

**2012 – 2015**

**COLLECTIVE AGREEMENT**

**Between**

**THE BURNABY PUBLIC LIBRARY BOARD**

**and**

**CANADIAN UNION OF PUBLIC EMPLOYEES**  
**LOCAL 23**

**(LIBRARY WORKERS' DIVISION)**



2012-2015  
**COLLECTIVE AGREEMENT**  
 between  
**THE BURNABY PUBLIC LIBRARY BOARD**  
 and  
**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
**(BURNABY CIVIC EMPLOYEES)**  
 On behalf of the  
**LIBRARY WORKERS' DIVISION**

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THIS AGREEMENT MADE THE FIRST DAY OF JANUARY, IN THE YEAR TWO THOUSAND AND TWELVE  
BETWEEN:

**THE BURNABY PUBLIC LIBRARY BOARD**  
(hereinafter called the "Board")

OF THE FIRST PART:

AND:

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
(Burnaby Civic Employees)  
**On behalf of the LIBRARY WORKERS' DIVISION**  
(hereinafter called the "Union")

OF THE SECOND PART:

**1 GENERAL**

**1.1 Term of Agreement**

This Agreement shall be for a term of four (4) years with effect from 2012 January 01 to 2015 December 31, both dates inclusive. Should either party hereto at any time within four (4) months immediately preceding the date of expiry of this Agreement by written notice require the other party hereto to commence collective bargaining, or should the parties be deemed to have given notice under Section 46 of the Labour Relations Code, this Agreement shall continue in full force and effect, and, except with respect to changes to rates of pay made pursuant to the Job Evaluation Agreement between the parties et al, neither party shall make any change or alter the terms of this Agreement until:

- (a) The Union can lawfully strike in accordance with the provisions of Part 5 of the Labour Relations Code; or
- (b) The Board can lawfully lock out in accordance with the provisions of Part 5 of the Labour Relations Code; or
- (c) The parties shall have concluded a renewal or revision of this Agreement or shall have entered into a new Collective Agreement;

whichever is the earliest.

The operation of Sub-Sections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from, and shall not be applicable to this Agreement.

**1.2 Coverage**

This Agreement shall apply to all those employed by the Board who occupy the position classes listed under Schedule "A" of this Agreement and amendments thereto by agreement of the parties hereto or in accordance with the Labour Relations Code.

**1.3 Employment Equity**

The Board and the Union agree with employment equity programs which will assist visible minorities, persons with disabilities, First Nations people, and women in gaining entry into employment and which will provide opportunities for advancement.

**2 DEFINITIONS OF EMPLOYEES**

**2.1 Definitions of Employees**

A Regular Full-Time Employee is an employee who is employed on a full-time basis of 35, 37½, 40 or such other number of weekly hours as is recognized in the Collective Agreement as normal for a particular class of positions, for an indefinite period of time.

A Temporary Full-Time Employee is an employee who is employed on a full-time basis as set forth above, for a definite and limited period of time [which may be extended or cut short by circumstances which could not be foreseen at the time of hiring].

Where Temporary Full-Time Employees are hired for a specific project and are advised at the time of being hired of the expected duration of the project, the Board will notify the Union as soon as possible in the event circumstances subsequently arise which have the effect of terminating the project earlier than had been expected and announced.

A Regular Part-Time Employee is an employee who is employed on a Regular Part-Time schedule of weekly hours which are less than the number constituting full-time employment for a particular class of positions, for an indefinite period of time.

Effective January 1, 2013, Pages will fall within the definition of Regular Part-Time. An Auxiliary Employee is any other employee.

## **2.2 Probation**

- (a) All new Regular Full-Time and Temporary Full-Time Employees shall complete a probationary period of six (6) months of service.
- (b) Regular Part-Time Employees shall complete a probationary period of the same number of hours as are applicable to a Regular Full-Time Employee occupying a similar classified position.
- (c) Where a probationary employee is absent during the probationary period, the probationary period shall be extended by the total number of days absent.

## **3 UNION SECURITY**

- (a) Every probationary employee shall become a member of the Union by the pay period immediately following the completion of thirty (30) calendar days of employment.
- (b) The dues formula for all employees shall be such amounts as determined by Article 10, Section 1, of the Constitution and By-laws of the Union.
- (c) All members shall remain as members of the Union as a condition of employment; provided that no employee shall be deprived of employment by reason of loss of Union membership for any reason other than failure to pay regular Union dues.
- (d) The Board will deduct from the pay of each employee covered by this Agreement all regular Union dues and initiation fees as determined by the Union and will transmit the total amount so deducted to the Union; provided that each employee has signed a form, to be supplied by the Board, authorizing the said deduction. The form shall be substantially the form as provided for in Section 16(2) of the Labour Relations Code.

## **4 HOURS OF WORK**

### **4.1 Hours of Work**

- (a) Professional Librarian  
The normal work week shall be established on the principle of 37½ hours within a five (5) day week. The number of hours worked may be varied within the normal operating range of the Library, but no employee shall work more than an average of 37½ hours per week, calculated over a four (4) week period.
- (b) Clerical and Secretarial Employees  
The normal work week shall be established on the principle of 35 hours within a five (5) day week. The number of hours worked may be varied within the normal operating range of the Library, but no employee shall work more than an average of 35 hours per week calculated over a four (4) week period.
- (c) Janitorial Employees  
The normal work week shall be established on the principle of forty (40) hours within a five (5) day week.

(d) Sunday Opening

For Library Services on Sundays, the following conditions shall apply:

- (1) Subject always to the Board's right to provide Library Services on Sundays with sufficient qualified employees, the Board shall schedule employees to work Sunday subject only to the following conditions:
  - (a) The Board will attempt to accommodate employees hired prior to 1988 January 01 who do not want to work on Sundays.
  - (b) Regular Full-Time Employees and Regular Part-Time Employees shall not be required to work more than one (1) Sunday in a four (4) week period. Nothing in this clause shall prevent the Board from scheduling such an employee to work more than one (1) Sunday in a four (4) week period if the employee so desires.
- (2) The normal hours of work for employees working on Sunday shall be:
  - (a) up to five (5) hours for employees performing building service duties;
  - (b) up to four and a half (4.5) hours for employees performing computer operation and branch opening duties; and
  - (c) up to four (4) hours for all other employees.Shift differential shall not be paid for time worked on a Sunday.
- (3) Where, due to a Public Holiday, the Library is closed on a Saturday and/or a Monday, the Board shall not open that Sunday immediately adjacent to the Public Holiday and shall schedule employees accordingly.
- (4) Regular Full-Time Employees shall be paid at time and one-half their normal rate of pay for all regularly scheduled hours worked on a Sunday. All other employees shall be paid at their normal rate of pay. Time worked on a Sunday pursuant to this Clause shall not be considered as overtime.
- (5) The straight-time equivalent of the hours worked by a Regular Full-Time Employee on Sunday shall be counted towards the employee's normal weekly hours and the balance of the normal weekly hours shall be worked pursuant to Clause 4.1; provided that the employee shall not be required to work on more than ten (10) days in a pay period, including the Sunday. This paragraph is not intended to restrict the Board's rights pursuant to the Overtime and Callout provisions.
- (6) In the event the Board elects to discontinue providing Library Services on Sundays at any or all branches, it shall provide the Union with a minimum of four (4) weeks' written notice.

(e) Compressed Work Week or 9- Day Fortnight

- (1) The parties may confer with respect to the introduction of a compressed work week or a 9-day fortnight based on a 35, 37½ or 40 hour work week if such compressed work week or a 9-day fortnight is firstly appropriate with respect to the efficient and optimum operation of the Burnaby Public Library services, and secondly appropriate with respect to the nature and requirements of an occupation, such compressed work week or nine-day fortnight may be implemented on a trial basis during the term of this Agreement by mutual agreement of the employees directly affected by the change and the parties to this Agreement.
- (2) The principles governing the conversion of employee fringe benefits in cases of the introduction or renewal of compressed work weeks are set forth on Schedule "D" attached to this Agreement and which shall form a part of this Agreement.

(f) Auxiliary Employees

Normal daily and weekly hours shall be deemed to be 8 and 40 respectively for all Auxiliary Employees except in the case of an Auxiliary Employee working in a position normally occupied by a full-time employee whose normal hours shall be deemed to be the normal hours of the Auxiliary Employee.

## **4.2 Rest Periods**

A ten (10) minute rest period shall be allowed during the first half of each working shift and a further ten (10) minute rest period during the second half. The Chief Librarian or designate will designate the time and the manner in which an employee's rest period may be taken.

## **4.3 Work Schedules**

Work schedules shall be posted two (2) weeks in advance of the effective date and such schedules will remain in effect for a period of one (1) month subject to subparagraphs (a) and (b) following.

- (a) Employees subject to schedule change as provided for herein, or to fill non-scheduled vacancies resulting from short term absence for reason of sickness or other short term absences will have the option to decline the change for good and sufficient cause, provided, however, the job vacancy must be protected or filled by other employees if so required by the Chief Librarian or designate.
- (b) Employees desiring a change of work schedule or work location will be given favourable consideration by the Chief Librarian or designate provided the request is for good and sufficient reason and any job vacancy so created can be filled without undue cost or inconvenience to the Board.

## **4.4 Daily Guarantee**

- (a) Subject to the provisions of paragraph (c) herein, an employee reporting for a scheduled shift on the call of the Board shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of two hours' pay at the regular hourly rate.
- (b) Subject to the provisions of paragraph (c) herein, an employee other than a secondary school student on a school day who commences work on a scheduled shift, shall receive the employee's regular hourly rate of pay for the entire period spent at the place of work, with a minimum of four hours' pay at the regular hourly rate.
- (c) In any case where an employee
  - (1) reports for a regular shift but refuses to commence work, or
  - (2) commences work but refuses to continue working, the employee shall not be entitled to receive the minimum payments set forth in paragraphs (a) and (b).
- (d) The Daily Guarantee shall be reduced from four (4) hours to two (2) hours for Regular Part-Time and Auxiliary Employees when attending staff meetings and/or training sessions to a maximum of two (2) occasions per employee per year. This paragraph (d) shall not apply on Saturdays, Sundays, or Public Holidays.

## **4.5 Callout**

The following provisions shall apply to Regular Full-Time and Temporary Full-Time Employees:

- (a) An employee who is called back to work by the Board at any time after completing a regular shift, except where such employee is required to work overtime as a consequence of an oral or written notice given prior to the end of the employee's previous shift as provided in Clause 7.3.1, shall be paid at the rate of double the employee's normal rate of pay for the time actually worked and in addition thereto shall be paid one (1) hour at double the normal rate of pay for travelling time to and from home. Except as otherwise provided under this Clause 4.5(b) an employee who is called back to work under this Clause 4.5 shall be paid a minimum of three (3) hours (the minimum includes one (1) hour for travelling time) at double the employee's normal rate of pay.

Notwithstanding the callout minimum, an employee who is at the work place prior to the commencement of the employee's regular shift and who is required to commence work prior to the commencement of the employee's regular shift, shall be paid in accordance with the overtime provisions for the actual time worked prior to the commencement of the employee's regular shift.

- (b) If, after a callout, an additional call or calls are made upon the employee before the expiry of the minimum three (3) hour period or before arrival home, whichever shall last occur, the additional call or calls shall not



qualify the employee for an additional minimum three (3) hour period or periods but the employee shall be paid at double the employee's normal rate of pay for the time actually worked and an additional one (1) hour at double the normal rate of pay for travelling time to and from home. Where two (2) separate calls are completed by an employee within a three (3) hour period the employee shall be paid at double the employee's normal rate of pay for a minimum of four (4) hours (the minimum includes two (2) hours for travelling time).

- (c) For the purposes of this Clause 4.5 a callout shall commence ½ hour before actual commencement of work for which the employee was called back and terminate ½ hour after actual completion of such work. The ½ hour at the commencement and termination of the callout time is the travelling time allowed the employee hereunder.

#### **4.6 Standby**

The following provisions shall apply to all employees:

- (a) Employees who are required by the Board to stand by for a call to work between the end of a normal day shift on the first day of work in a normal work week as defined in Clause 4.1 (excluding public holidays) and the commencement of a normal day shift on the last day of work in the normal work week shall be paid one (1) hour's pay at the employee's normal rate of pay for each period of eight (8) hours that the employee stands by as required by the Board in addition to any callout pay to which the employee may be entitled under Clause 4.5.
- (b) Employees who are required by the Board to stand by for a call to work at any time except employees who are required to stand by for a call to work under paragraph (a) shall be paid one (1) hour's pay at the employee's normal rate of pay for each period of six (6) hours that the employee stands by as required by the Board in addition to any callout pay to which the employee may be entitled under Clause 4.5.
- (c) Where the period of time which an employee stands by under this Clause 4.6 exceeds a multiple of six (6) hours or eight (8) hours (as the case may be) the employee shall be paid one (1) hour's pay at the rate provided in this Clause 4.6 for the remainder of the standby time unless the remainder is not more than one-half (½) of the standby period of six (6) hours or eight (8) hours (as the case may be) in which event the premium payable to the employee for the remainder shall be one-half (½) hour's pay at the rate provided in this Clause 4.6.

#### **4.7 Meal Periods**

The following provisions shall apply to Regular Full-Time Employees and Temporary Full-Time Employees:

- (a) During Overtime Worked Immediately Following or Immediately Preceding an Employee's Regular Shift

If an employee is required to work overtime immediately following or immediately preceding the employee's regular shift under Clause 7.3.1(a)(1) or Clause 7.3.1(a)(2) then upon the completion by the employee of two (2) continuous hours of such overtime work, the employee shall be given a paid meal period of one-half (½) hour which the Board may permit the employee to begin at any time within the two (2) hour work period if the Board estimates that two (2) hours of overtime work will be required; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the two (2) hour work period. Upon the completion by the employee of three and one-half (3½) continuous hours of overtime work following the completion of the two (2) hour work period by the employee, the employee shall be given another paid meal period of one-half (½) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half (3½) hour work period.

- (b) During Callouts and Scheduled Overtime Worked Other Than Immediately Following or Immediately Preceding an Employee's Regular Shift

An employee who completes three and one-half (3½) continuous hours of overtime work at any time other than immediately following or immediately preceding the employee's regular shift after being called back to work by the Board under Clause 4.5 or after the commencement of overtime work previously scheduled by the Board under Clause 7.3.1(a)(3) shall be given a paid meal period of one-half (½) hour which the Board may permit the employee to begin at any time within the three and one-half (3½) hour work period if the Board estimates that three and one-half (3½) hours of overtime work will be required; provided however that, except in the case of an emergency, the meal period shall begin no later than the end of the three and one-

half (3½) hour work period. Upon the completion by the employee of three and one-half (3½) continuous hours of overtime work following the completion of the three and one-half (3½) hour work period by the employee the employee shall be given another paid meal period of one-half (½) hour which, except in the case of an emergency, shall be taken at the end of each three and one-half (3½) hour work period.

- (c) For each meal period given to an employee under Clause 4.7(a) or Clause 4.7(b) the employee shall be paid one-half (½) hour's pay at double the employee's normal rate of pay.
- (d) Where by reason of an emergency it is not feasible to give a meal period at the designated time under Clause 4.7(a) or Clause 4.7(b), it shall be taken as soon as practicable and in addition the Board shall be responsible for supplying a reasonable form of nourishment during the course of the work at such time as the employee would have been otherwise entitled to a paid meal period.

## **5 VACANCIES**

- (a) All staff vacancies known to be of sixty (60) days or longer shall be boarded for five (5) working days and all eligible employees shall be permitted to apply. If the Chief Librarian or designate deem it necessary to fill the vacancy for the five (5) day boarding period, this may be accomplished by employing a part-time or temporary employee without further boarding notice. Where an employee is successful on a temporary posting, the position left by the employee and subsequent positions are not required to be posted.
- (b) It is unnecessary to board vacancies for periods of less than sixty (60) days.
- (c) No posting is required for Page (Regular Part-Time effective 2013 January 01) vacancies which may be filled as required by the Chief Librarian or designate.
- (d) Boarding notices shall contain the following information: Nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range, and anticipated length of any temporary assignment, if posted. All job postings shall state "this position is open to male and female applicants".
- (e) Maternity Leave absences which are expected to exceed sixty (60) days or longer shall be posted and the provisions of paragraph (a) herein shall apply

## **6 SENIORITY**

### **6.1 Regular Full-Time, Temporary Full-Time and Regular Part-Time Employees**

#### **6.1.1 Regular Seniority Pool**

A seniority pool will be established for Regular Full-Time, Temporary Full-Time and Regular Part-Time Employees.

Access to the Regular Seniority Pool will be extended to:

- (a) All Regular Full-Time Employees upon completion of the probationary period.
- (b) All Temporary Full-Time Employees upon completion of twelve months of continuous service.
- (c) All Regular Part-Time Employees upon completion of the same number of hours as are applicable to a Regular Full-Time Employee occupying a similar classified position.
- (d) Upon qualifying for a Regular Seniority Pool, an employee will be credited with the employee's full period of service or all hours worked since the employee's first day of employment in one or other of the eligible categories, i.e. Regular Full-Time, Temporary Full-Time, or Regular Part-Time.

#### **6.1.2 Auxiliary Seniority Porting to Regular Full-Time**

- (a) Auxiliary Employees who have obtained auxiliary seniority, i.e., have worked 1200 hours within two (2) consecutive calendar years, and who obtain a Regular Full-Time position, shall upon successfully completing their probation period, be credited with their full period of service as an Auxiliary Employee. For this purpose, each period of seven (7), seven and one-half (7½), or eight (8) hours worked, depending upon the normal hours for a position class, will equate to one (1) day's service.
- (b) Time worked will be credited to the regular seniority pool for layoff, recall, and boarding competition purposes only, and not for other benefits, e.g., vacations, increments, etc.



- (c) Current Regular Full-Time Employees who formerly worked as Auxiliary Employees and who obtained seniority will also have their past auxiliary service credited for these same purposes.

#### **6.1.3 Temporary Full-Time Service Porting to Regular Full-Time**

- (a) A Temporary Full-Time Employee who becomes a Regular Full-Time Employee without a break in service exceeding twelve (12) months, shall upon successfully completing their probationary period, be credited with such service as a Temporary Full-Time Employee.
- (b) Time worked will be credited to the regular seniority pool for layoff, recall, and boarding competition purposes only, and not for other benefits, e.g., vacations, increments, etc.
- (c) Current Regular Full-Time Employees who formerly worked as Temporary Full-Time Employees and who obtained seniority will also have their past Temporary Full-Time service credited for these same purposes.

#### **6.1.4 Application of Seniority**

- (a) Application of Skill, Knowledge and Ability

In making appointments, promotions, transfers and demotions, the skill, knowledge and ability of the applicant concerned shall be the primary consideration, but where such qualifications are equal, length of service shall be the determining factor.

- (b) Trial Period Upon Promotion or Transfer

A promoted or transferred employee will be "on trial" during the first three (3) months of the promotion or transfer to determine suitability in the position. If an employee does not prove satisfactory in the new position, the employee shall be returned to the employee's former position without loss of seniority or salary in such former position.

Where a promoted or transferred employee is absent during the three-month trial period, the three-month trial period shall be extended by the number of days absent.

- (c) Promotion or Transfer During Probationary Period

Newly hired employees promoted or transferred during their six (6) month probationary period will be required to fulfill the full probationary period before reaching permanent status, but in any event not less than three (3) months in the promoted or transferred status.

Where a promoted or transferred employee is absent for ten (10) or more working days during the in-service probationary period, the in-service probationary period shall be extended by the number of days absent.

- (d) Layoffs

In the event of a layoff, employees shall be laid off in the reverse order of their bargaining-unit wide seniority, provided that an employee may bump a junior employee only in cases where the senior employee is qualified to fill the lower positions.

- (e) Advance Notice of Layoff

Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the Board, the Board shall notify employees, who have acquired seniority rights, and who are to be laid off, at least ten (10) working days prior to the effective date of layoff. If the employee has not had the opportunity to work during the ten (10) days referred to above, the employee shall be paid for those days for which work was not made available.

- (f) Recall

Employees shall be recalled to positions for which they are qualified, in the order of their seniority, either bargaining-unit wide or by branch or by class as the case may be.

No new employees shall be hired following a layoff until those who were laid off have been given a reasonable opportunity of recall as follows:

The Board shall make every reasonable attempt to contact employees in order of seniority, and employees shall be recalled in such order providing that they respond within the stipulated time limits. Upon making contact with an employee, the Board shall specify the time when the employee shall report for work. An employee who does not respond within 48 hours of the Board's initial attempt to make contact or who refuses to report for work shall be dropped to the bottom of the appropriate list for recall. An employee shall report to work at the time specified by the Board or, in extenuating circumstances, within two weeks of the Board's initial attempt to contact the employee. Each employee on layoff will be responsible for keeping the Board notified of a current contact point through which the employee can be reached.

An employee shall lose seniority and right of recall if continuously laid off from work for a period of more than twelve (12) consecutive months.

(g) **Rights of Employees Promoted Out of the Bargaining Unit**

In the event of an employee being promoted from a position for which the Union either had bargaining authority at the time of the promotion or subsequently obtained bargaining authority, to a position whether included in or excluded from the Union contract, and such employee being subsequently laid off or demoted to a position for which the Union has bargaining authority, the Board shall have the right to place such employee in the position previously held by the employee or in any vacant position for which such employee is considered qualified. The employee being promoted out of the bargaining unit will only retain seniority rights for a period of three (3) years. The employee, if so placed as the result of being laid off or demoted, shall suffer no loss of seniority and such seniority shall be the employee's total length of service with the Board.

Where a Regular-Full Time or Temporary Full-Time employee is successful on a temporary full-time posting outside of the bargaining unit, that position left by the Regular Full-Time or Temporary Full-Time employee will be posted on a temporary full-time basis; subsequent positions are not required to be posted. Where the Board decides to fill such positions on an acting in a senior capacity basis, first consideration shall be given to Regular Full-Time employees.

- (h) In the event of an employee being retired from the Library from a position for which the Union had bargaining authority at the time of the retirement and included in this Union contract, then that employee loses all bargaining unit rights including seniority and would be considered an external candidate for future opportunities in the bargaining unit.

## **6.2 Auxiliary Employees**

A Seniority Pool will be established for Auxiliary Employees. Access to each Auxiliary Seniority Pool will be extended to all Auxiliary Employees as follows:

- (a) As soon as an Auxiliary Employee has worked 1150 hours (effective January 1, 2013) (1100 hours effective January 1, 2015) within two (2) consecutive calendar years, such employee will gain entry onto the Auxiliary Seniority List and will be deemed to possess seniority.
- (b) Upon gaining entry onto the Auxiliary Seniority List, an employee will be credited with the number of hours worked in any class of positions, and will hold class seniority in any such class accordingly.
- (c) An employee who has gained entry onto the Auxiliary Seniority List, will continue to accumulate class seniority in any class in which the employee works in accordance with the number of hours worked in a position within such class.
- (d) An Auxiliary Employee's seniority will be lost as the result of a continuous break in service with the Board which exceeds one (1) year.
- (e) Where pay ranges exist, eligibility for advancement from one step to the next (increment) shall be based on the number of hours served by a Regular Full-Time Employee for such eligibility.
- (f) Auxiliary class seniority is to be exercised bargaining-unit wide.
- (g) In the event of a layoff of Auxiliary Employees within a class, those employees having greatest seniority within the class shall be the last ones laid off and shall be recalled in the order of seniority (the most senior qualified recalled first).

- (h) Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the Board, the Board shall notify Auxiliary Employees, who have acquired seniority rights, and who are to be laid off, at least ten (10) working days prior to the effective date of layoff. If the employee has not had the opportunity to work during the ten (10) days referred to above, the employee shall be paid for those days for which work was not made available.
- (i) Other than as might be provided for pursuant to the terms of paragraph (g) herein, no Auxiliary Employee shall have the right to bump another employee after having been laid off.
- (j) An Auxiliary Employee having class seniority, and having been laid off, must, if the employee wishes to be considered for future Auxiliary employment, elect to register with the Board for future Auxiliary employment in which case the employee will be given preference in hiring for future vacancies within various classes on the basis of the employee's class seniority.
- (k) Registration for future Auxiliary employment will be made upon a standard form which will be signed and dated by the applicant and which will state the classes within which the applicant would be willing to accept a position. The completed form will be signed and dated by an authorized representative of the Board and both the applicant and the Union will be provided with a copy by way of receipt.
- (l) When an Auxiliary Employee who has attained class seniority, who has been laid off and who has registered for future Auxiliary employment, also registers a desire to be taken into consideration for Auxiliary work in a class for which the employee does not possess class seniority, such employee shall be taken into consideration for appointment to a position within such new class on the basis of the employee's skills, knowledge and ability, and in any case where there is no registered applicant possessing seniority in the new class in question, and where the employee's skills, knowledge and ability are sufficient so as to render the employee qualified, then
  - (1) if the Auxiliary Employee is the only registered and qualified applicant, the employee shall be appointed to the said position.
  - (2) if the Auxiliary Employee is one of several registered and qualified applicants, the appointment to the said position shall be based on their relative skills, knowledge and ability, and if their skills, knowledge and ability are considered to be equal, then the registered and qualified applicant possessing the greatest total Auxiliary seniority with the Board shall be appointed.

## **7 CLASSIFICATION AND PAY**

### **7.1 Classification and Evaluation of Positions**

The classification, evaluation, reclassification and revaluation of positions covered by this Agreement shall be determined in accordance with the current Classification and Evaluation Agreement made between the Board and the Union dated 1979 March 27.

### **7.2 Rates of Pay and Increment Dates**

- (a) The rates of pay for each class shall be as set out in the Schedules attached to this Agreement except for those classes which have been established or revalued subsequent to that date, in which cases the rates of pay shall be effective as of the date of establishment or revaluation. The Union acknowledges and confirms that, having regard to existing duties and responsibilities as of the date of execution of this Agreement, differences and rates of pay between various positions classified in Schedule "A" hereof are fair and equitable with the exception of any requests for revaluation or reclassification currently unresolved.
- (b) In-service pay adjustments arising from increments, reclassifications, revaluations, and promotions shall be processed to the day on which they are earned.

### **7.3 Overtime**

#### **7.3.1 Overtime - Regular Full-Time and Temporary Full-Time Employees**

- (a) Regular Full-Time Employees and Temporary Full-Time Employees shall be paid at overtime rates for all overtime worked:
  - (1) immediately following the employee's regular shift;

- (2) immediately preceding the employee's regular shift consequent upon an oral or written notice given prior to the end of the employee's previous regular shift;
  - (3) at any other time than at the times set forth in paragraphs (a)(1) or (a)(2) of this Clause 7.3.1 consequent upon an oral or written notice given prior to the end of the employee's previous regular shift except as otherwise provided in Article 9, Public Holidays.
- (b) Regular Full-Time Employees and Temporary Full-Time Employees shall be paid for the performance of overtime work scheduled by the Board under paragraph (a) at the following overtime rates:
- (1) time and one-half the standard rate of pay for the first two (2) hours of overtime worked immediately preceding or immediately following an employee's regular shift on any regular working day of the employee;
  - (2) double the standard rate of pay for all overtime in excess of the first two (2) hours thereof worked immediately preceding or immediately following an employee's regular shift on any regular working day of the employee;
  - (3) double the standard rate of pay for all overtime worked at any other time than immediately preceding or immediately following an employee's regular shift on any regular working day of the employee. Employees shall be paid a minimum of one and one-half (1½) hours at double time for overtime worked pursuant to this paragraph (b)(3).
- (c) For the purpose of computing overtime, leave of absence without pay shall not be considered as hours worked.
- (d) An employee shall elect at the time of working such overtime whether to be paid for it or instead to receive compensating time off in lieu. An employee who elects to receive compensating time off shall be credited with compensating time off equivalent to the number of hours which the employee would have been paid for the overtime worked, and, subject to an employee's request to be granted compensating time off being approved by the department head (or delegate) such employee shall be granted any portion of the compensating time off at the pay rate or rates in effect at the time the overtime in question was worked. All compensating time off credited during a particular calendar year but which has not been granted to an employee by March 31st of the immediately following year shall be paid in cash at that time at the pay rate or rates in effect at the time the overtime in question was worked.

### **7.3.2 Overtime - Regular Part-Time and Auxiliary Employees**

- (a) Normal Hours - Regular Part-Time Employees
- For purposes of applying overtime rates, normal daily and weekly hours for all Regular Part-Time Employees shall be deemed to be those of a Regular Full-Time Employee whose position is similarly classified.
- (b) Normal Hours - Auxiliary Employees
- (1) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a 7-day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during a work week (which for the purposes of this clause shall be deemed to commence at 00:01 h on Monday morning and to end at 23:59 h on the immediately following Sunday).
  - (2) Any employee who is employed as an Auxiliary Employee in a position assigned to a class of positions which is recognized pursuant to the Collective Agreement as operating on a 6-day week basis, shall be permitted to work at straight time rates for up to eight (8) hours per day on any five (5) days during the 6 day week as defined in the Collective Agreement.
- (c) Overtime Rates - Auxiliary and Regular Part-Time Employees
- Overtime rates will be paid on the following basis to all Auxiliary and Regular Part-Time Employees:
- (1) Time and one-half for the first 4 hours worked in excess of the normal daily hours in a day;
  - (2) Two times for hours worked beyond 4 in excess of the normal daily hours in a day;
  - (3) In any case where an employee has already performed work on five days during the week, time and one-half for any hours worked prior to 12:00 h on the sixth day of work in that week, two times for



hours worked after 12:00 h on the sixth day, and two times for all hours worked on the seventh day of work in that week.

- (d) Notwithstanding paragraphs (a), (b) and (c) above, where a Regular Part-Time or Auxiliary Employee is filling in for a Regular Full-Time Employee, their hours of work may be averaged pursuant to Article 4.1(a) and (b) and overtime shall be calculated as it applies to full-time employees. For example, overtime would not automatically be paid for time worked beyond 5 days in a week.

#### **7.4 Pay for Acting in a Senior Capacity**

On every occasion that a Library employee is temporarily required to accept the responsibilities and carry out the duties incident to a position which is senior to the position which the employee normally holds, the employee shall be paid for every day that the employee carries out the duties of the senior position at the minimum rate in the scale for such senior position, except where the salary received in the employee's own position is equal to, or exceeds, the minimum of the senior position in which case the employee shall receive the next higher rate in the pay range of the senior position.

For the purpose of this section, appointments of employees to a level of higher responsibility must be authorized in writing by the Chief Librarian or designate.

#### **7.5 Bonus Pay for Split Shifts**

When employees, as defined in Clause 4.1(a) and (b), are required to split their shift, such employees shall be paid at their regular rate of pay or overtime [as the case may require] for the hours so worked, and an additional two (2) hours at straight time by way of a bonus for having to work a split shift, or time off in lieu.

#### **7.6 Shift Differential**

- (a) Full-time clerical employees who work after 18:00 h shall be paid a shift differential of seventy-five cents (75¢) per hour [effective 2013 January 01, eighty (80¢) per hour; effective 2015 January 01, eighty-five (85¢) per hour] for those hours worked between 18:00 h and the end of their shift on that day.
- (b) Full-time Building Service Workers shall be paid a shift differential of seventy-five cents (75¢) per hour [effective 2013 January 01, eighty (80¢) per hour; effective 2015 January 01, eighty-five (85¢) per hour] for those hours of a regular shift so worked by such employee outside the exempt hours of work; provided however that if more than one-half of the hours of the regular shift so worked fall outside the exempt hours of work, the shift differential shall be applied to the hours worked in the entire regular shift. For the purpose of this Clause 7.6 "exempt hours of work" means the normal hours of work which are defined as 08:30 h to 16:30 h together with the hour immediately preceding and the hour immediately following such normal hours of work. That is, the exempt hours of work shall be those hours from 07:30 h to 17:30 h.
- (c) No shift differential premiums will be paid to Auxiliary Employees unless they are relieving full-time employees on shifts that would otherwise carry such premiums.

#### **7.7 Pay on Transfers and Promotions**

In the event a Board employee is transferred or promoted to a higher rated position, if such position or classification has a salary range, the employee shall receive the next step in the salary range immediately above the rate the employee received in the former position. If the position or classification has only a wage rate, the promoted or transferred employee shall receive the rate for the position providing there is no reduction in wage rate or salary.

#### **7.8 Increments - Regular Part-Time Employees**

Regular Part-Time Employees will be advanced to the next increment in their category after they have acquired an equivalent number of working hours as would otherwise be required before advancing as a full-time employee in that classification or category.

## 7.9 Special Benefit

All Regular Full-Time and Temporary Full-Time Employees who have completed a probationary period of six (6) months of service will receive one and one-half percent (1½%) of the basic hourly salary, which amount shall be added to the basic hourly salary.

## 7.10 First Aid Premiums for Designated Holders of WorkSafeBC First Aid Certificates

Employees who are required by the Board to perform first aid duties in addition to their normal duties and who hold a valid WorkSafeBC Occupational Health and Safety First Aid Certificate shall be paid a premium in accordance with the certificate required by the Board as follows:

	<u>Full-Time Employees</u>	<u>Regular Part-Time &amp; Auxiliary Employees</u>
OFA Level II	\$125 per month	80¢ per hour
OFA Level III	\$145 per month	95¢ per hour

The Board will pay course fees for the OFA Level II and/or III course for employees who are required to have such certification.

## 7.11 Derivation of Bi-Weekly and Monthly Rates

The hourly rates set forth in Schedule "A" shall be the basis for application of any general salary increases. The formula for converting the hourly rates to bi-weekly and monthly rates is as follows:

$$\text{hourly rate} \times \text{bi-weekly hours} = \text{Bi-weekly rate (taken to 2 decimal places)}$$

$$\frac{\text{bi-weekly rate} \times 26.089}{12} = \text{monthly rate (taken to the nearest dollar)}$$

## 7.12 Overpayment of Salary and Allowance

- The overpayment represents a debt to the City and where an error has resulted in an overpayment in an employee's basic salary, premium rates or allowances it may be rectified in total or retroactively for a period not intended to exceed one (1) year from the date on which the error was discovered.
- The employee shall be provided with one (1) month's notice of the City's intent to recover any excess payment. The notice shall specify the amount, period and reason for the overpayment and the options available for repayment.  
  
The overpayment is repayable in full by personal cheque(s) or the employee may authorize a bi-weekly payroll deduction.
- The repayment period shall not exceed twelve (12) months. Where the employee involved has indicated hardship, the City and Union will meet to agree upon the repayment schedule.
- If the employee terminates employment prior to repayment in full, the City will have the right to recover the outstanding balance.
- In cases where the error is a substantive amount that should be apparent to the employee and there was no attempt to have the error corrected, the City may go as far back as the first time the mistake was made regardless of the time frame involved.

## 7.13 Safety Work Boot Allowance

Effective 2013 January 01:

- (a) Regular Full-Time Employees who are required to wear safety work boots in accordance with WorkSafeBC regulations shall be reimbursed \$80 effective 2013 January 01 (increasing to \$85 on 2015 January 01) and every twenty-four months thereafter.
- (b) Regular Part-Time, Temporary Full-Time and Auxiliary Employees who have worked 1200 hours within two (2) consecutive calendar years shall be eligible for the Safety Work Boot Allowance without any proration of the allowance.

## **8 VACATIONS**

### **8.1 Annual Vacation Entitlement**

Paid annual vacation for Regular Full-Time and Temporary Full-Time Employees shall be allowed as follows:

#### **(a) Professional Librarian**

Shall receive twenty-two (22) working days' annual vacation and thirty (30) working days of annual vacation during the twenty-eighth (28<sup>th</sup>) and all subsequent calendar years of service. In case of employment commencement and termination, be granted a prorated settlement as follows:

- (1) In the first (1st) part calendar year of service, vacation will be granted on the basis of one-twelfth (1/12) of twenty-two (22) working days for each month or portion of a month greater than one-half (½) worked by December 31st.
- (2) Employees who leave the service after completion of twelve (12) consecutive months of employment shall receive vacation pay for the calendar year in which termination occurs on the basis of one-twelfth (1/12) of their twenty-two (22) working days' vacation entitlement for that year for each month or portion of a month greater than one-half (½) worked to date of termination.
- (3) "Calendar year" shall mean the twelve (12) month period from January 1st to December 31st inclusive.
- (4) In all cases of termination of service for any reason adjustment will be made for any overpayment of vacation.

#### **(b) Other Employees**

- (1) In the first (1st) part calendar year of service, vacation will be granted on the basis of one-twelfth (1/12) of fifteen (15) working days for each month or portion of a month greater than one-half (½) worked by December 31st.
- (2) Fifteen (15) working days of annual vacation during the second (2nd) up to and including the seventh (7th) calendar year of service.
- (3) Twenty (20) working days of annual vacation during the eighth (8th) up to and including the fifteenth (15th) calendar year of service.
- (4) Twenty-five (25) working days of annual vacation during the sixteenth (16<sup>th</sup>) up to and including the twenty-third (23<sup>rd</sup>) calendar year of service.
- (5) Thirty (30) working days of annual vacation during the twenty-fourth (24th) and all subsequent calendar years of service.
- (6) Employees who leave the service after completion of twelve (12) consecutive months of employment shall receive vacation pay for the calendar year in which termination occurs on the basis of one-twelfth (1/12) of their vacation entitlement for that year for each month or portion of a month greater than one-half (½) worked to the date of termination, or at that percentage of wages earned during the calendar year set by the "Employment Standards Act", whichever is greater.
- (7) "Calendar year" for the purposes of this Agreement shall mean the twelve (12) month period from January 1st to December 31st inclusive.

### **8.2 Annual Vacation Deferment**

An employee who is entitled to annual vacation of twenty (20) working days or more in any year:

- (a) shall take at least fifteen (15) working days of such annual vacation during the year in which the employee earns such vacation, and
  - (b) may defer the taking of any part of such annual vacation in excess of fifteen (15) working days.
- PROVIDED HOWEVER that the maximum deferred vacation which an employee may accumulate at any one time pursuant to this Clause 8.2 shall be twenty (20) working days.

### **8.3 Early Retirement**

An employee entitled to twenty-five (25) or more days of annual vacation shall be entitled to defer up to five (5) days per year of such vacation into an Early Retirement Bank. An employee entitled to thirty (30) or more days of annual vacation shall be entitled to defer up to ten (10) days per year of such vacation into an Early Retirement Bank. Such deferred vacation may only be taken immediately prior to retirement. The Board may, at its sole discretion, permit an employee to use such banked vacation under other circumstances.

### **8.4 Supplementary Vacation Entitlement**

Each employee shall be entitled to the following paid vacation (supplementary vacation) in addition to the annual vacation to which the employee is entitled under Clause 8.1:

- (a) Each employee upon commencing the eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, thirty-sixth, forty-first or forty-sixth calendar year of service in 1978 or in any subsequent year, shall thereupon become entitled to five (5) working days of supplementary vacation.
- (b) It is understood between the parties that each employee shall become entitled to the supplementary vacation under this Clause 8.4 on the first day of January in the year in which the employee qualifies for such supplementary vacation. An employee shall retain the supplementary vacation entitlement notwithstanding that such employee's employment is terminated prior to the end of the period to which the entitlement applies. (An explanatory note and table is annexed hereto as Schedule "B" for the purposes of clarification).

### **8.5 Vacation Pay Rates and Adjustments**

- (a) All employees other than those entitled to an annual percentage of earnings in lieu of vacation, will be paid their annual vacation pay at their respective regular or classified rates of pay.
- (b) As soon as possible following December 31st in each year, a vacation pay adjustment will be made in a lump sum to all employees other than those entitled to an annual percentage of earnings in lieu of vacation, where such employees' annual basic earnings exclusive of overtime and any other premium payments not normally taken into account in the computation of annual vacation pay exceeded their regular base rate earnings during the year in question. Such cash payments shall reflect the proportionate difference between the actual annual basic earnings and regular base rate earnings applied to the employees' annual vacation pay for the year in question, but shall not be paid in any case where the total amount payable is less than one dollar (\$1.00).
- (c) In all cases of terminations of service for any reason other than as provided for in Clause 8.5(d), or death in service, adjustment will be made for any overpayment of vacation.
- (d) Vacation in the Year of Retirement  
Any regular employee:
  - (1) who has reached minimum retirement age as defined in the Municipal Pension Plan and has completed at least ten (10) years of pensionable service in accordance with and as defined in the said Act; or
  - (2) whose age and years of service with the Board total eighty (80) years or more, shall be entitled to receive full annual vacation on termination of employment for any reason except culpable conduct. All other employees who leave the service shall be entitled to vacation in accordance with the appropriate clauses in this Section.



- (e) Effective January 1, 2013 where an employee is absent as a result of sick leave or WorkSafe BC for a period exceeding sixty (60) accumulated working days within twelve (12) consecutive months the employee will have their vacation entitlement prorated.

## **8.6 Long Service Leave for Professional Librarians**

Effective 2013 January 01:

Upon commencing the sixteenth calendar year of service, a Professional Librarian shall be entitled to paid long service leave of six (6) working days in addition to the annual vacation entitlement set forth in Clause 8.1(a). Employees must have used up their paid long service leave prior to the commencement of their 28<sup>th</sup> calendar year of service.

## **9 PUBLIC HOLIDAYS**

### **9.1 Regular Full-Time and Temporary Full-Time Employees**

#### **9.1.1 Basic Entitlement**

All Regular Full-Time and Temporary Full-Time Employees shall be entitled to a holiday with pay on the following public holidays, namely: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day appointed by Council to be a civic holiday.

PROVIDED THAT:

#### **(a) Day Proclaimed in Lieu of Saturday or Sunday**

Whenever one of the above-mentioned public holidays falls on a Saturday or a Sunday and the Government of Canada and the Government of the Province of British Columbia, or either of them in the absence of the other, proclaim that such public holiday be observed on a day other than Saturday or Sunday, then the day so proclaimed shall be read in substitution for such public holiday;

SAVE AND EXCEPT THAT:

#### **No Day Proclaimed in Lieu of Saturday or Sunday**

Whenever one of the aforementioned public holidays falls on a Saturday or a Sunday and neither the Government of Canada nor the Government of the Province of British Columbia proclaims that such public holiday be observed on a day other than Saturday or Sunday, or the proclamations of such governments do not proclaim the same day for the observance of such public holiday, then not less than seven (7) calendar days prior to that public holiday the Board shall post a notice or notices in conspicuous places so that each employee affected thereby may have ready access to and see the same, designating the employee's holiday entitlement in accordance with one of the following methods:

- (1) one (1) day's pay at the employee's regular rate of pay, or
  - (2) a holiday with pay within the calendar year in which such public holiday falls, on any normal working day which immediately precedes or immediately follows one of the employee's normal rest days or one of the public holidays hereinbefore defined in Clause 9.1.1.
- (b) Termination of Service
- In the case of an employee's termination of service for any reason, adjustment will be made for any over-compensation provided under Clause 9.1.1(a)(2).
- (c) Advance Notice

Prior to the posting of any notice advising the employees of their entitlement under Clause 9.1.1(a) herein, the Board will afford the Union an opportunity to discuss the substance of the notice.

### 9.1.2 Employees Who Normally Work on Public Holidays

- (a) Subject to paragraph (b) herein, the following provisions shall apply to the employees hereinafter specified whose duties normally require them to work on public holidays:
- (1) if an employee whose duties normally require the employee to work on public holidays is required to work on any public holiday as provided in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday inclusive, then the employee shall be paid the regular pay for the holiday and in addition thereto shall be given compensating time off equivalent to one and one-half (1½) times the number of hours worked on that public holiday;
  - (2) if such employee is required to work on the day off given in lieu of a public holiday, pursuant to the provisions of this paragraph (a), then in lieu of such holiday the employee shall be paid the regular rate for the holiday plus double the hourly rate of pay of the employee computed on the basis of the employee's normal working hours on such day off;
  - (3) time worked on a public holiday or on the day off given to the employee in lieu of a public holiday pursuant to the provisions of this paragraph (a) shall not be treated as overtime except as provided in Clauses 7.3.1(a) and (b) [e.g. where an employee covered by this Clause 9.1.2 whose standard work day is seven (7) hours, works for ten (10) consecutive hours on a public holiday or on the day off given to that employee in lieu of a public holiday, that employee shall be paid time and one-half (1½X) the standard rate of pay for the eighth and ninth hours of work and double the standard rate of pay for the tenth hour of work].
- (b) Whenever a public holiday defined in Clause 9.1.1 falls on a Saturday or Sunday and is observed on any day from Monday to Friday, the day on which such holiday is observed shall, for the purposes of those employees referred to in paragraph (a) herein, be deemed to be a public holiday and if such employees work on the Saturday or Sunday they shall not be entitled to public holiday premium pay for work on either of those days.
- Notwithstanding anything contained in Clause 9.1.1 or paragraph (a) herein prior to the beginning of any calendar year the Board and the Union may agree that whenever a public holiday defined in Clause 9.1.1 falls on a Saturday or Sunday, those employees referred to in paragraph (a) herein shall be paid public holiday premium pay for working on the Saturday or Sunday but such employees shall be paid public holiday premium pay only once for the same holiday.
- For the purposes of this paragraph (b) herein "public holiday premium pay" means the equivalent compensation paid to employees referred to in paragraph (a) herein for working on a public holiday defined in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday.
- (c) An employee [except an employee governed by paragraph (a) herein] who is required to work on a public holiday defined in Clause 9.1.1 which falls on or is observed on any day from Monday to Friday inclusive shall be paid the employee's normal rate for the said holiday plus double the hourly rate of pay of the employee computed on the basis of the employee's normal working hours for the hours worked on the holiday.

### 9.2 Regular Part-Time and Auxiliary Employees

A Public Holiday will be treated as a normal working day for all Auxiliary and Regular Part-Time Employees. Thus, an employee who works on a public holiday will be paid at straight time rates for the normal daily hours and at normal overtime rates for any hours worked in excess of normal daily or weekly hours. Similarly, an employee who does not work on a public holiday will not receive any pay or compensating time off in lieu of the holiday.

## 10 EMPLOYEE BENEFITS

### 10.1 Medical Services Plan

Regular Full-Time and Temporary Full-Time Employees shall be entitled to be covered under the Medical Services Plan commencing the first day of the calendar month following the date of employment.

The Board shall pay one hundred percent (100%) of the premiums required by the plan.

## 10.2 Dental Services Plan

- (a) Regular Full-Time Employees who have completed the probationary period of six (6) months, as described in Clause 2.2, and Temporary Full-Time Employees who have completed such probationary period and an additional six (6) months' service, shall be entitled to be enrolled in the Dental Services Plan and to be covered effective the first day of the calendar month following completion of the required period of service.
- (b) A spouse, dependent children to age 21, and dependent children over age 21 in full-time attendance at a recognized school or college shall be covered as employee dependents.
- (c) Dental services will be covered in accordance with the plan as follows:
  - Plan "A" – 90% diagnosis, prevention, surgery, restorations, denture repairs, endodontics and gum treatment
  - Plan "B" – 60% crowns, bridges and partial or complete dentures
  - Plan "C" – 50% orthodontic coverage, fifty percent (50%) to a maximum benefit of \$4000 (effective 2013 January 01, \$4250; effective 2015 January 01, \$4500) per person per lifetime (adults and children) with immediate coverage on the effective date and no run-off on termination of the Plan
- (d) The Board shall pay one hundred percent (100%) of the premiums required for the plan.

## 10.3 Extended Health Benefits Plan

- (a) Regular Full-Time Employees and Temporary Full-Time Employees who have completed the probationary period of six (6) months shall be entitled to enroll and to be covered effective the first day of the calendar month following such period.
- (b) A spouse, dependent children to age 21, and dependent children over age 21 in full-time attendance at a recognized school or college, shall be covered as employee dependents.
- (c) The plan shall reimburse employees at the rate of eighty percent (80%) of insured eligible expenses after a deductible of \$100 per family per year.
- (d) The Plan has a lifetime maximum of one million dollars per person and includes, among other benefits, coverage for eye exams to a maximum payable of \$100 per person every two (2) years, vision care with a maximum payable of \$400 (effective 2013 January 01, \$425; and effective 2015 January 01, \$450) per person in a twenty-four (24) month period, laser eye surgery with a lifetime maximum payable of \$500 per eye, hearing aids (coverage in the amount of \$1,000 over a five-year (60 months) time frame), diabetic equipment and supplies, orthopedic shoes, ostomy, clinical psychologist (coverage in the amount of \$600 per year), and the Nicotine Patch with a \$350 lifetime maximum, all subject to the provisions of the Plan.
- (e) The Board shall pay one hundred percent (100%) of the premiums required for the Plan.
- (f) The maximum physiotherapist and registered massage therapist combined coverage shall be \$1250 per year.

### 10.3.1 Same Sex Benefit Coverage

An employee who co-habits with a person of the same sex, and who promotes such person as a "spouse" (partner), and who has done so for a period of not less than twelve (12) months, will be eligible to have the person covered as a spouse for purposes of Medical, Extended Health, and Dental benefits.

## 10.4 Benefit Administration

- (a) Membership

Regular Full-Time and Temporary Full-Time Employees shall become members of the Burnaby Municipal Benefit Society (hereinafter referred to as the "Society") after six (6) months of probationary employment, as defined in Clause 2.2, as a condition of remaining and continuing in such employment and shall be covered for Sickness, Disability and Life Insurance benefits, as outlined hereinafter in this Agreement.

(b) Administration

The parties agree that the Society shall administer Short Term Sickness and Accident Leave, Medium Term Disability, Long Term Disability and occupational disability benefits in accordance with this Agreement, the Society's Plan Document and the Constitution and By-Laws of the Society. The Letter of Intent dated 1990 October 12 outlines the terms and conditions agreed to by the Joint Benefits Review Committee and is appended to this Agreement as Schedule "G".

(c) Certification of Disability

The Board or the Society may require an employee to provide written confirmation or certification at any time of the employee's disability or incapacity to work, or continuing incapacity to work and the date when the employee is expected to be able to return to regular duties on a full or part-time basis. Such confirmation may be required in the form of a statement from the employee's physician, or the Medical Consultants of the Board or the Society.

(d) Appeals

Any appeals with respect to sick leave benefits shall be presented in writing (on a form to be approved by the Board and the Union) to the Directors of the Society who shall issue a decision with respect to the appeal. The decision of the Directors shall be subject to the provisions of Article 16 (Grievance Procedure).

(e) Part-Time Return to Work

Employees who are able to return to their regular duties on a part-time basis shall be considered to be on one absence for the purposes of the plan and shall have a reduction of sick leave entitlement credits, calculated on a pro rata basis.

(f) EI Rebates

The Employer/employee portion of EI rebates or reductions related to the Medium Term Disability Plan shall be utilized to pay for the Medium Term Disability Plan. The balance of the cost shall be paid by the Board.

(g) Sick Leave Reimbursement

The Medium and Long Term Disability Plan benefits shall be reduced by any benefits an employee receives from the following sources:

- (1) any Workers' Compensation Act or coverage or similar legislation;
- (2) disability benefits payable by the Canada/Quebec Pension Plan (excluding dependent benefits and future cost of living adjustments);
- (3) any amount of disability income provided by any compulsory act or law.

**10.4.1 Short Term Sickness and Accident Leave (STSA)**

(a) Short Term Sickness and Accident Leave shall mean loss of time from work caused by sickness, accident or disability for the first two (2) weeks of each sick leave absence (a week shall mean 35, 37.5 or 40 hours, i.e. the regular weekly hours).

(b) The rate of benefits for STSA leave shall be 85% of "after-tax" salary.

Such rate of benefits for STSA leave may be adjusted by the Directors of the Society after 1982 January 01 to achieve regular take-home pay [i.e. "no gain, no loss"] for members of the Society. Applicable employee/Board benefit contributions will continue, and Superannuation contributions will be based on the regular wage or salary rate of the member.



- (c) The rate of benefit, premium, penalties, and incentive for STSA shall be based on one accounting system for the members of the Society who are covered by the Inside, Outside, Foreman and Library Employees' Union Agreements [hereinafter referred to as the "Local 23 members"] considered as one group separate and apart from all other members of the Benefit Society.
- (d) Each member shall pay a premium of 1.5% of regular gross salary or such standard percentage amount that will make the STSA fund self-supporting. The level of contributions shall be adjusted by the Society upwards or downwards as required.

A refund of premiums shall be made to eligible employees by the Directors of the Society.

The amount of the refund shall be the difference between the STSA premium paid and the STSA benefit received by each member during a calendar year, based on the availability of funds, as determined by the Directors of the Society.

#### 10.4.2 Occupational Injury Time Loss (WorkSafeBC)

- (a) Members as defined in Clause 10.4(a) will continue to receive the equivalent of regular take-home pay and applicable benefits during time loss due to occupational injury, subject to paragraph (c) herein.
- (b) The Board will pay the first day or part day of time loss due to an occupational injury at regular gross pay.
- (c) Time loss from the second day onwards will be paid in an amount which will achieve the member's regular after-tax "take-home" pay, as follows:
  - (1) a tax-free amount from the STSA fund of the Society equivalent to the amount payable by WorkSafeBC to the employee. WCB payments shall be assigned by the member to the Society.
  - (2) a taxable supplement, payable by the Board which, when added to the amount calculated in Clause 10.4.2(c)(1) herein, will achieve the member's regular take-home pay.
  - (3) during the period of disability, applicable Board/employee benefit contributions will continue to be made by the Board/employee, and Superannuation contributions will be based on the regular wage or salary rate of the member.
  - (4) should WorkSafeBC not accept a member's claim, then the total time loss period shall be treated retroactively as a sickness and the provisions of Clause 10.4.1 shall apply with appropriate adjustments being made in payments made to the member.

#### 10.4.3 Disability Plan

The Board and the Union agree to the following changes to the Medium Term Disability (MTD) and Long Term Disability Plans as defined in Schedule "G", Letter of Intent (all other provisions of Schedule "G" Letter of Intent continue to apply):

##### (a) Conditions of Payment

Medium Term Disability as defined percentages of regular gross earnings for MTD benefits for any claim and continuing for a maximum period of 50 weeks as specified below:

Effective July 1, 2013 95% of regular gross earnings all MTD hours

Effective Jan. 1, 2015 90% of regular gross earnings all MTD hours

Effective January 1, 2013, Long Term Disability at 67% of regular gross earnings to a maximum benefit of \$4,500 per month commencing on the expiry of MTD (52 weeks from date of disability); such benefit to be indexed annually in accordance with annual general increases in wage rates for the appropriate group from which the claimant is a member. In all instances, benefits cease on the employee ceasing to be disabled, death, or the employee's minimum retirement age (60 for all employees), or that age when the employee can retire without reduction in his/her accrued pension benefit (55 and 35 years service for all employees). The maximum benefit payment period is twelve (12) years from the commencement of disability and is inclusive of Short Term Sick Leave, Medium Term Disability and Long Term Disability Benefits.

Existing LTD claims will be "grandfathered".

If an employee in receipt of Short Term Sick Leave or Medium Term Disability returns to full-time employment then the disability will be considered as a new disability if it occurs one hundred and twenty (120) or more calendar days after he/she has returned to work.

(b) **Disabled Employees**

The Board and the Union recognize that certain employees who are physically disabled are unable to continue in their regular position. Such employees may be able to work on a part-time or full-time basis in light work positions.

The Board and the Union encourage a cooperative effort between Management and Union representatives and the Burnaby Municipal Benefit Society and have agreed to form a committee to review the cases of such employees.

The four-member committee shall consist of the Director of Human Resources, the Department Head of the Department in which the affected employee is currently employed, the President - Local 23, and the Chairman of the Union Division in which the affected employee is currently a member, or their designates; and any decisions of the committee must be unanimous.

The committee may decide that a disabled employee be placed in a light duty position, as agreed to by the committee; however, any resulting increase in staff budget costs is subject to the approval of the Chief Librarian.

#### **10.4.4 Group Life Insurance**

Regular Full-Time Employees and Temporary Full-Time Employees who have completed six (6) months' probationary employment shall be entitled to Group Life Insurance as follows:

- (a) Group Life Insurance calculated on the basis of two times (2X) regular gross earnings (minimum coverage of \$50,000).
- (b) The Board shall pay one hundred percent (100%) of the cost of the Group Life Insurance.

#### **10.4.5 Optional Additional Life Insurance**

The following Optional Additional Life Insurance will be made available to members of the Society, and/or their spouses:

- (a) Life Insurance in units of \$10,000 to a maximum of \$500,000 for members of the Society and \$200,000 for a spouse on any one life.
- (b) Premiums to be paid 100% by employees by payroll deduction at rates that are competitive with market rates. Premium levels to be reviewed from time to time in conjunction with negotiations for renewal of the Collective Agreements. Premium levels are subject to change by the Carrier upon appropriate written notice.
- (c) Evidence of insurability to require a short form questionnaire. No medical examination will be required and the applicant will either be accepted or rejected at the time of application.
- (d) No percentage participation required of the group.
- (e) An exclusion will be a two year suicide clause.
- (f) Spousal coverage will be available whether or not the member participates, on the same terms as for the member to a maximum of \$200,000.
- (g) There shall be a conversion privilege pursuant to the Plan.

#### **10.4.6 Group RRSPs**

The Employer agrees to facilitate the deductions for a Group RRSP by making arrangements for contributions to be made by payroll deduction.

#### **10.4.7 Direct Deposit**

The Employer and the Union agree that all new employees shall be enrolled in the direct deposit system. The parties further agree that they will work jointly to promote the direct deposit system to current employees not on direct deposit.

#### **10.5 Benefits During Layoff**

Temporary Full-Time and Regular Full-Time Employees who have gained seniority rights and who are laid off from employment due to lack of work shall be entitled to leave without pay status until the end of the calendar month following the month during which layoff occurs, for purpose of continuing coverage under the Employee Benefit plans on which they have been enrolled, e.g., Medical Services Plan, Extended Health, Dental Plan, Group Life Insurance, Long Term Total Disability Plan, and Optional Additional Life Insurance coverage.

The Board agrees to ensure that such leave without pay status and benefit coverage continues in effect at the employee's cost during such period, provided that such cost is paid in advance by or recovered from the employee concerned.

#### **10.5.1 Benefits During Strike or Lock-Out**

In the event of a strike or lock-out, the Board agrees to continue payment of applicable benefit premiums of the Local 23 members for the Medical Services Plan, Extended Health Benefit Plan, Dental Plan, Group Life Insurance, Long Term Total Disability Plan and Optional Additional Life Insurance premiums during the strike or lock-out and the Union agrees to reimburse the Board for one hundred percent (100%) of such premium costs. The Long Term Total Disability premiums shall be based on the previous year's premium experience.

#### **10.6 Benefits for Regular Part-Time and Auxiliary Employees**

- (a) Auxiliary Employees shall be paid an amount (hereinafter called "the employee benefit compensation") equal to twelve percent (12%) of their regular earnings in lieu of all employee benefits, including those providing time off with pay, such as compassionate leave (hereinafter called "employee benefits") set forth in Articles 8 Vacations, 9 Public Holidays, 10 Employee Benefits and Clause 11.3 Compassionate Leave - Regulations and Procedure, of this Agreement, provided however that the employee benefit compensation of those Auxiliary Employees who have gained entry onto the auxiliary seniority list shall be increased to sixteen percent (16%) of their regular earnings.
- (b) Regular Part-Time Employees who have worked at least 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), and regularly work at least twenty (20) hours each week shall be given the option of receiving employee benefits or being paid an amount equal to sixteen percent (16%) of their regular earnings in lieu of employee benefits. Eligible Regular Part-Time Employees shall be entitled to the benefits set forth in paragraph (c) herein, notwithstanding their election to be paid a percentage of regular earnings in lieu of employee benefits. An eligible Regular Part-Time Employee who has exercised such option shall have a one time opportunity to reverse their initial decision within six (6) months of selection of the option..

In the case of a major life event (birth, adoption, marriage, divorce or death) the eligible Regular Part-Time employee shall have thirty-one (31) days from the date of the major life event to apply for coverage.

A Regular Part-Time Employee who elects to receive employee benefits shall be provided with benefits as follows:

- (1) Compensation for vacation and public holidays to be calculated at ten percent (10%) of earnings and added to regular pay.
- (2) Short Term Sickness and Accident, Medium Term Disability and Long Term Disability Benefits per Clauses 10.4 and 10.4.1 to be based on the percentage that the hours worked bears to full-time scheduled hours, subject to paragraph (3) herein.
- (3) In the event of absence due to occupational injuries, Clause 10.4.2 shall apply.

- (4) Premiums payable by employees for Short Term Sickness and Accident Leave shall be based on the calculation outlined in paragraph (2) herein and the Board shall pay the full cost of Medium Term Disability and Long Term Disability Benefits.
- (5) The Board shall pay one hundred percent (100%) of the premium costs of the Dental Plan, Extended Health Benefits and Group Life Insurance.
- (6) The employee shall pay one hundred percent (100%) of the premium cost of the Medical Services Plan, if applicable.

A Regular Part-Time Employee who elects to receive employee benefits shall become a member of the Burnaby Municipal Benefit Society as a condition of becoming and remaining eligible for employee benefits.

- (c) Regular Part-Time Employees who have worked at least 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), shall be entitled on a prorated basis to the same benefits as Regular Full-Time Employees are entitled to, namely: Compassionate Leave, Maternity Leave, Adoption Leave, Court Attendance and Jury Duty; provided however that if a Regular Part-Time Employee has elected to be paid an amount equal to sixteen percent (16%) of regular earnings in lieu of employee benefits the employee shall not be paid sixteen percent (16%) of regular earnings when on unpaid leave of absence.
- (d) Regular Part-Time Employees who have worked less than 913 hours (35-hour work week positions), 978 hours (37.5-hour work week positions) or 1044 hours (40-hour work week positions), shall be paid an amount equal to twelve percent (12%) of their regular earnings in lieu of employee benefits and Regular Part-Time Employees who have worked at least 913 hours but have not elected to receive employee benefits shall be entitled to receive an amount equal to sixteen percent (16%) of regular earnings in lieu of employee benefits. Eligible Regular Part-Time Employees shall be entitled to the benefits set forth in paragraph (c) herein notwithstanding their election to be paid a percentage of regular earnings in lieu of employee benefits.

## **10.7 Continuation of Pension Contributions**

Where, due to a layoff, a full-time employee has had their hours of work reduced and their employment status changed, the employee shall continue to contribute to the Municipal Pension Plan. Contributions made by the Board and the employee shall be made on the basis of the new hours worked and are subject to the requirements of the Municipal Pension Plan.

### **10.7.1 Pension "Buy-Back" Provision**

Subject to the qualifying provision contained in Section 9(1) of the Municipal Pension Plan, the Board agrees to participate in such contributions as are necessary to extend pensionable service of an employee covered by this Agreement up to a maximum of six (6) months. The said extension to represent that time served by the employee in a probationary capacity with the Board which has not heretofore been considered as pensionable service. Such benefit to be subject to the following:

- (a) An employee must have a vested interest in the Municipal Pension Plan and have reached the minimum retirement age in order to qualify.
- (b) Any eligible employee who wishes to take advantage of this benefit must give at least one (1) month's notice in advance of the contemplated retirement date and make such arrangements as are necessary at that time regarding the employee's own contributions. Provided, however, the time constraints provided for in this paragraph may be waived under special circumstances by application to and with the approval of the Board.
- (c) Cost of increased benefits, as defined by the Municipal Pension Plan, is shared 50/50 by the employee and the Board as per Section 9(1)(b) of the Municipal Pension Plan.

Where an employee has, prior to retirement, paid the full cost of extending their pensionable service as provided herein, the Board shall, upon the employee's retirement, reimburse the employee for one-half (½) of the cost previously paid by the employee provided the employee has reached the minimum retirement age.



## **11 LEAVE OF ABSENCE**

### **11.1 Absence from Duty of Union Officials**

- (a) All applications for leave of absence whether with or without pay shall be granted only to those official Union representatives whose absence in any specific case does not interfere with the operation of the Board. Requests for such leave of absence shall nevertheless be given precedence over any other applications for leave on the same day.
- (b) With respect to any leave of absence granted without pay, the Board shall continue to pay each representative's regular wage or salary and shall render an account to the Union for such amount, including the Board's contribution on behalf of each such representative for group life insurance coverage, medical coverage, sickness and accident insurance coverage and Municipal Superannuation. The Union shall reimburse the Board to the amount of the account rendered within sixty (60) days.
- (c) Upon application to, and upon receiving the permission of the Chief Librarian or designate in each specific case, official representatives of the Union may be granted time off for the purpose of collective bargaining with the Board or for the purpose of settling a grievance as outlined elsewhere in this Agreement. Not more than three (3) such official representatives shall be granted leave of absence without loss of pay for the time so spent. Further official representatives may be granted leave of absence without pay.
- (d) Upon application to, and upon receiving the permission of the Chief Librarian or designate in each specific case, official representatives of the Union shall be granted leave of absence without pay for the purpose of attending the national and B.C. divisional conventions of C.U.P.E., the annual convention of the B.C. Federation of Labour and the biennial convention of the Canadian Labour Congress.
- (e) Upon application to, and upon receiving the permission of the Chief Librarian or designate in each specific case, official representatives of the Union may be granted leave of absence without pay for the purpose of transacting other business in connection with matters affecting members of the bargaining unit or in connection with other matters affecting the Canadian Union of Public Employees.
- (f) The Board agrees that any full-time officer of the Union who is on leave of absence for the purpose of performing duties as an officer of the Union shall not lose seniority in the service of the Board and shall continue to accumulate seniority while performing such duties. Upon retirement from the duties as an officer of the Union, such former Union officer shall be entitled to return to a position within the class of positions to which the former position was allocated and for which the employee is qualified if any position within such class is held by an employee with less seniority. If all of the positions within such class are held by employees with more seniority than the returning employee's or have been abolished, such former Union officer shall be entitled to return to any other vacant position for which the employee is qualified.
- (g) The Board agrees that any employee who might be elected or appointed to a full-time position with the Canadian Union of Public Employees, the New Westminster District Labour Council, the B.C. Federation of Labour or the Canadian Labour Congress shall be granted leave of absence without pay and shall not lose seniority in the service of the Board while on such leave of absence. Upon termination of such period of office, such an employee may return to the first vacant position for which the employee is qualified in the service of the Board.
- (h) The Union shall provide the Board with a list of its elected officers, job stewards and any other official representatives. This list shall be kept current by the Union at all times.

### **11.2 Maternity and Parental Leave**

- (a) Length of Leave  
Birth Mother

A pregnant employee shall be entitled to up to seventeen (17) consecutive weeks of maternity leave and up to thirty-five (35) consecutive weeks of parental leave, all without pay. The parental leave must immediately follow the maternity leave.

In the event the birth mother dies or is totally disabled, an employee who is the father of the child shall be entitled to both maternity and parental leave without pay.

## **Birth Father and Adoptive Parent**

An employee who is the birth father, the adoptive father or the adoptive mother shall be entitled to up to thirty-seven (37) consecutive weeks of parental leave without pay. The employee shall take the leave within fifty-two (52) weeks of the child's birth or date the child comes within the care and custody of the employee.

### **Extensions - Special Circumstances**

An employee shall be entitled to extend the maternity leave by up to an additional six (6) consecutive weeks' of leave without pay where a physician certifies the employee as unable to return to work for medical reasons related to the birth.

An employee shall be entitled to extend the parental leave by up to an additional five (5) consecutive weeks' of leave without pay where the child is at least six (6) months of age before coming into the employee's care and custody and the child is certified as suffering from a physical, psychological or emotional condition.

Provided however, that in no case shall the combined maternity and parental leave exceed fifty-two (52) consecutive weeks following the commencement of the leave.

### **(b) Notice Requirements and Commencement of Leave**

- (1) An employee who requests parental leave for the adoption or caring of a child shall be required to provide proof of adoption or birth of the child.
- (2) An employee shall provide written notice, at least four (4) weeks in advance, of the intended commencement date of the maternity and/or parental leave. (In the case of adoption of a child, the employee shall provide as much notice as possible.)
- (3) The Board may require a pregnant employee to commence maternity leave where the duties of the employee cannot reasonably be performed because of the pregnancy. In such cases the employee's previously scheduled leave period will not be affected.
- (4) An employee on maternity leave or parental leave shall provide four (4) weeks' notice prior to the date the employee intends to return to work.
- (5) An employee who wishes to return to work within six (6) weeks following the actual date of the birth may be required to provide a certificate from a medical practitioner stating the employee is able to return to work.
- (6) Where a pregnant employee gives birth before requesting maternity leave or before commencing maternity leave, her maternity leave will be deemed to have started on the date she gave birth.

### **(c) Return to Work**

On resuming employment an employee shall be reinstated in their previous or a comparable position and for the purposes of pay increments and benefits, referenced in paragraph (e) herein, and vacation entitlement (but not for public holidays or sick leave) maternity and parental leave shall be counted as service. Vacation pay shall be prorated in accordance with the duration of the leave and an employee may elect not to take that portion of vacation which is unpaid.

### **(d) Sick Leave**

- (1) An employee on maternity leave or parental leave shall not be entitled to sick leave during the period of leave.
- (2) Subject to paragraph (d)(1) herein, an employee on maternity leave or parental leave who has notified the Department Head of their intention to return to work pursuant to paragraph (b)(4) herein and who subsequently suffers any illness or disability which prevents the employee from returning to work as scheduled, whether or not such illness or disability is related to pregnancy, shall be entitled to sick leave benefits commencing on the first day on which the employee would otherwise have returned to work.

### **(e) Benefits**

- (1) MSP, Dental, EHB, and Life Insurance benefits shall continue uninterrupted during the period of time the employee is on maternity and/or parental leave provided that the employee makes arrangements prior to commencing the leave to pay their share of the benefit premiums for that period where the premiums are cost-shared. Where an employee makes arrangements to continue benefits coverage all benefits named in this paragraph shall continue.
  - (2) Pension contributions will cease during the period of the leave unless the employee makes arrangements prior to commencing the leave to pay the contributions pursuant to the provisions of the Municipal Pension Plan.
- (f) **Supplementary Employment Insurance Benefits**
- (1) Birth mothers who are entitled to maternity leave and who have applied for and are in receipt of Employment Insurance benefits are eligible to receive SEIB Plan payments.
  - (2) Subject to the approval of the Employment Insurance Commission, birth fathers who, due to the death or total disability of the birth mother, have applied for and are in receipt of Employment Insurance maternity benefits are eligible to receive SEIB Plan payments.
  - (3) The SEIB Plan is intended to supplement the Employment Insurance benefits received by employees while they are temporarily unable to work as a result of giving birth.
  - (4) The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and ninety-five percent (95%) of their gross weekly earnings and is paid as follows:
    - (a) for the first six (6) weeks, which includes the two week Employment Insurance waiting period; and
    - (b) up to an additional eleven (11) weeks will be payable if an employee continues to receive Employment Insurance benefits and is unable to work due to a valid health reason related to the birth and provides the Employer with satisfactory medical evidence.
  - (5) The Plan meets the requirements of Section 38 of the Employment Insurance Regulations, specifically that, when combined with an employee's weekly Employment Insurance benefit, the payment will not exceed the claimant's normal weekly earnings from employment and an employee's accumulated leave credits will not be reduced.
  - (6) Income tax rules or regulations may require a payback of Employment Insurance earnings, depending upon the tax rules in effect at the time an employee is receiving benefits. Under the SEIB Plan, the Employer does not guarantee any specific level of earnings but rather are liable only for the payment of the benefit as described above. The Employer, under no circumstance, will be responsible for any paybacks arising from changes to or the application of the tax regulations.

### **11.3 Compassionate Leave - Regulations and Procedure**

- (a) Any employee who has completed six (6) months of employment, may be granted compassionate leave without loss of pay for a period not to exceed three (3) working days in the following events:
  - (1) in the case of the death of the employee's spouse (including common-law spouse and same-sex partner), child, ward, brother, sister, parent, step-child, step-brother, step-sister, step-parent, parent-in-law, brother-in-law, sister-in-law, grandchild, grandparent, or guardian; or
  - (2) in the case of the death of any other relative if living in the employee's household.
- (b) Any employee who qualifies for compassionate leave without loss of pay under paragraph (a) herein, and who is required to travel to a point outside the Lower Mainland of British Columbia (defined as the area included within Metro Vancouver, Fraser Valley Regional District, Powell River Regional District, Squamish-Lillooet Regional District and Sunshine Coast Regional District) may be granted additional leave without loss of pay for a further period of two (2) working days.
- (c) Requests for leave under paragraphs (a) and (b) herein shall be submitted to the Chief Librarian who will determine and approve the number of days required in each case.
- (d) An employee who qualifies for compassionate leave without loss of pay under paragraph (a) herein may be granted such leave when on annual vacation if approved by the Chief Librarian. An employee who is absent

on sick leave with or without pay or is absent on Workers' Compensation, shall not be entitled to such compassionate leave without loss of pay.

- (e) Upon application to, and upon receiving permission of the Chief Librarian, an employee may be granted leave of up to one-half (½) day without loss of pay in order to attend a funeral as a pallbearer or a mourner in any case other than one covered by paragraph (a) herein.

#### **11.4 Jury and Witness Duty**

- (a) Regular Full-Time Employees or Temporary Full-Time Employees who are called for Jury Duty or subpoenaed as a Crown Witness shall be given time off work during the period of such duty. The employee shall suffer no loss of regular pay for the time so spent and any remuneration received by the employee for such duty shall be remitted to the Board.
- (b) Any costs related to the Court appearance (such as transportation, parking and meals) shall remain the responsibility of the employee. Employees are not required to remit to the Board, allowances they receive from the Court for travelling, meals or related expenses.
- (c) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (d) Employees granted leave of absence under this Clause shall not lose any seniority or benefits as provided under the Collective Agreement.

#### **12 TECHNOLOGICAL CHANGE**

Technological change shall be subject to the provisions of Schedule "C" attached hereto and forming a part of this Agreement.

#### **13 CHANGES AFFECTING THE AGREEMENT**

The Board agrees that any reports or recommendations made to Council dealing with matters covered by this Agreement, including recommendations for changes in method of operation that may affect wage rates, work loads or reduction of employment will be communicated to the Union at such interval before they are dealt with by the Burnaby Public Library Board as to afford the Union reasonable opportunity to consider them and make representations to the Burnaby Public Library Board concerning them and, further, that if employees are deprived of employment by any implementation of such change, they shall receive priority consideration for other employment with the Board.

#### **14 LABOUR MANAGEMENT COMMITTEE**

- (a) A Labour Management Committee shall be established with the following principal objectives:
  - (1) To develop and maintain a continuous effective channel of labour management communication.
  - (2) To provide a means whereby the Board can keep the Union and employees informed of proposed organizational and technological changes.
  - (3) To consider and resolve the effects of any proposed changes on individual employees.
  - (4) To consider and resolve matters affecting job security or the training, development, safety, health and well-being of employees on the job.
  - (5) To encourage employee and Union suggestions.
- (b) **Members**  
The Committee shall be comprised of four (4) members, two (2) to be appointed by the Board and two (2) to be appointed by the Union.
- (c) **Meeting of Committee**  
The Committee shall meet when any member has items to discuss [no more frequently than once a month] at a mutually agreeable time and place. Its members 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 this Committee.

(d) **Chairperson of the Meeting**

A Board and a Union representative shall be designated as Chairperson and Vice-Chairperson and shall alternate in presiding over meetings.

(e) **Minutes of Meetings**

Minutes of each meeting of the Committee shall be prepared by a secretary appointed by the Board and signed by the Chairperson and Vice-Chairperson as promptly as possible after the close of the meeting. All Committee members, the Library Division Union Chairperson or Vice-Chairperson and Union Secretary shall receive a signed copy of the minutes within three (3) days following the meeting. A copy of the minutes shall be posted in each place of work.

(f) **Jurisdiction of Committee**

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any other committee of the Union or of the Board and does not have the power to bind either the Union or its members or the Board to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Board with respect to its discussions and conclusions.

## **15 HARASSMENT**

The Board and the Union agree that harassment shall not be tolerated in the workplace.

## **16 GRIEVANCE PROCEDURE**

### **16.1 Definition**

A grievance shall mean any difference concerning the interpretation, application or operation of this Agreement, or any grievance concerning any alleged violation of this Agreement, or any difference concerning the suspension, discipline or dismissal of an employee.

### **16.2 Procedure**

An employee and the immediate Supervisor shall attempt to resolve a potential grievance as defined in Clause 16.1 before it is submitted to the formal grievance procedure outlined below. However, if the employee and Supervisor are unable to resolve such potential grievance, it shall be finally and conclusively settled without stoppage of work by the following steps:

#### Step 1

The employee shall formally take up the grievance with the Supervisor from whose decision it arose within four (4) working days of the grievance arising.

#### Step 2

If the employee wishes to pursue the grievance further the employee shall, within two (2) working days of having taken the grievance up with the Supervisor in Step 1, present such grievance in writing, on a form to be approved by the Board and the Union, to the Branch Librarian or Department Head. The Branch Librarian or Department Head will provide a reply to the employee in writing within two (2) working days of receipt of the grievance.

#### Step 3

- (a) If, having received a reply from the Branch Librarian or Department Head, the employee wishes to pursue the grievance further, the employee shall within two (2) working days of receiving said reply, forward the

completed grievance form to the Office of the Chief Librarian. The Chief Librarian's Office shall refer the grievance to a Grievance Sub-Committee within one (1) working day.

- (b) The Grievance Sub-Committee shall consist of an appointee of the Union and an appointee of the Chief Librarian.
- (c) The Grievance Sub-Committee shall have the right to jointly investigate all aspects of the grievance and to interview the Aggrieved, the Supervisor, the Branch Librarian or the Department Head and any other person who may have knowledge of the circumstances of the grievance.
- (d) The Grievance Sub-Committee shall, within five (5) working days from the time of receiving the grievance, communicate in writing any mutually agreed findings and recommendations as to the definition and resolution of the grievance, or its failure to agree, to the Aggrieved and the Branch Librarian or the Department Head involved, the Chief Librarian, the President of the Union and the Human Resources Director of the City of Burnaby.
- (e) Either member of the Grievance Sub-Committee may, within five (5) working days of the time of receiving the grievance, bypass Step 4 of this Grievance Procedure and refer the grievance to a Board of Arbitration of three persons as referred to in Step 5 of this Procedure.

#### Step 4

- (a) Either member of the Grievance Sub-Committee may request the convening of a Joint Grievance Committee to hear the grievance.
- (b) The Joint Grievance Committee shall be comprised of two appointees of the Chief Librarian, one of whom shall be Chairperson, and two appointees of the Union.
- (c) The Joint Grievance Committee shall consider the grievance and shall forward a statement of a unanimous, majority or tie vote decision, within five (5) working days of the date the grievance was received by the Chief Librarian.
- (d) A unanimous or majority decision of the Joint Grievance Committee shall be binding on the Board, the Union and the Aggrieved.

#### Step 5

- (a) In the event the Joint Grievance Committee is unable to reach a unanimous or majority decision, or in the event of a request from either member of the Grievance Sub-Committee as referred to in Step 3, the Board or the Union may submit the grievance to a Board of Arbitration of three (3) persons, one of whom shall be appointed by the Chief Librarian and one by the Union. Such appointment shall be made within five (5) working days of the failure of the Joint Grievance Committee to reach a decision, or of the receipt of a request from either member of the Grievance Sub-Committee, as referred to in Step 3. The third member shall be appointed within five (5) working days by the two members so appointed, and shall be Chairperson.
- (b) Should the members appointed by the parties fail to agree on a Chairperson within the said five (5) working days the said Chairperson shall be appointed by the Minister of Labour of the Province of British Columbia.
- (c) Where under Article 16 an Arbitration Board finds that an employee has been dismissed, suspended or otherwise disciplined for other than proper cause, such Arbitration Board may:
  - (1) direct the Board to reinstate the employee and pay to the employee a sum equal to the wages lost by reason of such dismissal, suspension, or other discipline, or such lesser sum as, in the opinion of the Arbitration Board, is fair and reasonable; or
  - (2) make such other order as it considers fair and reasonable, having regard to the terms of this Agreement.
- (d) The majority decision of the Arbitration Board shall be final and binding on both parties and each party shall bear the expense of their arbitrator and pay one-half of the expenses of the Chairperson. The Arbitration Board shall finally settle such difference or grievance and communicate its decision within fourteen (14) calendar days after the appointment of the Chairperson.

### **16.3 Extension**

The stipulated time mentioned in Steps 2, 3, 4 and 5 may be extended by mutual consent of the appointee of the Union and the appointee of the Chief Librarian as provided in Step 3.

### **16.4 Rights of Grievance**

The Board or the Union shall have the same rights of grievance with respect to the matters set out in Clause 16.1 and the procedures to be applied as set out in Steps 2, 3, 4 and 5 of the Grievance Procedure.

## **17 RESIDUAL ITEMS**

The Schedules attached hereto and marked with the letters "E" and "F" shall form a part of this Agreement.

IN WITNESS WHEREOF the Board has caused these presents to be signed by its proper officials on its behalf, and the Union has caused these presents to be executed under the hands of its proper officers duly authorized in that behalf as of the day and year first above written.

THE BURNABY PUBLIC  
LIBRARY BOARD:

CANADIAN UNION OF  
PUBLIC EMPLOYEES,  
LOCAL 23 (Burnaby Civic  
Employees) on behalf of its  
LIBRARY WORKERS'  
DIVISION:

Sharon L. Freeman A. K. K. K.  
CHAIR PRESIDENT, LOCAL 23

M. Ed. Tondoglo ABj  
SECRETARY TO THE CHAIRPERSON  
BOARD LIBRARY DIVISION, LOCAL  
23  
Sheldine Wall  
SECRETARY, LOCAL 23

2014.05.29  
Dated

2014.05.29  
Dated



**SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES****BURNABY PUBLIC LIBRARY BOARD – 2012 JANUARY 01 – 2012 DECEMBER 31**

Class Title	Notes	Pay Grade	2012 Hourly Salary Range January 01 to December 31				
Building Service Supervisor (Lib)	A	16.5	23.66	24.66	25.69	26.74	27.82
Building Service Worker (Lib.)	A	13	20.71	21.51	22.36	23.29	24.26
Circulation Supervisor	C	20	27.36	28.49	29.68	30.90	32.21
Clerk - Children's Library Service	C	14	21.51	22.36	23.29	24.26	25.22
Clerk - Mobile Library Services	C	15	22.36	23.29	24.26	25.22	26.28
Clerk - Reference Services	C	15	22.36	23.29	24.26	25.22	26.28
Computer Operator - Library	C	16	23.29	24.26	25.22	26.28	27.36
Children & Teen Services Coordinator	B	26	34.96	36.47	38.02	39.60	41.30
Graphics Technician	C	19	26.28	27.36	28.49	29.68	30.90
Home Services Coordinator	C	18	25.22	26.28	27.36	28.49	29.68
Librarian 1	B	22	29.68	30.90	32.21	33.55	34.96
Librarian 2	B	25	33.55	34.96	36.47	38.02	39.60
Library Administration Clerk 1	C	13	20.71	21.51	22.36	23.29	24.26
Library Administration Clerk 2	C	14	21.51	22.36	23.29	24.26	25.22
Library Information Clerk	C	14	21.51	22.36	23.29	24.26	25.22
Library Clerk - Computer Lab	C	15	22.36	23.29	24.26	25.22	26.28
Library Clerk - Scheduler	C	15	22.36	23.29	24.26	25.22	26.28
Library Clerk 2	C	13	20.71	21.51	22.36	23.29	24.26
Library Clerk 3	C	14	21.51	22.36	23.29	24.26	25.22
Library Clerk 4	C	16	23.29	24.26	25.22	26.28	27.36
Library Administration Clerk 3	C	17	24.26	25.22	26.28	27.36	28.49
Personnel/Payroll Assistant - Library	C	17	24.26	25.22	26.28	27.36	28.49
Senior Clerk - Library Acquisitions	C	17	24.26	25.22	26.28	27.36	28.49
Senior Clerk - Library Cataloguing	C	17	24.26	25.22	26.28	27.36	28.49
Senior Clerk - Library Public Service	C	17	24.26	25.22	26.28	27.36	28.49
Senior Clerk 2 - Library Public Service	C	18	25.22	26.28	27.36	28.49	29.68
Systems Supervisor Librarian	B	26	34.96	36.47	38.02	39.60	41.30
Librarian - Web Coordinator	B	25	33.55	34.96	36.47	38.02	39.60
Delivery Driver/Janitor	\$26.08 per hour (\$26.47 includes 1½%)						
Pages	\$16.57 per hour						

SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

Notes:

- (a) Employees in this class work a 40 hour week. Employees in this class are eligible for shift differential.
- (b) Employees in this class work a 37½ hour week.
- (c) Employees in this class receive shift differential for hours worked after 18:00 h.
- (d) Salary range is base salary for class and does not include special 1½% benefit, or other differentials, if applicable.
- (e) Eligibility for advancement from one step (increment) to the next is as follows:
  - Pay Grades 9 to 14 - 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;
  - Pay Grade 15 - 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility;
  - Pay Grade 16 and above - 12 month eligibility.
- (f) Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

When an employee is required and authorized by the Employer to use a language other than English when working on the Library Collection, the employee shall be paid one (1) pay grade in addition to the employee's normal rate of pay for the time so spent. This premium is not applicable to situations when an employee is dealing with the public.

LIBRARY CONVERSION SCHEDULE – 2012 JANUARY 01 – 2012 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	20.71	1,449.70		1,656.80	21.02	1,471.40		1,681.60
-	21.51	1,505.70		1,720.80	21.83	1,528.10		1,746.40
-	22.36	1,565.20		1,788.80	22.70	1,589.00		1,816.00
-	23.29	1,630.30		1,863.20	23.64	1,654.80		1,891.20
13	24.26	1,698.20		1,940.80	24.62	1,723.40		1,969.60
14	25.22	1,765.40			25.60	1,792.00		
15	26.28	1,839.60			26.67	1,866.90		
16	27.36	1,915.20			27.77	1,943.90		
17	28.49	1,994.30			28.92	2,024.40		
18	29.68	2,077.60			30.13	2,109.10		
19	30.90	2,163.00	2,317.50		31.36	2,195.20	2,352.00	
20	32.21	2,254.70	2,415.75		32.69	2,288.30	2,451.75	
21	33.55	2,348.50	2,516.25		34.05	2,383.50	2,553.75	
22	34.96	2,447.20	2,622.00		35.48	2,483.60	2,661.00	
23	36.47	2,552.90	2,735.25		37.02	2,591.40	2,776.50	
24	38.02	2,661.40	2,851.50		38.59	2,701.30	2,894.25	
25	39.60	2,772.00	2,970.00		40.19	2,813.30	3,014.25	
26	41.30	2,891.00	3,097.50		41.92	2,934.40	3,144.00	

16.5								
Step 1	23.66			1,892.80	24.01			1,920.80
2	24.66			1,972.80	25.03			2,002.40
3	25.69			2,055.20	26.08			2,086.40
4	26.74			2,139.20	27.14			2,171.20
5	27.82			2,225.60	28.24			2,259.20

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade, except pay grade 16.5 where all steps are shown.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

CLASSIFICATION AND PAY RANGES – 2013 JANUARY 01 – 2013 DECEMBER 31

Class Title	Notes	Pay Grade	2013 Hourly Salary Range January 01 to December 31				
Building Service Supervisor (Lib)	A	16.5	24.07	25.09	26.14	27.21	28.31
Building Service Worker (Lib.)	A	13	21.07	21.89	22.75	23.70	24.68
Circulation Supervisor	C	20	27.84	28.99	30.20	31.44	32.77
Clerk - Children's Library Service	C	15	22.75	23.70	24.68	25.66	26.74
Clerk - Mobile Library Services	C	15	22.75	23.70	24.68	25.66	26.74
Clerk - Reference Services	C	16	23.70	24.68	25.66	26.74	27.84
Computer Operator - Library	C	16	23.70	24.68	25.66	26.74	27.84
Children & Teen Services Coordinator	B	26	35.57	37.11	38.69	40.29	42.02
Graphics Technician	C	19	26.74	27.84	28.99	30.20	31.44
Home Services Coordinator	C	19	26.74	27.84	28.99	30.20	31.44
Librarian 1	B	22	30.20	31.44	32.77	34.14	35.57
Librarian 2	B	25	34.14	35.57	37.11	38.69	40.29
Library Administration Clerk 1	C	13	21.07	21.89	22.75	23.70	24.68
Library Administration Clerk 2	C	15	22.75	23.70	24.68	25.66	26.74
Library Information Clerk	C	15	22.75	23.70	24.68	25.66	26.74
Library Clerk - Computer Lab	C	15	22.75	23.70	24.68	25.66	26.74
Library Clerk - Scheduler	C	15	22.75	23.70	24.68	25.66	26.74
Library Clerk 2	C	13	21.07	21.89	22.75	23.70	24.68
Library Clerk 3	C	14	21.89	22.75	23.70	24.68	25.66
Library Clerk 4	C	16	23.70	24.68	25.66	26.74	27.84
Library Administration Clerk 3	C	17	24.68	25.66	26.74	27.84	28.99
Personnel/Payroll Assistant - Library	C	17	24.68	25.66	26.74	27.84	28.99
Senior Clerk - Library Acquisitions	C	17	24.68	25.66	26.74	27.84	28.99
Senior Clerk - Library Cataloguing	C	17	24.68	25.66	26.74	27.84	28.99
Senior Clerk - Library Public Service	C	18	25.66	26.74	27.84	28.99	30.20
Senior Clerk 2 - Library Public Service	C	18	25.66	26.74	27.84	28.99	30.20
Systems Supervisor Librarian	B	26	35.57	37.11	38.69	40.29	42.02
Librarian - Web Coordinator	B	25	34.14	35.57	37.11	38.69	40.29
Delivery Driver/Janitor	\$26.54 per hour (\$26.94 includes 1½%)						
Pages	\$16.86 per hour						

Notes:

- (a) Employees in this class work a 40 hour week. Employees in this class are eligible for shift differential.
- (b) Employees in this class work a 37½ hour week.
- (c) Employees in this class receive shift differential for hours worked after 18:00 h.
- (d) Salary range is base salary for class and does not include special 1½% benefit, or other differentials, if applicable.
- (e) Eligibility for advancement from one step (increment) to the next is as follows:
  - Pay Grades 9 to 14 - 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;
  - Pay Grade 15 - 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility;
  - Pay Grade 16 and above - 12 month eligibility.
- (f) Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

When an employee is required and authorized by the Employer to use a language other than English when working on the Library Collection, the employee shall be paid one (1) pay grade in addition to the employee's normal rate of pay for the time so spent. This premium is not applicable to situations when an employee is dealing with the public.



SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

LIBRARY CONVERSION SCHEDULE – 2013 JANUARY 01 – 2013 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 1/2 /wk	40/wk	Hourly	35/wk	37 1/2 /wk	40/wk
-	21.07	1,474.90		1,685.60	21.39	1497.30		1711.20
-	21.89	1,532.30		1,751.20	22.22	1,555.40		1,777.60
-	22.75	1,592.50		1,820.00	23.09	1,616.30		1,847.20
-	23.70	1,659.00		1,896.00	24.06	1,684.20		1,924.80
13	24.68	1,727.60		1,974.40	25.05	1,753.50		2,004.00
14	25.66	1,796.20			26.04	1,822.80		
15	26.74	1,871.80			27.14	1,899.80		
16	27.84	1,948.80			28.26	1,978.20		
17	28.99	2,029.30			29.42	2,059.40		
18	30.20	2,114.00			30.65	2,145.50		
19	31.44	2,200.80	2,358.00		31.91	2,233.70	2,393.25	
20	32.77	2,293.90	2,457.75		33.26	2,328.20	2,494.50	
21	34.14	2,389.80	2,560.50		34.65	2,425.50	2,598.75	
22	35.57	2,489.90	2,667.75		36.10	2,527.00	2,707.50	
23	37.11	2,597.70	2,783.25		37.67	2,636.90	2,825.25	
24	38.69	2,708.30	2,901.75		39.27	2,748.90	2,945.25	
25	40.29	2,820.30	3,021.75		40.89	2,862.30	3,066.75	
26	42.02	2,941.40	3,151.50		42.65	2,985.50	3,198.75	

16.5								
Step 1	24.07			1,925.60	24.43			1,954.40
2	25.09			2,007.20	25.47			2,037.60
3	26.14			2,091.20	26.53			2,122.40
4	27.21			2,176.80	27.62			2,209.60
5	28.31			2,264.80	28.73			2,298.40

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade, except pay grade 16.5 where all steps are shown.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

CLASSIFICATION AND PAY RANGES – 2014 JANUARY 01 – 2014 DECEMBER 31

Class Title	Notes	Pay Grade	2014 Hourly Salary Range January 01 to December 31				
Building Service Supervisor (Lib)	A	16.5	24.49	25.53	26.60	27.69	28.81
Building Service Worker (Lib.)	A	13	21.44	22.27	23.15	24.11	25.11
Circulation Supervisor	C	20	28.33	29.50	30.73	31.99	33.34
Clerk - Children's Library Service	C	15	23.15	24.11	25.11	26.11	27.21
Clerk - Mobile Library Services	C	15	23.15	24.11	25.11	26.11	27.21
Clerk - Reference Services	C	16	24.11	25.11	26.11	27.21	28.33
Computer Operator - Library	C	16	24.11	25.11	26.11	27.21	28.33
Children & Teen Services Coordinator	B	26	36.19	37.76	39.37	41.00	42.76
Graphics Technician	C	19	27.21	28.33	29.50	30.73	31.99
Home Services Coordinator	C	19	27.21	28.33	29.50	30.73	31.99
Librarian 1	B	22	30.73	31.99	33.34	34.74	36.19
Librarian 2	B	25	34.74	36.19	37.76	39.37	41.00
Library Administration Clerk 1	C	13	21.44	22.27	23.15	24.11	25.11
Library Administration Clerk 2	C	15	23.15	24.11	25.11	26.11	27.21
Library Information Clerk	C	15	23.15	24.11	25.11	26.11	27.21
Library Clerk - Computer Lab	C	15	23.15	24.11	25.11	26.11	27.21
Library Clerk - Scheduler	C	15	23.15	24.11	25.11	26.11	27.21
Library Clerk 2	C	13	21.44	22.27	23.15	24.11	25.11
Library Clerk 3	C	14	22.27	23.15	24.11	25.11	26.11
Library Clerk 4	C	16	24.11	25.11	26.11	27.21	28.33
Library Administration Clerk 3	C	17	25.11	26.11	27.21	28.33	29.50
Personnel/Payroll Assistant - Library	C	17	25.11	26.11	27.21	28.33	29.50
Senior Clerk - Library Acquisitions	C	17	25.11	26.11	27.21	28.33	29.50
Senior Clerk - Library Cataloguing	C	17	25.11	26.11	27.21	28.33	29.50
Senior Clerk - Library Public Service	C	18	26.11	27.21	28.33	29.50	30.73
Senior Clerk 2 - Library Public Service	C	18	26.11	27.21	28.33	29.50	30.73
Systems Supervisor Librarian	B	26	36.19	37.76	39.37	41.00	42.76
Librarian - Web Coordinator	B	25	34.74	36.19	37.76	39.37	41.00
Delivery Driver/Janitor	\$27.00 per hour (\$27.41 includes 1½%)						
Pages	\$17.16 per hour						

SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

Notes:

- (a) Employees in this class work a 40 hour week. Employees in this class are eligible for shift differential.
- (b) Employees in this class work a 37½ hour week.
- (c) Employees in this class receive shift differential for hours worked after 18:00 h.
- (d) Salary range is base salary for class and does not include special 1½% benefit, or other differentials, if applicable.
- (e) Eligibility for advancement from one step (increment) to the next is as follows:
  - Pay Grades 9 to 14 - 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;
  - Pay Grade 15 - 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility;
  - Pay Grade 16 and above - 12 month eligibility.
- (f) Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

When an employee is required and authorized by the Employer to use a language other than English when working on the Library Collection, the employee shall be paid one (1) pay grade in addition to the employee's normal rate of pay for the time so spent. This premium is not applicable to situations when an employee is dealing with the public.

LIBRARY CONVERSION SCHEDULE – 2014 JANUARY 01 – 2014 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	21.44	1,500.80		1,715.20	21.76	1,523.20		1,740.80
-	22.27	1,558.90		1,781.60	22.60	1,582.00		1,808.00
-	23.15	1,620.50		1,852.00	23.50	1,645.00		1,880.00
-	24.11	1,687.70		1,928.80	24.47	1,712.90		1,957.60
13	25.11	1,757.70		2,008.80	25.49	1,784.30		2,039.20
14	26.11	1,827.70			26.50	1,855.00		
15	27.21	1,904.70			27.62	1,933.40		
16	28.33	1,983.10			28.75	2,012.50		
17	29.50	2,065.00			29.94	2,095.80		
18	30.73	2,151.10			31.19	2,183.30		
19	31.99	2,239.30	2,399.25		32.47	2,272.90	2,435.25	
20	33.34	2,333.80	2,500.50		33.84	2,368.80	2,538.00	
21	34.74	2,431.80	2,605.50		35.26	2,468.20	2,644.50	
22	36.19	2,533.30	2,714.25		36.73	2,571.10	2,754.75	
23	37.76	2,643.20	2,832.00		38.33	2,683.10	2,874.75	
24	39.37	2,755.90	2,952.75		39.96	2,797.20	2,997.00	
25	41.00	2,870.00	3,075.00		41.62	2,913.40	3,121.50	
26	42.76	2,993.20	3,207.00		43.40	3,038.00	3,255.00	

16.5								
Step 1	24.49			1,959.20	24.86			1,988.80
2	25.53			2,042.40	25.91			2,072.80
3	26.60			2,128.00	27.00			2,160.00
4	27.69			2,215.20	28.11			2,248.80
5	28.81			2,304.80	29.24			2,339.20

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade, except pay grade 16.5 where all steps are shown.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

CLASSIFICATION AND PAY RANGES – 2015 JANUARY 01 – 2015 DECEMBER 31

Class Title	Notes	Pay Grade	2015 Hourly Salary Range January 01 to December 31				
Building Service Supervisor (Lib)	A	16.5	24.98	26.04	27.13	28.24	29.39
Building Service Worker (Lib.)	A	13	21.87	22.72	23.61	24.59	25.61
Circulation Supervisor	C	20	28.90	30.09	31.34	32.63	34.01
Clerk - Children's Library Service	C	15	23.61	24.59	25.61	26.63	27.75
Clerk - Mobile Library Services	C	15	23.61	24.59	25.61	26.63	27.75
Clerk - Reference Services	C	16	24.59	25.61	26.63	27.75	28.90
Computer Operator - Library	C	16	24.59	25.61	26.63	27.75	28.90
Children & Teen Services Coordinator	B	26	36.91	38.52	40.16	41.82	43.62
Graphics Technician	C	19	27.75	28.90	30.09	31.34	32.63
Home Services Coordinator	C	19	27.75	28.90	30.09	31.34	32.63
Librarian 1	B	22	31.34	32.63	34.01	35.43	36.91
Librarian 2	B	25	35.43	36.91	38.52	40.16	41.82
Library Administration Clerk 1	C	13	21.87	22.72	23.61	24.59	25.61
Library Administration Clerk 2	C	15	23.61	24.59	25.61	26.63	27.75
Library Information Clerk	C	15	23.61	24.59	25.61	26.63	27.75
Library Clerk - Computer Lab	C	15	23.61	24.59	25.61	26.63	27.75
Library Clerk - Scheduler	C	15	23.61	24.59	25.61	26.63	27.75
Library Clerk 2	C	13	21.87	22.72	23.61	24.59	25.61
Library Clerk 3	C	14	22.72	23.61	24.59	25.61	26.63
Library Clerk 4	C	16	24.59	25.61	26.63	27.75	28.90
Library Administration Clerk 3	C	17	25.61	26.63	27.75	28.90	30.09
Personnel/Payroll Assistant - Library	C	17	25.61	26.63	27.75	28.90	30.09
Senior Clerk - Library Acquisitions	C	17	25.61	26.63	27.75	28.90	30.09
Senior Clerk - Library Cataloguing	C	17	25.61	26.63	27.75	28.90	30.09
Senior Clerk - Library Public Service	C	18	26.63	27.75	28.90	30.09	31.34
Senior Clerk 2 - Library Public Service	C	18	26.63	27.75	28.90	30.09	31.34
Systems Supervisor Librarian	B	26	36.91	38.52	40.16	41.82	43.62
Librarian - Web Coordinator	B	25	35.43	36.91	38.52	40.16	41.82
Delivery Driver/Janitor	\$27.54 per hour (\$27.95 includes 1½%)						
Pages	\$17.50 per hour						



**Notes:**

- (a) Employees in this class work a 40 hour week. Employees in this class are eligible for shift differential.
- (b) Employees in this class work a 37½ hour week.
- (c) Employees in this class receive shift differential for hours worked after 18:00 h.
- (d) Salary range is base salary for class and does not include special 1½% benefit, or other differentials, if applicable.
- (e) Eligibility for advancement from one step (increment) to the next is as follows:
  - Pay Grades 9 to 14 - 6 month eligibility to move from steps 1 to 2 and 2 to 3; thereafter 12 month eligibility;
  - Pay Grade 15 - 6 month eligibility to move from step 1 to 2; thereafter 12 month eligibility;
  - Pay Grade 16 and above - 12 month eligibility.
- (f) Where employees have a normal work week that is different than thirty-five (35) hours per week, they shall be paid their hourly rate multiplied by the number of hours worked.

When an employee is required and authorized by the Employer to use a language other than English when working on the Library Collection, the employee shall be paid one (1) pay grade in addition to the employee's normal rate of pay for the time so spent. This premium is not applicable to situations when an employee is dealing with the public.

SCHEDULE "A" – CLASSIFICATIONS AND PAY RANGES

LIBRARY CONVERSION SCHEDULE – 2015 JANUARY 01 – 2015 DECEMBER 31

Pay Grade	Basic Rate Bi-weekly				Basic Rate + 1 1/2 % Bi-weekly			
	Hourly	35/wk	37 ½ /wk	40/wk	Hourly	35/wk	37 ½ /wk	40/wk
-	21.87	1,530.90		1,749.60	22.20	1,554.00		1,776.00
-	22.72	1,590.40		1,817.60	23.06	1,614.20		1,844.80
-	23.61	1,652.70		1,888.80	23.96	1,677.20		1,916.80
-	24.59	1,721.30		1,967.20	24.96	1,747.20		1,996.80
13	25.61	1,792.70		2,048.80	25.99	1,819.30		2,079.20
14	26.63	1,864.10			27.03	1,892.10		
15	27.75	1,942.50			28.17	1,971.90		
16	28.90	2,023.00			29.33	2,053.10		
17	30.09	2,106.30			30.54	2,137.80		
18	31.34	2,193.80			31.81	2,226.70		
19	32.63	2,284.10	2,447.25		33.12	2,318.40	2,484.00	
20	34.01	2,380.70	2,550.75		34.52	2,416.40	2,589.00	
21	35.43	2,480.10	2,657.25		35.96	2,517.20	2,697.00	
22	36.91	2,583.70	2,768.25		37.46	2,622.20	2,809.50	
23	38.52	2,696.40	2,889.00		39.10	2,737.00	2,932.50	
24	40.16	2,811.20	3,012.00		40.76	2,853.20	3,057.00	
25	41.82	2,927.40	3,136.50		42.45	2,971.50	3,183.75	
26	43.62	3,053.40	3,271.50		44.27	3,098.90	3,320.25	

16.5								
Step 1	24.98			1,998.40	25.35			2,028.00
2	26.04			2,083.20	26.43			2,114.40
3	27.13			2,170.40	27.54			2,203.20
4	28.24			2,259.20	28.66			2,292.80
5	29.39			2,351.20	29.83			2,386.40

Notes:

- (1) Rate for each pay grade is top step of pay scale for that pay grade, except pay grade 16.5 where all steps are shown.
- (2) Basic rate + 1½% applies to Regular Full-Time Employees having completed six month probationary period.

**SCHEDULE "B" – REGULAR VACATION AND SUPPLEMENTARY VACATION TABLE**

TABLE SHOWING REGULAR ANNUAL VACATION AND SUPPLEMENTARY VACATION ENTITLEMENT IN WORKING DAYS FOR THE YEARS 2012 TO 2020 BY YEAR HIRED

Year Hired	ENTITLEMENT YEAR								
	2012	2013	2014	2015	2016	2017	2018	2019	2020
2015	--	--	--	--	15/-	15/-	15/-	15/-	15/-
2014	--	--	--	15/-	15/-	15/-	15/-	15/-	15/-
2013	--	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-
2012	--	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-
2011	15/-	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-
2010	15/-	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5
2009	15/-	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-
2008	15/-	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-
2007	15/-	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-
2006	15/-	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-
2005	20/-	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5
2004	20/-	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-
2003	20/-	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-
2002	20/5	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-
2001	20/-	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-
2000	20/-	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5
1999	20/-	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-
1998	20/-	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-
1997	25/5	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-
1996	25/-	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-
1995	25/-	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5
1994	25/-	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-
1993	25/-	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-
1992	25/5	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-
1991	25/-	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1990	25/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1989	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1988	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1987	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1986	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1985	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1984	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1983	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1982	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-
1981	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-
1980	30/-	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5
1979	30/-	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-
1978	30/-	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-
1977	30/5	30/-	30/-	30/-	30/-	30/5	30/-	30/-	30/-

In the table the figure to the left of the oblique stroke shows the number of working days\* of regular annual vacation.

The figure to the right of the oblique stroke shows the number of working days of supplementary vacation, and appears in the calendar year in which they are credited to an employee. These supplementary vacation days may be taken in any of the years beginning with the one in which they were credited but prior to the one in which the next 5 days are credited.

Example:

An employee hired in 2002 is in their 11th calendar year during 2012. The employee in 2012 will be credited with 5 supplementary working days which may be taken at any time between 2012 and 2016, both years included. In 2017 the employee will be credited with a further 5 supplementary working days, etc.

\*The working day entitlement is based upon a five-day work week.

**SCHEDULE "C" – TECHNOLOGICAL CHANGE**

During the term of this Agreement any disputes arising in relation to adjustment to technological change shall be discussed between the bargaining representatives of the two parties to this Agreement.

Where the Board introduces, or intends to introduce, a technological change that:

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

either party hereto may, if the dispute cannot be settled in direct negotiations, refer the matter directly to an Arbitration Board, constituted under Clause 16.2, Step 5, of this Agreement, bypassing all other steps in the Grievance Procedure.

The Arbitration Board shall decide whether or not the Board has introduced, or intends to introduce a technological change, and upon deciding that the Board has or intends to introduce a technological change the Arbitration Board:

- (a) shall inform the Minister of Labour of its findings; and
- (b) may then or later make any one or more of the following orders:
  - (1) that the change be made in accordance with the terms of this Agreement unless the change alters significantly the basis upon which this Agreement was negotiated;
  - (2) that the Board will not proceed with the technological change for such period, not exceeding ninety (90) days, as the Arbitration Board considers appropriate;
  - (3) that the Board reinstate any employee displaced by reason of the technological change;
  - (4) that the Board pay to that employee such compensation in respect of the displacement as the Arbitration Board considers reasonable.

The Board will give to the Union in writing at least ninety (90) days' notice of any intended technological change that:

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

**SCHEDULE "D" – PRINCIPLES GOVERNING THE CONVERSION OF EMPLOYEE BENEFITS IN CASES OF INTRODUCTION OR RENEWAL OF COMPRESSED WORK WEEKS**

In the event that any of the parties to this Memorandum of Agreement decide in local discussions to extend the existing conversion of, or to convert the work week of the employees staffing the whole or a part of an Employer's operations, from five (5) working days to four (4) working days per week or to nine (9) working days per fortnight, it has been agreed that such employees' benefits shall be converted as follows:

- (a) Basic annual working hours shall be calculated as  $260.89 \times$  daily working hours as per the 5-day week, e.g.  $260.89 \times 7 = 1826\frac{1}{4}$ , or  $260.89 \times 7.5 = 1956.675$ .
- (b) Basic annual public holiday hours shall be calculated as  $12 \times$  daily hours as per the 5-day week, e.g.  $12 \times 7 = 84$ , or  $12 \times 7.5 = 90$ .
- (c) Account shall be taken of the difference in basic annual rest period allowances, e.g.  $52.178 \text{ weeks} \times 5 \text{ days} \times 20 \text{ minutes} (=86.96 \text{ hours})$  in the case of the standard 5-day week;  $52.178 \times 4 \times 20 \text{ minutes} (=69.57 \text{ hours})$  in the case of the 4-day week; and  $52.178 \times 4.5 \times 20 \text{ minutes} (=78.27 \text{ hours})$  in the case of the 9-day fortnight.
- (d) Employees shall have at least two (2) of their days off in any week consecutive, and such days off shall for purposes of Overtime pay be deemed to be the "first scheduled rest day" and the "second scheduled rest day". Pay for any work on the third day off in any week shall be in accordance with normal daily overtime rates.
- (e) For purposes of Overtime pay on scheduled working days, normal daily working hours and the normal work week shall be considered to be those lengths of time established by the parties pursuant to paragraph (h) herein.
- (f) Annual Vacation entitlement and all credits for Deferred Vacation, Sick Leave benefits and Gratuity benefits shall be converted from working days to working hours by multiplying the number of days to an employee's credit by the daily working hours as per the previous 5-day week. All deductions or debits shall be made on the basis that each working day of absence shall be measured as the length of time established by the parties pursuant to paragraph (h) herein.
- (g) Notwithstanding any clause in a collective agreement to the contrary, an employee shall not receive pay for acting in a senior capacity where the employee has been temporarily required to accept the responsibilities and carry out the duties of a senior position because of the absence of the incumbent of that senior position due to the compressed work week.
- (h) In order to establish the length of the compressed work day and the compressed work week, the parties are to be governed by the principle that the basic annual working hours less basic annual public holiday hours and less basic annual rest period allowances are to remain the same under the compressed work week as they were under the standard work week.

The parties will be free to decide how to deal with the matter of public holidays in accordance with one or other of the three following ways, and their decisions will determine automatically the lengths of the compressed work day and work week:

- (1) Revert to a standard 5-day week in any week when a public holiday occurs.
- (2) Change days off during any week when a public holiday occurs in order that each employee will work on four (4) days in every week of the year with the sole exception being when Christmas Day and Boxing Day are observed in the same week in which case each employee will work three (3) days in that week and five (5) days in the immediately preceding week.
- (3) Have a compressed work day off with pay for each public holiday and owe the Employer the difference in hours between the length of the compressed work days and the length of the employee's former standard work day.
- (i) Whenever any doubt arises as to how the employee benefit conversion should be made with respect to any item (whether or not covered by this Schedule "D"), the doubt shall be resolved by reference to the basic principle agreed upon by all parties to this Memorandum, i.e. there shall be no additional salary or benefit cost to the Employer, and no reduction in the salaries or benefits received by the employees.



**SCHEDULE "D" – PRINCIPLES GOVERNING THE CONVERSION OF EMPLOYEE BENEFITS IN CASES OF INTRODUCTION OR RENEWAL OF COMPRESSED WORK WEEKS**

- (j) In the event the Employer and its respective Union wish to amend or continue an existing experimental compressed work week, or wish to introduce a compressed work week, they will be required to obtain the approval of the Joint Language Sub-Committee with respect to their proposed formula for converting employee benefits.

**SCHEDULE "E" – EMPLOYMENT STANDARDS ACT PRINCIPLES**

Effective 1984 July 12, the parties agree that the following principles are implicit in and form part of the terms of the Collective Agreement:

- (a) That, except where a provision in the Agreement or a currently accepted practice specifically contemplates otherwise, (for example, the Overtime, Callout and nonstandard work week provisions) employees shall have not less than eight (8) consecutive hours free from work between each shift worked and not less than thirty-two (32) consecutive hours free from work between each week. Where an employee is required to work within the eight (8) or thirty-two (32) hour free period, the time worked during the work free period shall be subject to the appropriate overtime provisions.
- (b) That where an employee works a split shift, the shift shall be completed within twelve (12) hours of commencing such shift.
- (c) The eating period provided under the "Hours of Work" provision of the Agreement shall be scheduled so as to prevent an employee from working more than five (5) consecutive hours without an eating period. Commencing one month following 1984 July 12, Regular Part-Time and Auxiliary Employees shall not work more than five (5) consecutive hours without an unpaid eating period.

SCHEDULE "F" - RESIDUAL ITEMS

**SCHEDULE "F" - RESIDUAL ITEMS**

The Board and the Union agree as follows:

The following is an item resulting from 1977 local negotiations between the Corporation of the District of Burnaby and C.U.P.E. Local 23:

The matter of protective clothing and work boots shall continue to be a subject of discussion by the Labour Management Committee who may make recommendations on the matter to appropriate Department Heads or the Municipal Manager.

The following is item 9 resulting from 1981-1982 Local Negotiations:

9. Access to Personnel Records

This item is resolved by the Chief Librarian agreeing to ensure that supervisors remind all employees annually of the Board's policy "Employee Personnel File" which deals with an employee's access to his/her personnel record.

1986-1987 RESIDUAL ITEMS

The following is item 11 of the Memorandum of Agreement dated 1986 August 12:

11. Acting in a Senior Capacity

Effective 1987 January 01, the Board, where necessary, agrees to change the administrative procedure from paying Acting Pay once every six months, to paying Acting Pay on a bi-weekly basis.

1997-1999 RESIDUAL ITEMS

The following is item 7 of the Memorandum of Agreement dated 1997 April 08:

7. Crediting of Auxiliary Hours Worked by Regular Part-Time Employees

Effective 1997 April 18, the Employer and the Union agree to a Letter of Understanding stating that:

"Regular Part-Time Employees will be credited seniority for all non-overtime hours worked following attainment of regular part-time status."

2007-2011 RESIDUAL ITEMS

The following are items 9, 11, 12 and 13 from the Memorandum of Agreement dated 2007 July 30:

9. Joint Committee - Disability Benefit Plan

The Board and the Union agree to participate in the Joint Committee established between the City of Burnaby and CUPE Local 23 to review the plan design and coverage of the Burnaby Municipal Benefit Society Disability Benefit Plan (including health and welfare benefits and WorkSafeBC coverage) including potential cost saving measures by appointing one (1) representative to the Joint Committee. This will increase the total representatives on the Joint Committee to not more than four (4) representatives of the Union and four (4) representatives of the City/Board.

The Committee shall commence its review within three (3) months of the date of ratification of the Memorandum of Agreement and shall report its findings and recommendations by 2008 July 31 to their respective principals. Such recommendations may be implemented by mutual agreement of the parties.

11. Internal Equity Committee

The Board and the Union agree to establish a Joint Committee to oversee a review of all library classifications (except the Page classification) in comparison to City of Burnaby classifications. The review will be done using the existing job evaluation procedures and the intent of the parties is to start on the review

as soon as possible following ratification of the Memorandum of Agreement and to have the review completed prior to 2007 December 31. Any adjustments to class values will be implemented beginning on 2008 January 01 provided that the implementation cost shall be limited to the equivalent of no more than two percent (2%) of the Library straight-time payroll for the year 2007, and one percent (1%) per year as required on 2009 January 01, 2010 January 01 and 2011 January 01.

**12. Job Evaluation Committee**

The Board and the Union agree to participate in the Joint Committee established between the City of Burnaby and CUPE Local 23 to review the new job evaluation plan being developed jointly by the City of Coquitlam and their CUPE local to determine if the new plan is acceptable to the City of Burnaby and Burnaby Public Library and CUPE Local 23.

Where the Joint Committee agrees to implement the new job evaluation plan, the implementation cost shall be limited to the equivalent of no more than one percent (1%) of the Library straight-time payroll per year.

**13. Fitness/Wellness Joint Committee**

The Board and the Union agree to participate in a Joint Committee established between the City of Burnaby and CUPE Local 23 to discuss establishing a Fitness/Wellness Program for City and Library Employees. The discussions shall include the introduction of an employee discount of at least twenty-five percent (25%) for the purchase of City fitness passes and the ability to purchase same through payroll deduction. The joint committee shall consist of not more than three (3) representatives of the Union (City and Library combined) and not more than three (3) representatives of the Employer (City and Library combined). The Committee shall commence discussions within one (1) month of a request of the Union for the Committee to meet.

The following are items 11 and 30 from the Memorandum of Agreement dated 2012 December 05:

**11. Training and Professional Development**

A Training and Professional Development Committee shall be established consisting of not more than four (4) representatives of the Union and not more than four (4) representatives of the Employer to discuss in-house training programs.

**30. Joint Job Evaluation Committee**

The Board and the Union agree to establish a Joint Job Evaluation Committee to discuss the standard procedures for the classification, reclassification and revaluation of positions and classes covered by the Collective Agreement between the parties. The Committee shall be comprised of ten (10) members, five (5) to be appointed by the City and Burnaby Public Library Board combined as well as five (5) to be appointed by the Union. The Committee shall meet not less than four (4) times per year. The first meeting shall be held no later than three (3) months following ratification of this Collective Agreement.

**SCHEDULE "G" – JOINT BENEFITS REVIEW COMMITTEE – LETTER OF INTENT**

**JOINT BENEFITS REVIEW COMMITTEE**

**LETTER OF INTENT**

Between:

**THE CORPORATION OF THE DISTRICT OF BURNABY**

And:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**

And:

**THE BURNABY FIREFIGHTERS' UNION, LOCAL 323**

**Subject: JOINT BENEFITS REVIEW COMMITTEE**

This Letter of Intent outlines the terms and conditions agreed to by the Joint Benefits Review Committee regarding the redesign of Disability Income Plans and Group Life Insurance; enhancements to Dental and Extended Health Benefits; and funding of the Employee Assistance Program.

The proposed effective date of the changes is 1990 December 24 (except for those changes which cannot administratively be delivered); and is subject to ratification by all parties and other necessary approvals such as the Superintendent of Insurance, the membership of the Burnaby Municipal Benefit Society and the Superannuation Commissioner.

The terms, conditions and definitions of coverage, rules and procedures, handling of CPP/WCB integration, subrogation and claims procedures for Disability Income Plans (Short Term Sick Leave, Medium Term Disability and Long Term Disability) will be identified in a Plan Document agreed to by all parties.

In the absence of agreement by all parties to the wording of the initial Plan Document, this Letter of Intent will be considered to be terminated.

The details of the changes agreed to by the parties for the various components of the plan are as follows:

**DISABILITY INCOME**

**Short Term Sick Leave**

The current plan will continue to apply without changes.

**Medium Term Disability**

100% for Firefighters of regular gross earnings, commencing from the expiry of STSL and continuing for a maximum period of 50 weeks.

85% for CUPE of regular gross earnings, commencing from the expiry of STSL and continuing for a maximum period of 50 weeks; this benefit to be increased, from 85% on an incremental scale including claims incurred before that date as follows:

90% of regular gross earnings commencing 1990 December 24

95% of regular gross earnings commencing 1991 December 23

100% of regular gross earnings commencing 1992 December 21



Disability is defined as the inability to do their own occupation.

#### Long Term Disability

67% of regular gross earnings with no maximum benefit commencing on the expiry of MTD (52 weeks from date of disability); such benefit to be indexed annually in accordance with annual general increases in wage rates for the appropriate group from which the claimant is a member. In all instances, benefits cease on the employee ceasing to be disabled, death or the employee's minimum retirement age (60 for all employees, except 55 for Firefighters) or that age when the employee can retire without reduction in his accrued pension benefit (55 and 35 years' service for all employees, except 50 and 30 years' service for Firefighters); subject to a minimum of 15 years of combined pre-disability and disability related pensionable service as defined in the Municipal Pension Act.

#### Conditions of Payment

Benefits will be payable while the employee is disabled. An employee shall be considered to be disabled if he/she satisfies any one of the following conditions:

- (a) As a result of bodily sickness or injury he/she is unable to engage in his/her own occupation and the following applies:
  - (1)
    - (a) he/she has been identified by the Directors or their agent as a candidate for a rehabilitation program;
    - (b) he/she is not prohibited from commencing a rehabilitation program due to medical reasons;
    - (c) he/she has not commenced an approved rehabilitation program within twelve (12) months of the commencement of his/her disability;

#### OR

- (2) the employee could qualify for benefits under paragraph (c)(3) but chooses not to do so;

#### THEN

- (3) the maximum benefit duration for this individual will be reduced to twenty-four (24) months from the commencement of disability and the individual will be prohibited from a qualification for further entitlement under paragraph (b).
- (b) As a result of bodily sickness or injury he/she is permanently, continuously, and wholly prevented from engaging in any occupation or employment for wages or compensation for which he/she is reasonably qualified by education, training or experience or may reasonably become so qualified.
- (c) As a result of bodily sickness or injury he/she is unable to engage in his/her normal occupation and one of the following apply:
  - (1) he/she has been identified by the Directors or their agent as a candidate for a rehabilitation program but he/she is unable to commence such rehabilitation program due to medical reasons. An employee in this category shall be considered disabled until he/she is engaged in an approved rehabilitation program or until he/she is in another occupation as described in sub-paragraph (2) or (3) below, but in no event will he/she be considered disabled in this category for a period longer than twenty-four (24) months from the commencement of his/her disability.
  - (2) he/she is engaged in an approved rehabilitation program. An employee in this category shall be considered to be disabled for a maximum of thirty-six (36) months from the commencement of his/her disability (which shall include any period of time in sub-paragraph (1) above).
  - (3) he/she is able to engage in another occupation for which he/she is suited by reason of education, training, or experience as determined by the Directors or their agent, but such occupation will not provide him/her gross compensation of at least 67% of his/her rate of regular gross earnings indexed as provided for under Long Term Disability. In this event the employee will only be considered to be disabled as long as he/she engages in such other occupation in which event the earnings he/she

#### SCHEDULE "G" – JOINT BENEFITS REVIEW COMMITTEE – LETTER OF INTENT

receives shall be deducted from his/her benefits from the plan. Such other occupation must be Regular Full-Time employment or in the case of Regular Part-Time Employees regular employment for the average monthly hours worked by the employee during the six (6) months previous to his/her date of disability, unless the nature of the disability medically prevents him/her from being so employed.

If an individual who qualifies for benefits based on employment in another occupation providing less than 67% of pre-disability regular gross earnings loses his/her employment through any conditions, except voluntary termination and termination for cause, the benefit shall be reinstated to the 67% level so long as he/she is actually seeking appropriate employment and subject to the requirement that no individual shall be entitled to more than six (6) months of total payment on an accumulated basis under this clause.

If an individual who qualifies for another occupation providing less than 67% of pre-disability indexed regular gross earnings is unable to secure employment after having completed a rehabilitation program he/she shall be entitled to the 67% level so long as he/she is actually seeking appropriate employment and subject to a maximum payment period of six (6) months.

An employee who initially qualifies as disabled under paragraph (c) shall be eligible to qualify as disabled under paragraph (b) provided he/she satisfies the requirements of paragraph (b) prior to the cessation of disability as defined in paragraph (c).

Bodily sickness shall include:

Mental or nervous disorders. Where the disability period is in excess of twenty-four (24) months the employee must be confined to a hospital or mental institution or, where he/she is at home, under the direct care and supervision of a Physician in order to continue to be eligible for benefits.

Illness resulting from pregnancy and complications arising during or immediately following pregnancy including premature termination.

If an employee in receipt of Short Term Sick Leave or Medium Term Disability returns to full-time employment then:

- (a) if he/she becomes disabled from a different cause he/she shall be entitled to all disability benefits provided under the Plan regardless of how short the period of his/her return to employment;
- (b) if he/she becomes disabled as a result of a recurrence of the original disability then:
  - (1) his/her disability will be considered to be a new disability if it occurs sixty (60) or more calendar days after he/she has returned to work;
  - (2) his/her disability will be considered to be a continuation of his/her original disability if it occurs within sixty (60) calendar days of his/her return to work.

The period of time for which benefits are payable under the Medium Term Disability Plan on an own occupation basis and the terms and conditions on which Long Term Disability benefits are paid for Exempt employees shall be consistent with the terms of this Letter of Intent.

#### CONTINUATION OF BENEFITS

While in receipt of Short Term Sick Leave, Medium Term Disability or Long Term Disability benefits under the Plan, Basic Medical, Dental and Extended Health Benefits shall be continued. Any premiums or costs shall be paid by the Corporation.

#### GROUP LIFE INSURANCE

A salary related schedule with a two times annual earnings level (minimum of \$50,000) for all employees including employees who become disabled after the implementation of this agreement.

The \$500 payout at retirement will be cancelled.

## UNDERWRITING OF BENEFITS

### Medium Term Disability

Continue on a self-insured basis but retain a mutually approved third party claims adjudicator and implement a rehabilitation program.

Medical claim forms are required from the disabled employee at the outset and on a regular basis, at a frequency dictated by the nature of the illness or disability.

Rehabilitation procedures to commence as quickly as possible.

### Long Term Disability

Continue on a self-insured basis but retain a mutually approved third party claims adjudicator and implement a rehabilitation program.

Continue requirement for medical claim forms.

### Group Life Insurance

This coverage will be placed with an insurance carrier on an insured cost plus basis (the carrier processes the claim and pays it and charges the policyholder a flat fee). To avoid catastrophic losses, a "stop loss" program will be implemented. The Corporation will be the policyholder.

## RULES AND PROCEDURES

- (a) The Benefit Society By-Laws will be amended to provide for a 6th Director with three Directors appointed by the Unions and three Directors appointed by the Corporation.
- (b) The Directors of the Society will have final authority on all claim decisions and disputes.
- (c) The Collective Agreements for both CUPE Local 23 and Firefighters Local 323 will be changed to allow for decisions of the Directors of the Society to be eligible for submission to Grievance Proceedings.
- (d) The terms and conditions of the Long Term Disability Benefits, Dental, Extended Health Benefits and Group Life Insurance applicable to current disabled employees as of 1990 December 24 will be developed by the Corporation and are subject to agreement by the parties. In the absence of an agreement on these issues current disabled employees will retain their existing benefits.
- (e) The Plan Administrator's duties will be defined to ensure uniformity in respect of information provided to the Directors of the Society.
- (f) The Claims Review Procedures (Appendix A) shall be amended as outlined in (b) and (e) above and included in the Plan Document.

## DIRECTORS LIABILITY INSURANCE

Director's liability insurance will be secured for all Directors of the Burnaby Municipal Benefit Society.

## RESERVE

The Canadian Union of Public Employees, Local 23, and the Burnaby Firefighters' Union, Local 323, acknowledge that they have no claim(s) against any of the reserves held by the Corporation of the District of Burnaby.

## EXTENDED HEALTH BENEFITS

The extended health benefits coverage for CUPE and Fire will be amended to include:

- (a) Vision care option increase from \$150.00 to \$200.00 per 24 month period per covered person.

SCHEDULE "G" – JOINT BENEFITS REVIEW COMMITTEE – LETTER OF INTENT

- (b) Hearing Aid option to a lifetime maximum of \$500.00 per covered person (adults and children).

DENTAL PLAN

The dental plan benefit for Firefighters' Plan "C" - Orthodontal to be increased from a maximum benefit of \$1,700.00 to a maximum benefit of \$2,500.00 per person per lifetime (adults and children). This increased maximum shall also apply to existing treatment plans in effect as of 1990 December 24.

EMPLOYEE ASSISTANCE PROGRAM

The costs of the Employee Assistance Program to be funded 100% by the Employer.

Dated 1990 October 12

**CORPORATION  
OF THE DISTRICT  
OF BURNABY**

**CANADIAN UNION  
OF PUBLIC  
EMPLOYEES,  
LOCAL 23**

**BURNABY  
FIREFIGHTERS'  
UNION LOCAL  
323**

**"R.H. (Bob) Moncur"**  
Robert H. Moncur  
Director  
Administrative and  
Community  
Services

**"A. Sleightholme"**  
A. Sleightholme  
President

**"T.A. Ritchie"**  
T. Ritchie  
President



**APPENDIX "A" – CLAIMS REVIEW PROCEDURES**

Where the words Plan Administrator are used, this shall also mean Corporation's representatives.

- (a) After the claims adjudicator has denied or terminated an employee's claim based on an internal review, the employee must inform the claims adjudicator within 30 days from the date his/her claim has been denied or terminated that he/she wishes to appeal the claims adjudicator's decision.
- (b) The claims adjudicator informs the Plan Administrator of the requested appeal.
- (c) The Plan Administrator requests a case summary from the claims adjudicator.
- (d) The Plan Administrator informs the Directors of the Society, for their information only.
- (e) The Plan Administrator sends a letter to the employee with instructions for the selection of the employee's designated medical doctor. The Union shall receive a copy of any letter applicable to one of its members.
- (f) The Plan Administrator appoints the Plan's designated medical doctor.
- (g) The Plan Administrator receives information from the employee as to his/her designated medical doctor.
- (h) The Plan Administrator confirms with the two appointed medical doctors that they have been requested to sit as members on the Claims Review Committee. The letters also include information regarding the case (Terms of Reference, employee's address, medical and vocational reports, job description and Expense Guidelines) and a request that they jointly select a third medical doctor to act as a Chairman.
- (i) The Plan's medical doctor will inform the Plan Administrator of the name of the medical doctor who has been jointly selected and who has agreed to act as the Chairman.
- (j) The Plan Administrator sends instructions to the Chairman and information regarding the case (Terms of Reference, employee's address, medical and vocational reports, job description and Expense Guidelines).
- (k) The Claims Review Committee meets and arrives at a recommendation to the Directors.
- (l) The Claims Review Committee, through its Chairman, prepares a report representing the findings of a majority of the committee. The signed report is sent to the Plan Administrator.
- (m) The Plan Administrator sends copies of the report to the employee, the Union(s), the Corporation and the Directors.
- (n) The claims adjudicator reviews the decision of the Directors and then contacts the employee regarding the disposition of the claim as determined by the Directors.
- (o) The Plan Administrator pays the expenses of the Claims Review Committee and collects funds as required from the employee.
- (p) For claim disputes involving a nonmedical issue (i.e. relating to the employee's ability to be rehabilitated or return to work), it is proposed that the Directors select a number (3-6) of firms that do vocational assessments and counseling and that the disabled employee can choose which of these organizations he/she wishes to use. Generally the procedure outlined above for medical disputes will apply.
- (q) Costs of claims reviews - the cost of claims reviews will be paid for 50% by the employer and 50% by the employee unless the claims review now supports the employee in which event the entire cost of the claims review will be paid 100% by the Employer.

**SCHEDULE "H" – LETTER OF UNDERSTANDING – SABBATICAL EDUCATION LEAVE PROGRAM**

**LETTER OF UNDERSTANDING**

between

**THE BURNABY PUBLIC LIBRARY BOARD**  
(hereinafter called "the Employer")

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
(hereinafter called "the Union")

**SABBATICAL EDUCATION LEAVE PROGRAM**

Effective 1997 April 18:

- (a) The Employer agrees to investigate and implement a Sabbatical Education Leave Program for Regular Full-Time Employees which will incorporate those elements which are statutorily mandatory for a Sabbatical Education Leave Program. The Program will be in a form acceptable to Revenue Canada to facilitate an advance tax ruling.
- (b) The Employer agrees to pay the cost to obtain the advance tax ruling to a maximum of \$1,500. There will be no other costs to the Employer for the Plan.
- (c) Benefits, vacation, increments, pension, and seniority will be as outlined in Appendix "A", subject to Revenue Canada, Pension, and other regulations.
- (d) Approval of participation in the Sabbatical Education Leave Program will be subject to authorization by the Department Director, and will depend on operational requirements of the work unit. If the employee and the manager are unable to reach agreement, the matter may be referred to the City Manager's office for review.
- (e) In order for the Sabbatical Education Leave Program to be implemented, the Employer and the Union must agree to the Plan text.

This Letter of Understanding shall continue in force until 1999 December 31 and shall remain in force thereafter until either party serves written notice to cancel it during a period of bargaining. Such cancellation shall only be effective at the conclusion of such bargaining if no other arrangements are mutually agreed.

SCHEDULE "H" – LETTER OF UNDERSTANDING – SABBATICAL EDUCATION LEAVE PROGRAM

DATED this 8th day of April, 1997, in the City of Burnaby.

REPRESENTATIVES FOR THE EMPLOYER	REPRESENTATIVES FOR THE UNION
<u>"Paul Whitney"</u>	<u>"T. Jarzebiak"</u>
<u>"R.H. (Bob) Moncur"</u>	<u>"Simon Challenger"</u>
<u>"Malcolm Graham"</u>	<u>"C. Credico"</u>
<u>"George V. Harvie"</u>	<u></u>

APPENDIX "A"

Status of Benefit Plans	During the Deferral Period	During the Educational Leave Period
Medical Services Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Dental Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Extended Health Plan	Coverage continues. The Employer will pay the full cost of the Plan.	Coverage is optional. If you remain in the Plan, you will pay insurance premiums.
Unemployment Insurance	Coverage continues. Continued contributions will be based on the gross salary prior to the deferral deduction, subject to Revenue Canada regulations.	You will not contribute nor be covered during the Leave period. Your benefit entitlement will be determined by UI eligibility requirements.
Group Life Insurance	Coverage continues. Continued contributions will be based on the gross salary prior to the deferral deduction.	Coverage is optional. If you choose to continue, you will pay the full cost of insurance premiums. Insurance is based on your full (pre-leave) salary.
Pension Plan	You will continue to be a Plan member. Contribution level will be based on gross salary prior to the deferral deduction.	Contributions will not be made during the period of leave. Upon return to work, this period of leave may be picked up as pensionable service based on rules and guidelines by the Superannuation Commission or Revenue Canada that are in place at the time of return to work.

Status of Benefit Plans	During the Deferral Period	During the Educational Leave Period
Canada Pension Plan (CPP)	You will continue to earn pension benefits under the CPP. Your contribution level and benefits earned will be based on your actual salary received during your deferral period, subject to Revenue Canada regulations.	You will continue to earn pension benefits under the CPP. Contribution level and benefits earned will be based on salary received during your leave period. The Employer will be responsible for the Employer's share of contributions.
Short Term Sick Leave Medium Term Disability Long Term Disability	Coverage Continues	There is no coverage during the period of Leave, and no claims will be accepted.
Public Holidays and Vacation Entitlement	Based on gross salary less deferred amount	There is no coverage nor credit for service during the period of Leave.
Seniority	Coverage continues	Does not continue to accrue during the period of Leave.
Increment(s)	Coverage continues	Cease during the period of Leave.

**SCHEDULE "I" – LETTER OF UNDERSTANDING – POST-SECONDARY EDUCATIONAL STUDENTS PROGRAM**

**LETTER OF UNDERSTANDING**

between

**THE BURNABY PUBLIC LIBRARY**  
(hereinafter called "the Employer")

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
(hereinafter called "the Union")

**POST-SECONDARY EDUCATIONAL STUDENTS PROGRAM**

Effective 1997 April 18:

The Union and the Employer agree to the hiring of students under a Post-Secondary Educational Program as follows:

- (a) Post-secondary students (hereinafter referred to as "students") are defined as persons enrolled in and who have not graduated from a recognized post-secondary institution which shall include colleges, institutions, university colleges and universities.
- (b) All students will be required to become and remain CUPE members for the duration of their work term which shall not exceed four (4) calendar months, unless mutually agreed between the Employer and the Union. Students will be employed as auxiliary and receive twelve percent (12%) in lieu of vacation, public holidays, and benefits.
- (c) The Employer and the Union agree to work in a spirit of cooperation to establish a pay rate by mutual agreement prior to placement for post-secondary educational student placements.
- (d) The Union will be advised of the student's name, position, and department and educational institution.
- (e) It is the intent of the Parties that participation in this program will not adversely affect existing jobs or employees covered by the Collective Agreement.
- (f) In the event of a labour dispute between the Employer and the Union, students shall not perform any duties at locations where members are on strike or locked out.

This Letter of Understanding shall continue in force until 1999 December 31 and shall remain in force thereafter until either party serves written notice to cancel it during a period of bargaining.

Such cancellation shall only be effective at the conclusion of such bargaining if no other arrangements are mutually agreed.



DATED this 8th day of April, 1997, in the City of Burnaby.

## REPRESENTATIVES FOR THE UNION

**"T. Jarzebiak"**

### “Simon Challenger”

**"C. Credico"**

1000

**SCHEDULE "J" – LETTER OF UNDERSTANDING – JOB SHARING**

**LETTER OF UNDERSTANDING**

between

**THE BURNABY PUBLIC LIBRARY**  
(hereinafter called "the Employer")

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 23**  
(hereinafter called "the Union")

The Union and the Employer agree that where a Regular Full-Time Employee within the same classification wishes to share her/his full-time position, that such Job Sharing agreements may be mutually agreed upon using the following principles.

**General**

We agree with the principle of sustaining the Regular Full-Time position(s) involved in a Job Share. Job Sharing will also be based on the principle of no gain, loss, i.e., that there will be no expenses incurred or any losses.

Any vacancy arising from a Job Share arrangement will be posted on a temporary basis, within ten (10) working days of the commencement of the Job Share arrangement. Participating members are not entitled to jointly apply for promotions or transfers.

**Application for Participation in a Job Share**

A full-time employee wishing to participate in a Job Share shall apply in writing to the Chief Librarian and shall include the following information in the application:

- the reason(s) for the request;
- the manner in which it is proposed that the workload be shared.

An employee wishing to Job Share shall forward a copy of the request to the Union.

Upon receipt of each application the Chief Librarian will consult with the Union and will decide whether the Job Share request will be approved for posting and advise the employee accordingly.

Job Share arrangements will not be initiated by the Employer.

The vacant portion of the proposed Job Share will be posted and filled if there is an acceptable Regular Full-Time or Regular Part-Time internal candidate. If there is no acceptable internal candidate, the Job Share will not proceed.

If an appropriate employee is selected to occupy the other half of the Job Share, the Employer will prepare a letter covering the terms and conditions of the Job Sharing arrangement to be signed by the Union and the Employer prior to commencement of the Job Share.

A position vacated by a successful applicant for the vacant portion of the Job Share will be posted.

**Hours of Work**

The hours of work for the Job Share positions shall be as stated in the Collective Agreement.

The Job Sharing of a position will be on the basis of a 50/50 share.

#### SCHEDULE "J" – LETTER OF UNDERSTANDING – JOB SHARING

The Job Share incumbents may accept additional hours which do not conflict with their regularly scheduled hours. Overtime and shift differential will be applied as if the individual incumbents were full-time staff.

Where one employee is absent on leave such as vacation or sick leave the other job share incumbent will be given the opportunity to work those hours.

#### Salaries and Benefits

For the purpose of earning, crediting, debiting and participating in all vacation, benefits, and seniority pursuant to the Collective Agreement (including but not limited to annual vacations, public holidays, sick leave and disability, all paid leave provisions, increment placement, seniority), participants in Job Share arrangements shall have their entitlements and eligibilities calculated as if they were Regular Part-Time Employees. The premium for Sunday work and the 1.5% salary bonus will also be applied to the incumbents as if they were Regular Full-Time Employees.

#### Medical Services Plan, Extended Health, Dental and Group Life Insurance

Participants in a Job Share shall be eligible for coverage under M.S.P., Extended Health, Dental, and Group Life Insurance on the same cost-sharing basis as is applicable to Regular Part-Time Employees.

The employee(s) shall pay one hundred percent (100%) of the premium costs of the Medical Services Plan, if applicable. The premium costs will be adjusted periodically by the Medical Services Plan and current rates are:

Single	\$36.00 per month
Couple	\$64.00 per month
Family	\$72.00 per month

The Library will pay one hundred percent (100%) of the premium costs of the Dental Plan, Extended Health Plan, and Group Life Insurance.

#### Municipal Superannuation Plan

Participants in a Job Share arrangement will continue their contributions to the Municipal Superannuation Plan on the basis of hours worked.

#### Short, Medium and Long Term Disability

Short, Medium and Long Term Disability benefits will be in accordance with the ratio that each participant's weekly hours bears to the full-time hours (i.e., 50/50 share). The penalty system for Short Term Sick Leave will apply on the same basis as Regular Full-Time, i.e., after the third and subsequent illnesses.

#### Public Holidays and Vacation Entitlement

While vacation is earned on a proportionate basis to full-time hours worked, employees shall be entitled to a percentage in lieu of vacation and public holidays as follows:

- Where an employee is eligible for two (2) weeks' vacation, the employee will receive eight percent (8%) in lieu of public holidays and vacation;
- Where the employee is eligible for three (3) weeks' vacation, the employee will receive ten percent (10%) in lieu of public holidays and vacation;
- Where the employee is eligible for four (4) weeks' vacation, the employee will receive twelve percent (12%) in lieu of public holidays and vacation and so on.

#### Termination of a Job Share

There will be a formal review by the Union and Management of each Job Share when it has been in place for one year. For the initial 12 month trial period of the job share, the Union or Management may serve 3 months' written notice that the Job Share is to end. Either incumbent can terminate the Job Share at any time with 3 months' written notice. In the event

that this occurs, the position will revert to full-time status, with its original incumbent, and the other incumbent will revert to their former position.

The maximum duration of a Job Share will be five (5) years.

The Job Share will end should one of the incumbents leave their position (resignation, promotion, employee initiated transfer). When this occurs, the position will be filled as follows:

- if the remaining Job Share incumbent is the employee who originally held the full-time position, they may choose to resume working full-time or request that the balance of the Job Share be posted with the understanding that the combined total duration of the Job Share is not to exceed five (5) years. In the event that there is no suitable candidate for the balance of the Job Share, the incumbent will have to assume the full-time position.
- if the remaining Job Share incumbent is the employee who did not originally hold the full-time position, the position will be posted as Regular Full-Time, and the remaining Job Share incumbent may apply for the position. If they choose not to apply, or are unsuccessful in the competition, the incumbent will revert to their former Regular Full-Time or Regular Part-Time position.

The Regular Full-Time or Regular Part-Time position held by an employee who successfully applies for a posted Job Share will be filled on a temporary basis with the understanding that should the incumbent not revert at the end of the Job Share, the position will be posted as Regular Full-Time or Regular Part-Time.

SCHEDULE "J" – LETTER OF UNDERSTANDING – JOB SHARING

DATED this 27th day of May, 1999, in the City of Burnaby.

REPRESENTATIVES FOR  
THE EMPLOYER:

"Paul Whitney"

"LesLee M. Lowe"

REPRESENTATIVES FOR  
THE UNION:

"Simon Challenger"

"Seline So"