignment, will not be claimed. Travel time of 30 minutes or greater, calculated cumulatively for the days of a specific assignment, may be claimed. Travel time will be determined using Google Maps. Only travel time in excess of the employee's normal travel time to their assigned location will be recognized. Travel time will not typically be paid at overtime rates. It will be recognized as workload credit either as part of the employee's contract or on a timesheet.

LETTER OF UNDERSTANDING #4
Re: Innovative Student Support Fund

As Okanagan College enhances its profile of diversity, a broader range of domestic, indigenous and international students are attracted to Vocational programs. To maintain and promote diversity access, Okanagan College shall provide both students and instructors with additional supports to promote teaching and learning in this diverse environment.

The following funding allocations shall be made available:

- Year 1 - \$42,500
- Year 2 - \$86,000
- Year 3 - \$131,000 (ongoing)

The Innovative Student Support Fund will be available to non-regular and regular instructors.

1. *Instructor Supports* - Related and tangible classroom supports will be developed to improve the learning experiences of students, for example, creative application of technology, in-class cultural liaisons, training and awareness of positive mental health and the ability to develop enhancements to current programs, or create new programs that improve the level of success of the diverse student.
2. *Student Supports* - To achieve greater levels of success within OC programs, student support initiatives might include peer support programs, numeracy and literacy supports, communication skills workshops, tutor supports, study skills enhancements and time management guidance.

Subject to the provisions of this LOU, the Innovative Student Support Fund Committee may establish, publish, and work within their own guidelines.

The Committee shall comprise two BCGEU Vocational members and two Okanagan College administrators.

The Innovative Student Support Fund Committee shall review and approve applications. The parties agree that there will be no expenditure of funds if the committee members fail to reach consensus. Funds not allocated within a calendar year will be carried over for one year only.

Information regarding the use of the funds shall be made available on a yearly basis to the bargaining unit Chair.

LETTER OF UNDERSTANDING #5

Re: Information Gathering

In order to prepare for the Working Committee on Contact Time and Instructional Hours outlined in the Common Agreement (dated November 1, 2018), the parties agree to gather, share and discuss the following information in advance of the Committee's work:

- How are students' hours of instruction scheduled or structured?
- How many contact hours are required for a student to successfully complete the program?
- If applicable, identify what the regulatory requirements are for a student to graduate in a program area.
- What adjustments might need to be incorporated if these regulatory requirements change?
- How contact time/instructional hours are scheduled for instructors in each of the impacted programs i.e., how many contact hours/instructional hours are assigned?
- Identify any current problems that exist with respect to the assignment of contact time/instructional hours.
- What are the best practices in the scheduling and assignment of contact time/instructional hours?
- What practices will result in the best educational outcomes for students?
- What are the different modes of delivering instruction to students, and how are contact time/instructional hours affected?

This information is to be presented and discussed as part of existing Joint Labour Management meetings. This does not preclude the parties from raising other, related issues of concern.

APPENDIX D
Common Agreement

April 1, 2019 to March 31, 2022

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