

# **Collective Agreement**

**between**

**Vancouver Island University**

**and the**

**Canadian Union of Public Employees**

**Local 1858**

**July 1, 2014 to June 30, 2019**

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## **Article 1 – Preamble**

### **1.01 PURPOSE OF AGREEMENT**

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

### **1.02 CONFLICT WITH REGULATIONS OF UNIVERSITY BOARD**

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

### **1.03 USE OF MASCULINE AND SINGULAR TERMS**

The Union proposes that the contract be recognized as gender-neutral, i.e. change any reference to he/him/his, etc. to employee.

### **1.04 HUMAN RIGHTS CODE**

The parties hereto subscribe to the principles of the Human Rights Code of British Columbia and agree to uphold these principles.

### **1.05 DEFINITIONS**

#### **a) Regular Employee**

An employee who has:

- i) completed the probationary period in a regular position; or
- ii) served twelve (12) continuous months in a single temporary position; or
- iii) served sixteen (16) out of twenty-four (24) months in temporary appointments.

#### **b) Probationary Employee**

An employee who is serving a probationary period in a regular position to determine suitability as a regular employee.

#### **c) Temporary Employee**

An employee who is hired to fill a specific work requirement which is anticipated to be of limited duration and who is not a casual or regular employee.

#### **d) Casual Employee**

An employee hired to fill a specific work requirement, which will not exceed thirty (30) assigned days of work. A break of fourteen (14) calendar days or more between days worked by an employee in a work unit shall constitute a new appointment for the purpose of counting the thirty (30) days. Consistent with Article 13.01 such vacancies are not subject to postings.

When an assignment is expected to be longer than thirty (30) assigned days of work a temporary position will be created and will be posted as per Article 13.01 unless such posting is waived by mutual agreement by the parties.



**e) Temporary Positions**

Except when a temporary employee is replacing an employee on sick leave, or part of an approved medical accommodation, or replacing an employee on an approved leave, temporary positions will be converted to regular status when the temporary position is continued beyond sixteen (16) months in a twenty-four (24) month period and where there is an expectation the position will continue or does continue into the third year.

When an assignment is expected to be longer than thirty (30) assigned days of work a temporary position will be created and will be posted as per Article 13.01 unless such posting is waived by mutual agreement by the parties. These positions may have fixed or variable hours per week. Where the appointment is variable in hours it will not be scheduled for less than five (5) hours in a week but may include weeks when no work is scheduled, as indicated in the job posting.

**f) Mutual Agreement**

Mutual agreement shall be defined as agreement between the Employer and the Union, unless otherwise stated. Agreement shall be communicated between the Union President, or designate, and the Executive Director, Human Resources, or designate, normally within a twenty-four (24) hour period.

## **Article 2 – Union Recognition and Rights**

### **2.01 BARGAINING UNIT DEFINED**

The bargaining unit shall comprise all employees included in the bargaining unit as described in the certificate at each university or institution, issued by the Labour Relations Board of British Columbia, except positions excluded by mutual agreement between the local parties or excluded by the Labour Relations Board of British Columbia.

- a) The question of inclusion or exclusion of a new position created by the Employer will be negotiated with the Union prior to any posting of the position. In the event the local parties cannot agree, the question of inclusion or exclusion may be referred to the relevant labour relations legislation. Where the local parties fail to agree and pending a decision from the relevant body administering the labour relations legislation, the position may be filled and worked. The Employer will provide the Union with a copy of the organizational chart for the immediate branch or program where the position is located, a copy of the position's job description and a copy of the job description for the position which supervises the position in question.

- b) If an existing position is changed, such that the Union has concerns about its status, the information as described in (a) above will be supplied upon request. In the event the local parties cannot agree, the question of inclusion or exclusion may be referred to the relevant labour relations legislation. Where the local parties fail to agree and pending a decision from the relevant body administering the labour relations legislation, the position may be filled and worked in the jurisdiction in which the position is currently contained.
- c) Upon request, the Employer will provide to the Union, a list of all excluded positions.

## **2.02 APPLICABILITY**

This collective agreement is fully applicable to all employees save where the benefits are specifically excluded by agreement of the parties.

## **2.03 CORRESPONDENCE**

The Employer agrees that all correspondence between the Employer and the Union related to matters covered in this Agreement shall be sent to the Recording Secretary of the Union. The Employer agrees that a copy of any correspondence between the Employer or Employer's official and any employee in the bargaining unit covered by this Agreement, pertaining to the interpretation or application of any clause in this Agreement, shall be forwarded to the Recording Secretary of the Union.

The Union agrees that all correspondence between the Union and the Employer related to matters covered in this Agreement shall be sent to the Executive Director, Human Resources or designate. The Union agrees that a copy of any correspondence between the Union or the Union's official and any Administrator, pertaining to the interpretation or application of any clause in this Agreement, shall be forwarded to the Executive Director, Human Resources or designate.

## **2.04 NO OTHER AGREEMENT**

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

## **2.05 NO DISCRIMINATION FOR UNION ACTIVITY**

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

## **2.06 BULLETIN BOARDS**

The Employer shall provide bulletin board facilities for the exclusive use of the Union, the sites to be determined by mutual agreement. The use of such bulletin board facilities shall be restricted to the business affairs of the Union.

## **2.07 UNION INSIGNIA**

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

**2.08 RIGHT TO REFUSE TO CROSS PICKET LINES**

- a) All employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a dispute as defined in the Labour Relations Code of British Columbia. Any employee failing to report for duty shall be considered to be absent without pay.
- b) Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action.

**2.09 TIME OFF FOR UNION BUSINESS**

**a) Without Pay**

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

- i) to an elected or appointed representative of the Union to attend conventions of the Union and bodies to which the Union is affiliated;
- ii) for elected or appointed representatives of the Union to attend Union business which requires them to leave their premises of employment;
- iii) for employees who are representatives of the Union or a bargaining committee to attend meetings of the Bargaining Committee.

**b) With Pay**

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

- i) to employees who are representatives of the Union on the Bargaining Committee to leave their employment to carry on negotiations with the Employer;
- ii) to stewards, or their alternates, to perform their duties pursuant to Section 8.01;
- iii) to employees called to appear as witnesses before an Arbitration Board.

It is understood that employees granted leave of absence pursuant to this Article shall receive their current rate of pay while on leave of absence with pay. Leave of absence granted under this Article shall include sufficient travel time. The Employer agrees that any of the above leaves of absence shall not be unreasonably withheld. To facilitate the administration of paragraph (a) of this section, when leave without pay is granted, the leave shall be given with pay and the Union shall reimburse the Employer for the appropriate salary costs, including travel time, incurred.

**2.10 EMPLOYER PAID UNION LEAVE**

The Chairperson/President of the bargaining unit or alternate designated by the Union shall be granted twenty-five percent (25%) Employer-paid time release from a full workload per year. Such time shall be used to facilitate the operation of the collective agreement and employee-Employer relationships. The Chairperson/President shall schedule such time with their supervisor. This provision is in addition to any other Employer-paid release time in the collective agreement.

Where such leave is granted, the Employer will replace the employee as necessary. The cost of this provision will be borne by the institution as a general operating expense.

## **2.11 HARASSMENT**

All personnel have the right to work without harassment. Any complaint alleging harassment will be dealt with in the grievance procedure and will commence at Step 3, outlined in Article 8 and the Personal Harassment Policy as approved by the University Board.

Harassment shall be defined pursuant to Vancouver Island University Human Rights Policy dated September 26, 2002, and as amended by the Vancouver Island University Human Rights Joint Committee at future dates.

## **Article 3 – Union Security**

All employees of the Employer covered by this Agreement, as a condition of continued employment, shall become and remain members in good standing of the Union according to the constitution and by-laws of the Union. All new employees shall, as a condition of continued employment, become and remain members in good standing in the Union within thirty (30) days of employment.

## **Article 4 – Check-Off of Union Dues**

- a) The Employer shall, as a condition of the employee's employment, deduct from the biweekly wages or salary of each employee in the bargaining unit, the amount of the regular monthly dues payable to the Union by a member of the Union.
- b) The Employer shall deduct from any employee who is a member of the Union any fees or assessments levied in accordance with the Union constitution and/or by-laws and owing by the employee to the Union.
- c) Deductions shall be made biweekly and membership dues or payments in lieu thereof shall be considered as owing in the month for which they are so deducted.
- d) Remittance to the Treasurer of the Union shall not be later than the 10th day of the following month and the Employer shall also provide a list of names as well as classification of those employees from whose salaries such deductions have been made together with the amounts deducted from each employee.
- e) Before the Employer is obliged to deduct any amount under Section (a) of this Article, the Union must advise the Employer in writing of the amount of its dues and fees. The amount so advised shall continue to be the amount to be deducted until changed by further written notice to the Employer signed by the Treasurer of the Union. Upon receipt of such notice, such changed amount shall be the amount deducted.
- f) From the date of the signing of this Agreement and for its duration, no employee organization other than the Union shall be permitted to have membership dues or other monies deducted by the Employer from the pay of the employees in the bargaining unit.

## **Article 5 – Employer and Union Shall Acquaint New Employees**

The Employer agrees to acquaint new employees with the fact that a Collective Agreement (a copy of which will be provided) is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Check-off of Union Dues. A new employee shall be advised of the name and location of the employee's steward. Whenever the steward is employed in the same work area as the new employee, the employee's immediate supervisor will introduce the employee to the employee's steward. The Employer agrees that the employee's Union steward will be given an opportunity to interview each new employee within regular working hours, without loss of pay, for fifteen (15) minutes sometime during the first ten (10) days of employment for the purpose of acquainting the new employee with the benefits and duties of Union membership and the employee's responsibilities and obligations to the Union.

## **Article 6 – Management Rights**

The Union recognizes that it is the right of the Employer to exercise the regular and customary function of management and to direct the working forces, subject to the terms of this Agreement. The question of whether any of these rights is limited by this Agreement shall be decided through the grievance and arbitration procedure.

## **Article 7 – Employer-Union Relations**

### **7.01 ESTABLISHMENT OF COMMITTEE**

A Labour Management Committee shall be established consisting of three (3) or up to four (4) representatives of the Union and the same number representing the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public, and job security for the employees.

### **7.02 FUNCTION OF COMMITTEE**

The Committee shall concern itself with the following general matters:

- a) Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
- b) Improving and extending services to the public.
- c) Promoting safety and sanitary practices.
- d) Reviewing suggestions from employees, questions of working conditions and service (but not grievances).
- e) Correcting conditions which might cause grievances and misunderstandings.

### **7.03 MEETING OF COMMITTEE**

The Committee shall meet at least bi-monthly at a mutually agreed upon time and place. Each member shall receive a notice, and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. Employees shall not suffer any loss of pay for time spent with the Committee.

**7.04 CIRCULATION OF AGREEMENTS REACHED**

Matters discussed by the Labour Management Committee shall be recorded and signed by one (1) designated representative of Management and Union.

Any memoranda or recommendations reached by this Committee shall be passed to the Executive Committee for information, review and/or decision.

Nothing shall be done by the Committee to change the terms and conditions of this agreement.

**7.05 UNION BARGAINING COMMITTEE**

A Union Bargaining Committee shall be appointed by the Union and shall consist of four (4) members of the Union. The Union shall have the right at any time to have the assistance of members of the staff of the Union when negotiating with the Employer.

The Union Bargaining Committee shall have access to the use of the University facilities and equipment required for support of negotiations with the Employer, subject to availability.

The Committee, in the conduct of their business, shall have the use of University vehicles, subject to availability, when required for travel between campuses for the purpose of meeting with members at those campuses. Such use may be subject to a charge consistent with normal University practice.

**7.06 UNION REPRESENTATIVES**

The Employer agrees that access to its premises will be granted to members of the staff of the Union when dealing or negotiating with the Employer, as well as for the purpose of investigating and assisting in the settlement of a grievance. Members of Union staff shall notify the designated supervisory official in advance of their intention and their purpose for entering and shall not interfere with the operation of the department or section concerned.

In order to facilitate the orderly, as well as the confidential investigation of grievances, the Employer will make available to Union representatives or stewards temporary use of an office or similar facility.

**7.07 TECHNICAL INFORMATION**

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

**Article 8 – Grievances**

**8.01 RECOGNITION OF UNION STEWARDS AND GRIEVANCE COMMITTEE**

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward shall assist any employee whom the Steward represents, in preparing and presenting the employee's grievance in accordance with the grievance procedure.

**8.02 NAMES OF STEWARDS**

The Union shall notify the Employer in writing of the name of each Steward and the area the Steward represents and the name of the Chief Steward, before the Employer shall be required to recognize the Steward.

**8.03 PERMISSION TO LEAVE WORK**

The Employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while investigating disputes and presenting adjustments as provided in this Article. The Union recognizes that each steward is employed by the Employer and that they will not leave their work during working hours except to perform their duties under this Agreement. Therefore, no steward shall leave their work without permission of their supervisor, which will not be unreasonably withheld.

**8.04 DEFINITION OF GRIEVANCE**

A grievance shall be defined as any difference arising out of interpretation, application, administration, or alleged violation of the Collective Agreement or a case where the Employer has acted unjustly or improperly.

**8.05 SETTLING OF GRIEVANCES**

An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

Step 1

The aggrieved employee will submit the grievance to the employee's Steward. If the employee's Steward is absent, the employee may submit the grievance to the Chief Steward and/or another member of the Grievance Committee. At each step of the Grievance procedure the grievor shall have the right to be present.

Step 2

If the Steward and/or the Grievance Committee consider the grievance to be justified, they will first discuss the dispute with the employee's administrative supervisor who will render a decision within five (5) working days. An employee who wishes a grievance to be presented at Step 2 of the grievance procedure must do so no later than twenty (20) working days after the date:

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

Step 3

Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 2, the Union may submit to the Executive Director, Human Resources or designate a written statement of the particulars of the grievance and the redress sought. The Executive Director, Human Resources or designate will meet with the Union and grievor to attempt to resolve the grievance. The Executive Director, Human Resources or designate shall render a decision on the grievance within five (5) working days after the meeting, but in any case, not later than ten (10) working days after receipt of the grievance at Step 3.

Step 4

Failing satisfactory settlement being reached in Step 3 on matters of suspensions and dismissals, the grievance committee may submit the written grievance within ten (10) working days to the University Executive which shall within ten (10) working days after the receipt of the grievance, grant a hearing to the Union on the grievance. The Executive shall render a decision on the grievance within ten (10) working days of the hearing.

Step 5

Failing a satisfactory settlement being reached in Step 3 or 4, the Union may refer the dispute to arbitration within twenty (20) working days after receipt of the decision of the University Executive or Executive Director, Human Resources or designate.

**8.06 POLICY AND UNION GRIEVANCE**

The Union and its representatives shall have the right to originate a grievance on behalf of an employee or group of employees. In addition, where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, Steps 1 and 2 of this Article may be bypassed.

**8.07 GRIEVANCE ON SAFETY**

An employee, or a group of employees, who is required to work under unsafe or unhealthy conditions shall have the right to file a grievance in the third step of the grievance procedure for preferred handling.

**8.08 REPLIES IN WRITING**

Replies to grievances stating reasons shall be in writing at all stages.

**8.09 FACILITIES FOR GRIEVANCES**

The Employer shall supply the necessary facilities for the grievance meetings.

**8.10 FAILURE TO ACT WITHIN TIME LIMITS**

If the grievor or the Union fails to process a grievance to the next step in the grievance procedure within the time limits specified, they shall not be automatically deemed to have prejudiced their position in arbitration.

**8.11 TECHNICAL OBJECTIONS TO GRIEVANCES**

An arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision which is deemed just and equitable.



## **8.12 MEDIATION/ARBITRATION**

- a) Notwithstanding Article 8.05, where a difference arises between the parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this agreement, including any question as to whether a matter is arbitrable, during the term of the collective agreement, the parties, by mutual agreement may select an appointee to:
  - i) investigate the difference;
  - ii) define the issue in the difference;
  - iii) attempt to cause the parties to agree on a resolution or, failing such agreement, render a final decision to resolve the difference within ten (10) days of the date of receipt of the request; and, for those ten (10) days from that date, time does not run in respect of any related grievance procedure.
- b) Resolution of the difference through this procedure will not be relied upon by either party for other interpretations of the collective agreement.

## **Article 9 – Arbitration**

### **9.01 COMPOSITION OF BOARD OF ARBITRATION**

When either party requests that a grievance be submitted to arbitration, the request shall be sent by courier addressed to the other party of the Agreement, indicating the name of its nominee on the Arbitration Board. Within five (5) days thereafter, the other party shall answer by courier indicating the name and address of its appointee to the Arbitration Board. The two (2) nominees shall select an impartial chairperson.

### **9.02 FAILURE TO APPOINT**

If the party receiving the notice fails to appoint an arbitrator, or if the two (2) appointees fail to agree upon a chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.

### **9.03 BOARD PROCEDURE**

The Board shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations. In its attempts at justice, the Board shall, as much as possible, follow a layperson's procedure. It shall hear and determine the difference or allegation and render a decision within ten (10) days from the time the chairperson is appointed.

### **9.04 DECISION OF THE BOARD**

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

**9.05 DISAGREEMENT ON DECISION**

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairperson of the Board of Arbitration to reconvene the Board to clarify the decision, which it shall do within five (5) days.

**9.06 EXPENSES OF THE BOARD**

Each party shall pay:

- a) The fees and expenses of the arbitrator it appoints.
- b) One-half (½) of the fees and expenses of the Chairperson.

**9.07 AMENDING OF TIME LIMITS**

The time limits fixed in both the grievances and arbitration procedure may be extended by consent of the parties.

**9.08 SOLE ARBITRATOR**

Notwithstanding the above, the parties may by mutual agreement refer the dispute to a sole arbitrator, with each party paying one-half (½) the cost of such arbitrator. The arbitrator shall have the same powers as an Arbitration Board.

## **Article 10 – Discharge, Suspension and Discipline**

**10.01 BURDEN OF PROOF**

In cases of discharge and discipline, the burden of proof of just cause shall rest with the Employer. Evidence shall be limited to the grounds stated in the discharge or discipline notice to the employee.

**10.02 WARNINGS**

Whenever the Employer or authorized agent deems it necessary to censure an employee in a manner indicating dismissal or discipline may follow any further infraction, or may follow if such employee fails to bring their work up to a required standard by a given date, the Employer shall call a meeting with the employee notifying the employee they have the right to a steward or Union representative at that meeting. The Employer shall, within ten (10) days after the meeting, give written particulars of such censure to the employee involved and the Secretary of the Union.

**10.03 EVALUATION REPORTS**

Where a formal evaluation of an employee's performance 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 as having read it.

Employees have the right to disagree with their evaluation by making a comment on the evaluation form. Employees may have a CUPE steward present at any evaluation meeting held with a supervisor in which the overall evaluation is unsatisfactory.

#### **10.04 HUMAN RESOURCES FILES**

Any employee shall have access to his/her complete in-service Human Resources file and shall have the right to receive copies of any documents, except letters of reference and materials which may have been provided in confidence to the University.

Upon the request of an employee, material of an adverse or disciplinary nature, except evaluation reports, shall be removed from an employee's file eighteen (18) months after date of issue, providing no material of a similar nature has been added.

### **Article 11 – Seniority**

#### **11.01 SENIORITY DEFINED**

Seniority is defined as the length of continuous service as a regular employee in the bargaining unit and shall be used in determining preference or priority for promotions, transfers, demotions, lay-offs, and recall. Seniority shall operate on a bargaining-unit-wide basis.

#### **11.02 SENIORITY LIST**

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all designated bulletin boards in January and June of each year.

#### **11.03 SENIORITY FOR TEMPORARIES**

Seniority for temporaries and casuals shall be defined as the number of hours an employee has worked in temporary or casual positions.

This seniority may only be applied as outlined below:

- a) For the purposes of filling posted vacancies pursuant to Article 13.04 (b).
- b) For the purposes of lay-off from temporary positions pursuant to Article 12.01 (k). Seniority will expire if a period of eighteen (18) months elapses from the end date of the last temporary or casual assignment.

The Employer shall maintain a list showing the accumulated hours for each person. An up-to-date copy of this list shall be sent to the Union and posted on the two (2) designated bulletin boards in January and June of each year.

When a temporary employee is successful in obtaining a regular position, regular seniority will be calculated and back-dated to include all service at the University as a temporary provided there has not been a break in service exceeding eighteen (18) months.

The conversion of temporary seniority to regular seniority shall be calculated using the factor of one thousand eight hundred twenty (1820) hours per year (hpy).

#### **11.04 PROBATION FOR NEWLY HIRED EMPLOYEES**

A newly hired employee shall be on probation for a period of four (4) months worked from the date of hiring. The probationary period may be extended by mutual agreement. During the probationary period, the employee shall be entitled to all rights and benefits of this Agreement.

A temporary hire, in excess of three (3) months, will have a probationary period of three (3) months. If the above-noted employee is subsequently hired as a regular employee in the same position, the employee shall serve an additional one (1) month probation. The probationary period may be extended by mutual agreement.

Regular employees shall not be eligible to apply for another regular posted position within their initial probation period, except by mutual agreement of the Employer and the Union at the local level.

### **Article 12 – Lay-Off and Recall**

*For the term of this agreement, the pilot project outlined in Letter of Agreement #7 will be used in place of Article 12.*

A reduction in work opportunity of the individual employee's regular schedule, as designated in the current job posting/ appointment form, will constitute a lay-off. The expiry of a temporary position does not constitute a layoff except that when a regular employee is in a temporary position that is reduced in hours or the appointment ends 12.01 (e), (h), (i), (j), (k) and 12.02 Recall shall apply.

#### **12.01 LAYOFF AND RECALL**

- a) The Employer shall identify the employee to be laid off, together with the classification and department.
- b) Regular employees who are subject to a seasonal lay-off will receive written notice at least twenty (20) working days prior to the effective date of lay-off, or will receive pay in lieu for each day the notice period is shorter than the twenty (20) working days.
- c) In case of a delay in the budget process (April layoffs only), verbal notice by the Administrative supervisor of at least twenty (20) working days shall be accepted as sufficient notice as identified in Article 12.01 (b). This is provided that the verbal notice is followed by written notice at least ten (10) working days prior to the commencement of the seasonal layoff.
- d) Regular employees who are laid off (other than seasonal lay-offs) will receive written notice of at least as many days stipulated below, or pay in lieu for each day the notice period is shorter than the days stipulated below:
  - i) twenty (20) working days for employees with up to six (6) years' service;
  - ii) twenty-five (25) working days for employees with six (6) to seven (7) years' service;
  - iii) thirty (30) working days for employees with seven (7) to eight (8) years' service;
  - iv) thirty-five (35) working days for employees with eight (8) to nine (9) years' service;
  - v) forty (40) working days for employees with more than nine (9) years' service.

- e) Benefit plan coverage may continue consistent with the provisions of the contract with the Carrier. The employee will be required to pay both shares except as provided in Article 29.03.
- f) A regular employee with the required ability may exercise their seniority rights to bump bargaining unit wide to the equivalent or lower classification. An employee may bump to a higher position in the following circumstances:
  - i) To regain the level held prior to a layoff where the position identified is substantially the same as the one from which the layoff occurred.
  - ii) The position has been posted as a regular position within the previous twelve (12) calendar months and the employee gained the educational qualifications for the position since the date the posting expired.

The Employer must be notified within five (5) working days by the employee or the Union of where bumping will occur. At the request of the employee, the period shall be extended to ten (10) working days.

- g) Regular employees on lay-off shall be recalled in order of service seniority, provided they have the ability to perform the available work.  
Regular employees recalled shall maintain their regular rate of pay when filling a casual/temporary assignment that is the same level and is similar in nature to their regular position.
- h) A list of regular employees on lay-off shall be kept and the Employer shall notify said employees of regular and temporary vacancies.
- i) It is the employee's responsibility to keep the Employer advised of their current address and phone number.
- j) The provisions of this section shall only apply in respect of any employee for a period of eighteen (18) months following the date of lay-off.
- k) In the event of lay-offs resulting from a decrease in the amount of work to be done, temporary employees shall be laid off prior to any regular employees being laid off. Such lay-off shall be in the reverse order of seniority, skill, knowledge and ability considered.

## **12.02 CUPE LAYOFF PROCEDURES (EXEMPTING SEASONAL EMPLOYEES)**

### **General Policy Statement**

Layoff notices will be given to all employees whose positions have been terminated or assigned hours reduced as a result of budgetary decisions other than seasonal layoffs.

The layoff notices will outline options as outlined below:

- a) Acceptance of reduced assignment if applicable, or
- b) Exercise of seniority rights, or
- c) Accept layoff and remain eligible for recall for a period of eighteen (18) months, or
- d) Severance with pay out of sick leave if eligible (Article 19.07), vacation pay out, and pension refund if requested and permitted. If this option is selected, the employee will lose all seniority rights.

## **Bumping**

In order to allow employees the opportunity to utilize their abilities in the same category, individuals who are to be laid off may utilize their seniority and would bump the least senior employee within their category or any lower category, competency considered. If more than one (1) employee is bumping into a classification, the senior employee will be given a choice of positions vacated.

Note: Employees are entitled to protect their current hours per week/months per year; therefore, they have the option to decline positions with assignments more or less hours per week/months per year than their current one.

Employees who lose a position as a result of bumping and for which no appropriate position exists in their category would then exercise seniority as outlined in Paragraph 1 above.

No "bumping up" will be permitted, except as allowed in 12.01 (f); that is, no increase in the hourly rate beyond the maximum in the current category assignment.

An employee may propose to the Committee that he/she bump into any less senior position within their category or a lower category for which he/she is qualified, regardless of the hours per week or months per year.

The Committee will meet with the employees to determine the relevance of their qualifications and experience for the position(s) they have identified.

The Committee will also review appropriate reassignments and may propose other options to discuss at the time of the interview. Based on the review of the positions and qualifications, the Committee will make its decision.

## **Trial Period**

All employees who transfer as a result of the bumping procedures will be required to serve a trial period of two (2) months. In the event a transferred employee proves unsatisfactory during the trial period or if the employee is unable to perform the duties of the new position or if he/she fails to meet the required standards for the position, one (1) additional "bumping" from that current position will be processed consistent with the procedures outlined above. Should that transfer be unsuccessful, the employee will be laid off and options (c) and (d) above made available.

## **Non-Acceptance of a Position**

If an employee rejects a position offered as a result of the bumping procedure, the employee has three (3) options:

- a) Appeal to the Joint Layoff Committee of two (2) Union and two (2) management representatives presenting rationale for the unsuitability (geographic location, excessive physical demands, preferences and other concerns) of the position. This committee will be a sub-committee of the CUPE Labour/Management Committee. If the committee unanimously concurs, other alternatives will be considered, or
- b) Accept layoff and remain eligible for recall, or
- c) Severance with pay out of sick leave, if eligible (Article 19.07), vacation pay out, and pension refund if requested and permitted. If this option is selected, the employee will lose all seniority rights.

### **Severance Payments**

Persons who have selected and are eligible for severance payment of vacation and/or sick leave, will receive severance payments promptly at termination of the notice period.

Information regarding your pension will be forwarded to your home address, four (4) to eight (8) weeks after notification of termination from the plan is received by the Pension Corporation.

### **Effective Date**

The implementation date for all transfers will normally be within one (1) month unless an earlier date is mutually agreeable to the current and future supervisor.

Persons who are currently on seasonal lay off whose position is redundant or who are bumped, will be required to exercise seniority rights at this time.

### **Salary on Transfer**

Where a demotion occurs, the salary will be adjusted to align to the grid of the lower classification. Placement on the lower salary structure will be at the step immediately higher than the current rate unless at maximum.

### **Layoff and Bumping Procedures**

#### **Stage 1**

Those employees who are in receipt of layoff notice will advise the Executive Director, Human Resources or designate, in writing, within five (5) working days of the option chosen. "At the request of the employee, the period shall be extended to ten (10) days." (Article 12.01 (f)).

#### **Stage 2**

Upon receipt of the responses, the University will initiate the appropriate action within three (3) working days.

#### **Stage 3**

Employees, in order of category and seniority, will meet with the joint committee. They will be advised of the position which has been proposed as their reassignment. At that time, if the position is deemed unsuitable by the employee, they may request the committee reconsider the assignment. If the committee unanimously concurs, an alternative assignment will be made if any such opportunities exist.

#### **Stage 4**

The University will confirm the transfer in writing within a further three (3) working days.

## Stage 5

Layoff notices for individuals bumped from their positions and not reassigned will be issued immediately with the option of:

- a) Layoff with recall rights; or
- b) Severance with pay out of sick leave if eligible (Article 19.07), vacation pay out, and a pension refund if eligible and requested. If this option is selected, the employee will lose all seniority rights.

The employee shall advise the Executive Director, Human Resources or designate of his/her option, in writing, within five (5) working days.

## Recall

- a) Should the position previously occupied on an ongoing basis by the laid off person be reinstated during the recall period, the individual will be recalled without competition or a trial period.
- b) All regular and temporary vacancies will be posted and may be accessed via the Internet through the web server (<http://www.viu.ca>). Employees unable to access the postings by the aforementioned methods will, upon request, be mailed copies of postings. It is the responsibility of the employee to ensure the Human Resources Department is notified of the current mailing address. Individuals on layoff must apply for and compete for any competition.
- c) "Recalled" status applies only when a laid off employee is appointed to an approved ongoing position on the Human Resources Report.
- d) A recalled employee (except as in (a) above) has a two (2) month trial period per Article 13.05:  
"The successful applicant shall be placed on trial for a period of two (2) months, subject to further two (2) month extension by mutual agreement between the supervisor and the employee. Any further extension will require the mutual agreement of the Union and the Employer."
- e) Casual or temporary assignments do not constitute recall and do not entail a requirement for twenty (20) day layoff notice nor the exercise of seniority rights.

### Note:

If an employee transferred as a result of this exercise occupies a position which is subsequently declared redundant (within six (6) months of the effective date of such transfer), that employee may bump into a position at the category level (or lower) occupied prior to the exercise, to a position which requires qualifications possessed by the employee experiencing the second layoff.

Competency considered, the decision will be at the discretion of the Joint Committee and requires unanimous concurrence.

## 12.03 APPLICATION

The application of the layoff and recall procedures in Section 12.01, when outside of seniority, shall be subject to joint Employer-Union consultations.



#### **12.04 EMPLOYER COMMITMENTS**

It is agreed that the Employer will make every reasonable attempt to minimize the impact of funding shortfalls and reductions on the work force.

Subject to budgetary constraints and the amount of funding available for labour adjustment costs; fairness, flexibility and employee choice will prevail in the implementation of labour force adjustment strategies as approved by the institution.

It is incumbent upon the Employer institutions to communicate effectively with its employees and the Union representing those employees as soon as the impact of any funding reduction or shortfall or profile change has been assessed.

If a work force reduction is necessary, the Joint Labour Management or Joint Adjustment committee will canvas employees in a targeted area or other areas over a fourteen (14) day period, or such longer time as the committee agrees, to find volunteer solutions that provide as many viable options as possible and minimize potential layoffs.

#### **12.05 MENU OF LABOUR ADJUSTMENT STRATEGIES**

To minimize layoffs, the committee will consider the following strategies, subject to Article 12.03:

- Job sharing.
- Reduced hours of work through partial leaves.
- Transfers to other areas within the bargaining unit subject to available work and meeting qualifications, with minimal training required.
- Paid and unpaid leaves of absence for use to seek alternate employment, retirement adjustment, retraining, etc.
- Voluntary severance.
- Purchasing past pensionable service. If permissible the Employer will match a minimum of three (3) years' contributions to the appropriate pension plan (Municipal Pension Plan) where an employee opts for early retirement.
- Early retirement incentives.
- Agreed secondment.
- Retraining.
- Trial retirement.
- Continuation of health and welfare benefits.
- Combinations and variations of the above or other alternatives.

#### **12.06 LAYOFFS MAY OCCUR**

Once strategies other than layoff have been explored, the Employer may proceed, if need be, to layoffs. For those affected by layoff the system-wide Electronic Registry of Laid off Employees will be available.

## **Article 13 – Promotions and Staff Changes**

### **13.01 JOB POSTINGS**

When a vacancy occurs or a new position is created inside the bargaining unit, notice shall be posted on the Internet (<http://www.viu.ca>) for a minimum of seven (7) days, so that all members will be informed of the vacancy or new position.

Where the Employer determines that an existing regular position will not be filled the Union will be notified at the earliest possible date.

A vacancy specified as thirty (30) assigned days of work or less is not subject to posting. No extensions shall be granted.

### **13.02 INFORMATION IN POSTING**

Such notice shall contain the following information:

- a summary of the function, activities and responsibilities consistent with the Job Evaluation Position Questionnaire
- the required education and experience as per the Job Evaluation rating
- the current pay level of the position
- hours of work

In addition, the posting may contain other details relevant to the position.

### **13.03 NO OUTSIDE ADVERTISING AND INTERNAL APPLICANTS**

The Employer will not make any information about external applicants available to the hiring committee, nor will any external applicants be considered until the applications of internal applicants have been thoroughly processed and no qualified applicant as per Article 13.04 is found.

Applications will be assessed and applicants short listed based solely on information provided on the application to the specific posting.

### **13.04 ROLE OF SENIORITY IN PROMOTION AND TRANSFERS**

- a) In making promotions, transfers, or filling vacancies, the skill, knowledge and ability of the employees concerned shall be the primary consideration and where such qualifications are relatively equal, seniority shall be the determining factor.
- b) Persons with temporary or casual seniority pursuant to Article 11.03 shall be given preference for posted positions where their skill, knowledge, and ability is equivalent to that of the other outside job applicants. In the event two (2) or more such applicants are relatively equal in their skill, knowledge, and ability, seniority shall be the determining factor.

Applicants who wish to exercise their rights under this clause must identify on the application that they have temporary or casual service during the previous eighteen (18) calendar months.

Temporary and casual employees who have accumulated a minimum of six hundred (600) hours of temporary seniority, as per Article 11.03, shall be considered internal applicants for the purposes of job postings. In the event the selection process requires a tie breaker, the employee's temporary seniority hours will be converted to a notional seniority date using a seven (7) hour day, and that seniority date shall be the determining factor.

### **13.05 TRIAL PERIOD**

The successful applicant shall be placed on trial for a period of two (2) months, subject to further two (2) month extension by mutual agreement between the supervisor and the employee in which case, reasons shall be provided to the Union in writing. Any further extension will require the mutual agreement of the Union and the Employer.

Conditional on satisfactory service, the employee shall be declared regular after that period. The trial period shall be at the established rate of pay for the position. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee is unable to perform the duties of the new job classification, the employee shall be returned to their former position, wage or salary rate and without loss of seniority. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, wage or salary rate, without loss of seniority.

Notwithstanding the above, normally no employee shall be required to serve more than one (1) trial period in the same position.

### **13.06 NOTIFICATION TO EMPLOYEE AND UNION**

Within seven (7) calendar days of the date of appointment to a vacant position within the bargaining unit, the name of the successful applicant shall be conveyed to each interviewed applicant within the bargaining unit. Upon request, unsuccessful applicants from within the bargaining unit shall be given the reasons why they were unsuccessful. The Union shall be notified of all appointments, hirings, lay-offs, transfers, recalls and termination of employment.

### **13.07 RIGHT TO GRIEVE**

Where an employee feels aggrieved by any decision of the Employer related to promotion, demotion or transfer, the employee may grieve the decision at Step 3 of the Grievance Procedure in Article 8 of this Agreement within twenty-one (21) days.

## **Article 14 – Hours of Work**

### **14.01 STANDARD WORK WEEK**

- a) The standard work week for non-shift employees shall consist of five (5) consecutive days, from Monday to Friday inclusive.
- b) The work week shall be thirty-five (35) hours per week.
- c) Part time is less than thirty-five (35) hours per week.

#### **14.02 STANDARD WORK DAY**

The standard work day for non-shift employees shall be seven (7) hours exclusive of the meal period.

#### **14.03 ADDITIONAL HOURS FOR REGULAR PART-TIME EMPLOYEES**

- a) The University is committed to the principle of making temporary and casual work available to regular part-time employees. Such assignments are exempt from premium pay. It is the responsibility of the regular part-time employee to advise Human Resources, in writing, of their interest in such employment, their availability, and their skills, knowledge and ability as it might relate to such employment.
- b) The parties shall meet in February of each year to review the previous twelve (12) months experience and the future prospects of a part-time employee working additional hours in their regular position on a regular basis, and having such additional hours becoming part of the employee's regular assignment.
- c) The Human Resources office shall supply this information in November of each year so the Union has time to review the information before the February meeting.

#### **14.04 MEAL PERIODS**

- a) Meal periods shall be scheduled as close as possible to the middle of the work day or shift and to correspond to dining room facilities.
- b) An employee shall be entitled to take a meal period away from the work station. Where this cannot be done, the meal period shall be considered as time worked and compensated for at the applicable overtime rate, providing such time is authorized.

#### **14.05 REST PERIOD**

During a four (4) hour work period, employees shall be entitled to one (1) paid fifteen (15) minute rest period.

Within every seven (7) hour work period, employees shall be entitled to two (2) paid fifteen (15) minute rest periods.

#### **14.06 SELF-ASSIGNING HOURS**

- a) Positions where the work cannot be delivered on predictable and rigid schedules can, with proper authorization be designated as positions with self-assigning hours. These self-assigning employees are expected to schedule their own working hours in accordance with the requirements of the job function in concert with their supervisor.
- b) When circumstances require the creation or designation of additional self-assigning positions the mutual agreement of affected employees, the Union and management will be required before implementation. The designation of "self-assigning" will be reviewed after a new incumbent occupies the position for twelve (12) consecutive months, or upon request by the Employer or the Union.
- c) The employee and the supervisor will reconcile hours worked every three (3) months. If the aggregate hours over the three (3) month period exceed the hours paid biweekly, the excess hours accumulated will be banked as time off with pay at time and one-half (1 ½), or at the employee's request, paid out at time and one-half. If the aggregate hours are less than estimated, there shall be no recovery.
- d) Article 15 shall not apply. Annually, the parties shall review the positions with self-assigning hours and agree to guidelines which include the appropriate application of the principles included in Article 16 to these positions (i.e. breaks, hours of work).

#### **14.07 FLEXIBLE WORK SCHEDULE**

Regular employees who work a minimum of twenty-nine (29) hours per week may apply for a flexible work schedule. Application of the flexible work schedule must not produce any additional cost (i.e., overtime, other premium pay, additional manpower requirements or fringe benefits costs) or any noticeable reduction in service from the level of service rendered at the time of implementation.

When a general holiday falls in a pay period, that entire pay period reverts back to the normal five (5) days per week, seven (7) hours per day routine. This arrangement concerning general holidays may be waived by the administrative supervisor on any of the general holidays. If the arrangement is waived and a general holiday falls on a scheduled day off, the employee will take off an alternate day at a mutually convenient time within twenty (20) working days. In this instance, the employee will be required to make up the additional time for each general holiday. The time must be made up in the same twenty (20) working day period.

The flexible work schedule may be suspended by the administrative supervisor, in consultation with the employees, should it become operationally necessary. The suspension could affect any or all of the work units involved.

Any employee who prefers to remain on their regular hourly pattern may elect to do so. Having chosen a regular hour cycle, the employee may later apply to change hours to a

flexible work schedule and, if the change is approved, entry into the plan would be at the beginning of a biweekly pay period which does not include a general holiday.

#### **14.08 WEEKEND WORK**

Where for bona fide operational reasons the Employer schedules employees to work Saturday or Sunday, the following criteria shall apply:

- a) After May 15, 2000, new positions created and vacant positions may include Saturday and/or Sunday as a regular workday. Postings for these positions shall state the consecutive days of work.
- b) No regular employee hired prior to May 15, 2000 shall be required to work Saturday or Sunday as a regular workday, unless the employee is currently scheduled to work Saturday or Sunday.
- c) A premium of one (1) additional hour of pay per shift shall apply to all regularly scheduled work on Saturday and Sunday.
- d) No employee shall be laid off or have their hours of work reduced as a result of this Article.

### **Article 15 – Shift Work**

#### **15.01 DEFINITION OF SHIFT FOR REGULAR EMPLOYEES**

- a) All hours worked on any shift which starts between 4:30 a.m. and 1:59 p.m. inclusive shall be considered a day shift.
- b) All hours worked on any shift which starts between 2:00 p.m. and 8:59 p.m. shall be considered a second shift.
- c) All hours worked on any shift which starts between 9:00 p.m. and 4:29 a.m. shall be considered a third shift.

#### **DEFINITION OF SHIFT FOR PART-TIME EMPLOYEES**

A part time employee will receive a shift premium of fifty cents (\$0.50) per hour for all hours worked on shift fifty percent (50%) or more of which is regularly scheduled between 6:00 p.m. and 6:00 a.m.

#### **15.02 SHIFT PREMIUM**

Shift premiums shall be paid for all hours worked on a second or third shift. Shift premiums shall be:

- Fifty cents (\$0.50) per hour for second shift
- Fifty cents (\$0.50) per hour for third shift

Shift premiums will apply to overtime hours worked in conjunction with a shift.

Where employees work a split shift, they shall receive fifty cents (\$0.50) per hour for the entire shift. An employee on split shift is required to have an unpaid break of more than one (1) hour.

#### **15.03 NOTICE OF SHIFT SCHEDULES**

Schedules of shift work for regular employees and temporary employees working a scheduled shift shall be posted at least forty-eight (48) hours in advance of starting day

of a new schedule. However, the Employer will make every effort to post shift schedules fourteen (14) days in advance and employees involved will be consulted prior to any change in the shift schedule in order to determine their availability.

In the event that an employee's schedule of shift work and/or hours of work are changed without the forty-eight (48) hours advance notice required, the employee will receive a premium of thirty-five cents (\$0.35) per hour for work performed on the first new scheduled shift to which the employee changed in addition to the employee's regular pay. Subsequent shifts worked on the new schedules shall be without this premium.

#### **15.04 SHORT CHANGE OVER**

If shifts are scheduled so that there are not twenty-four (24) hours between the start of an employee's shift and the start of the next shift, overtime rates apply to hours worked on the succeeding shift within the twenty-four (24) hour period.

Exceptions to this are temporary and casual employees who are called in on short notice to work the remainder of a shift one day and begin at the regular time on the second day, and part-time employees who access additional hours under Article 14.03.

#### **15.05 EXCHANGE OF SHIFTS**

Employees may exchange shifts with the approval of the Administrative Supervisor, provided that sufficient advance notice is given and there is no increase in cost to the Employer. The employee shall initiate the request with the direct supervisor.

#### **15.06 REPORTING TO WORK LOCATION**

Where employees are required to report to a central location in order to be assigned their work location, their shift will commence from the time they are required to report for assignment.

#### **15.07 SHIFT CHANGE**

The starting and stopping times of all shift changes shall be subject to joint Employer/Union negotiations.

#### **15.08 CHANGE OF WORK LOCATION**

Except in the case of temporary assignment changes for a duration of less than one (1) month, and except in the case of emergencies, the Employer will give a regular employee two (2) weeks advance notice in writing stating reasons, prior to implementing any change in the employee's designated work location.

## **Article 16 – Overtime**

### **16.01 DEFINITIONS**

- a) "Overtime" means work performed by an employee in excess or outside of the normal full-time working day.
- b) "Straight time rate" means the hourly rate of remuneration.
- c) "Time and one-half" means one and one-half (1 ½) times the straight rate.
- d) "Double time rate" means two (2) times straight rate.
- e) "Double time and one-half" means two and one-half (2 ½) times the straight time rate.

### **16.02 OVERTIME ENTITLEMENT**

An employee will be entitled to compensation for authorized overtime after work in excess of a regular scheduled work day.

### **16.03 RECORDING OF OVERTIME**

Employees shall record starting and finishing times for overtime worked on a designated form.

It is the employee's responsibility to identify premium pay claims.

### **16.04 SHARING OF OVERTIME**

Overtime work shall be divided equally wherever practical, among employees who are available and qualified to perform the work.

Efforts shall be made to offer overtime to regular employees who would normally perform the work prior to it being offered to temporary or casual employees, except in cases where employee fatigue could jeopardize safety.

### **16.05 OVERTIME COMPENSATION**

- a) Overtime worked shall be compensated for at the following rates:
  - i) Time and one-half for first four (4) overtime hours worked after a normal full time work day, and
  - ii) Double time for all hours worked in excess of four (4) overtime hours worked after a normal full time work day.
  - iii) Double time for all hours worked on day of rest.
- b) An employee on travel status who is required to travel on the Employer's business in excess of full-time hours shall be compensated at the applicable overtime rates for all hours travelled. The Employer may determine the means of such travel.



**16.06 MEAL ALLOWANCES**

An employee who is required to work a minimum of two and one-half (2 ½) hours overtime before or after the employee's scheduled hours of work, shall be provided with a meal or shall be reimbursed based on the meal rates in Policy 42.08, Reimbursement of Travel and Other Expenses. A meal break of one-half (½) hour with pay shall be given at the overtime rate.

In the event an employee is required to work during their scheduled meal break, the supervisor shall ensure the employee is provided with a meal break either immediately prior to, or immediately after the regular scheduled break.

This section shall not apply to an employee who is on travel status which entitles the employee to claim for lodging and/or meals.

**16.07 NO LAY-OFF TO COMPENSATE FOR OVERTIME**

Employees shall not be required to lay off during regular hours to equalize any overtime worked. However, at the time of reporting hours, the employee may request supervisory approval for time-off in lieu of overtime at the applicable overtime rate.

**16.08 RIGHT TO REFUSE OVERTIME**

The parties recognize employee longevity and well-being will benefit by a regular standard work week with regular time off.

All employees shall have the right to refuse to work overtime, except when required to do so in emergency situations, without being subject to disciplinary action.

**16.09 OVERTIME FOR PART-TIME EMPLOYEES**

Part time employees are eligible for overtime compensation when they are required to work more than seven (7) hours in a day. Except for employees on a rotating shift, which requires more than five (5) consecutive days of work, part time employees required to work in excess of five (5) days in a week, are eligible for overtime compensation for all work performed in the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) days. Overtime rates as defined in 17.01 (d) shall apply for all work performed on general holidays.

**16.10 CALL-OUT PROVISION**

A regular employee who is called back to work outside the employee's regular working hours shall be compensated for a minimum of four (4) hours at the applicable overtime rates.

The four (4) hour minimum does not apply to employees who have received prior notice that they will be called back. Upon return to work such employees will be compensated for a minimum of two (2) hours at their applicable overtime rate.

### **16.11 REST INTERVAL**

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

### **16.12 BANKING OF OVERTIME**

At the time of reporting overtime hours, employees, except casuals, shall have the option to:

- a) bank overtime hours at the applicable overtime rates and take compensating time off at a later mutually agreeable time between the employee and supervisor,
- b) receive pay at the applicable overtime rates on the next pay cheque.
- c) The supervisor and employee are expected to manage the utilization of accrued overtime. Any remaining credit balance at August 31, or on termination, will automatically be processed by Payroll for payout upon receipt of the August attendance reports.
- d) Once an employee elects banking or pay for an instance of overtime, no change shall occur.

### **16.13 REVIEW OF OVERTIME UTILIZATION**

The Executive Director, Human Resources or designate will review CUPE overtime statistics on an annual basis and include historical data where available, and report to the Labour Management Committee.

The Committee will examine the report and, where the overtime appears excessive, will make recommendations as required to the employee and the supervisor in consideration of Article 16.08, the efficient use of financial resources and ways to effect a reduction in overtime utilization.

## **Article 17 – General Holidays**

### **17.01 GENERAL HOLIDAYS**

- a) **General Holiday Pay**  
Regular and probationary employees shall receive their regular pay for the following general 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

and any other day proclaimed by the Government of Canada, or the Government of British Columbia or the Employer. Regular and temporary part-time employees shall have this entitlement pro-rated.

- b) If a general holiday falls on a Saturday or Sunday, the Provincial declaration shall apply.

- c) Casual Employees In lieu of General Holiday pay as set forth above, a premium of four decimal six percent (4.6%) will be added to the base rate of employees classified as casual.
- d) An employee who works on a general holiday shall receive the regular day's pay or equal time off with pay at the regular rate, and shall receive additional compensation at the rate of double (2) time for all hours worked; except for Christmas Day and New Year's Day when the additional compensation shall be the rate of double time and one-half (2 ½) for all hours worked.
- e) When an employee is normally scheduled to work on Christmas Day and New Year's Day the employee will have at least one of these days as a general holiday.
- f) Where a General Holiday falls on a non-working day for an employee, the employee must be given an alternate day off with pay or choose to have the hours assigned for that day credited at straight time to their bank or choose payout at straight time. This day off must be scheduled prior to the end of the vacation year at a mutually agreed time.

#### **17.02 NON-SERVICE DUTY DAYS**

Three (3) Non-Service Duty Days will be provided for regular and temporary employees who are not on seasonal lay-off or leave without pay. These will be on the first (1<sup>st</sup>), second (2<sup>nd</sup>) and third (3<sup>rd</sup>) working days following Boxing Day or the day observed as Boxing Day.

A regular or temporary employee who is designated by the University Executive to work during the non-service duty days shall receive the equivalent time off in lieu at a time mutually agreeable between the employee and their supervisor.

### **Article 18 – Vacations**

#### **18.01 VACATION YEAR**

For the purpose of this Agreement, the Vacation Year shall mean the twelve (12) month period from January 1<sup>st</sup> to December 31<sup>st</sup>; inclusive.

#### **18.02 VACATION ENTITLEMENT**

- a) Basic vacation entitlement will accrue at the following rates:
  - i) 4.04 hours per pay period from the start of employment (three (3) weeks per year);
  - ii) 5.39 hours per pay period from the pay period following the start of the fifth (5<sup>th</sup>) year of employment (four (4) weeks per year);
  - iii) 6.73 hours per pay period from the pay period following the start of the tenth (10<sup>th</sup>) year of employment (five (5) weeks per year);
  - iv) 8.08 hours per pay period from the pay period following the start of the eighteenth (18<sup>th</sup>) year of employment (six (6) weeks per year).

Part time employees will have vacation entitlement pro-rated.

- b) Temporary and casual employees shall earn their vacation entitlement and be paid out biweekly at the rate of six percent (6%) on gross earnings. Any temporary, casual or additional hours worked by a regular part-time employee in

their regular position shall be accrued for vacation purposes. Upon the request of a temporary employee, vacation entitlement can be accrued and used during the term of the temporary appointment. Any unused vacation entitlement will be paid out at the end of the temporary appointment.

- c) Accrued vacation credits may be utilized at any time.
- d) Regular employees on layoff who are called in for work in their department shall receive accrual of vacation equivalent to their basic entitlement.
- e) Temporary employees with consecutive appointments totalling nine (9) months or longer shall, upon request, be granted up to three (3) weeks leave without pay per year at a time mutually agreed to between the employee and the supervisor.

### **18.03 REGULAR EMPLOYEES ASSIGNED LESS THAN 12 MONTHS**

Regular employees assigned less than twelve (12) months per year shall have vacation entitlement included in their appointment. The appointment shall reflect the vacation entitlement of the incumbent.

The Employer may assign the vacation time when the appointment is made. Should employees desire time off outside the designated vacation period, the Employer shall grant the request where operationally feasible, which may reduce the appointment duration.

Any unused vacation at the time of the longest layoff scheduled in the fiscal year will be paid out prior to the commencement of the layoff.

Vacation accrual entitlement will be based on regular hours assigned based on the employee's appointment. Vacation entitlement for any additional regular hours worked will be accrued on a biweekly basis.

### **18.04 SERVICE IN THE CANADIAN ARMED FORCES**

After one (1) year's service with the Employer, a former member of the Canadian Armed Forces may apply to the Employer to have one (1) year credited towards vacation entitlement upon demonstration of service with the Canadian Armed Forces.

**18.05 COMPENSATION FOR HOLIDAYS FALLING WITHIN VACATION**

When a statutory holiday falls on or is observed during an employee's annual vacation, it shall be recorded as a statutory holiday and shall not be deducted from the employee's vacation credits.

**18.06 VACATION PAY ON RETIREMENT**

On retirement, at age fifty-five (55) or older, each employee, with a minimum of ten (10) continuous years of employment at the University, and qualifies for the Municipal Superannuation Plan, shall be entitled to the same vacation which the employee would have had if the employee continued working to the end of the calendar year.

An approved leave of absence of up to one (1) year shall not constitute a break in continuous employment.

For information purposes only, the Employer may solicit an expression of interest from employees eligible for retirement by November 1<sup>st</sup> of each year.

**18.07 PAYMENT OF WAGES**

Employees may, upon giving twenty (20) calendar days prior notice, receive on the last working day preceding commencement of their vacation, any wages which would normally fall due during the period of their vacation.

**18.08 APPROVED SICK LEAVE DURING VACATION**

Where an employee is eligible for sick leave while on vacation there shall be, on application, special arrangements made where serious illness or accident can be proven with the intent not to lose vacation time.

**18.09 VACATION RELIEF**

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

**18.10 UTILIZATION OF ANNUAL VACATION CREDITS**

Vacation credits accrued in the previous vacation year (January 1<sup>st</sup> to December 31<sup>st</sup>) must be used or banked (Article 18.11) prior to Leave Without Pay.

**18.11 BANKING OF VACATION CREDITS**

With the immediate Supervisor's approval, regular employees will be permitted to bank up to five (5) days of vacation per year accumulated to a maximum of fifteen (15) days, consistent with efficient staffing requirements and take it in the subsequent vacation year at a mutually agreeable time between the employee and supervisor.

## **Article 19 – Sick Leave**

**19.01 SICK LEAVE ENTITLEMENT**

A temporary, probationary or regular full-time employee, not on leave of absence or lay-off, shall earn sick leave credits at the rate of ten and one half (10 ½) hours for each month of service in which pay was received for at least ten (10) days. Sick leave shall accumulate to a maximum of eight hundred forty (840) hours.

A temporary, probationary or regular part time employee, not on leave of absence or lay-off, shall be entitled to sick leave credits on a pro rata basis.

Where an employee is absent from work because of illness or injury, the employee shall be entitled to claim sick leave at the regular rate of pay for a maximum period equivalent to the employee's accumulated sick leave credit. In the event an employee requires medical treatment outside of the immediate area, or is referred to a medical specialist, leave shall be granted under this Article. An employee shall be paid from available sick leave credits for hours the employee had been previously scheduled to work.

Absences in excess of five (5) consecutive days must be supported by a medical certificate.

The University may request a medical opinion to confirm whether an employee, on return to work, is fit to return to work.

A temporary employee may carry forward fifty percent (50%) of unused sick leave credits from a temporary appointment to subsequent temporary appointments or to a regular appointment, provided the break between appointments has not exceeded eight (8) months and the balance at any time does not exceed two hundred ten (210) hours, or the prorated equivalent.

#### **19.02 ADVANCE OF SICK LEAVE**

An employee may borrow against future earned sick leave in the event the employee suffers a serious, long term illness, provided that:

- a) a qualified medical practitioner certifies that the employee is seriously ill and the nature of the illness prevents the employee from performing their regular duties.
- b) borrowed sick leave credits are charged against future earned credits;
- c) the employee has been employed at least six (6) months.

Employees will not be eligible to borrow sick leave with pay as long as the employee concerned has unexpended benefits under the Employment Insurance Sickness Benefit Plan.

The borrowed leave entitlement shall be as follows:

- a) employees with ten (10) years continuous service or less - up to thirty (30) working days;
- b) employees with more than ten (10) years and less than twenty (20) years continuous service - up to forty-five (45) working days;
- c) employees with twenty (20) years continuous service or more - up to sixty (60) working days.

In exceptional cases, these entitlements may be varied on approval by the Executive Director, Human Resources or designate in order to provide bridging to an approved long term disability claim.

**19.03 BONUS SICK LEAVE ENTITLEMENT FOR LONG SERVICE EMPLOYEES**

Effective April 1, 2006, the Employer agrees to establish a bonus bank of thirty-five (35) hours annually. This bank will be available to regular employees who have reached twenty (20) years of continuous service or more and have eight hundred forty (840) hours entitlement under Article 19.02. Once an employee becomes entitled to this bank their entitlement will continue for the duration of their continuous service. Hours in this bank are not eligible for the payout under Article 19.07.

Each January the bank will be replenished to thirty-five (35) hours (prorated for part-time regular employees). Any balance remaining at December 31 will not carry forward. In cases, where an employee retires or terminates before December 31 the thirty-five (35) hours will be prorated and if the amount used that year exceeds this entitlement the arrears will be deducted from the final pay. An employee may not borrow against this bonus bank.

**19.04 EMPLOYEE TO INFORM IMMEDIATE SUPERVISOR**

The employee shall make every reasonable effort to inform the immediate supervisor as soon as possible of the employee's inability to report to work because of illness or injury.

**19.05 FAMILY ILLNESS**

In the case of illness or care of an immediate family member the employee may, after notifying the supervisor, use sick leave entitlement up to a maximum of five (5) days per calendar year.

**19.06 DEDUCTION OF SICK LEAVE**

Absence for an accounted illness for less than half ( $\frac{1}{2}$ ) a day shall not be deducted. Absence for half ( $\frac{1}{2}$ ) a day or more and less than a full day shall be deducted as one-half ( $\frac{1}{2}$ ) day. This provision is to be pro-rated for part-time employees.

The employee will make every reasonable effort to schedule a medical appointment outside of their normal working hours. When this is not possible, time taken from previously scheduled work for medical appointments will be deducted from sick leave credits.

**19.07 PAYMENT FOR ACCRUED SICK LEAVE ON TERMINATION OR RETIREMENT**

An employee having accrued sick leave to their credit shall:

- a) On termination, receive a salary grant equal to fifty percent (50%) of such credit up to a maximum of four hundred twenty (420) hours at the rate of pay effective at the termination date provided the employee has completed three (3) years' service; or
- b) On retirement, receive a salary grant equal to one hundred percent (100%) of such credit up to a maximum of eight hundred forty (840) hours at the current rate of pay effective at the retirement day. This benefit is only available to employees aged fifty-five (55) or older.

In the event of death, the value of the accrued sick leave shall be paid to the employee's estate.

**19.08 SICK LEAVE RECORDS**

Upon written request an employee shall be advised of the balance of their sick leave credits.

**19.09 JOINT EARLY INTERVENTION PROGRAM AND JOINT REHABILITATION COMMITTEE**

A Joint Rehabilitation Committee made up of three (3) representatives from the Union and three (3) representatives from Human Resources will develop their own terms of reference and processes to reflect the following principles:

- a) The Joint Early Intervention Program will be jointly managed.
- b) Where an employee is absent for five (5) or more consecutive days of work or where it appears that there is a pattern of consistent or frequent absence from work, an employee may be referred for participation in the Early Intervention Program. If an employee is referred, the employee must participate in the Early Intervention Program.
- c) The purpose of the program is rehabilitative.
- d) The employee will provide the information necessary for the Employer, the Union and the disability management services provider to determine the employee's prognosis for early, managed return to work.
- e) All information provided to the committee or to the disability management services provider will be in confidence, and all records will be confidential. Managers will only be provided with information necessary for rehabilitative employment.
- f) An employee enrolled into the program is entitled to Union representation, and the Union agrees to maintain the confidentiality of the employee's medical and related records.
- g)

**19.10 LONG TERM DISABILITY**

Sick leave credits cannot be utilized beyond the three (3) month elimination period except in the event the initial Long Term Disability payment is delayed. Upon receipt of Long Term Disability monies, the Employer will be reimbursed and the Sick Leave Bank credits reinstated.



### **19.11 WORKERS COMPENSATION LEAVE**

Employees with accumulated sick leave to their credit shall turn over, or cause to be turned over, to the Employer, any wage loss monies paid or payable to them by the Workers' Compensation Board, and upon so doing will receive full pay up to the value of the accumulated sick leave.

In such cases there will be a deduction from the accumulated sick leave of the percentage by which the Workers' Compensation Board does not recompense the Employer. If there is no credit of sick leave, employees will retain their Workers' Compensation Board cheques.

### **19.12 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

The parties agree that an Employee and Family Assistance Program is mutually beneficial. Information about the program is available at the Human Resources Office or from a Union Steward or Executive member.

For as long as the premiums for this program are equally shared between the Employer and Employees, changes to levels of benefit must be mutually agreed to between the Employer and the Union.

## **Article 20 – Career and Personal Development**

### **20.01 PURPOSE OF CAREER DEVELOPMENT**

- a) Both parties recognize that improved equipment, methods and procedures create changes in the job structure of the University's work force. The parties also recognize the need to provide employees with the opportunity for career development by enabling them to prepare for promotional advancement and generally upgrade their present skills.
- b) The provisions of the Article are intended to assist employees in maintaining and improving skills and/or to assist in preparing them for foreseeable jobs.
- c)

### **20.02 COMMITTEE ON EDUCATION AND TRAINING**

The joint University/Union Committee comprised of two (2) CUPE representatives and two (2) management representatives will meet at the call of either party to coordinate staff development initiatives at the University.

- a) It is mutually agreed training on all new equipment and procedures will be provided by the University to persons directly involved and using equipment and procedures.
- b) Course Leave: An employee shall be granted leave with pay to take courses at the request of the Employer. When such leave is granted the Employer shall bear the full cost of the course including tuition, entrance or registration fees, laboratory fees, and course required books. The Employer shall also reimburse the employee for travelling, subsistence and other legitimate expenses where applicable.

An employee may also initiate a request which shall be subject to approval of the Employer. The Employer may elect to pay all or a portion of an employee initiated request. Approval to attend shall not be unreasonably withheld.

- c) The University will provide the Committee with information on University courses available to staff four (4) weeks ahead of the earliest identified course dates.
- d) The Committee will ensure that the CUPE Employee Training Opportunity Flyer is adequately circulated to staff.
- e) Employees shall continue at their regular rate of pay and with no loss of seniority during training.
- f) It is understood that the supervisor approves employees for short courses.

### **20.03 CAREER DEVELOPMENT FUNDS**

- a) The University shall make an annual commitment of ten thousand dollars (\$10,000.00) to be administered by the Joint Committee on Training and Development. At the conclusion of each fiscal year an accounting of expenditures will be provided to the Union.  
  
The unspent balance at the end of any fiscal year may be carried forward to the following year, provided the total funds unspent at any time do not exceed twenty thousand dollars (\$20,000.00).
- b) In addition to (a) above, Vancouver Island University will contribute sixteen thousand dollars (\$16,000.00) to the training fund for the 2006/07 budget year and effective 2007/08 will also contribute, on an ongoing basis, one percent (1%) of CUPE payroll gross earnings to the fund.
- c) The Committee shall operate as follows:
  - i) The Committee shall report in writing to the parties in November and May.
  - ii) All decisions of the Committee shall be by consensus.
  - iii) Expenditures made from the funds shall be approved by the Committee prior to implementation. Cost center reports shall be provided to the Committee members monthly.
  - iv) Courses paid for by the fund shall be attended by CUPE members first. Approval to attend shall not be unreasonably withheld. In the event vacancies are available after CUPE registrations close, other Vancouver Island University employees may attend providing they pay fees set by the Committee.
  - v) The Employer shall pay all fees and expenses for courses requested by the Employer.

## **20.04 PERSONAL DEVELOPMENT**

- a) **Enrolling in Credit Courses**

University employees, who have a regular or current temporary appointment, may register in University courses at no cost. Such registration will be subject to admissions requirements and enrolment procedures which will be set from time to time by the Registrar (refer to Policy 33.01 and related procedures)
- b) **Enrolling in Professional Development and Training Courses**

Eligible University employees - defined as an individual who is employed by Vancouver Island University for a minimum of three (3) months and only during the period of employment, or as determined on an individual basis by a long term Professional Development and Training instructor - will be allowed to enrol in one (1) non-credit or part-time vocational course per term, at no cost, subject to procedures which will be set from time to time by the Professional Development and Training Department at each campus.
- c) **Prior to enrolling in credit courses at Vancouver Island University which may conflict with work schedules, employees will require the approval of their administrative supervisor(s). Subject to operational needs the employees may rearrange their work schedule to enable them to attend such courses during their normal working hours, providing this results in no additional cost to the Employer.**

The employee shall initiate the request with their direct supervisor. Approval to attend shall not be unreasonably withheld.
- d) **A current copy of such Fee Exemption procedures relevant to Article 20.04 will be sent to the CUPE Recording Secretary.**

## **Article 21 – Special and Other Leave**

### **21.01 BEREAVEMENT LEAVE**

In the case of bereavement in the immediate family an employee not on leave of absence without pay shall be entitled to special leave at the regular rate of pay, for the period of bereavement which shall normally not exceed five (5) working days, including, if necessary, an allowance for immediate return travelling time. The leave shall commence from the date of death to and including the date of the funeral, cremation, or interment. However, in the event the funeral, cremation, or interment is not held until a later date, the leave may be taken non-consecutively within three (3) months of the date of death.

Immediate family is defined as an employee's parent, wife, husband, common-law spouse, child, brother, sister, father-in-law, mother-in-law, grandparents, grandchild, and any relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. 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.

### **21.02 SPECIAL LEAVE**

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

a)	Marriage of the employee	three (3) days
b)	Attend wedding of the employee's child	one (1) day
c)	Adoption or birth of the employee's child	one (1) day
d)	Serious household or domestic emergency	one (1) day
e)	Moving household furniture and effects	maximum of one (1) day per year January 1 <sup>st</sup> to December 31 <sup>st</sup>
f)	Attend the employee's formal hearing to become Canadian Citizen	one (1) day
g)	Attend funeral as pall bearer	one (1) day
h)	Attend funeral as mourner	up to seven (7) hours per year for full-time employees and pro-rated for part-time employees, based on the employee's appointment January 1 <sup>st</sup> to December 31 <sup>st</sup>

**21.03 FULL-TIME OR PART-TIME UNION OR PUBLIC DUTIES**

Employees may submit written requests to the Executive Director, Human Resources or designate for a leave of absence without pay:

- a) For employees to seek election in a Municipal, Provincial or Federal election;
- b) For employees selected for a position with the Union or anybody to which the Union is affiliated for up to a period of one (1) year. Such leave may be renewed each year, on request, during the employee's term in office. Such employee shall receive pay and benefits as provided for in this Agreement but the Union shall reimburse the Employer for all pay and benefits during the period of absence.

Requests for full-time leave of absences shall be approved.

Requests for part-time leaves may be approved at the Employer's discretion.

**21.04 LEAVE FOR COURT APPEARANCES**

An employee who is called for Jury Duty or as a witness provided such court action is not initiated by the employee's personal affairs shall continue to receive their regular pay. The employee shall turn over to the University any monies received from the Crown for the days the employee is normally scheduled to work providing this does not exceed the employee's regular pay rate.

**21.05 ELECTIONS**

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

**21.06 GENERAL LEAVE**

Employees on general leave shall continue to accrue seniority. Employees on extended leave without pay or unassisted leave are required to notify the University of their

intention to resume their regular employment at least thirty (30) calendar days in advance of the pre-determined recommencement date.

**a) Emergency or Unusual Circumstances**

Notwithstanding any provision for leave in the Agreement, the Executive Director, Human Resources or designate may grant upon recommendation of the administrative supervisor, leave without pay to any employee requesting such leave for emergency or unusual circumstances.

**b) External Unassisted Leave**

The Executive Director, Human Resources or designate in consultation with the Dean, Director or Campus Academic Administrator may approve up to one (1) year of unassisted leave to a regular employee who has a minimum of three (3) years' service as a regular employee, if such leave is for education, professional development, skill upgrading, skill diversification, including activities in business, industry, government, or other justified opportunities.

Employees having five (5) years' service, or more, as a regular employee will be reinstated to their former position at the conclusion of the leave.

Employees with less than five (5) years' service as a regular employee will have their seniority banked for eighteen (18) months following completion of the leave. Normally three (3) years of employment must elapse between such leaves.

**c) Internal Leave**

A regular employee may, with approval of the Executive Director, Human Resources or designate in consultation with the Dean, Director or Campus Academic Administrator, be granted a leave to temporarily fill another position at the University. Upon completion of the leave the employee will return to the original position.

**d) Absence Without Pay**

Absences for any other reason, subject to supervisor's approval and subject to operational needs, can be approved up to twenty (20) working days.

**e) Reservists' Leave**

Reservists' Leave under the *Employment Standards Act [RSBC 996] Chapter 113* is a general leave.

**21.07 LEAVE OF ABSENCE FOR UNIVERSITY COMMITTEES**

An employee whose assigned work schedule would prevent him/her from attending meetings of a University committee to which he/she has been elected or appointed, will be granted a leave of absence from his/her regular duties without loss of pay or other entitlements to attend such meeting(s).

Where such leave is granted, the Employer will replace the employee as necessary. The cost of this provision will be borne by the institution as a general operating expense.

**Article 22 – Maternity Leave/Parental Leave**

**22.01 MATERNITY LEAVE**

A pregnant employee will qualify for maternity leave:

- a) Upon request the employee will be granted leave of absence without pay for a period of not more than seventeen (17) consecutive weeks.
- b) The period of maternity leave without pay will begin no earlier than eleven (11) weeks before the expected date of birth and no later than the actual birth date.
- c) The Employer may, upon the request of the employee, defer the commencement of maternity leave if the date originally requested was prior to the birth of the child.
- d) On return from maternity leave, an employee will be placed in their former position or in a position of equal rank and salary.
- e) If an employee maintains coverage for medical, extended health, dental, and insurance benefits while on maternity, adoption or parental leave, the Employer agrees to pay the premiums to a combined leave maximum of six (6) months. If the employee does not return, the Employer may redeem the premiums.
- f) Incremental progression will be awarded as specified in the Employment Standards Act.
- g) When on maternity leave, an employee shall accrue full vacation entitlement. Vacation pay credits shall not be accrued during the leave.

#### **22.02 SENIORITY RIGHTS ON RE-EMPLOYMENT**

An employee who makes application for re-employment prior to the expiration of maternity leave shall retain service credits and seniority rights accumulated prior to maternity leave of absence.

The employee shall be deemed to have resigned on the date upon which leave of absence without pay commenced if an application for re-employment is not made prior to the expiration of the leave.

#### **22.03 EXTENSION OF MATERNITY LEAVE**

Due to health reasons, maternity leave may be extended for up to an additional six (6) consecutive weeks. The employee must provide a doctor's certificate.

#### **22.04 SICK LEAVE CREDITS**

Illness arising due to pregnancy during employment and prior to leave of absence may be charged to normal sick leave credits.

#### **22.05 PARENTAL LEAVE**

- a) On written request for parental leave, an employee is entitled to a leave of absence from work, without pay, for the period specified in subsection (c).
- b) A request under subsection (a) must:
  - i) be made at least four (4) weeks before the day specified in the request as the day on which the employee proposes to commence parental leave; and
  - ii) be accompanied by:
    - a certificate of a medical practitioner or other evidence stating the date of birth of the child or the probable date of birth of the child if a certificate has not been provided, or

- a letter from the agency that placed the child providing evidence of the adoption of the child.
- c) The employee is entitled to parental leave, commencing:
- i) in the case of a birth mother, immediately following the end of the maternity leave taken under Article 22.01 unless the Employer and employee agree otherwise; for a period of up to thirty-five (35) consecutive weeks or a shorter period if the employee so requests
  - ii) where a birth mother does not take maternity leave, she may take up to thirty-seven (37) consecutive weeks beginning after the child's birth and within fifty-two (52) weeks of the child's birth
  - iii) in the case of a birth father, the employee may take up to thirty-seven (37) consecutive weeks beginning after the child's birth and within fifty-two (52) weeks of the child's birth
  - iv) in the case of an adoptive parent, the employee may take up to thirty-seven (37) consecutive weeks beginning after the child's placement and within fifty-two (52) weeks
  - v) When on parental leave, an employee shall accrue full vacation entitlement. Vacation pay credits shall not be accrued during the leave.
- d) If the newborn child or adopted child is certified by a medical practitioner or the agency that placed the child that an additional period of parental care is required because the child suffers from a physical, psychological or emotional condition, the employee is entitled to further parental leave of absence from work, without pay for a period not exceeding a total of five (5) consecutive weeks as specified in the certificate, commencing immediately following the end of the parental leave taken under subsection (c).

An employee's combined entitlement to a leave of absence from work under this Article shall not exceed a total of fifty-two (52) weeks plus any additional leave the employee is entitled to under clause 22.03 and clause 22.05 (d).

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**22.06 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:
  - i) For up to fifty-two (52) weeks of maternity leave, an employee who is the birth mother shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of her salary calculated on her average base salary.
  - ii) For up to a maximum of thirty-seven (37) weeks of parental leave, the spouse, the biological father, the common-law partner or adoptive parent who is caring for the child shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of the employee's salary calculated on his/her average base salary.
  - iii) The average base salary for the purpose of (a)(i) and (a)(ii) is the employee's average base salary for the twenty-six (26) weeks preceding the maternity or parental leave. If the employee has been on unpaid leave for part of the preceding twenty-six (26) weeks, then up to four (4) weeks of that unpaid leave will be subtracted from the twenty-six (26) weeks for the purpose of calculating the average base salary.
- 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 and receipt of Employment Insurance benefits.
- c) If an employee is disentitled or disqualified from Employment Insurance maternity or parental benefits, the employee shall receive the supplemental payment or the appropriate percentage less the amount of Employment Insurance benefits the employee would have received if qualified for Employment Insurance benefits.
- d)
  - i) To be entitled to the above noted benefits, an employee must sign an agreement that they will return to work and remain in the Employer's employ for a period of at least six (6) months or equivalent to the leaves taken, whichever is longer, after their return to work.
  - ii) Should the employee fail to return to work and remain in the employ of the Employer for the return to work period in (i) above, the employee shall reimburse the Employer for the benefits above on a pro-rata basis.

**Article 23 – Occupational Health and Safety**

**23.01 CONDITIONS**

The Union and the Employer agree that regulations made pursuant to any statute of the province of British Columbia or any applicable federal statute pertaining to the working environment shall be fully complied with.



**23.02 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

- a) The Employer and the Union agree to establish a Joint Occupational Health and Safety Committee. The composition will be determined locally through management and local Union representatives. The committee shall schedule monthly meetings to make recommendations on unsafe, hazardous or dangerous conditions with the aim of preventing and reducing risk of occupational injury and illness. A copy of all minutes of the Joint Occupational Health and Safety Committee shall be sent to the Union and the Employer.
- b) The Joint Occupational Health and Safety Committee shall be notified of each accident or injury. The Committee shall investigate, as specified by the Workers Compensation Act and Regulations and WorkSafeBC, and report to the Union and Employer on the nature and cause of the accident or injury.
- c) An employee who serves on a Joint Occupational 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 at the direction of the Joint Occupational Health and Safety Committee.
- d) Pursuant to requirements of the Workers Compensation Act and Regulations and WorkSafeBC, elections shall be held annually to elect the Chairperson and Secretary of the Committee.
- e) The Employer shall ensure that committee members are adequately trained as required by the Workers Compensation Act and Regulations and WorkSafeBC.

**23.03 OCCUPATIONAL FIRST AID REQUIREMENTS**

- a) The Union and the Employer agree that first aid regulations made pursuant to the Workers' Compensation Act shall be fully complied with. Where the Employer requires an employee to obtain or renew the employee's occupational first aid certificate, the cost shall be borne by the Employer. Employees in designated positions and employees who request to be designated and are approved will be granted time off with pay during normal working hours to renew their certificate. If the course or examinations are held on a day the employee does not normally work, they will receive time off in lieu, such time to be taken subject to operational requirements as approved by their supervisor, for the time spent at courses and writing examinations.
- b) A premium shall be paid to employees required to possess a certificate under this Article. The amount of the premium shall be:

Occupational First Aid Certificate, Level I	Forty cents (\$0.40) per hour;
Occupational First Aid Certificate, Level II	Seventy cents (\$0.70) per hour;
Occupational First Aid Certificate, Level III	Eighty-one cents (\$0.81) per hour.

- c) The cost of obtaining first aid certification shall be paid as follows:

- i) When an external applicant (outside of the bargaining unit) applies for a first aid designated position, the applicant shall pay the costs of certification (tuition and time off);
- ii) When a regular employee applies for a first aid designated position and is the successful applicant conditional on achieving first aid certification, the Employer shall pay one-half (½) the tuition costs of certification upon successful completion and shall grant a leave of absence without pay, if necessary;
- iii) When the Employer designates an employee's position as requiring first aid certification, the Employer shall pay the cost of certification (tuition and time off).

#### **23.04 UNSAFE WORK CONDITIONS**

- a) No person shall carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment when that person has reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person.
- b) Pursuant to clause (a) a worker who refuses to carry out a work process or operate a tool, appliance or equipment shall forthwith report the circumstances of the unsafe condition to the supervisor or Employer.
- c) The supervisor/Employer and the employee (either party can call in a Health and Safety Advisor) will investigate the matter to resolve the issues and
  - i) ensure that any unsafe condition is remedied without delay; or
  - ii) if in the supervisor or Employer's opinion the report is not valid the supervisor or Employer shall so inform the person who made the report.
- d) When the procedure under clause (c) does not resolve the matter and a worker continues to refuse to carry out a work process, the supervisor or Employer shall investigate the matter in the presence of the worker who made the report and in the presence of:
  - i) a worker representative of the Joint Occupational Health and Safety Committee that is knowledgeable in the work; or
  - ii) a worker who is selected by a trade Union representing the worker; or,
  - iii) when there is no Joint Occupational Health and Safety Committee that is knowledgeable in the work, or the worker is not represented by a trade Union, any other reasonably available worker selected by the worker.
- e) When the investigation under clause (d) does not resolve the matter the supervisor, or the Employer, or the Health and Safety Services Advisor, or the worker shall forthwith notify an officer of the Board who shall investigate the matter without undue delay and issue whatever orders the officer deems necessary.

- f) No worker shall be subject to disciplinary action because the employee has acted in compliance with this regulation or an order made by an officer of the Board.
- g) Temporary assignment to alternative work at no loss in pay to the worker until the matter is resolved shall be deemed not to constitute disciplinary action.
- h) Materials, articles or objects to be manually lifted, carried or moved shall be lifted, carried or moved in such a manner and with such precautions and safeguards, including training, protective clothing, and mechanical aids as will ensure that the process does not endanger the health and safety of any worker.

## **Article 24 – Work Clothes**

### **24.01 SUPPLY OF WORK CLOTHES**

- a) The Employer agrees to provide the appropriate uniform or wearing apparel to employees required to wear a uniform or standard form of dress.
- b) Vancouver Island University will require regular, temporary and casual employees, in positions identified by Workers' Compensation Board Regulations, to wear safety footwear.

Regular employees, occupying identified positions, will be reimbursed for the purchase of safety footwear as required but no more frequently than every thirty-six (36) months, unless approved by their supervisor. Footwear must meet the requirements of Canadian Standards Association Standard Z195 "Safety Footwear," pursuant to Industrial Health & Safety Regulations. Actual cost will be reimbursed to a maximum of one hundred eighty dollars (\$180.00) upon submission of the receipt.

### **24.02 MAINTENANCE OF CLOTHING**

It shall be the Employer's responsibility to ensure uniforms and clothing issued are properly cleaned, maintained and repaired. The Employer shall bear all costs of such cleaning, maintenance, and repair.

### **24.03 UNION LABELS**

All uniforms and work clothing issued by the Employer to CUPE personnel shall bear a recognized Union label. Exceptions will require the mutual agreement of the Union and the Employer. This does not include personal protective equipment such as, but not limited to: safety glasses, goggles, hearing protection, respirators, hard hats and work gloves. However, the Employer will make reasonable efforts to purchase such equipment that is Union made and/or Canadian made provided quality, cost and availability are comparable.

## **Article 25 – Technological Change**

The Employer will discuss proposed technological changes with the Union and will give as much notice as possible to employees affected to give them the opportunity to train to operate the new machinery. A probationary or regular employee will be offered training where there is a reasonable expectation that the employee will be fully trained to operate the new machinery within the notice period that would have been provided to the employee in the event of a layoff (as set out in Article 12.01 (d)). When the employee is

training, the Employer will maintain the employee's wages and benefits and pay for the costs of training as set out in Article 20.02 (b) and Article 28.07 as appropriate.

Where an employee is unable to perform their job after receiving training, they will be laid off in accordance with Article 12 except that there will be no requirement for additional notice or pay in lieu of notice (severance pay). An employee who is otherwise laid-off due to technological change, and training is not provided, will be provided the same layoff and recall rights as provided to employees under Article 12.

## **Article 26 – Joint Job Evaluation Committee**

The parties entered into agreement December 17, 1992, to ensure the Joint Gender-Neutral Job Evaluation Plan remains current and operational and to that end endorsed the Joint Gender-Neutral Job Evaluation Maintenance Agreement.

The parties agree that a guiding principle for the Committee is that there shall be no discrimination between male and female employees wherein a person of one sex is paid more than a person of the other sex for similar or substantially similar work.

## **Article 27 – Job Classification and Reclassification**

### **27.01 CLASSIFICATION**

All new positions shall be classified in accordance with the Joint Gender-Neutral Job Evaluation Plan.

### **27.02 CHANGE IN CLASSIFICATION**

All positions to be reclassified shall be reclassified in accordance with the Joint Gender-Neutral Job Evaluation Maintenance Agreement.

## **Article 28 – Payment of Wages and Allowances**

### **28.01 PAYMENT OF WAGES**

Payment of wages will be processed on a biweekly basis and will be directly deposited to the credit of the employee's accounts at a financial institution in Canada of the employee's choice.

### **28.02 EQUAL PAY**

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

### **28.03 RATES OF PAY**

An employee shall be paid in accordance with the rates set out in attached appendices.

**a) Bus Driver**

Premium pay one dollar (\$1.00) per hour to an employee assigned bus driver duties. However, individuals engaged primarily to drive a bus will be paid the rate determined through the job evaluation plan.

**b) Leadhand**

An employee without supervisory recognition as per the job evaluation plan and who is designated leadhand shall receive an additional one dollar (\$1.00) per hour on the base rate. Leadhand status must be designated by the Vice President, Administration and Finance and will normally recognize the fact that an employee is in charge of three (3) or more additional employees; however, leadhand status may also recognize a responsibility for the direction and coordination of specific work unit activities.

In cases where an employee who has a supervisory assignment for which supervisory points are assigned in Job Evaluation and is temporarily assigned an additional supervisory role (three (3) employees or more) that employee shall also receive leadhand pay, unless such supervision results in the employee performing the principal duties of a higher paying position, in which case substitution pay pursuant to Article 28.04 applies, if in excess of leadhand rate.

### **28.04 SUBSTITUTION PAY**

a) When an employee temporarily substitutes in, or performs the principal duties of a higher paying position, the employee shall receive the rate in the salary range which is the next highest rate in the new scale. Substitution pay is not payable when an employee has not been designated by the Employer to substitute, or where an employee's current position normally requires periodic substitution in the higher position as defined in the job description.

- i) For an unplanned absence, substitution pay will be paid after five (5) working days, but will not be retroactive.
- ii) For a planned absence of five (5) or more working days, substitution pay will be paid from the first day.
- iii) Notwithstanding the above, the Employer can designate substitution pay for a shorter duration.
- iv) For the purpose of this agreement, a general holiday shall be considered a working day.

b) Where bargaining unit employees temporarily accept non-bargaining unit positions for periods in excess of five (5) working days but less than nine (9) months or longer by mutual agreement between the parties, they shall remain members of the bargaining unit and retain all rights and privileges of this collective agreement with the exception that premium time payments and allowances under this collective agreement shall not apply. In such cases the affected employee shall receive the wages determined by the applicable employment contract.

#### **28.05 RATE OF PAY ON PROMOTION**

When an employee is promoted to a higher paying position, the employee will receive the rate of pay which is the next highest rate in the new scale.

When an employee is promoted the date of such change will alter the increment date. However, should the increase in salary be less than the value of an increment on the scale from which the employee has moved, the increment date will not change.

#### **28.06 PAY ON TEMPORARY ASSIGNMENT**

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

#### **28.07 INCREMENTAL PROGRESSION**

Employees will progress from Step 1 to Step 2 of the salary grid as follows:

- a) from the first day of the pay period following twelve (12) months from the date a regular employee commences in a position;
- b) from the first day of the pay period following twelve (12) months from the date a temporary employee commences in a position, if still employed in that position.

#### **28.08 ASSOCIATION OR PROFESSIONAL FEES**

Any employee who holds a position that requires the employee to be a member of a professional association shall have the fees required to maintain registration paid by the Employer.

#### **28.09 MILEAGE AND TRAVEL ALLOWANCE**

Mileage and travel allowances shall be governed by the University Board regulations. Information on the current scales for mileage and travel allowances is available at <https://www2.viu.ca/financialservices/forms/guidelines.asp>

#### **28.10 TRANSPORTATION FOR EMPLOYEES**

Transportation will be provided to employees who are required to work other than their normal working hours, and who must travel to and/or from their home during the hours between 11:00 p.m. and 6:00 a.m. and when convenient public transportation or other transportation facilities are not available. An employee shall be provided transportation or be reimbursed for the cost of their transportation up to a maximum of thirty (\$30.00) dollars.

#### **28.11 WEATHER CLOSURE / SNOW AND ICE REMOVAL**

- a) The term used for personnel required to work to perform required services during closures will be "Operational Needs" and may include personnel as assigned by their supervisor in the following units:
  - Facilities Services & Campus Development
  - Payroll
  - Information Technology Services
  - University Relations

An individual employee, which includes supervisors in the bargaining unit, may not elect assignment as "required services." Any designations beyond the approved list above would require University Executive approval.

- b) Where the University specifically requires the services of individuals designated as "Operational Needs" personnel, and those individuals are unable to get to and from the University premises due solely to the extreme weather conditions, the University will either:
  - i) provide or arrange transportation to and from the University; or
  - ii) not require attendance at work under the "Operational Needs" designation.
- c) Compensation, in addition to the terms of the Collective Agreement, will be in the form of time off equivalent to the assigned regular hours to a maximum of seven (7) hours per day.
- d) The accumulated credits under the Operational Needs clause may be banked for utilization and this utilization will take place by the 31<sup>st</sup> day of August after they have been earned. However, if the accumulated time off is not utilized by August 31, payment in lieu will be processed.
- e) Additional compensation for all eligible employees who report for unscheduled call-out assignments, at the appointed start time shall be one (1) hour at the basic regular rate in addition to the call-out shift rate for each day of unscheduled call-out for snow removal. Such compensation is to be claimed by the employee on the time sheet reporting the call-out
- f) Telephone notification of any unscheduled call in for snow removal will normally commence one (1) hour before the start time.

## **Article 29 – Employee Benefits**

### **29.01 PENSIONS**

All regular employees, upon commencement of their employment, shall participate in the Municipal Pension Plan in accordance with the Pension (Municipal) Act.

Temporary and casual employees may elect to participate upon commencement of their employment. If enrolled upon commencement of employment, participation is effective on the date of employment. However, late application and enrolment after initially waiving participation will be effective the first day of the first pay period following receipt by the Human Resources Department of the application to enroll.

Enrolment in the Municipal Pension Plan shall be as set out in the Pension (Municipal) Act.

In order to enable employees who qualify according to the Municipal, College or Public Service Pension Act to buy back previous pensionable service, the Employer agrees to provide payroll deduction in an amount suitable to the employee and to provide the administration necessary to enable such buy back.

## 29.02 EMPLOYEE BENEFITS

The liability of the Employer in the provision of benefits under this article is limited to the protection purchased under the terms of the contracts entered into with the carriers.

Effective one (1) month following the date of ratification, prescription drug reimbursements will only be issued for those prescription drugs that are included under the BC Provincial PharmaCare Formulary.

### a) **Medical Services Plan**

MSP is the government operated medicare benefits program which provides basic health coverage. Employees are eligible to join MSP the first of the month following employment, providing they are in one of the following categories.

- i) Regular full-time (including full-time probationary);
- ii) Regular part-time (including part-time probationary) whose hours are thirty-five (35) hours biweekly or more;
- iii) Temporary (including temporary probationary) whose hours are forty (40) hours per biweekly or more and whose appointment is for at least five (5) months.

Premiums are payable in the month of coverage.

The Employer will contribute one hundred percent (100%) of the premiums.

### b) **Manulife Financial**

Manulife Financial is the benefits carrier which provides extended health benefits and dental coverage.

- i) **Extended Health Benefits**  
Employees are eligible to join EHB the first of the month following employment providing they are in one of the following categories:
  - 1) Regular full-time (including full-time probationary);
  - 2) Regular part-time (including part-time probationary) whose hours are thirty-five (35) hours biweekly or more;
  - 3) Temporary (including temporary probationary) whose hours are forty (40) hours per biweekly or more and whose appointment is for at least five (5) months.

EHB will include:

- 1) Unlimited lifetime maximum;
- 2) EHB, at eighty percent (80%) reimbursement including hearing aid benefit claims up to a maximum of six hundred dollars (\$600.00) every five (5) years, per covered family member.
- 3) Vision Care, at one hundred percent (100%) reimbursement up to a maximum of four hundred twenty five dollars (\$425.00) every two (2) years per covered family member; Vision Exams will be reimbursed a total of seventy-five dollars (\$75.00) every two (2) years, per covered family member.
- 4) Emergency Travel Assistance. The Employer will contribute one hundred percent (100%) of the premiums.



ii) Dental Benefits

Employees are eligible to join the dental plan on the first of the month following one (1) month employment providing they are:

- 1) Regular full-time (including full-time probationary);
- 2) Regular part-time (including part-time probationary) whose hours are thirty-five (35) hours biweekly or more;
- 3) Temporary (including temporary probationary) whose hours are forty (40) hours per biweekly or more and whose appointment is for at least five (5) months.

The Dental Plan shall provide coverage including:

- 1) one hundred percent (100%) of basic diagnostic, preventative, restorative and periodontic services (Plan A); dental recall exams (polishing, application of fluoride and recall) are once every nine (9) months except covered dependent children (up to age nineteen (19)) and those with dental problems as approved by the Plan.
- 2) sixty percent (60%) of major restorative services such as crowns, bridges, and dentures (Plan B);
- 3) fifty percent (50%) of orthodontia for dependent children (Plan C) to a maximum two thousand dollars (\$2000.00) per child.

The Employer will contribute one hundred percent (100%) of the premiums.

iii) Group Life Insurance/Accidental Death & Dismemberment Insurance

Employees are required to join the group insurance program on the first day of the month following one (1) month's employment provided they are:

- 1) Regular or probationary full-time;
- 2) Regular or probationary part-time with a minimum of thirty-five (35) hours biweekly.

The University contributes one hundred percent (100%) of premiums for life insurance and accidental death and dismemberment insurance.

NOTE: The Life Insurance Program is a single package. The current monthly contributions chart is available upon request to the Human Resources Office. Employees on leave of absence will be responsible for their own premiums except as otherwise provided in this contract.

iv) Long Term Disability Insurance

Employees are required to join the long term disability insurance program on the first day of the month following one (1) month's employment provided they are:

- 1) Regular or probationary full-time with a minimum of eight (8) months per year;
- 2) Regular or probationary part-time with a minimum of eight (8) months per year and forty (40) hours biweekly.

The Employer contributes one hundred percent (100%) of premiums for long-term disability insurance.

**29.03 CONTINUATION OF BENEFITS**

The Employer agrees to pay, on a twelve (12) month basis, the Employer's share of employee benefits for regular employees whose employment year is not less than ten (10) months.

**29.04 COVERAGE WHILE ON LTD**

The University will pay its share of premiums for applicable Health and Welfare benefits for employees on Long Term Disability for the first three (3) months of their LTD coverage. Coverage for the Health and Welfare package may be maintained by an employee, subject to the terms and conditions of the applicable Health and Welfare benefit, who has been on long-term disability for greater than three (3) months provided the employee is willing to pay the Employer's share of the premiums in addition to the employee's share.

**29.05 ABSENCE WITHOUT PAY**

Coverage for the Health and Welfare package may be maintained by an employee on unassisted leave, subject to the terms and conditions of the applicable Health and Welfare benefit, provided the employee prepays both the Employer's and employee's share of the premiums by post-dated cheques or payroll deduction. Any difference between the prepaid amounts and any increase in the premium costs during the leave will be reimbursed by the employee to the University upon termination of the leave.

**Article 30 – Job Security**

**30.01 RESTRICTIONS ON CONTRACTING OUT**

The Employer agrees not to contract out any work presently performed by employees covered by the Agreement which would result in the laying off of such employees, pursuant to Article 12. Engaging vendors for any work shall not result in the layoff of a regular employee.

**30.02 ADDITIONAL LIMITATION ON CONTRACTING OUT**

The Employer agrees to provide, upon request of the Union, copies of all purchase service agreements to the Bargaining Unit President/Chairperson and to discuss the contracts that are of concern to the Union. The Parties recognize the obligations of the Employer under Freedom of Information and Protection of Privacy legislation and agree to maintain confidentiality of all private information in these contracts.

**30.03 TRANSFERRING OF WORK**

The Employer agrees not to transfer to another bargaining unit or excluded person, any work that is included as a work task in the JJEC position description of any employee(s) covered by this agreement which would directly result in the lay off of such employee(s) (pursuant to Article 12).

**30.04 PART-TIME STUDENT EMPLOYEES**

Wages for part-time student employees shall be at least equal to the terms of this Agreement when the students are performing substantially the same duties as employees covered by this Agreement.

## **Article 31 – General Conditions**

### **31.01 CAMPUS PATROL ESCORT**

There is an agreement in principle concerning the need for a campus patrol escort in certain circumstances.

### **31.02 ROOM BOOKING**

The University shall permit the Union to use University facilities through the normal booking procedures.

### **31.03 COMMUNITY FACILITIES**

The two parties of this Agreement have an agreement in principle that certain rates and privileges will be made available to employees. The terms of this clause will be determined by the Labour Management Committee.

### **31.04 CONSULTATION REGARDING EQUIPMENT**

The Employer will consider input from employees prior to the selection of equipment for their work station, the design of the work station, and the impact on the immediate work area.

### **31.05 UNIVERSITY CLOSURES**

No employee shall suffer any loss of wages as a result of the Employer declaring a temporary closure for reasons other than economic. This guarantee is limited to five (5) days in any calendar year.

## **Article 32 – Continuation of Acquired Rights**

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted or proclamation or regulation shall invalidate or materially alter any provision of this Agreement, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the parties shall remain in existence. In addition the parties shall negotiate a mutually agreeable provision to be substituted for the provision which has been invalidated or materially altered.

## **Article 33 – Copies of Agreement**

The Union and the Employer desire every employee to be familiar with the provisions of this Agreement and the rights and obligations under it. For this reason the Employer shall maintain an electronic copy of the collective agreement on their website, and upon request from an employee or the Union, will provide printed copies within thirty (30) days of signing or of the request.

New employees will be provided with the link to the agreement on the website and, upon request, one (1) printed copy of the Agreement.

## **Article 34 – Term of Agreement**

### **34.01 TERM OF AGREEMENT**

This Agreement shall be binding and remain in effect from 1, 2014 to June 30, 2019. If no new agreement is reached by the expiration of this Agreement, it shall remain in effect until a strike or lockout commences, or until a new or renewed agreement is entered into.

### **34.02 MUTUALLY AGREED CHANGES**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement. Such changes shall be subject to the grievance and arbitration procedure.

## **Article 35 – Human Resources Data Base**

For so long as there is a Human Resources Data Base administered by the PSEA, then the following shall apply:

- a) The Parties agree to provide and support the accumulation and dissemination of available data to the Centre for Education Information Standards and Services, or some other mutually agreed-upon organization. The Parties may undertake joint projects for the comparative analysis of such data.
- b) The Parties recommend that the Ministry of Advanced Education provide funding to assist in the gathering, analysis, and maintenance of such data through the agreed-upon organization.
- c) The Parties believe that their ongoing and collective bargaining relationships are enhanced through useful, timely and accessible data on relevant human resources matters, including those listed below.
- d) Relevant Matters Include:
  - Health and Welfare
    - Types of coverage
    - Participation rates
    - Premiums
    - Cost sharing
    - Commission costs
    - Available studies commissioned by Government agencies e.g. comparative benefit analysis
    - Carrier contracts
  - Collective Bargaining
    - Wage information and any other bargaining unit compensation information requested
    - Demographics: age, sex, salary, placement, status
    - Analysis of local Collective Agreements within the system
    - Pension Plan participation rates
  - Contract Administration
    - Arbitration, Labour Relations Board and other decisions and costs thereof for the system
    - Local Letters of Understanding

## **Article 36 – System-Wide Electronic Job Registry**

For so long as there is a System-Wide Job Registry being administered by the PSEA, then the following shall apply:

### **36.01 POSTING**

- a) All employment opportunities of half-time ( $\frac{1}{2}$ ) or more and longer than three (3) months in duration will appear on the PSEA website as a link to the Vancouver Island University Posting webpage. The Employer shall not consider a self-identified applicant from the layoff registry until the internal selection process has failed to appoint an internal applicant.
- b) Employers may elect to include job postings from institutions not covered by this Agreement.
- c) Unions, Employers and employees have the right to access the information on the system-wide registry. Computer terminal access will be provided and the location will be mutually agreed upon. Where Internet access is not available, other arrangements will be made.

### **36.02 ELECTRONIC REGISTRY OF ELIGIBLE EMPLOYEES (REGISTRANTS)**

- a) Employees covered by the Agreement are eligible for listing on the system-wide registry if they are regular employees who have received notice of layoff or who have been laid off.
- b) Laid-off employees will become ineligible in the following situations:
  - i) They are recalled or appointed to an equivalent position at the institution from which they were laid-off;
  - ii) They obtain an equivalent position as a result of being listed on the system-wide registry; or
  - iii) Upon the expiration of the employee's recall rights, or two (2) years from the date of registration, whichever is later.

### **36.03 APPLICATION PROCEDURES**

- a) An employee applies for a listing on the system-wide registry through the employee's Human Resources Department by completing the form in Appendix C – Post Secondary Employers Association.
- b) The institution will immediately forward the completed form to the PSEA who will list eligible employees on the system-wide registry.
- c) A registrant is responsible to ensure the information is current and to immediately notify the Employer and the local Union if the registrant is no longer available for employment through the Registry.

### **36.04 REGISTRANT APPLYING FOR VACANCIES**

- a) It is the responsibility of registrants listed on the system-wide registry to inquire about and apply for the available positions.
- b) Registrants applying for a posted position in the manner prescribed by the posting institution must inform the institution at the time of application that they are a registrant on the system-wide registry and what their registry status is as per Appendix C – Post Secondary Employers Association.

### **36.05 RIGHTS OF REGISTRANTS**

#### **a) Entitlement for Interview**

Registrants who apply for a job posting at an institution who meet the selection criteria as described in the job posting will be interviewed in person, by phone or video conference. In the event that more than five (5) qualified registrants apply, the institution shall interview the five (5) most senior qualified registrants plus qualified external applicants. Registrants will be given preference over external applicants for registry.

#### **b) Entitlements for Successful Applicants**

**Orientation/Training:** A registrant who accepts an offer of available work shall be entitled to a reasonable amount of orientation and training.

**Benefits:** Registrants who are eligible for health and welfare benefits at the hiring institution shall have the waiting period(s) waived subject to carrier provisions.

**Seniority:** All registrants who accept an offer of available work at the hiring institution shall have their seniority recognized for all purposes other than severance accrual for subsequent layoff. If necessary, the seniority will be recalculated in accordance with the collective agreement at the hiring institution.

**Relocation Costs for Registrants:** Relocation costs for successful applicants who change residence as a result of the hiring that are supported by proper proof of expenditures within ninety (90) days of commencing employment, will be paid by the hiring institution in accordance with its relocation policies and practices for the position for which the registrant was hired. If funding is available, the cost will be reimbursed to the hiring institution from the Labour Adjustment Fund.

**Recall and Repayment:** An employee hired from the Registry who is recalled by an institution and returns to work at the institution will pay relocation costs from that institution that hired him/her in accordance with its relocation policies and practices for the position for which the registrant was hired.

**Reporting of Registry Activities:** Employers shall report all registry activities to the Labour/Management Relations Committee, including names of those interviewed and those hired.

## Signature Page

In respect of a Memorandum of Agreement dated June 19, 2015, duly signed by the parties:

**SIGNED ON BEHALF OF  
THE UNION:**

**SIGNED ON BEHALF OF  
THE EMPLOYER:**

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Deborah Hopper, President

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Brenda McKay, Interim Executive Director,  
Human Resources

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Bernie Heise, 1<sup>st</sup> Vice-President

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Megan Bailey, Human Resources Advisor

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Ian McLean, National Representative

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Fred Jacklin, Registrar

**SIGNED ON BEHALF OF PSEA:**

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Roy Daykin

PSEA Chair, Board of Directors

Signed this \_\_\_\_ day of \_\_\_\_\_, 2016.

Tentative Agreement Reached: June 19, 2015

Ratification Date: July 3, 2015

## Appendix A – Salary Grid

The parties shall be bound by the decisions of the Joint Job Evaluation Committee pursuant to the Maintenance Agreement. A posting rating list as updated by the committee shall be posted on a regular basis.

April 1, 2014		Step 1		Step 2	
Level	Hourly	Biweekly	Hourly	Biweekly	
1	\$17.90	\$1,253.00	\$18.92	\$1,324.40	
2	\$18.66	\$1,306.20	\$19.70	\$1,379.00	
3	\$19.46	\$1,362.20	\$20.51	\$1,435.70	
4	\$20.26	\$1,418.20	\$21.28	\$1,489.60	
5	\$21.05	\$1,473.50	\$22.07	\$1,544.50	
6	\$21.82	\$1,527.40	\$22.85	\$1,599.50	
7	\$22.63	\$1,584.10	\$23.65	\$1,655.50	
8	\$23.39	\$1,637.30	\$24.41	\$1,708.70	
9	\$24.19	\$1,693.30	\$25.22	\$1,765.40	
10	\$24.96	\$1,747.20	\$25.99	\$1,819.30	

July 1, 2015

1.0% increase		Step 1		Step 2	
Level	Hourly	Biweekly	Hourly	Biweekly	
1	\$18.08	\$1,265.60	\$19.11	\$1,337.70	
2	\$18.85	\$1,319.50	\$19.90	\$1,393.00	
3	\$19.65	\$1,375.50	\$20.72	\$1,450.40	
4	\$20.46	\$1,432.20	\$21.49	\$1,504.30	
5	\$21.26	\$1,488.20	\$22.29	\$1,560.30	
6	\$22.04	\$1,542.80	\$23.08	\$1,615.60	
7	\$22.86	\$1,600.20	\$23.89	\$1,672.30	
8	\$23.62	\$1,653.40	\$24.65	\$1,725.50	
9	\$24.43	\$1,710.10	\$25.47	\$1,782.90	
10	\$25.21	\$1,764.70	\$26.25	\$1,837.50	

Date:	Increase:
May 1, 2016*	0.0% plus Economic Stability Dividend
July 1, 2016	0.5%
May 1, 2017*	1.0% plus Economic Stability Dividend
July 1, 2017	0.5%
May 1, 2018*	1.0% plus Economic Stability Dividend
July 1, 2018	0.5%
May 1, 2019*	1.0% plus Economic Stability Dividend

\* any Economic Stability Dividend (ESD) calculation made in accordance with Appendix A of the Provincial Framework Agreement will be applied as a percentage increase on the current collective agreement wage rates. All future wage increases will be based on the newly revised wage rate with ESD.

**Note:** All wage increases throughout the term of this Collective Agreement will occur on the first day of the first full pay period after the stated date of the increase.



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**ECONOMIC STABILITY DIVIDEND**

**Definitions**

1. In this Letter of Agreement:

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

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

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

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

"Calendar year" is a twelve (12) month period starting January 1<sup>st</sup> and ending December 31<sup>st</sup> of the same year based upon the Gregorian calendar.

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

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

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

**The Economic Stability Dividend**

2. The Economic Stability Dividend shares the benefits of economic growth between employees in the public sector and the Province contingent on growth in BC's real GDP.
3. Employees will receive a general wage increase (GWI) equal to one-half ( $\frac{1}{2}$ ) of any percentage gain in real GDP above the forecast of the Economic Forecast Council for the relevant calendar year.
4. For greater clarity and as an example only, if real GDP were one percent (1%) above forecast real GDP then employees would be entitled to a GWI of one-half of one percent (0.5%).

### **Annual Calculation and publication of the Economic Stability Dividend**

5. The Economic Stability Dividend will be calculated on an annual basis by the Minister of Finance for each collective agreement year commencing in 2015/16 to 2018/2019 and published through the PSEC Secretariat.
6. The timing in each calendar year will be as follows:
  - (i) February Budget - Forecast GDP for the upcoming calendar year;
  - (ii) November of the following calendar year- Real GDP published for the previous calendar year;
  - (iii) November - Calculation by the Minister of Finance of fifty percent (50%) of the difference between the Forecast GDP and the Real GDP for the previous calendar year;
  - (iv) Advice from the PSEC Secretariat to Employers' associations, Employers and Unions of the percentage allowable General Wage Increase, if any, for each bargaining unit or group with authorization to Employers to implement the Economic Stability Dividend.
7. For greater clarity and as an example only:

For collective agreement year 3 (2016/17):

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

### **Availability of the Economic Stability Dividend**

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

### **Allowable Method of Payment of the Economic Stability Dividend**

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

## **Appendix B – Workplace Violence Prevention**

### **Letter of Agreement**

Through inclusive participation with the Joint Occupational Health and Safety Committee, the parties agree to include CUPE in activities intended to meet the Employer's obligations under WorkSafeBC to provide a healthy and safe work environment.



**Appendix C – Post Secondary Employers Association**

**Registry Form 001**

- 0) (For PSEA use only:)
- 1) College/Institute/Agency of Origin:
- 2) Registrant:
- 3) Start Date:
- 4) Previous Position Held:
- 5) Current Position Held:
- 6) Date of Layoff Notice:
- 7) Date of Availability:
- 8) Registrant Electronic Resume available at:

College/Institute/Agency Personnel Contact Person:

College Personnel Contact Phone Number:

Bargaining Unit Chairperson/Local President:

Bargaining Unit Chairperson/Local President Phone Number:

Information Release Waiver for the purposes of the *"Freedom of Information and Protection of Privacy Act"*.

I agree that the above personal information, my current resume, and the positions I was interviewed for can be made available to prospective Employers and Union via the internet or other means.

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Signature of Registrant:

Date:

**LETTER OF AGREEMENT #1**

**RE: ARTICLE 14.04 ADDITIONAL HOURS FOR REGULAR PART-TIME EMPLOYEES AND ARTICLE  
15.04 SHORT CHANGE OVER**

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The parties agree that short change over premium pay under Articles 14.04 and 15.04 will not apply to regular part-time, temporary, and casual employees working in the Food Services Department.

Signed this 19<sup>th</sup> day of June, 2015

Signed this 20<sup>th</sup> day of April 2012

Signed this 2<sup>nd</sup> day of March, 2006

**RE: MILNER GARDENS AND WOODLAND AND DEEP BAY MARINE FIELD STATION EMPLOYEES**

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The collective agreement between Vancouver Island University and CUPE Local 1858 shall apply to Milner Gardens and Woodland and Deep Bay Marine Field Station employees with exceptions or amendments as follows:

- a) Employees at Milner Gardens and Woodland will be required to rotate shifts (maximum frequency of one (1) weekend in four (4)) in order to provide Duty Person coverage on Saturdays, and Sundays. Any short shift premium will be waived for this.
- b) At Deep Bay Marine Field Station, it is required that, in order to maintain the well-being of research animals, all employees, volunteers and management staff of the Deep Bay Marine Field Station be able to provide maintenance (feeding, water quality checks etc.) for animal-stock of past or on-going research activities. Only activities that are considered Standard Operating Procedures (SOP), with documented instructions, will apply. Any extraordinary activities outside of the SOP will only be performed at the direction of the Primary Researcher responsible for the animal stock, or senior management of the Deep Bay Marine Field Station should neither be on site or available.
- c) The current and future use of volunteer labour, paid and unpaid student work experience, project workers and externally funded employment opportunities at Milner Gardens and Woodland and at the Deep Bay Marine Field Station shall continue, provided that no volunteer, project worker or student shall cause the layoff or reduction in scheduled hours of work of an employee. Where it is operationally and fiscally possible, (subject to the funding agency specifications, if any) externally funded work opportunities will augment employment hours of employees up to full-time.

## Accountabilities

As soon as practical after each March 31, the Joint Labour Management Committee will review the following for both Milner Gardens and Woodland and Deep Bay Marine Field Station:

- Paid CUPE hours and positions,
- Volunteer hours, and
- Financial statements of Milner Gardens and Woodland and the budget documents of Deep Bay Marine Field Station.

Signed this 8<sup>th</sup> day of April, 2015

Signed this 14<sup>th</sup> day of February, 2012

Signed this 2<sup>nd</sup> day of March, 2006

Signed this 15<sup>th</sup> day of November, 2002



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**Letter of Agreement #3**

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**RE: COMMITMENT TO SUPPORT PROFESSIONAL DEVELOPMENT AND CAREER SUCCESS**

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The parties agree to the following:

- a) A sub-committee of Labour Management will be struck to develop a process to support and provide feedback for the professional development and career success of CUPE members.
- b) This process will be designed to be supportive, not disciplinary or adversarial.
- c) The sub-committee will develop terms of reference. The scope of the committee's work will include:
  - i) a plan detailing the methodology to develop the process;
  - ii) a description of the resources required to support the sub-committee's work; and
  - iii) a timeframe for the proposed plan's completion.
- d) The process will adhere to the following principles:
  - i) Supportive of a meaningful dialogue between the employee and the University;
  - ii) Gathering of feedback from a wide variety of sources, including but not limited to, students (in context and where appropriate), internal and external contacts, colleagues, and academic and administrative leaders;
  - iii) Inclusion of professional development/career development goals;
  - iv) Recognition and celebration of professional and career achievements;
  - v) Self-evaluation of career goals and desired outcomes of the employee and the University; and
  - vi) Provision of timely feedback, at least once every two (2) years, but more often if appropriate resources are available.

The terms of reference will be presented to the Labour Management Committee for review and approval no later than March 1, 2016.

Signed this 17<sup>th</sup> day of June, 2015

**LETTER OF AGREEMENT #4****RE: APPRENTICES**

The parties agree that it is important to support the apprenticeship processes. Vancouver Island University will endeavor to create learning opportunities that will be dedicated to apprentices. Apprentices will be temporary employees. Apprenticeship appointments will not convert to regular status.

Once the University has identified the potential for hiring an apprentice, the University and the Union will meet to determine the appropriate apprenticeship contract, which will be designed to support the apprentice and the supervising journeyman in their specific trade.

**Compensation**

Unless the parties agree otherwise, compensation for a four (4) year Apprenticeship will be calculated at Step 1, and placed on the next highest level based on the following calculation:

Apprentice Year	Wage
Year 1	Level 1 rate
Year 2	$[\text{Journeyman rate} - \text{Level 1 rate}] \times 0.25 + \text{Level 1 rate}$
Year 3	$[\text{Journeyman rate} - \text{Level 1 rate}] \times 0.50 + \text{Level 1 rate}$
Year 4	$[\text{Journeyman rate} - \text{Level 1 rate}] \times 0.75 + \text{Level 1 rate}$

Unless the parties agree otherwise, compensation for a three (3) year Apprenticeship will be calculated at Step 1, and placed on the next highest level based on the following calculation:

Apprentice Year	Wage
Year 1	Level 1 rate
Year 2	$[\text{Journeyman rate} - \text{Level 1 rate}] \times 0.33 + \text{Level 1 rate}$
Year 3	$[\text{Journeyman rate} - \text{Level 1 rate}] \times 0.67 + \text{Level 1 rate}$

The same rationale will apply to apprenticeships of other lengths.

**Journeyman's Supervisory Responsibilities**

During the period of time where the journeyman is supervising the apprentice the journeyman shall be entitled to an hourly premium consistent with the lead hand premium.

Signed this 17<sup>th</sup> day of June, 2015



**LETTER OF AGREEMENT #5**

**RE: EXPEDITED ARBITRATION PROCESS**

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The Parties agree to an expedited arbitration process as set out below.

**Expedited Arbitration Process**

By mutual agreement, where a grievance remains unresolved after Step 4 of the grievance procedure, the parties may refer the matter to expedited arbitration.

Where a matter has been referred to expedited arbitration any decision will be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter with the exception of discipline which may remain on an employee's file.

**Procedures**

All presentations shall be short and concise and shall include a comprehensive opening statement. The parties agree to make limited use of authorities.

No written reasons shall be provided beyond those which the arbitrator deems necessary to convey the decision.

Neither party shall appeal the decision of an expedited arbitration.

The parties shall equally share the costs of the fees and expenses of the arbitrator.

The expedited arbitrators who shall act as sole arbitrators, shall be Mark Brown, Chris Sullivan and Irene Holden. These arbitrators shall be assigned to cases on a rotating basis in the order in which they have been listed here, or by mutual agreement if this will facilitate an earlier hearing and decision. If none of the arbitrators are available then the selection of an arbitrator may be mutually agreed to by the parties.

Any time up to thirty (30) calendar days from the date of a mutual referral to expedited arbitration either party may remove a matter from the expedited arbitration process and forward the matter through the arbitration process established pursuant to Article 9. In such an event, time limits shall not act as a bar to the grievance proceeding to arbitration, but either party is free to argue any prejudice caused by the delay. In addition the party removing the matter from expedited arbitration is responsible for any cancellation and other fees charged by the arbitrator appointed under the expedited process.

Signed this 17<sup>th</sup> day of March, 2015

Signed this 20<sup>th</sup> day of April, 2012

**LETTER OF AGREEMENT #6**

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**RE: PROVINCIAL JOINT BENEFITS TRUST**

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The parties agree that Vancouver Island University and CUPE Local 1858 (the parties) will participate in a provincial committee, should one be created, to initiate discussions and make recommendations to their principals on the feasibility of developing a Joint Benefits Trust.

Signed this 17<sup>th</sup> day of March, 2015

Signed this 6<sup>th</sup> day of December, 2012



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**LETTER OF AGREEMENT #7**

Pilot Project Letter of Understanding

**RE: LAYOFF**

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The parties agree during the term of this collective agreement to use the following processes should a reduction in work be required.

The parties have agreed that the purpose of this project is to collaboratively use all options to reduce or eliminate non-seasonal layoffs.

**L12.01 – Layoff Definitions**

A reduction in work opportunity of the individual employee's regular schedule, as designated in the current appointment form, will constitute a layoff.

The expiry of a temporary position does not constitute a layoff except that when a regular employee is in a temporary position that is reduced in hours or the appointment ends L12.02 (b) and L12.06 (c) shall apply. Temporary appointments shall be ended prior to any regular employees being laid off.

A seasonal layoff is defined as the regularly scheduled layoff period for employees working in a regular appointment that is less than twelve (12) months per year.

**L12.02 – Notice Period for Seasonal Layoffs**

Notice for seasonal layoffs will be as follows:

- a) Regular employees who are subject to a seasonal layoff will receive written notice at least twenty (20) working days prior to the effective date of layoff, or will receive pay in lieu for each day the notice period is shorter than the twenty (20) working days.
- b) Benefit plan coverage may continue consistent with the provisions of the contract with the Carrier. The employee will be required to pay both shares except as provided in Article 29.03.

The processes laid out in the following sections do not apply to seasonal layoffs.

**L12.03 – Process Prior to Formal Notice for Non-Seasonal Layoffs**

The process will be as follows:

- a) Informal notice is delivered to a standing Joint Adjustment Committee (consisting of two (2) Union and two (2) management representatives), who will convene as soon as reasonably practical. Substitutes to the committee may be required to expedite the process. The committee will have up to fourteen (14) calendar days from when the notice is delivered to complete their work. This period can be extended upon agreement of both parties.
- b) The Joint Adjustment Committee will review all options to reduce the impact of the layoff. If an immediate solution cannot be found by the committee, the committee will support Human Resources in canvassing targeted areas. Prior to the commencement of canvassing, the potentially impacted employee and the Union will be given informal notice while the Joint Adjustment Committee continues its work.

- c) It is anticipated that any and all options will be reviewed to reduce or eliminate the need for layoffs, including, but not limited to the following:
- Job sharing;
  - Reduced hours of work through partial leaves;
  - Transfers to other areas within the bargaining unit subject to available work and meeting qualifications, with minimal training required;
  - Paid and unpaid leaves of absence for use to seek alternate employment, retirement adjustment, retraining, etc.;
  - Voluntary severance;
  - Purchasing past pensionable service. If permissible the Employer will match a minimum of three (3) years' contributions to the appropriate pension plan (Municipal Pension Plan) where an employee opts for early retirement;
  - Early retirement incentives;
  - Agreed secondment;
  - Retraining;
  - Trial retirement;
  - Continuation of health and welfare benefits;
  - Filling vacant positions, regardless of level, if qualified;
  - Combinations and variations of the above or other alternatives.
- d) Should the Joint Adjustment Committee be unsuccessful in reaching an agreement to reduce or eliminate the need for a layoff, the following process will be followed:
- A Bumping Committee of two (2) Union and two (2) management representatives may be convened;
  - Formal notice will be issued to the least senior employee in the impacted position in the area affected. Formal layoff notice will be issued by the manager and the Union will be notified.

#### **L12.04 – Formal Notice for Non-Seasonal Layoffs**

Formal layoff notice will include four (4) options:

- a) Accept a reduced appointment (if applicable); or
- b) Exercise seniority rights through bumping; or
- c) Accept layoff while on recall for a period of eighteen (18) months; or
- d) Accept layoff with a severance payout.

Note: The Joint Adjustment Committee will remain struck for utilization at any point throughout the layoff process.



### **L12.05 – Notice Period for Non-Seasonal Layoffs**

- a) Regular employees who are laid off will receive written notice of at least as many days stipulated below, or pay in lieu for each day the notice period is shorter than the days stipulated below:
  - Twenty (20) working days for employees with less than six (6) years' service;
  - Twenty-five (25) working days for employees with six (6) but less than seven (7) years' service;
  - Thirty (30) working days for employees with seven (7) but less than eight (8) years' service;
  - Thirty-five (35) working days for employees with eight (8) but less than nine (9) years' service;
  - Forty (40) working days for employees with nine (9) or more years' service.
- b) All changes in appointments will occur at the end of the notice period unless otherwise agreed by both parties.

### **L12.06 – Layoff, Bumping and Recall Processes for Non-Seasonal Layoffs**

#### **Stage 1**

An employee in receipt of a layoff notice will advise the Executive Director, Human Resources, or designate, in writing, of the option chosen within ten (10) working days of receiving the notice.

#### **Stage 2**

Upon receipt of the response, the University will initiate the appropriate action within three (3) working days.

#### **Stage 3**

One of the following four (4) processes will take place based on the option chosen:

- a) Acceptance of Reduced Appointment (if applicable)
- b) Bumping Process

A regular employee with the required ability may exercise their seniority rights to bump bargaining unit wide to the equivalent or lower level.

##### **Step 1**

The employee and the Bumping Committee will work together, using the employee's relevant qualifications and experience, to determine the appropriate bumping assignment.

- i) In order to allow employees the opportunity to utilize their abilities in the same level, individuals who are to be laid-off may utilize their seniority and bump the least senior employee within their level or any lower level, competency considered. If more than one (1) employee is bumping into a level, the senior employee will be given first choice of positions.
- ii) No "bumping up" will be permitted, except as follows; that is, no increase in the hourly rate beyond the maximum in the current level. An employee may bump to a higher position in the following circumstances:

- 1) To regain the level held prior to a layoff where the position identified is substantially the same as the one from which the layoff occurred.
  - 2) The position has been posted as a regular position within the previous six (6) calendar months and the employee did not apply on the position when it was posted.
- iii) Non-Acceptance of a Position
- If an employee rejects a position offered as a result of the bumping procedure, the employee has three (3) options:
- 1) Appeal to the Bumping Committee presenting rationale for the unsuitability (geographic location, excessive physical demands, preferences and other concerns) of the position. Employees are entitled to protect their current hours per week/months per year; therefore, they have the option to decline positions with appointments of more or less hours per week/months per year than their current one. If the committee unanimously concurs, other alternatives will be considered; or
  - 2) Accept layoff and remain eligible for recall; or
  - 3) Accept layoff with severance. If this option is selected, the employee will lose all seniority rights.

#### Step 2

Once the Bumping Committee decision is made, the University will confirm the transfer in writing within three (3) working days.

#### Step 3

Layoff notices for individuals bumped from their positions will be issued immediately as per section L12.04.

#### Step 4 – Salary on Transfer

Where a demotion occurs, the salary will be adjusted to the lower level at the hourly rate closest to the hourly rate previously held.

Step 5 – Trial Period

All employees who transfer as a result of the bumping procedures will be required to serve a trial period of two (2) months. In the event a transferred employee proves unsatisfactory during the trial period or if the employee is unable to perform the duties of the new position as outlined in the current Job Evaluation or if he/she fails to meet the required standards for the position, one (1) additional bump from the original laid off position will be processed consistent with the procedures outlined above. Should that transfer be unsuccessful, the employee will be laid off and severance and recall options will be made available.

Note: If an employee transferred as a result of a bump occupies a position which is subsequently declared redundant (within six (6) months of the effective date of such transfer), that employee may bump into a position at the level (or lower) occupied prior to the bump.

c) Recall

- i) Should the position previously occupied on an ongoing basis by the laid off person be reinstated during the recall period, the individual will be recalled without competition or a trial period. It is the responsibility of the employee to ensure the Human Resources Department is notified of the current mailing address and contact information.
- ii) A recalled employee (except as in (i) above) has a two (2) month trial period per Article 13.05.
- iii) Regular employees on layoff shall be recalled in order of seniority, provided they have the ability to perform the available work.
- iv) Recalled employees shall maintain their regular rate of pay when filling a casual/temporary appointment that is the same level and is similar in nature to their regular position.
- v) The employee will retain recall rights for eighteen (18) months following the date of layoff.

Note: Casual or temporary appointments do not constitute recall.

d) Severance

Persons who have selected and are eligible for severance payment of vacation and/or sick leave as per Article 19.07, will receive severance payments promptly at termination of the notice period.

The Employer will notify the Pension Corporation of any terminations.

Signed this 17<sup>th</sup> day of June, 2015

**LETTER OF AGREEMENT #8**

**RE: EMPLOYEES' SHARE OF THE EI REBATE**

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On January 1, 2013, the employees' share of the Employment Insurance premium reduction rebate (EI Rebate) will be redirected to increase the vision coverage for eligible employees and dependents under Article 29.02 (b) (i) from a maximum of two hundred fifty dollars (\$250.00) per twenty-four (24) consecutive months to a maximum of four hundred twenty-five dollars (\$425.00) per twenty-four (24) consecutive months. The increased vision care coverage will be effective January 1, 2013.

In the event the University no longer receives the employees' share of the EI Rebate for any reason, the parties will, within sixty (60) calendar days, reduce the vision care benefit under the terms of the plan to two hundred fifty dollars (\$250.00) per twenty-four (24) consecutive months as per Article 29.02 (b) (i).

The University will review the cost neutrality of this benefit on a five (5) year cycle commencing the date of implementation. If there is a net cost to the University for the increase in vision care, the parties will discuss alternative means to fund the benefit such that remains cost neutral. If, after sixty (60) calendar days of commencing the review, the parties cannot agree on an alternative method to fund the vision care benefit on a cost neutral basis, the vision care benefits will be reduced to two hundred fifty dollars (\$250.00) per twenty-four (24) consecutive months as per Article 29.02 (b) (i), as applicable and reinstate the employee share of the EI rebate provided the EI rebate continues to be received by the Employer.

Signed this 19<sup>th</sup> day of June, 2015

Signed this 6<sup>th</sup> day of December, 2012



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